Author's Guide

Author's may send their articles which are prepared in accordance with the below stated publishing and editorial principles, together with the "article presentation form" via e-mail to the provided addresses.

Providing the permissions of the authors (the main author or the rightful publishing house) is obligatory for the translated texts and articles as well.

The articles which are sent to their authors for further improvement and/ or proofreading following the preliminary reviews and referee evaluations, must be edited accordingly and delivered back to the journal in one month at the latest.

On the other hand, the articles which are found to be conflicting with this guideline, will be returned to their authors for further proofreading and will not be issued.

Publishing Principles

Aydin Insan ve Toplum is a national, peer-reviewed journal printed twice a year by Istanbul Aydin University, Faculty of Arts and Sciences.

Aydin İnsan ve Toplum Journal publishes in all fields and sub-fields of social sciences especially Psychology and Sociology focused scientific articles which rely upon research and contribute to its field or collection articles which evaluate previously published works and offer new and noteworthy views in the related subject. In addition, evaluation articles from scientific books that are published in the related fields and book reviews together with the Turkish or English translations of related articles are also within the scope of the journal's publication.

The journal only accepts articles which are not published or accepted to be published previously. Articles which are created from the reports that are not published but presented in a scientific gathering can be accepted provided that the case is clearly stated in the footnote. No royalty fee is paid to the authors of the articles that are published in the journal. The scientific, ethic and legal responsibilities of the views and translations

conveyed in the manuscripts which are published in the journal belong to their respective authors.

Evaluation Process

In result of the preliminary evaluation, the articles that are found to be conflicting with the editorial principles are rejected without further evaluation. Two positive referee reviews are required in order for an article to be published in the journal. In case an article receives a positive and a negative review from the two referees, the editor of the journal consults the evaluation of a third referee.

Publishing Language

In addition to Turkish, journal publishes articles in English language as well.

Editorial Principles
I. Main Title

Written in **bold** letters, the main title must be congruent with the text content expressing the treated subject in the best way. The main title must not exceed 10-12 words of which initials must be capitalized.

II. Author's Name(s) and Address(es)

The name(s) and surname(s) of the authors must be typed in **bold** whereas the addresses must be typed in italic letters. If there are any, the title(s) and the workplace(s) of the authors as well as their contact information must be indicated on the first page with a footnote.

III. Abstract

The article must include an abstract in both English and Turkish (özet) languages, which briefly and clearly summarizes the subject of the text and consists of at least 100 and at most 150 words. The abstract must not refer to the cited sources, figures and graphic numbers used in the text or contain footnotes. Authors must provide keywords consisting of at least 3 and at most 5 words leaving an empty line under the English and Turkish abstracts. The Turkish abstract must also have its title in Turkish.

IV. Main Text

The text must be written with Times New Roman font-type, 12-point font size leaving 1,5 space between lines and 3 cm margins on top, bottom and both sides of an A4-sized (29.7x21 cm) MS Word page. The pages must be numbered. The text must not exceed 6000 (six thousand) words including its Turkish and English abstracts, figures and table contents. The parts of the text which are to be emphasized must be written either in italics (not in **bold**) or shown in single quotation marks ('). The text must never contain double emphases using quotation marks and italics at the same time.

V. Sub-titles

The section and sub-titles may be preferred for delivering the information in an orderly way. All the section (regular) and sub (italics) titles must be written in 12- point size, **bold** characters, capitalizing only the initial letters of each word in the title. Sub-titles must not be followed by a colon (:) and the text must begin after an empty line.

VI. Tables and Figures

Tables must be prepared according to black and white printing with a title and number. Tables and figures must be numbered separately. Tables must not be drawn with vertical lines; horizontal lines, on the other hand, must only be used for categorizing the sub-titles within the table. The number of the table must be indicated above the table, on left side, in regular fonts; the title of the table must be written in italics capitalizing the initials of each word. Tables must be located in their proper places within the text.

» **Example: Tablo 1: Farklı yaklaşımların karşılaştırmalı analizi**

The numbers and the titles of the figures must be centered just below the figure. The number of the figure must be in italics followed by a full stop (.). Right after comes the title of the figure in regular fonts with only the initial letter capitalized.

VII. Visuals

The images, photographs or special drawings included within the text must be scanned in 300 ppi (300 pixels per inch) with a 10 cm short edge in JPEG format. In addition to the article and the "article presentation form", all the visual materials used in the text must be e-mailed to the provided addresses in JPEG format. The online sourced images must also comply with 10 cm/300 ppi rule. Visuals must be titled according to the criteria specified for tables and figures (item VI) above. Technically problematic or low-quality images may be requested from the contributor again or may be completely removed from the article by the editorial board. Author(s) are responsible for the quality of the visual materials to be used in their articles.

