

MANUSCRIPT GUIDELINES

The journal publishes manuscripts either in Turkish or in English.

Page Margins: Manuscripts should be prepared in a standard A4 page size (210mm * 297mm) with margins 30mm on the top and 25mm on the left, right and bottom. The manuscripts should be set in two-column format.

Font: Manuscript files should be provided in Microsoft Word format. All text of the manuscript should be written in Times New Roman, 12 pt. Paragraphs should start at the beginning of the line (no indent, no tab) and there should be 6 pt line spacing before each paragraph.

Manuscript, including abstract and references, should not exceed 8000 words in length.

Title: The title of the article should be written in 12 pt, each letters should be capitalized and the title should be centered on the page. The title should not be more than eighty characters.

Abstract: Abstracts are required for all manuscripts regardless of the language of the manuscript. Following the title, an abstract of 200 words, briefly stating the purpose and the results of the paper, should be included in the paper. Abstract should not include any references. It should be written in Times New Roman, 12 pt and italic.

Keywords: At the left side of the abstract, maximum of five keywords should be provided.

Introduction and Other Parts: Following the abstract, the manuscript should be divided into various sections starting with introduction section and should end with references.

Main (first level) headings must be in capital letters. Main and sub-headings should be numbered, and left-aligned. Second level headings should be bold and first letters of each word should be capitalized. Subsequent sub-headings should be italic. There should be one line spacing before each heading.

Abstract

1. Introduction

2. Method

2.1. Participants

2.2. Experiments

2.2.1. Devices To Be Used

2.2.2. Experimental Process

3. Results

4. Discussion

5. Conclusion

References

Appendices

The line spacing of the text should be set to 1 and each paragraph must start at the beginning of the line (there should be no indent).

The use of footnotes in the text should be avoided as much as possible.

Citations

All references should be cited in the text, in parentheses, by author(s) surname and date.

To cite a study just by one author, use the following citation style:

(Conyon, 2001)

Conyon (2001) pointed out that

To cite a study with two authors, use the following citation style:

... a need for change based on discomfort reports (Seçkiner & Kurt, 2001).

Seçkiner and Kurt (2004) those who have been working at a computer for a long time...

When a work has three, four, or five authors, cite all authors the first time the citation occurs; in subsequent citations, include only the surname of the first author followed by 'et al.'

The two main strategies in this regard are foreground (Uçak, Kurbanoglu, Şencan & Doğan, 2011).

To use multiple citations at the same sentence, please use the following style:

..... (Arnault et al., 2001; Collins & Muchinsky, 1993; Morgeson, 2001).

Tables

Tables should be placed in the text following the paragraph where they are referred for the first time. Table caption should be positioned on top of the table. A period should be inserted after the table number in the caption. In the table caption, first letter of the initial word should be capitalized, whereas the other words should be in lowercase. Table and the table caption should be both centered.

Table 1

Departments

Department	Personnel	Observation
Manufacturing	215	45
Assembly	208	50
Molding	157	32
Dyehouse	53	5
Total	633	132

Figures

All images (such as photographs, drawings, diagrams, graphics, maps, etc.) that do not contain a table should be named as a figure. All figures should be of high quality and legible, and should be placed in the text following the paragraph where they are referred for the first time. The figure should be created/supplied in jpg or Word image format. Figure caption should be placed below the figure. A period should be inserted after the figure number in the caption. In the figure caption, first letter of the initial word should be capitalized, whereas the other words should be in lowercase. Figure and the figure caption should be both centered.

The tables and figures must be referred within the text such as "as given in Table 1 ..." or "... (Figure 1)".

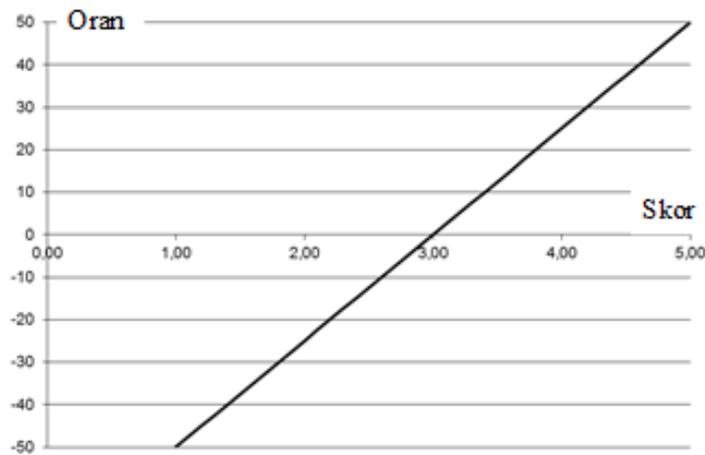


Figure 1. Performance Score

Equations

Equations should be numbered consecutively starting with 1. The numbers should be aligned right and they must appear within parentheses, such as (2). The characters used in the equations must be defined in the manuscript. If the equations exceed one line, the second line should begin with one of the appropriate signs (+, -, x, , etc). However, it is recommended that the equations be expressed in a single line whenever possible. Lower and upper indices should be distinct and clear. An equation editor should be used to create the equations in the text.

$$W_i = 5,6234 * (1,7783)^2 \quad (1)$$

In decimal numbers, decimal separator should be a comma (such as 3,5) in manuscripts in Turkish, and a decimal point (such as 3.5) in manuscripts in English. When referring to equations within the text, the equations should be specified such as "Equation (3) ..." or "... Equations (2)-(5) ...".

References

All references cited within the text should be listed in references section. References should be arranged in alphabetical order by the surname of the first author.

The list of references should be prepared in accordance with the following examples:

If the reference is a journal:

The surname of each author followed by initials of the author's given name are provided (there should be comma between the authors and a period after the last author). If there are multiple authors, use the conjunction "and" between the last two authors. The year should be specified in parentheses. The format for remaining parts of the reference should be as the following:

Turner, S. J. (2010). Website statistics 2.0: Using Google Analytics to measure library website effectiveness. *Technical Services Quarterly*, 27, 261-278. doi: <http://dx.doi.org/10.1080/07317131003765910>.

If the reference is a book:

The surname of each author (space), initials of the author's given name(s) in capital letters (there should be comma between the authors and a period after the last author). The format for remaining part of the reference should be as the following:

Haupt, R.L. & Haupt, S.E. (2004). *Practical genetic algorithms*. New York, USA: Wiley.

If the reference is a conference:

Lanktree, C. (1991). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

If the reference is a thesis/dissertation:

Ceylan, H. (1991). *Designing City Transportation Networks through Harmony Search Optimization Technique* (Doctoral Dissertation). Pamukkale University, Denizli.