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Research Article

English Article Title (14 pt / Bold / Arial / First Letter of Each Word Capitalized, The title should be between 70-80 characters.)

First Author's Name[1] *, Second Author's Name[2] *(12 pt, last names in uppercase, a number should be added from the "References" tab with the "Add Footnote" option.)*

Abstract

The summary should include the purpose of the study, the methods used, the results obtained, and the evaluations. Abstracts must not exceed 300 words in the language of the article. The summary section should be written in Arial font, 11 pt, single-spaced, and the title of the summary should be 11 pt and bold. There should be a line space between the word "Abstract" and the text.

Keywords: There should be at least 3, and at most 5 keywords. The first letter of each word should be capitalized. They should be written in Arial font, 11 pt..

Turkish Article Title (14 pt / Bold / Arial / First Letter of Each Word Capitalized)

Öz

The title in English must precede the “ÖZ”. This title should also be in bold characters, 14 pt, and with the first letter of each word capitalized. The abstract section should be written in Arial font, 11 pt, single-spaced, and the title of the abstract should be 11 pt and bold. Abstracts should be translated in a way that preserves the integrity of the meaning in the original language; accordingly, the translated text is exempt from the word limit. There should be a line space between the word "Öz" and the text.

Anahtar Kelimeler: There should be at least 3, and at most 5 keywords. The first letter of each word should be capitalized. They should be written in Arial font, 11 pt.

The writing format of our journal has been updated and will be effective starting from the April 2026 issue.

1. Title (First-Level Heading)

[1] XXX University, XXX Department, City, Country (ORCID ID: XXXX-XXXX-XXXX-XXXX) (Arial 8 point)
*Corresponding Author/İlgili yazar: email address in Arial 8 point (for the author who uploads to the system)
[2] XXX University, XXX Department, City, Country (ORCID ID: XXXX-XXXX-XXXX-XXXX) (Arial 8 point)
** This article is extracted from my master thesis/doctorate dissertation entitled “…”, supervised by … (Master’s Thesis/Ph.D. Dissertation, … University, City, State, Year). / This article is produced within the scope of the project titled ….., numbered ….. .(Arial 8 point)
The Concerned Research was carried out with the permission of the ..... Scientific Research and Publication Ethics Board, decision numbered... dated.... (If) (Arial 8 point)

Received Date / Gönderim Tarihi:
Accepted Date/Kabul Tarihi:

Main headings should be in Arial font, 12 pt, bold, and with the first letter of each word capitalized. There should be a line space between the heading and the text. Also, main headings should be numbered, like 1., 2., 3., etc.
Within the article, heading levels up to the third degree may be used. If it is desired to include a heading lower than the third degree, it should be written without numbering, left-aligned, in Arial font, 12-point size, bold and italic, and only the first letter of the first word of the heading should be capitalized.

1. Title (First-degree heading)
1.1. Title (Second-degree heading)
1.1.1. Title (Third-degree heading)
Title (Fourth-degree heading)

The article should begin with an "Introduction" section that covers the purpose, scope, and method of the study, followed by main and subheadings that unfold and discuss the topic, and end with an "Evaluation and Conclusion" section.

In studies requiring Scientific Research and Publication Ethics Board permission; it should be stated that the ethics board permission was obtained for the method of the study, and detailed information about the name of the board, the number and date of the decision should be given in the footer information on the first page of the article. (The Concerned Research was carried out with the permission of the ..... Scientific Research and Publication Ethics Board, decision numbered... dated….)

Throughout the study, a single line spacing should be used, and a line space should be left after paragraphs and headings. In the Word program, the space values before and after the paragraph should be defined as "0" (Zero).

There should be at least two lines of text under the heading that coincides with the bottom of the page.

The text of the article should be written in Arial font with 11 pt. The preferred text length for articles is a maximum of 10,000 words, including references.

The reference presentation in the text should be as follows: (Kuban, 2007, p. 123). In addition, footnotes can be used for explanations that are kept separate from the text. After the necessary explanation is made in the footnote, the source representation should be like the in-text source representation: (Çelik, 1998, p. 200). Footnotes should be written in 10 pt.

Unit symbols must be in accordance with the International System of Units. Abbreviations should be explained in parentheses in the text at the first occurrence if they are short, and in a footnote if they are long.

