**AJESI Publication Policy and Author Guidelines**

Dear Author,

The writing rules written in line with the publication principles of our journal and the requirements of the indexes we are connected to are described below.

Do not write any author or institutional information, including decision or permit issue numbers, presentations in academic events etc., on the template file. Use a cover letter instead. You can add that information later if your manuscript is accepted for publication.

During the manuscript evaluation process, if the two referees' views differ, a decision can be made by the editor or the evaluation of the manuscript by a third referee.

When it deems necessary, AJESI can make arrangements related to the format of the articles according to the changing requirements of the indexes it is scanned by.

Articles with positive evaluations of referees and editors by December 1 may be published in an issue starting from January issue in the following calendar year.

Articles with positive evaluations of the referees and editors by June 1 may be published in July in the same calendar year or in an issue in the following calendar year.

AJESI reserves the right to determine the publication date of the articles.

Consider the APA Publication Guide Version 7, except for the rules stated here.

**A. General Rules**

1. *Anadolu Journal of Educational Sciences International (AJESI)* uses the DergiPark system. To upload your article to our system, you must create an account in the system by logging in from the homepage (https://dergipark.org.tr/tr/pub/ajesi). You can follow all the processes related to your article via the same system by logging in with your user name and password.
2. In AJESI, the evaluation process is carried out by double-blind review. For this reason, the names or institutions of the author or authors must not appear anywhere in the article submitted for evaluation.
3. The articles must contain an abstract written in an informative, clear, and understandable language about 200-300 words long. The abstract must include important information about the aim of the study, method (research model, participants, data collection tools, data analysis techniques), findings, results and discussion. After the abstract, at least three and at most five keywords written in alphabetical order must be included.
4. AJESI accepts articles written in Turkish, English, German and French. However, at the end of the articles written in a language other than English, an extended abstract of 1000-1500 words in English must be written.
5. The articles sent to our journal for publication must consist of five sections: *“Abstract”, “Introduction”, “Method”, “Findings”, “Conclusion, Discussion and Suggestions”.* Additionally, the subheadings in the template file must be used.
6. The extended English summary of the articles must include four main headings: *"Introduction", "Method", "Findings", "Conclusion and Discussion".*
7. “Attachments” section (if any) must be at the end of the article, before the references.
8. The title of the article title should not exceed 12 words.
9. The article must be written in accordance with the spelling and grammar rules in the language in which it was written and without errors.
10. All the works used in the article must be stated in the references.
11. The similarity rate, excluding the references, must not exceed 10% in the plagiarism report that must be uploaded to the system with the article.
12. [Based on TR Index criteria](https://trdizin.gov.tr/?p=458&lang=en),
    1. an ethics committee permit must be obtained for research that requires an ethical committee decision, and this permit must be stated and documented in the article as well as in the DergiPark system,”
    2. the information related to that permit (board name, date and issue number) must be included below the abstract on the first page of the article, and in the method section under the title of Ethical Issues – if the article is accepted for publication.
    3. in each article, it must be stated that the article complies with research and publication ethics,
    4. copyright regulations must be observed for the ideas and works of art used.
13. In the method section of the article, information such as the place of study (provided that it complies with ethical principles), year, period, and month must be specified.
14. In the articles written in Turkish, the Dictionary and Spelling Guide published by the Turkish Language Institution must be taken as a source for the compliance of the article with the grammar rules.
15. For articles to be written in a language other than Turkish, the rules of that language apply. In the case of using words, phrases and terms that are not easily found in a dictionary, a description of their meaning must also be given. The researcher(s) must comply with ethical rules in all processes of the article, and they must avoid attempts that undermine the reliability of the work such as scientific negligence (undisciplined research), scientific distortion, dishonesty and/or plagiarism.
16. In the case of ethical violations in an article, all responsibility belongs to the authors.
17. After you receive the reviews of the referees about your article, you must use the file named *“Responses to Referees”* and add the suggestions made by the referees with the revisions you have made in that direction, including the ones you have not made with their justification. In addition to the changes you have made on the revised version of your article, you must add a note to each revision that explains for which referee that revision has been made.

It is our first priority that all articles submitted to our journal meet the above-mentioned conditions and comply with the rules stated below. Articles that do not meet the above-mentioned basic qualities, that are not written according to scientific research principles, that do not comply with the rules stated below, and/or whose contribution to the literature is limited may be desk-rejected.