The images and photographs must be prepared according to black and white printing. The titles and the numbers of the visuals must be centered and typed in italics. The type of the visual and its number must be typed in italics followed by a full stop (.) and the name of the image typed in regular fonts with capital initials:

» **Example:** Resim 10. Wassily Kandinsky, 'Kompozisyon' (Anna-Carola Krausse, 2005: 91).

The pages containing figures, charts and images must not exceed 10, with only occupying one third of the text. If possible, authors may place the figures, charts and images where they are supposed to be providing that it will be prepared as ready to be published, if not they can write the numbers of the figures, charts and images leaving empty space in the text in the same size.

VIII. Footnotes

Footnotes must only be used for additional explanatory information with automatic numbering. Footnotes must not be used for citation or giving references.

IX. Citation and References

Authors must give references for all their direct or indirect quotes according to the examples given below. In case not specified here, authors must consult APA 6th edition referencing and citation style. Direct quotes must be given in italics using quotation marks (""). Footnotes must never be used for giving references. All references must be written in parentheses and as indicated below.

» Works by a single author: (Carter, 2004).

    o   Specific passages in works by a single author: (Bendix, 1997: 17).

» Works by two authors: (Hacıbekiroğlu and Sürmeli, 1994: 101).

» Works by more than two authors: (Akalın et. al, 1994: 11). The other contributing authors must only be indicated in the bibliography section.

» If the name of the author is mentioned within the text, only the publishing date of the source are provided: Gazimihal (1991: 6) states that "…..".

» Works with no publication dates, can be cited with the name of the author: (Hobsbawn)

» Works with no author name, such as encyclopedias, can be cited with the name of the source and if available the volume and page numbers: (Meydan Larousse 6, 1994: 18)

» The quotes that are taken from a secondary source are indicated as follows and must also be given in bibliography: As Lepecki also expresses "….." (Korkmaz, 2004: 176).

X. Bibliography

The bibliography must be given at the end of the text in an alphabetical order as shown in the following examples. The sources must be sorted according to their publication dates in case an author has more than one publication. On the other hand, the publications that belong to the same year must be shown as (2004a, 2004b…).

Books

» Öztürkmen, A. (1994). Türkiye'de Folklor ve Milliyetçilik, İstanbul: İletişim Yayınları.

» Carter, A. (2004). Dans Tarihini Yeniden Düşünmek, çev: Cansu Şipal, İstanbul: BGST Yayınları.

Articles

» Sarısözen, M. (1970). Bağlama Metodu, Folklor/Halkbilim (1): 12-16.

» Bakka, E. ve Felföldi, L. (2002). Whose Dances, Whose Authenticity? Dance Research (32): 3-18.

Sections of a Book

» Lepecki, A. (2004). Concept and Presence: The Contemporary European Dance Scene. Rethinking Dance History: A Reader, ed. Alexandra Carter, London: Routledge, s: 176-190.

» Şahin, M. (2013). Klinik Psikolog Olmak. Klinik Psikoloji, ed. Linden, W. ve Hewitt, P. L. Ankara: Nobel, s: 1-16.

Thesis

» Dehmen, B. (2005). Ulusal ve Küreselin Kesişme Noktasında Halk Danslarına Bir Yaklaşım: Dansın Sultanları, Yayınlanmamış Yüksek Lisans Tezi, İstanbul: Boğaziçi Üniversitesi, Sosyal Bilimler Enstitüsü.

Online Sources

Online sources must be cited for the data obtained from internet as well. The full web address of the accessed web-page (not the home page) and the accessed date must be indicated in the bibliography for the online sources:

» http://www.tdkterim.gov.tr/bts/ (12.10.2014).

» Aksu, G. (2011). Özgür Bir Beden, Özgür Bir Sanat Dalı, Yazında ve Çeviride Beden, Akşit Göktürk'ü Anma Toplantısı (15-17 Mart 2006) İstanbul Üniversitesi. http://mimesis-dergi.org/2011/04/ozgur-bir-alan-ozgur-bir-sanat-dali/. (12.10.2011).

Interviews

» Ural, U. (2014). Artvin halk dansları çalıştırıcısı Uğur Ural ile ÜFTAD ofisinde yapılan görüşme, İstanbul: 19 Temmuz.
Contact Information: