MAIN TITLE- 12 PTS, 6NK, SINGLE LINE SPACING

Abstract - 9 pts, 6nk, single line spacing

The summary should consist of **at least 150 and mostly 200** words with **9 pts**. The abstract should include information about the **purpose, scope, method, and results.** In the abstract, equations, citations, abbreviations, examples, etc. should not be included. "Keywords" consisting of at least 3 and maximum 5 words should be added under the abstract text; the first letter of each keyword should be capitalized and keywords should be separated by commas. Citations and literature should not be should not be in the abstract. If the submitted article was presented as a paper/prepared from a thesis, a footnote should be added to the title in **title page**. If the article was not presented as a paper, authors should delete the footnote in the main title. The footnote should be written in single line spacing, in 8 points, 1-spaced (with single line spacing / 0nk spacing and justified (block).

Keywords: Keywords, Keywords, Keywords.

Extended Abstract - 9 pts, 6nk, 1 line spacing

The extended abstract should consist of **min. 750 max. 1000** words with **9 pts**. An extended summary is requested from all submissions, including accepted but have not yet been published articles. You can access the relevant information from the page template and update your submissions according to the new template. This section is essential for the study to reach more international audiences. Therefore, the following headings should be included in this section.

Introduction: The introduction of the study should be given briefly, and the subject of the study, which will include literature reviews about the theoretical and conceptual framework, should be conveyed.

Purpose and scope: The study should clearly state the purpose and find the answers to why it was started and the study was needed. In addition, the scope of the study should be specified.

Method: It should state which scientific research methods were used and why this method was chosen.

Findings and conclusion: Findings obtained from the study should be associated with the theoretical framework. Discussion and conclusion information should be mentioned. Contribution to the field and suggestions to employees on the subject should be included.

Keywords: Keywords, Keywords, Keywords.

INTRODUCTION- 11 PTS, 6NK, SINGLE LINE SPACING-UPPER CASE

The article should be written in A4 size, Times New Roman font, 11 points, 1-spaced (single-spaced / 6nk spacing) and justified (block). The article should be prepared with **a maximum of 25 pages**, including the abstract and references, **between 4000-7000 words** excluding the abstract and references, in accordance with the attached paper template. **Author information should not be added to the article.** In addition, a title page with the title of the article and information about the author (title of the article, names of the author/authors, ORCID number of the authors, academic titles, institution, faculty, department) should be prepared. If the uploaded text has been presented as a paper or derived from a graduate thesis, a footnote should be added in the title.

Preparation of the article in the Microsoft Office Word program is recommended for compatibility. The prepared text should not be sent as a PDF, it should be sent as .doc or .docx, which are extensions of Microsoft Office Word files.

Page margins should be adjusted as follows; right side 2.5, left side 2.5, top 3 cm, bottom 3 cm.

The main title should be written at the top of the page, centered and in 12-point capital letters. All titles except for the main title, conclusion and references should be numbered. All headings should be left-aligned. The titles at 3 different levels that can be used in the article should be arranged according to the 3 rules below.

- First level titles; should be left-aligned, bold, and all capital letters.
- Second level titles; should be left-aligned, bold, and the first letter of each word should be capitalized.

- Third level titles; should be left-aligned, bold and only the first letter of the first word should be capitalized.
- One line space is left before the subtitles.

Second Level Titles- 11 pts, 6nk, Single Line Spacing

The structure of the paragraphs in the text should be divided according to the unity of meaning. Do not organize each citation as a separate paragraph. The main text should be in 11 pt, justified, Times New Roman font **(after: 6 pt spacing, single line spacing)**. There should be 1 space between the main headings, no spaces should be left between the paragraphs.

Third level titles- 11 pts, 6nk, single line spacing

Numbering is not used in headings. The structure of the article should be created as; the **Introduction, Headings (determined according to the subject)** and **Conclusion**. (Subtitles can be inserted in main titles when necessary). Images and Tables should be added to the section related to the text and numbered consecutively (10 points, 1 space, centered). Links to images should be added sequentially (with access date) by creating a **Visual References** title after **References**. Pictures, photographs, graphics, drawings, etc. desired to be used in the article, must be in JPEG or TIFF format with 300 dpi resolution and must be sent separately. Contents like tables, graphs, etc. should be sent as editable (Excel or Word files) not as pinned images.