Rules for Writing Numbers in the Text should be used in accordance with APA style as described below.

- In general, use words to express numbers zero through nine, and use numerals to express numbers 10 and above.
- Numbers that begin a sentence, title, or heading, and certain universally accepted phrases should be used with words.

- Numbers that precede a unit of measurement, statistical or mathematical functions, fractions or decimals (except common fractions), percentages, ratios, percentiles and quartiles should be given as numerals.
- Times and dates (including approximations of time), ages, scores and points on a scale, exact sums of money, numerals as numerals should be expressed with numerals.

For the situations not mentioned above, APA style should be used. https://apastyle.apa.org/style-grammar-guidelines/numbers

1.1. Title (Second-Level Heading)

If a subheading needs to be written without any text after the main heading, no space should be left in between. Subheadings should be written in Arial italic 12-point bold font, and the first letter of each word should be capitalized. One line of space should be left after the subheading before starting the text. Subheadings should also be numbered, such as 2.1, 2.2, or if there are more subheadings, like 2.1.1.

Within the article, heading levels up to the third degree may be used. If it is desired to include a heading lower than the third degree, it should be written without numbering, left-aligned, in Arial font, 12-point size, bold and italic, and only the first letter of the first word of the heading should be capitalized.

1. Title (First-degree heading)
1.1. Title (Second-degree heading)
1.1.1. Title (Third-degree heading)
Title (Fourth-degree heading)

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Throughout the study, a single line spacing should be used, and a line space should be left after paragraphs and headings. In the Word program, the space values before and after the paragraph should be defined as "0" (Zero).

There should be at least two lines of text under the heading that coincides with the bottom of the page.

The text of the article should be written in Arial font with 11 pt. The preferred text length for articles is a maximum of 10,000 words, including references.

1.1.1. Title (Third-degree heading)

If a subheading needs to be written without any text after the main heading, no space should be left in between. Subheadings should be written in Arial italic 12-point bold font, and the first letter of each word should be capitalized. One line of space should be left after the subheading before starting the text. Subheadings should also be numbered, such as 2.1, 2.2.

Within the article, heading levels up to the third degree may be used. If it is desired to include a heading lower than the third degree, it should be written without numbering, left-aligned, in Arial font, 12-point size, bold and italic, and only the first letter of the first word of the heading should be capitalized.

1. Title (First-degree heading)
1.1. Title (Second-degree heading)
1.1.1. Title (Third-degree heading)
Title (Fourth-degree heading)

The article should begin with an "Introduction" section that covers the purpose, scope, and method of the study, followed by main and subheadings that unfold and discuss the topic, and end with an "Evaluation and Conclusion" section.

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There should be at least two lines of text under the heading that coincides with the bottom of the page.

The text of the article should be written in Arial font with 11 pt. The preferred text length for articles is a maximum of 10,000 words, including references.

Table and Figure Presentations

Photos, drawings, tables, and figures should be numbered sequentially and referenced in the text in parentheses (Figure 1), (Photo 1), (Table 1), (Drawing 1), (Plan 1), etc.

A maximum of 25 figures/visuals/tables should be included in articles.

All tables and figures should be sequentially numbered according to their order of reference in the text and should be included in the text. Figures must be of sufficient resolution for print quality (preferably 300 dpi). Image captions should be written in 10 pt Arial font and centered. In image captions, it should be specified in parentheses whether the image is cited from a source or who took the photograph. For example: (Kuban, 2007, p. 124) or (Photo 1: Atatürk Library, Virtual Archive), (Table 1: List of

castles and palangas), (Figure 1: …), etc. Tables and figures should be as simple as possible, and the text, numbers, symbols, etc., inside them should be clearly visible and understandable both in electronic media and in print.

If additions, changes, or modifications have been made by the author to an image or figure taken from a source, the source of the image should be cited and the phrase “Updated by the author.” should be added at the end. For example; Figure 1. Atatürk Library (Kuban, 2007, p. 124; updated by the author.)



Figure 1. Arial 10 Pt, First Letters Capitalized (Source)

If multiple visuals are to be presented together within the text, they should be labeled on the same line with the same figure number. For example, if three visuals are presented side by side on the same line, the figure captions and sources should be provided from left to right according to the order of the visuals, and the descriptive expressions (left), (center), and (right) should be added at the end of the captions.





