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**MANUSCRIPT WRITING GUIDELINE**

**Please use the Format-free Template available on** [**https://dergipark.org.tr/en/pub/buefad/page/14022**](https://dergipark.org.tr/en/pub/buefad/page/14022)

**Page Layout:** A4 Paper measurements, Vertical. Margins: *1 cm from the top and 2.5 cm from the other 3 sides*

Bartın University Journal of Faculty of Education does not limit the word or page count of the articles; however, the editorial board or the science board may advise that the article needs to be shortened without losing its value.

**Font type:** Times New Roman

**Font spacing:** 1,15 multiple spacing, with 6pt of spacing before text

**Indentation:** Every paragraph must start with First line indentation of 1 cm

**ARTICLE SECTIONS**

Articles submitted may consist of the following sections, respectively (you may additional sections if needed);

**Article Title**

The title of the article must be inclusive of the topic of the article. Initial of each word must be written in capital except the conjunctions.

**Abstract**

The abstract should be written in 9pt, justified and between 150 and 200 words and it should reflect the purpose, scope, method, results and highlights of the article. The keywords are written in the Article info section next to the abstract. The maximum number for keywords is 5, written alphabetically.

**Introduction**

The main area of the article, a brief explanation of the sections of the article, its place in the literature, significance of the study, research problem and purpose should be mentioned in the introduction section.

**Methodology**

The type of the research, data collection tools, validity and reliability, data collection process, analysis of the data, limitations should be included in the method section. *Every manuscript must include a Research Ethics sub-section*.

**Results**

The results obtained in the study should be presented in the order stated in the purpose/hypotheses of the study. In the presentation of the results, relevant tables, figures, graphics or diagrams can be used.

**Discussion and Conclusion**

The results obtained in the study should be discussed by taking the literature in consideration and in the order stated in the purpose/hypotheses of the study. Moreover, the limitations of the study, and suggestions for further research should be included in this section.

This section may include the discussion of your findings, and conclusions with comparison to the literature, implications, and recommendations. You may separate these titles into different chapters. In addition, there are three sub-sections *every manuscript must include* at the end of the conclusion:

**Statements of publication ethics**

Please specify the details of your approval of ethics committee here (date, document number etc.).

**Researchers’ contribution rate**

Please specify the contribution rate of each article in the manuscript. Please use the table included in the format-free template.

**Conflict of interest**

Please specify if this study has any conflict of interest.

**Acknowledgement**

If the article is submitted as a proceeding, on the condition of not being fully published or if the article is created from a dissertation research, an explanation should be included here. If desired, appreciations to a person or a foundation should be stated here.

**References**

The references should be prepared in accordance with APA (7th Edition) referencing style. You may make use of “References” style embedded in the Article Template.

**Appendix**

Additional tables, figures, graphics and diagrams should be placed in the next page after the references. Each Appendix should be sorted as; Appendix 1, Appendix 2 and so on, and each appendix should have a separate heading. *In the case that appendix is included in the article, these headings should be in the form of; Introduction, Methods etc.*

**TABLES AND FIGURES**

Both tables and figures must be numbered starting from 1 (Table 1, Table 2 and so on).

The tables must not include vertical lines. Horizontal lines may be added to bottom and top of the table, and before presenting items inside the table. The table must not include any lines while presenting items (as seen in Table 1, there is a horizontal line top of Variable one). Table number, table title, table and table space should be 0pt. There should be a 12pt of spacing between the last line of the table and the next paragraph. The table must not include any text in bold. The initials of each word of the table title (except for conjunctions) should be in upper-case. Authors may include text in italics in the items of the table, if needed.

**Table 1.** Table Title

|  |  |  |  |
| --- | --- | --- | --- |
| Variables | Category 1 | Category 2 | SS |
| N | M |
| Variable one | 307 | 67.87 | 9.20 |
| Variable two | 230 | 66.27 | 8.84 |
| Variable three | 218 | 67.17 | 10.46 |



**Figure 1.** *Figure title*

Figure title must be included below the figure, and the figure number must be written in italics. Title must start with an upper case, the rest must be in lower case, with the exception of proper nouns or abbreviations. The title must not include any text in bold. There should be a 12pt of spacing between the figure title and the next paragraph.

*In the case that tables or figures do not fit in the page, they should be included in the appendix section. When needed, the page may be formatted in landscape with the condition that the following pages must be organized in portrait mode. Please use a Page Break in order to achieve this style change.*

**WRITING REFERENCES**

**IN-TEXT CITATIONS**

**One author:**

As Semerci (2007) states …,

Semerci (2007) …,

…. (Semerci, 2007).

…. (Semerci, 2007, p. 46).

**Two authors**

Author surnames are written in the order which appears in the study. The ampersand (&) is not used at the beginning of a sentence, it is only used in parenthesis while giving references in-text.

As Yılmaz and Keser (2017) state …,

Yılmaz and Keser (2017) …,

… (Yılmaz & Keser, 2017).

… (Yılmaz & Keser, 2017, p.11).

**Three or more authors**

When citing a work by three or more authors, only the first author’s surname is written, followed by et al. (*Updated with APA 7)*

As Büyüköztürk et al. state …,

…. (Büyüköztürk et al., 2017).

