

AUTHOR GUIDELINES

TITLE AND FOOTNOTES

The title of the article should be justified, 12 point, bold, Cambria font, maximum 15 words, and the first letter of each word should be capitalized except for the conjunctions. In the articles written in Turkish, the English title of the article should be written in the same format. If there are special cases related to the article, such as being produced from the thesis, presented at a conference or produced within the scope of a project, it should be written with a footnote starting with (*). This will be done after the article is accepted. Authors should not include such a footnote at the time of submission, as this may lead to an estimate of their identity. Article arrival, acceptance, online first and publication dates will be added and Turkish and English references will be revised according to the APA 6 conventions by the editors after the acceptance process. Therefore, in the first stage, these fields should be left empty in the template.

After the acceptance of the study, the author (s) name of the study should be written in centered, bold, 11 point, Cambria font, surname in capital letters and centered. If the number of authors is more than one, they will be written in the order specified by the authors. Along with the title (s) of the author (s), full name of the place of work, city-country information, e-mail address and ORCID number, should be indicated with footnotes (*) paired with the author's name or names under the title and should be included in the footnote at the bottom of the first page of the article. This addition will be done after the article is accepted. Authors should not include such a footnote at the time of submission, as this may lead to an estimate of their identity.

Annotations for footnotes: If the study has been presented as a paper in any scientific activity, the footnote icon (*) should be placed in the title of the article, and the name, place and date of the activity should be indicated at the bottom of the first page of the article. If the study has been supported by any research institution or fund, the footnote symbol (*) should be placed in the title of the article, and the name of the sponsor, the number of the project and the date of completion should be indicated at the bottom of the first page. If the study has been produced from graduate theses, then the title of the thesis, the name of the supervisor and the date of the completion should be placed at the bottom of the first page by placing a footnote symbol (*) in the title of the article. All information in the footnotes should be in Palatino Linotype font, non-typed and 10 font size.

TURKISH and ENGLISH ABSTRACT

Studies can be prepared and sent in Turkish and English. The first page of each study prepared in Turkish should contain an abstract in Turkish and English. The Turkish abstract should be written in Cambria font, 9 font size and written in single column and justified in the field specified in the template, not exceeding 200 words. The English abstract should be written in the same format, and should include up to 300 words. There is no obligation to include a Turkish abstract in the studies written in English. References should not be cited in the abstract. Below each abstract, there should be 2-5 keywords that describe the study.

SECTIONS AND SUBSECTIONS

Main section titles (first level titles) should be numbered with Arabic numerals and written in Cambria font, 11 font size, bold, left justified and all must be in capital letters. Subheadings (second level headings) should be written in Cambria font, 11 font size, bold, left justified, and the first letter of each word should be capitalized. The third level headings should be written in Cambria, 11 font size, bold, italic, left justified and only the first letter of the first word should be capitalized.

The paragraphs in the text should include at least three sentences and one line space should be left between the paragraphs. Likewise, one line space should be given before and after the headings. There should be no indentation throughout the article, and the spacing values before and after the paragraphs should be 0. APA 6 writing style should be used for in-text citations, tables, figures and bibliography.

The main sections in the manuscript should be:

- INTRODUCTION
- METHOD
 - Universe and sample / Working Group / Participants / Subjects (only one of them)
 - Data collection method (s) / techniques / tools
 - Analysis of data
- RESULTS
- DISCUSSION, CONCLUSIONS AND SUGGESTIONS
- REFERENCES

However, according to the methodology used in the studies, authors can create additional sections or sub-sections.

Main text should start with "1. INTRODUCTION". METHOD, FINDINGS AND DISCUSSION, CONCLUSION AND SUGGESTION parts should not be started on a new page, but should be the subsequent part of the main text. In presenting frequently used statistical techniques, statistical values should be included in the sentences based on APA 6 guidelines. Additionally, author (s) may make use of the tables and figures where appropriate. The whole manuscript should be written according to APA 6 writing style.

In Turkish manuscripts, the dictionaries and spelling guidelines of Turkish Language Institution should be taken into consideration and Turkish words should be used as much as possible. When using Turkish equivalent of a field-specific concept/term in a foreign language, the foreign language equivalent of the relevant concept / term should be given in parentheses in the first place.

FIGURES

Figures can be placed as centered, where appropriate, and they should not exceed the margins for written parts. In-text references should be made to the figure and, where possible, the figure should be explained. A figure title with Arabic numerals should be placed under each figure; the same numbering should continue throughout the article and be written in accordance with the APA 6 writing style. Figure captions should be written in Cambria font style, 10 font size, left-aligned, and the first letter of the first word should be capitalized. If a source is used in figure title, the source information should be added in parentheses. If the figure includes text, it can be written in Cambria font style and 9/10 font size.

TABLES

Tables should be left aligned and all the text in the tables should be written in Cambria font style. The title of the table should be in 10 font size and below the table number; and only the first letter of every word should be capitalized. APA 6 writing style should be used for the tables. Tables should be cited by specifying the number of tables in the text and they should be interpreted after the table. Tables should be placed in the text where they are used or on the following page. Related notes and references can be indicated at the bottom of the table after the "Note:" or "Source:" indicators.

REFERENCING

At the end of the article, references should be given according to APA 6 writing style before any appendices. All references should be written by using Cambria font style, 10 font size, before and after the paragraph values of "0", justified, single line spacing, with no indentation. There should be a single line spacing between each reference. It should be ensured that each reference in the references part is referred from the text, and that every reference used in the text is also included in the reference part.

APPENDICES

If the author(s) need it, they can create an appendices section after the bibliography and before the extended abstract. The appendices to be given in this section must be cited within the article. If more than one appendix is used, it can be

numbered. The attachments to be included in the appendices should be in a way not to disrupt the integrity if they are given in the article. The elements that can be given in tables or figures should not be included in the Appendices.

EXTENDED ABSTRACT

The manuscript should include an extended English abstract of 750-1000 words, after appendices if the article has, if not, after the bibliography. This abstract should be in paragraphs, covering all the basic ideas of the article, without subheadings (Introduction, Method etc.). Direct quotations should not be included in the extended abstract. The table or figure should not be used in an extended abstract. If the article is in Turkish, the extended abstract should be in English. In English articles, there is no obligation to present an extended abstract in Turkish, and the decision on this issue is left to the authors. The abstract should be written in 10 font size, using Cambria font.

ARTICLE TEMPLATE

Not all details about an article work are specified here in the “Author Guidelines“. More information about formatting is included in the template file, which should be used for studies to be submitted to the journal. If the information given here contradicts the information in the template file, it should be based on the template file.

In order to prepare the works according to the spelling rules of the journal, the template file should be used (File-Turkish: [Turkish Template](#)). (File-English: [English Template](#)). If writing is completed in another file, it is recommended to transfer the contents of the file to the template file. Manuscripts that are not prepared in accordance with the template will be returned to the authors during the stylistic control stage.

10. REVISION CHECKLIST

The author(s) who have received reviewer comments for the article should state the page number on the “[Revision Checklist](#)” sent together with the reviewer reports, specifying the page number based on the change requested by each reviewer.