Figure 2. Atatürk Library (Source) (left), Atatürk Library Entrance Gate (Source) (center), Atatürk Library Front Façade View (Source) (right)

If the visual descriptions and sources are the same, they may be written with a single description and reference entry.

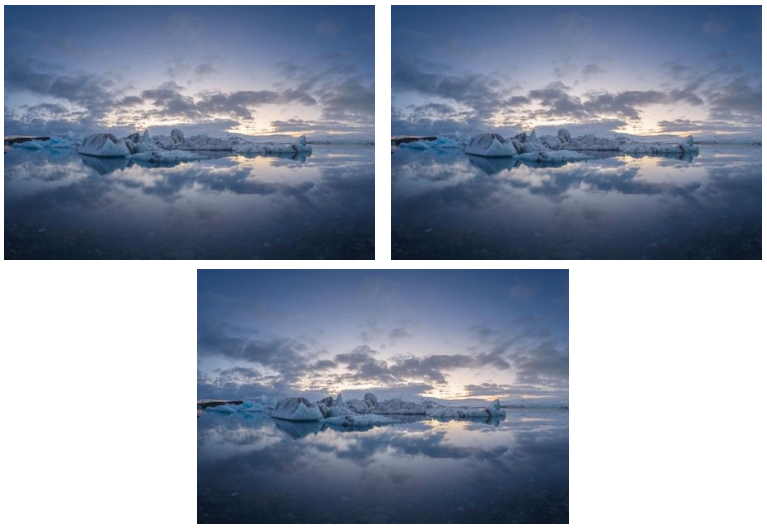


Figure 3. Photographs of the Entrance of Atatürk Library (Source)

Providing visuals collectively within the text should be avoided. If it is desired to include visuals collectively, they should be presented by combining them or arranging them in a table format.

All tables should be created in Microsoft Word; no table should be included as an image. In table representations; tables that extend to the following page should be given as a separate table and stated as (continued) with the same table number and description.

Table 1. Arial 10 Pt, First Letters Capitalized (Source)

Acknowledgement (If)

Acknowledgement note should not be included in the abstract and main text; it should be stated as a separate heading after the evaluation and conclusion section. (Arial 11 point)

Author Contribution

If there is only one author: “The entire study belongs to the author.”

If the contribution of authors is equal: “The authors declare that they have contributed equally to the manuscript.”

If the contribution of authors is not as stated above, they must provide a detailed explanation. (Arial 11 point)

Conflict of Interest Statement

If there is potential conflict of interest, it must be explained. In cases where there is no conflict of interest, the following statement should be included.

“The authors of the study declare that there is no financial or other substantive conflict of interest that could influence the results or interpretations of this work.” (Arial 11 point)

Research and Publication Ethics Statement

For studies not requiring ethics committee approval: "This study was conducted in accordance with research and publication ethics, and did not require ethics committee approval." (Arial 11 point)

For studies requiring ethics committee approval: "This study was conducted in accordance with research and publication ethics. The Concerned Research was carried out with the permission of the ..... Scientific Research and Publication Ethics Board, decision numbered... dated.... " (Arial 11 point)

References

The title of the section should be specified as "References." All references should be in alphabetical order. There should be 1 line of space between references.
References from URLs should be given at the end under the title "Internet Resources." References in the text should be made as "URL-1", "URL-2", and the ordering in the references section should be done in the same way

You can refer to APA citation methods for situations not given below.

If there are multiple sources from the same author in the bibliography, the sources are written in order from old to new. For sources with the same date, sorting is done with a letter. For example: 2000a, 2000b.

If the article has DOI numbers, they are written. For example:

- Anderson, A. K. (2005). Affective Influences on the Attentional Dynamics Supporting Awareness. Journal of Experimental Psychology: General, 154, 258–281. doi:10.1037/0096-3445.134.2.258

If not, URL numbers are written. For example:

- Fe:Feminist eleştiri dergisi URL’si. http://cins.ankara.edu.tr/cansun.html

If the original dates of classical works (such as Marx, Freud) are known, it is given at the end of the source in the following way: (The original work is dated 1846)

Among authors with the same surname, the source with the first letter of the name that comes first alphabetically, even if the publication is older, is mentioned first. For example:

- Köker, E. (1998). The Communication of Politics The Politics of Communication, Ankara: Vadi.
- Köker, L. (2007). Turkey's Human Rights Problem in the Process of Legal Reforms. Human Rights Journalism, (ed.) Sevda Alankuş, Istanbul: IPS Foundation.

