

**ISTANBUL UNIVERSITY FACULTY OF COMMUNICATION JOURNAL
ARTICLE SUBMISSION AND PUBLISHING INSTRUCTIONS**

- 1.** Communication Journal, published by Istanbul University Faculty of Communication, is a six monthly academic and scientific peer-reviewed journal..
- 2.** The studies that will be submitted to be published in Faculty of Communication Journal must be scientific and original work written in Turkish, English, French or German tackling with issues on communication or with issues that have an interdisciplinary relation communication. The studies that will be submitted to our journal to be published can be neither previously published nor currently in the publishing phase in any media. But this rule does not apply to the unpublished studies that have been already submitted as a paper to activities like conventions, symposiums or conferences.
- 3.** The studies should be printed on one side of an A4 paper using 2.5 cm margins from right, left, bottom and top using 10 size letters, Times New Roman font and Word 6.0 or a higher word processing software. A line spacing of 1.5 should be used.
- 4.** The studies should contain between 4500 and 8500 words and the page numbers must be at the bottom and in the middle.
- 5.** The name(s) of author(s) should be given just beneath the title of the study aligned to the right. Also the degree, the institute and the e-mail of the author must be specified on the bottom of the page as a footnote marked with an asterisk (*).
- 6.** Five copies of the studies should be submitted. On the first copy the name(s) of the author(s) should be specified, other copies should be delivered without the name(s). The studies should be saved on a CD or DVD disk.
- 7.** Before the introduction part, there should be an abstract between 180 and 200 words written in Turkish and a foreign language (English, German or French) summarizing the scope, the purpose, the results of the study and the methodology used. Also a title in the language that it has been written should be added to the abstract which is in the foreign language. An abstract in Turkish and in the foreign language should be prepared for studies written in a foreign language. Underneath the summaries, three keywords that inform the reader about the content of the study should be specified in Turkish and in a foreign language (English, German or French).
- 8.** The studies should contain mainly these components: Title, Turkish abstract and keywords; title, summary and keywords in a foreign language; sections, footnotes and references.
- 9.** The introduction part of the research articles should be followed by parts such as "Purpose and Methods", "Results", "Discussion and Conclusion", "Footnotes" and "References". For compilation and commentary articles, the article should start with the "Introduction" part, where the purpose and the method is mentioned, followed by the other parts and the study should be finished with "Discussion and Conclusion", "Footnotes", "References" and "Tables and Figures" parts.
- 10.** Tables, graphs and figures should be given with a number and a defining title if and only if it is necessary to follow the idea of the article. Otherwise features like demographic characteristics can be given within the text.

11. The studies that have been prepared according to the publishing instructions should be mailed to the following address or must be delivered by hand.

12. The articles submitted from abroad should be sent to our electronic post address as well.

13. All the copies of the articles which have been sent to be published should have a cover page. On this cover page, the full name of the article, the titles and the institutions of the author(s), their communication addresses, cell phone, business phone and fax numbers and their e-mail addresses should be indicated.

14. A document of consent for the publication of the author's article should be **signed** and sent with the article. The document should be written as the example:

**To Istanbul University Presidency,
University Editorial Commission Presidency,**

I permit my article titled "....." included in number of Faculty of Communication Journal which will be published by Istanbul University Presidency to be published according to the Intercollegiate Publishing Statute rules.

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16. The author(s) can be asked to make some changes in their articles due to peer reviews.

17. A copy of the journal will be sent to each author of the accepted articles upon their request.

18. The studies that were sent to the journal will not be returned whether they are published or not.

19. The rights to the articles chosen by the editorial board to be published belong to Istanbul University Faculty of Communications; they cannot be published anywhere else. The authors will not be paid for the rights of their article.

REFERENCES:

1. All references should be specified in the text using the last name of the author, the year and if necessary the page number in this order (last name, year:page). The same convention should be used for the references to the same source, abbreviations like "loc.cit.", "ibid.", "op.cit." shouldn't be used. For works with no publishing date, "n.d." abbreviation can be used, meaning: no date.

2. If the author's name isn't mentioned in the text, and there is a reference to the book, then the last name of the author and the year should be specified like (Homans, 1962), (Sartori, n.d.)