**Citing institutions**

First time cited in-text, the name of the institution is written, and the abbreviation is included along with the date e.g. Second citation may be used with only the abbreviation

According to Türk Dil Kurumu [TDK] (2017), …

“(Türk Dil Kurumu [TDK], 2017)”.

**In the case that an author has more than one study in the same date**

In the case that an author has more than one study in the same date*,*to provide differentiation, a letter is given next to the dates, e.g.

… (Semerci, 2002a, 2002b).

**Citing more than one study at the same time**

Alphabetical order in surnames must be followed while listing more than one work in citations, e.g.

“The studies conducted in the area (Işık, 1997; Kara, 1996; Keskin, 1996) shows that...”

**Citing secondary sources**

After mentioning the primary source, the secondary source is stated as;

… (as cited in Coltheart, 2001).

**REFERENCES SECTION**

**Books**

Only the initial letter is written in upper case (except for proper nouns or abbreviations) in books. Do NOT include publisher locations. In the case of citing books in languages other than English, English title of the book must be added in brackets [ ] as shown in the examples (Updated with APA 7 in February, 2020):

Creswell, J. W. (2013). *Research design: Qualitative, quantitative, and mixed methods approaches*. Sage Publications.

Büyüköztürk, Ş., Çakmak, E. K., Akgün, Ö. E., Karadeniz, Ş., & Demirel, F. (2017). *Bilimsel araştırma yöntemleri (18. bs.) [Scientific research methods (18th ed.)]*. Pegem Academy Publishing.

**Books with editors**

Ellis, A.(1973). Rational-emotive psychotheraphy, In H. C. Patterson (Ed.), *Theories of counseling and psychotherapy*(pp. 49-57). Harper and Row Publishers.

**Translated books**

Ong, W. J. (2012). *Sözlü ve yazılı kültür: Sözün teknolojileşmesi* (6. bs.) *[Orality and literacy the technologizing of the Word (6th ed.)]* (Sema Postacıoğlu Banon, trans.). Metis Publishing.

**Articles**

Only the initial letter of the article title (except for proper nouns and abbreviations) is written in upper case. The initials of the journals are written in upper case. The journal title and volume number should be italicised. In the case of citing articles in languages other than English, English title of the work must be added in brackets [ ] as shown in the examples The journal title should be in English. Doi number of the articles (if available) must be given in URL form.

Bandura, A. (1977). Self-efficacy: Toward a unifying theory of behavioral change. *Psychological Review, 84*(2), 191-215. https://doi.org/10.1016/0146-6402(78)90002-4

Semerci, Ç. (1999). Öğrencilerin öğretmenlik mesleğine ilişkin tutum ölçeği [A scale for students’ attitude towards the teaching profession]. *Education and Science, 23*(111), 51-55.

Büyüköztürk, Ş., Akgün, Ö. E., Kahveci, Ö., & Demirel, F. (2004). Güdülenme ve öğrenme stratejileri ölçeğinin Türkçe formunun geçerlik ve güvenirlik çalışması [The validity and reliability study of the turkish version of the motivated strategies for learning questionnaire]. *Educational Sciences: Theory & Practice,* *4*(2), 207-239.

**Proceedings**

Only the initial letter of the proceedings title (except for proper nouns and abbreviation) is written in upper case. The initials of the conference/symposium/event are written in upper case and should be italicised. In case of citing proceedings written in languages other than English, title in English must be given in brackets [].

Munneke, L., Andriessen, J., Kirschner, P., & Kanselaar, G. (2007). Effects of synchronous and asynchronous CMC on interactive argumentation. In *Proceedings of the 8th International Conference on Computer Supported Collaborative Learning* *16-21 July 2007*(pp. 532-541).

Semerci, Ç., Semerci, N., & Yazıcıoğlu, S. (2000). Duyuşsal boyutun ölçülmesi [Measuring the affective dimention]. In *Proceedings of the 8th National Educational Sciences Congress 01-03 September 2000*(pp. 334). Karadeniz Technical University.

**Dissertation**

Only the initial letter of the dissertation title (except for proper nouns) is written in upper case. The initials of the type of the dissertation (master’s or PhD) and the name of the university are written in upper case. In case of citing dissertations written in languages other than English, f the title in English in brackets [] should be written. The type of the dissertation and the university name information should be in English.

Vicks, M. E. (2013). *An examination of internet filtering and safety policy trends and issues in South Carolina's k-12 public schools*. Doctorate Dissertation, Nova Southeastern University.

Ünal, F. (2008). *İlköğretim 7. sınıf sosyal bilgiler dersi yurdumuzun komşuları ve Türk dünyası ünitesinde geçen haritaların kullanılabilirlik düzeyi [The useability level of maps used in the unit named the neighbours of our country and the Turkish world? for social studies for 7th grade]*. Doctorate Dissertation, Gazi University.

**E-Sources:**

**Announcement**

British Council (2012). 6th Annual GCC nationalisation summit. Dubai, UAE: Author. http://www.britishcouncil.org/learning-skills-for-employability-project-policy-dialogue-sixth-annual-gcc-nationalisation-summit.htm

**A particular page on a website**

European Network and Information Security Agency (ENISA) (2011). Network Information Security in Education. <https://www.enisa.europa.eu/topics/cybersecurityeducation/nis-in-education/nis-brokerage-1/NetworkInformationSecurityinEducation.pdf>