When citing the sources, always try to cite the main source and avoid citing the secondary sources. If it is not possible to access the main source, it should be cited in the text as (Main source; cited by Secondary source); and both sources should be included in the bibliography. For example:

- Strunk, W. Jr. & White, E. B. (2000). The Elements of Style (4. Baskı). New York: Longman.
- Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. Knowledge Management Research & Practice. Advance online publication. doi: 1 0.1 057/palgrave.kmrp.8500141
- In the text: (Strunk and White, 2000, p.45; cited by Von Ledebur, 2007, p. 87)

In the bibliography, the place of publication is given first, then the name of the bookstore or publishing house, without specifying "bookstore", "publishing house", "pub.", etc. For example:

- Ankara: Imge Istanbul: Metis New York, NY: McGraw-Hill Newbury Park, CA: Sage London, UK: Routledge Ankara: TÜBA Istanbul: Konrad Adenauer Foundation.

Single-author book

- Abisel, N. (2006). Sessiz Sinema. Ankara: Deki.
- Zizek, S. (2009). Matrix: Ya da Sapkınlığın İki Yüzü. Bahadır Turan (Trans.). İstanbul: Encore.

Multi-author book

- Abisel, N., Arslan, U.T., Behçetoğulları, P., Karadoğan, A., Öztürk, S.R. & Ulusay, N. (2005). Çok Tuhaf Çok Tanıdık. İstanbul: Metis.

Edited book

- Özbek, M. (Ed.) (2005). Kamusal Alan. İstanbul: Hil.

Chapter in edited book

- Kejanlıoğlu, B. (2005). Medya Çalışmalarında Kamusal Alan Kavramı. Meral Özbek (Ed.), Kamusal Alan içinde (p. 689-713). İstanbul: Hil.

Book with multiple editions

- Strunk, W. Jr. & White, E. B. (2000). The Elements of Style (4th Ed.). New York: Longman.

E-books

- O'Keefe, E. (n.d.). Egoism & the cnsts in Western values.
  Access http://www.onlineoriginals.com/showitem .asp litem I 135

Electronic version of the book

- Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. J. Strachey (Ed. & Trans.), The standart edition of the complete psychological works of Sigmund Freud (Vol. 4, pp. 96-121). http://books.google.com/books (The original work dates back to 1900)
- Shotton, M. A (1989). Computer addiction? A study of computer dependency [DX Reader version]. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp
- Schiraldi, G. R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version]. doi: 1 0.1036/0071393722

In sources accessed from an electronic address, the URL where the source can be accessed should be given.

- http://www.bianet.org/bianet/toplum/119375-avatar-in-sozde-solculugu-uzerine

Electronic articles: if available, the digital object identifier (DOI) number should be specified.

- Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. Knowledge Management Research & Practice. Advance online publication. doi: 1 0.1 057/palgrave.kmrp.8500141

Electronic newspaper articles:

- Çetin, Ö. (2010, 21 Ocak). Televizyon alışkanlıklarımız IPTV ile değişecek. www.hurriyet.com.tr

Multi-volume works:

- Pflanze, O. (1963-1990). Bismarc and the Development of Germany (Volumes 1-3). Princeton, NJ: Princeton University Press. In text: (Pflanze, 1963-1990)

Use of a single volume from multi-volume works:

- Pflanze, O. (1990). The Period of Fortification, 1880-1898: Volume 3. Bismarck and The Development of Germany. Princeton, NJ: Princeton University Press.