**B. Writing Rules**

**1. Manuscript**

1. The manuscript must be written
   1. using MS Office Word software,
   2. on A4 (21 cm x 29,7 cm) paper, with 2,5 cm page margin on sides, justified and with left paragraph indent 1,25 cm (1 tab),
   3. using Arial font type and 11 font size,
   4. with 1,15 line spacing, and space between paragraphs 6 pts.
2. The font size for the abstract, footnotes, references table and image titles, in-table and in-image text must be 10. Quotations longer than 40 words must be written in 10 font size, **not in italics**, and 2,5 cm left indent. Notes under tables and statistical values must be 10 font size.
3. The text length must be between 3500-9000 words, excluding the references. However, depending on the nature of the study, AJESI can publish longer texts in line with the decision of the editorial board.
4. Unnecessary abbreviations must be avoided, but the abbreviations considered to be necessary must be explained once at the first place in the text.
5. Symbols used as statistical symbols for algebraic variables that are not Greek letters must be written in italics.
6. If the article has two or more authors, the “responsible author” must be stated. Departmental and institutional information must be provided in the author's notes for each author.
7. The author's note must explain any specific situation related to the article (sections presented in a meeting, student text underlying the article, report of a longitudinal study, a relationship that can be perceived as a conflict of interest).
8. All the footnotes in the text must be stated at the bottom of the relevant page and footnote numbers must be placed correctly.
9. In the pre-review process and after the referee comments, all revisions on the text must be made in a different color, and the previous and new versions must be sent together.
10. While citing a work with two authors in parantheses, “&” must be used before the surname of the second author. For narrative citations, use “and”.
11. While citing a work with three or more authors in the text and parantheses, starting from the first citation, “et al.” must be used after the surname of the first author. In other languages, the equivalent of "et al." in the related language must be used.
12. When citing a secondary source, use “ … as cited in …”.
13. Numbers fewer than 10 must be written in text form.

**2. Tables and figures**

1. Abbreviations in tables and figures must be explained in table notes or the titles of figures. Reference must be given in the text for all tables and figures.
2. One-line space must be left before the title of table title and after the table. The title of the table must be written at the top of the table left-aligned. There must be a 3-point space between the title and the table. The table must be left-aligned without indent but with single line spacing. Tables that are separated and continue on the next page must have the title “**Table X** *(Continued)*”.
3. There must be a ½-thick line above and below the top line of the table, and below the last line. To increase clarity, if necessary, horizontal lines can be added between the categories, variables, etc.
4. The text and the relevant column heading in the table must be left-aligned and numerical values ​​and their column headings must be centered. All column headings must be written in bold.

**Table X**

*Example Table (Surname, 2020, p. 12)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Province** | | **Group** | ***f*** | **Field** | | ***f*** | |
| Eskişehir | Primary School | | 32 | | Science | 17 |
| Secondary School | | 23 | | Social Sciences | 16 |
| İzmir | Primary School | | 34 | | Science | 19 |
| Secondary School | | 22 | | Social Sciences | 17 |

\* Table footnote

**Table X**

*(Continued)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Province** | | **Group** | ***f*** | **Field** | | ***f*** | |
| Malatya | Primary School | | 27 | | Science | | 15 | |
| Secondary School | | 30 | | Social Sciences | | 14 | |
| Mersin | Primary School | | 31 | | Science | | 21 | |
| Secondary School | | 24 | | Social Sciences | | 19 | |

1. One space must be left before the title of the figure and after the figure. Figures must be added centered on the page. However, the title must be added above the figures, left-aligned. There must be a 3-point space between the title and the figures.
2. All the items in the figures must be legible.
3. Figures must be in PNG or JPEG format.

**Figure 3**

*Example Figure (Surname, 2018, p. 4)*

Sample 1

Sample 2

**C. Headings**

1. The title of the article must be written in 13 font size, centered and bold.
2. All the headings except the article title must be written in 12 font size and bold. Heading levels must accurately reflect the organization of the text. All the headings of the same level must look the same in the text. One-line space must be left before the headings.
3. A maximum of five levels of headings must be used in the article. First-level heading must be written centered, in bold with title case; second-level heading flush left, in bold with title case; third-level heading flush left, in boldface italic with title case; fourth-level heading intented with title case ending with a period; and fifth-level heading intented, boldface italic with title case ending with a period. An example is:

**First Level Heading**

**Second Level Heading**

***Third Level Heading***

**Fourth Level Heading.**

***Fifth Level Heading.***

**D. References**

1. The references section must start on a new page and be written in the Latin alphabet.
2. References must be written left-aligned, with 1.15 line spacing and in alphabetical order.
3. If a reference continues in the second and subsequent lines, those lines must be written with 1.25 cm indent from the left.
4. References must be both in the text and in the list of references. Text citations and reference list entries must match both spelling and date.
5. References (both text citations in parentheses and those in the reference list) must be listed alphabetically by author surname.
6. Before the surname of the last author in a reference “&” must be used. For a reference in Turkish, “ve” must be used.
7. It is the author's responsibility to ensure that the list of references contains correct and complete information.