METHOD- 11 POINT, THEN: 6 NC, SINGLE LINE SPACING – UPPERCASE

The method of the study should be explained here.

FINDINGS- 11 POINT, THEN: 6 NC, SINGLE LINE SPACING – UPPERCASE

The study findings should be discussed here.

CONCLUSION- 11 POINT, THEN: 6 NC, SINGLE LINE SPACING – UPPERCASE

The study conclusion should be discussed here.

Figures/Tables

The imprint information for the artwork should be as follows.

Image number (bold). Artist name, *Artwork name (italic),* Date, Technique/Material, Size, Exhibited/Found place

Image X. Pablo Picasso, *Guernica*, 1937, Oil on canvas, 349 x 776 cm, Reina Sofía Museum, Madrid

Links to the images should be added after the References by creating the **Figure References** title and adding them respectively (by specifying the access date).

In-text references

References to other works in the text should be made using The American Psychological Association (APA 7) system.

In-text references should include the author's surname, year and page number in parentheses. Example: (Surname, 2019: 10).

If the source has two authors, it should be written with "and". Example: (Surname1 and Surname2, 2019: 10).

If the reference has 3 or more authors, the surname of the first author is written and “et al.” is used. Example: (Surname et al., 2019: 10).

If there is no possibility to reach the first source, it should be stated through the second source. Example: (Surname cited by primary source Surname, 2019: 10).

If the same author(s) has more than one source published in the same year, the names of the studies should be listed alphabetically and the order should be made by adding letters such as “a, b, c, d” respectively to the publication date in parentheses. Example: (Surname, 2019a: 10) (Surname, 2020b: 11).

Direct quotations longer than 3 lines should be written in 10-point, single-spaced and indented.

Research and Publication Ethics

For studies conducted since 2020, ethics committee approval should be obtained for studies that require ethics committee approval, and this approval should be stated and documented in the article. In studies that require ethics committee permission, information about the permission (name of the committee, date and number) should be included in the method section and also on the first/last pages of the article. Studies that require the approval of the Ethics Committee are as follows:

- All kinds of research conducted with qualitative or quantitative approaches that require data collection from the participants by using survey, interview, focus group work, observation, experiment, interview techniques.
- The use of humans and animals (including material/data) for experimental or other scientific purposes,
- Clinical studies on humans,
- Research on animals,
- Retrospective studies in accordance with the personal data protection law.

REFERENCES

References should be written in accordance with the APA 7 Style.

Books, articles, and theses that have been accessed from the Internet even though they are in print, are cited in the "References" in the same way as the presentation of printed publications.

Article: Surname, N. (2019). The name of the article. *Journal Name. Volume* (Issue), 23-36. doi:

Book: Surname, N. (2019). *The name of the book.* Publisher.

e-Book: Surname, N. (2019). *The name of the book*. Publisher. URL

Thesis: Surname, N. (2019). *The name of the thesis* [PhD/DA/Master's Thesis, Name of the University].

Web Page: Surname, N. (2021). *Name of web page.* Name of Web Site. URL

Sources such as TV shows, TV series, movies, music and sound recordings, or multimedia software are cited in “References”.

Motion Picture: Surname, N. (Producer) and Surname. A. (Director). (2019). The name of the movie. [Film]. Country: Name of the producer company.

Theater Screening: Surname, N. (Director). (2021, October 10). The name of the play [Author Name and Surname]. The place where the show took place.

Social Media: Surname, N. (2019, 15 November). Note and hashtag of the shared image [Photo]. The name of the social media resource. URL and date accessed.

Digital Game: Name of the game (Game version eg PC) [Game Type eg. video game]. (2019). Publishing company.

Visual References

Visual References should be written according to the source type, following the APA 7 Style.