Reprints of previous editions:

- Smith, A. (1976). An inquiry into the nature and causes of the wealth of nations. E. Cannan (Ed.). Chicago: University of Chicago Press. (First edition 1776). In text:(Smith, 1776/1976)

Conference and symposium

Conference and symposium papers can be published in book or journal format. When citing papers published in a book, the book or book chapter format is used. For regularly published papers, the journal format is used.
For officially unpublished conference or poster presentations, or contributions to a symposium, the following formats are used: Presenter, A. A. (Year, Month). Title of paper or poster. Paper or poster presented at the meeting of Organization Name, Location. For references of officially unpublished conference or poster presentations, or contributions to a symposium, the month and year information of the conference/symposium is provided in the bibliography.

Translated Chapter from a Book

- Weber, M. (1958). The Protestan Ethic and The Spirit of Capitalism. T. Parsons (Trans.). New York: Charles Scribner"s Son. (First publication: 1904-1905). In text: (Weber, 1904-1905/1958)

Reports and Technical Papers

- Gencel Bek, M. (1998). Mediscape Turkey 2000 (Report No. 2). Ankara: BAYAUM.

Single-authored Journal Article

- Aktay, Y. (1999). Aklın Sosyolojik Soykütüğü: Soy Akıldan Tarihsel ve Toplumsal Akla Doğru. Toplum ve Bilim, 82, 114-140.

Multiple-authored Journal Article

- Binark, F. M., Çelikcan, P. (1998). Mahremin Müzakereye Çağrılması ve Yıldo Örneği. Kültür ve İletişim, 1 (2), 197-214.

Article from Electronic Journal

- Conway, P. (2003). Truth and reconciliation: The road not taken in Nambia. Online Journal of Peace and Conflict Resolution, 5 (1).
  DOI number if available, otherwise provide the URL. Example URL: http://www.trinstitute.org/ojpcr/5_1conway.htm

Editorial with an Unknown Author

- Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). Journal of Contingencies and Crisis Management, 14, 1-2.

Newspaper and Magazine Articles with an Unknown Author

- The United States and the Americas: One History in Two Halves. (2003, December 13). Economist, 36.
- Strong afterchocks continiue in California. (2003, December 26). New York Times [National Edition.]. p.23.
- In text: (United States and the Americas, 2003) (Strong aftershock, 2003)

Newspaper and Magazine Articles with a Known Author

- Bruni, F. (2003, December 26). Pope pleads for end to terrorism and war. New York Times, p.21.

Book Reviews

- Orr, H. A. (2003, August 14). What‟s not in your genes. [Review of the book Nature via nurture: Genes, experience, and what makes us human]. New York Review of Books, 50, 38-40.

Unpublished Thesis, Posters, Presentations: If downloaded from YOK, the URL address is also given at the end of the citation.

- Sarı, E. (2008). Kültür Kimlik ve Politika: Mardin'de Kültürlerarasılık. (Unpublished doctoral dissertation). Ankara University / Institute of Social Sciences, Ankara.

Encyclopedias

- Balkans: History. (1987). In Encyclopaedia Britannica (15th ed., Vol. 14, pp. 570-588). Chicago: Encyclopaedia Britannica. In text: (Balkans: History, 1987)

Dictionaries

- Gerrymander. (2003). Merriam-Webster's collegiate dictionary (11th ed.). Springfield, MA: Merriam-Webster‟s. In text: (Gerrymander, 2003)

Interview

- Arroyo, Gloria Macapagal. (2003). A time for Prayer. Interview with Michael Schuman. Time. July 28, 2003. Accessed January 13, 2004. http://www.times.com/time/nation/article/0,8599,471205,00.html

Television Program

- Long, T. (Writer), & Moore, S. D. (Director). (2002). Bart vs. Lisa vs. the 3rd Grade [Television series episode]. In B. Oakley & J. Weinstein (Producers), The Simpsons. Episode: 1403 F55079. Fox. In-text: (The Simpsons, 2002)

Film

- Huston, J. (Director/Screenwriter). (1941). The Maltese Falcon [Film]. U.S.: Warner. In-text: (The Maltese Falcon, 1941)

Photograph

- Adams, Ansel. (1927). Monolith, the face of Half Dome, Yosemite National Park [Photograph]. Art Institute, Chicago. In-text: (Adams, 1927)

Internet Resources

URL-1: XXXXXXXXXXXXXXXXXXXXXXXXX Accessed: Day/Month/Year, time.

URL-2: XXXXXXXXXXXXXXXXXXXXXXXXX Accessed: Day/Month/Year, time.