

WRITING RULES

1. The first page of the article must include the following information:

a) Title of the article in Turkish and English (in bold and capital letters),

b) Name of the author, the organization s/he works in and the author's **ORCID number**¹

(Author's name must be indicated directly below the title of the article, aligned right, and an asterisk must be inserted after the surname. The relevant footnote must indicate the author's title at his/her organization and his/her ORCID number in bold),

c) An abstract of maximum 200 words in Turkish and English,

d) At least five keywords in Turkish and English,

2. Articles, including the bibliography section, must be written with a 12-point Times New Roman font, double-spaced. Footnotes and tables must use 10-point fonts. Footnotes must be included in numerical order at the bottom of each page. Tables and figures must be numbered; their titles must be indicated over the figure/table and the sources below.

3. For its first instance, an abbreviated name must be used in its full form, with the abbreviation included in parenthesis.

4. Foreign terms used in the text must be in italics.

5. With the exception of "Introduction" and "Conclusion," headings within the text must be arranged as follows, without letters or Roman numerals:

1. BOLD AND ALL CAPS

1.1. Bold and Only First Letters in Caps

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6. Explanatory notes must be given in footnotes below each page. All sources referenced in the text must be indicated under Bibliography. Bibliography must be in alphabetical order. If more than one title by an author is referenced, titles that are more recent must be listed later. In case an author has more than one title with the same date, letters such as "a", "b", "c" must be appended to the date of publication.

Abbreviations in the bibliography and the text itself must follow the rules in the following table:

¹ ORCID is the acronym for Open Researcher and Contributor ID. You can get your ORCID number by creating a free record at <http://orcid.org>.

Explanation	Turkish	English
Page	s.	p.
Pages	ss.	pp.
Edited Books	İçinde	In
Editor	Ed.	Ed.
Editors	Ed.	Eds.
Translator	Çev.	Trans.
Chapter	böl.	Chap.
Other authors	vd.	et. al

For references and citations, authors must follow the rules listed in **the sixth edition of the Guidelines published by the American Psychological Association (APA)²**.

2 Formatting rules to follow in references and in the bibliography are listed below:

CITATIONS WITHIN THE TEXT

a. Work with a Single Author:

Within the text, the last name of the author, publication date of the work and page number for direct quotations must be given.

For general quotations (Metin 2005) or according to the Metin (2005), for direct quotations (Metin 2005, p. 44), According to Metin (2005, p. 101)

b. Work with Two Authors:

When citing from a work with two authors within the text, last names of both authors must be given: (Kılıç and Akgün, 2010, p. 33) or According to Kılıç and Akgün (2010)

c. Work with Three or More Authors:

Last names of all of the authors are given in the first citation within the text; afterwards only the first author's name is given followed by "vd." If the language is English, "et. al." is used instead of "vd."

The first reference to the source must be in the form (Özgümüş, Adaklı & Çelenk, 2004), later references in the form (Özgümüş et. al., 2004)

d. When There Are More Than One References on the Same Subject:

The references must be listed by date and those with the same date must be listed alphabetically: (Karataş and Küçükçene, 1990; Deluga, 1995; Brockner, Siegel, Daly, Tyler &

² For more information visit the following links:

- Basics of APA Style Tutorial; (<http://flash1r.apa.org/apastyle/basics/index.htm>)
- APA Formatting and Style Guide; (<http://owl.english.purdue.edu/owl/resource/560/01/>)
- Mini-Guide to APA 6th for Referencing, Citing, Quoting (<http://library.manukau.ac.nz/pdfs/apa6thmini.pdf>)

Martin, 1997; Francisco, 2000; İşbaşı, 2000)

e. Quotation from a Secondary Source:

It is ideal to reference the primary source, but if this source cannot be accessed due to various challenges, the reference must cite the source quoted or paraphrased in the text.

- Bacanlı'nın (1992) (akt. Özden, 1996) çalışmasında...

- Seidenberg's study (1996) (as cited in Peter, 1993)

f. Publications the Authors of Which Are Not Known: Such as reports, etc.

For the first reference in the text:

If the page number is known, (OECD, 2017, s. 84); if the page number is unknown OECD (2017)

g. Sources from the Internet:

For in-text references, article title, chapter title or the name of the webpage must be given in double-quotes; if the source is a journal, book, brochure or report, the title must be italicized.

"Hacettepe University Information", 2010

BIBLIOGRAPHY

a. Books with a Single Author:

Author's Last Name, Author's Initials. (Year). The title of the book italicized and (except proper nouns) in all lower-case following the first letter. Place of publication: Publishing House.

