

Formatting Guidelines

Manuscript headings	Bold, sentence case, centered
Authors	Below the heading, right-aligned, all of the letters of the last name must be capitalized
Titles, affiliated institutions and contact information	Title, Institution, Faculty, Department, email address
Manuscript submission date	Date sent../../..
Abstract	The authors must indent both right and left margins by the 1 cm in on both sides; the text must be aligned on both left and right margins
Keywords	Keywords: XXXXX, XXXXX, XXXXX, XXXXXXXX At least 3 words
Özet	Left and right indent of 1 cm; align text on both sides
Anahtar kelimeler	Anahtar kelimeler: XXXXX, XXXXX, XXXXX, XXXXXXXX Turkish equivalents of the keywords
Headings	Level 1 headings (Introduction, Methodology, Findings, Discussion, References): bold, left-aligned Other headings: italics, left-aligned, sentence case
Paragraph	Indented by 1 cm in
Line spacing	1,5 cm
Font	12- point font size, Times New Roman,
Page setup	The required margins on a A4 page are 2 cm above, left, right and 2 cm below
Tables	Table 1 <i>Heading Heading Heading Heading</i> (Italics, first letter capitalized, above a table)
Figures	<i>Figure 1.</i> Heading heading heading (The number of the figure must be italicized, left-aligned, below the figure, sentence case)
Direct quotations	Indented by 1 cm; align on both sides (if 40 or more words) Quotation marks need to be placed (if fewer than 40 words)
Use of italics	Titles of books, magazines, movies, First use of the new, technical or key concept

References	
In-text citation	
Order	Last name (s) of the author/s, the publication date of the work, page number (if applicable) must be separated by a comma.
Page number	Yıldız, 2014, p. 30 Last name, publication date, page number
One author	Last name (publication year, page number) or (Last name, publication year) Yıldız (2014) or (Yıldız, 2014)
Two authors	Yıldız and Ince (2014) or (Yıldız and Ince, 2014) Last name and last name (publication year) or (Last name and last name, publication year)
Three-five authors	First time citation: Yıldız, İnce, Karakoç and Genç (2014) or (Yıldız, İnce, Karakoç and Genç, 2014) Subsequent citations: Yıldız et al. (2014) or (Yıldız et al., 2014)
Groups as authors (six or more authors)	Yıldız et al. (2014) or (Yıldız et al., 2014)
	Works by institutions, government agencies, groups: (Ministry of National Education, 2014)
Anonymous works	Article name, department name, the title of the webpage must be italicized and be shown in parenthesis. ("Study Finds," 2007) <i>Language Development of Children</i> (2009)
Works with no designated dates	(Yıldız, n.d.)
Classics	If initial publication date is known: James (1890/1983)

Reference List	
Order	<p>A works cited page should be ordered in alphabetical order according to authors' last name.</p> <p>List the entries of the same author by the year, starting from the earliest to the most recent.</p> <p>If one or more than one reference by the same author published in the same year are used, organize them in the reference list alphabetically by assigning letter suffixes "a, b, c,..." to the year.</p> <p>Yıldız, M. (2014a)</p> <p>Yıldız, M. (2014b)</p> <p>When the author of the work is unknown, the title of the work is placed instead of the author name</p> <p>Works with no designated date will indicate "n.d." in place of the date.</p>
Books	
One author	Bakioğlu, A. (2009). <i>Çağdaş sınıf yönetimi</i> . Ankara: Nobel.
Two authors	Hall, E. & Hall, C. (1992). <i>Human relations in education</i> . London: Routledge.
Book chapter	Bakioğlu, A. & Pekince, D. (2014). Eğitimin doğası. A. Bakioğlu (Ed.), In <i>Eğitim bilimine giriş</i> , (2nd Edition), (p. 1-33). Ankara: Nobel
Translated book	Hegel, G.W.F. (2011). <i>Tarihte akıl</i> . (Ö. Sözer, Trans.). (3rd Edition). İstanbul: Kabcacı (Original work published 1830).
Periodicals	
Articles with DOI number	Stone-Johnson, C. (2014). Parallel professionalism in an era of standardisation. <i>Teachers and Teaching: theory and practice</i> , 20(1), 74-91, doi: 10.1080/13540602.2013.848514
Articles with no DOI number	Garet, M. S., Porter, A. C., Desimone, L., Birman, L. & Yoon, K.S. (2001). What makes professional development effective? Results from a national sample of teachers. <i>American Educational Research Journal</i> , 38(4), 915-945. Retrieved from http://www.jstor.org/stable/pdfplus/3202507.pdf?acceptTC=true&jpdConfirm=true
Newspaper articles	Yılmaz, Ş. (2014, February 18). Ödevleri anne-baba yapmamalı. <i>Sabah</i> , p.7.
Congress, seminar, symposium	Conferences presented at a congress or a symposium may be published in a book or periodical. Use the book or book chapter format for the conference presentations; use the periodical format for the conference presentations published in a periodical.
Unpublished conference papers	Levent, F. (2012, September). <i>Güney Kore'nin PISA'daki başarısının nedenleri</i> . Presented at 21st National Educational Sciences Congress, İstanbul, Turkey.

Theses	
Unpublished theses	Özgen, B. (2012). <i>Öğretmen ve öğretmen adaylarının mesleki inançları üzerine bir araştırma</i> . (Unpublished doctoral thesis). Marmara University, İstanbul.
Technical or research reports	Yıldırım, H.H., Yıldırım, S., Yetişir, M.İ. & Ceylan, E. (2013). <i>PISA 2012 national working paper</i> . MEB Yenilik ve Eğitim Teknolojileri Genel Müdürlüğü, retrieved from http://yegitek.meb.gov.tr/meb_iys_dosyalar/2013_12/13053601_pisa2012_ulusal_n_raporu.pdf