Şişman, M. (2007). *Örgütler ve kültürler*. Ankara: Pegem Akademi Yayıncılık.

b. Books with Two or More Authors:

First Author's Last Name, First Author's Initials. and Second Author's Last Name, Second

Author's Initials. (Year). The title of the book italicized and (except proper nouns) in all lower case following the first letter. Place of publication: Publishing House.

Yıldırım, A. ve Şimşek, H. (2016). *Sosyal bilimlerde nitel araştırma yöntemleri*. Ankara: Seçkin Yayıncılık.

c. Revised or Extended Editions:

Author's Last Name, Author's Initials. (Year). The title of the book italicized and (except proper nouns) in all lower-case following the first letter (Revised/extended Xth edition). Place of publication: Publishing House.

Korkmaz, A (2013). *Dil bilgisi terimleri sözlüğü* (Extended fifth edition).

Ankara: Bilgi Yayınevi.

d. Books with Anonymous Writers

The title of the book italicized and (except proper nouns) in all lower-case following the first letter.(Year). Place of publication: Publishing House.

The 1995 NEA almanac of higher education. (1995). Washington DC: National Education Association.

e. Books with Two or More Volumes:

Author's Last Name, Author's Initials. (Year). The title of the book italicized and (except proper nouns) in all lower-case following the first letter (Vol. X). Place of publication: Publishing House.

Moran, B. (1995). *Türk romanına eleştirel bir bakış* (Vol. 3). İstanbul: İletişim.

f. Translated Books:

Author's Last Name, Author's Initials. (Year). The title of the book italicized and (except proper nouns) in all lower-case following the first letter (Translator's Initials. Translator's Last Name, Trans.). Place of publication: Publishing House.

Jones, C. I. (2001). *İktisadi büyümeye giriş*. (Ş. Ateş, İ. Tuncer, Trans.). İstanbul: Literatür Yayınları.

g. Articles:

Author's Last Name, Author's Initials. (Year, if available month). Title of the article with only the first letter of the first word in capital and the rest in lower- case. Name of the Journal in Italics and with the First Letter of Each Word in Capital Letters, Volume in Italics (Number), Page Number Range. doi: xxxxxx (if available)

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

h. Unpublished Graduate/Doctorate Theses:

Author's Last Name, Author's Initials. (Year). Title of the thesis in italics and with only the first letter of the first word in capital and the rest in lower- case, except proper nouns (Unpublished Graduate/Doctorate Thesis). Name of the Organization, Place of the Organization.

Sarı, E. (2008). *Kültür kimlik ve politika: Mardin’de kültürlerarasılık*. (Unpublished Doctorate Thesis). Ankara University Institute of Social Sciences, Ankara.

i. Chapter in an Edited Book/Compilation:

Author’s Last Name, Author’s Initials. (Year). Title of the article. In Editor’s Initials. Editor’s Last Name (Ed.), Title of the book italicized and in all lower-case following the first letter (except proper nouns) (pp. page number range). Place of publication: Publishing House.

Oktar, S., & Eroğlu, N. (2015). Petrolün ilk küresel krizi: 1973 krizi. İçinde N. Eroğlu, H. İ. Aydın (Ed.), *İktisadi krizler ve Türkiye ekonomisi* (ss. 177-190). Ankara: Orion Kitabevi.

Raz, N. (2000). Aging of the brain and its impact on cognitive performance: Integration of structural and functional findings. In F. I. M. Craik, T. A. Salthouse (Eds.), *Handbook of aging and cognition* (2nd ed., pp. 1–90). Mahwah, NJ: Erlbaum.

j. Anonymous Publications, Reports, etc.:

OECD (2005). Competition Law and Policy in Turkey, OECD, Paris.

k. Congress and Symposium Papers:

Leclerc, C. M., & Hess, T. M. (2005, August). *Age differences in processing of affectively primed information*. Poster session presented at the 113th Annual Convention of the American Psychological Association, Washington, DC.

l. Online Resources:

Author’s Last Name, Author’s Initials. (Year of publication). The title of the text, italicized and (except proper nouns) in all lower-case following the first letter of the first word. Retrieved: Month Day, Year from link to the text.

DPT. (2004). *Sekizinci beş yıllık kalkınma planı (2001–2005) 2004 yılı programı destek çalışmaları*. Erişim Tarihi: 12.02.2005, <http://ekutup.dpt.gov.tr/program>

World Economic Forum (2012). *Quality of science and math education*. Retrieved: August, 13 2018 from

http://www3.weforum.org/docs/FDR/2012/15_Pillar_2_Business_environment_FDR12.pdf