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5. If the author's name is mentioned in the text and if the work of the author is present in the references section, the date and the page number are specified like (2004: 175).
6. References with two authors should be specified using the last names of both authors like (Alemdar and Erdođan, 1994: 139).
7. If the authors are more than two, after the last name of the first author, the expression "et. al" meaning "and others" (et alia in Latin) should be used like (Christians et al., 1993: 115).
8. References to more than one source should be separated by semi colons like (İnceođlu, 1994: 152; Aktan, 1992: 117; Bilginer, 1998: 73).
9. If there exists more than one work of an author with the same date in the references, expressions "a,b,c" should be used to distinguish them from each other and this usage should be adhered to in the references in the text and in the references section like (Ortaylı, 1983a: 998) (Ortaylı, 1983b: 135).
10. If a direct quotation is not taken from a study but only the idea is referred, then the last name of the author and the date of the study is specified in parentheses like

According to İnceođlu (1994).....
..... İnceođlu (1994).....

11. Any quotes in the text should be inside double quotation marks. Quotes extending more than 40 words should be written as an indented paragraph in a smaller font size than the main text without using any quotation marks. The emphasized words in the quotes should be specified using single quotation marks. Proper names such as names of books or films should be written using italic letters, the words authors want to emphasize should be given inside single quotation marks.
12. References to internet should include the author(s), the institution or page name, and the date of access to the website if the construction date of the website is not available like (DİE, 2006); (Kellner, 2006).
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REFERENCES FORMAT

Book with Single Author

Author's last name, author's first name initial. (date published). *Name of the book*. Locale Published: Publisher.

Tanör, B. (1992). *Osmanli-Türk Anayasal Gelişmeleri*. İstanbul: Der Yayınları.

Book with Two Authors

First author's last name, her first name initial. & second author's last name, her first name initial. (date published). *Name of the book*. Locale Published: Publisher

Alemdar, K. & Erdoğan, İ. (1998). *Başlangıcından Günümüze İletişim Kuram ve Araştırmaları*. Ankara: MY Yayınları.

Source with 3-6 Authors

First author's last name, her first name initial., second author's last name, her first name initial. third author's last name, her first name initial., fourth author's last name, her first name initial. fifth author's last name, her first name initial. & sixth author's last name, her first name initial. (date published). *Name of the book*. Locale Published: Publisher

Kernis, M.H., Cornell, D.P., Sun, C.R., Berry, A. & Harlow, T. (1993). *The Importance of Stability of Self-esteem*. New York: Springer.

Source with more than six authors

First author's last name, her first name initial., second author's last name, her first name initial. third author's last name, her first name initial., fourth author's last name, her first name initial. fifth author's last name, her first name initial., sixth author's last name, her first name initial., et al. (date published). *Name of the book*. Locale Published: Publisher.

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). *Clinical Training in Serious Mental Illness*. Washington DC: U.S

Translated Book

Author's last name, author's first name initial. (date published). *Name of the book*. Translator's first name, last name (Translated by). Locale Published: Publisher. (The original book's date of publish)

Halimi, S. (1999). *Düzenin Bekçileri*. Yaman Aksu & Fügen Eryılmaz (Translated by). İstanbul: Evrensel Yayınları. (Original Book Published in 1991).

Article or Chapter from an Edited Book

Author's last name, author's first name initial. (date published). Name of the Chapter. Editor's Name (Edited by), *Name of the book* (Page numbers of the chapter). Locale Published: Publisher

Van Dijk, T. A. (1999). Söylemin Yapıları ve İktidarın Yapıları. Mehmet Küçük (Edited by), *Medya, İktidar, İdeoloji* (82-95). Ankara: Ark Yayınları.

Article from a Peer-Reviewed Journal

Author's last name, author's first name initial. (date published). Name of the article. *Name of the journal*, volume and/or number, pages of the article.

Koloğlu, O. (1999). Medya - Devlet ve Sermaye. *Birikim Dergisi*, 117, 69-76.

Reference to a Periodical

Author's last name, author's first name initial. (date published). Name of the work. *Name of the periodical*, volume and/or number, pages of the article.

Görmüş, A. (2006, June 23). Çevreciler "Beyaz Adam Gibi" Algılanır Hale Geldi. *Yeni Aktüel*, 150, 46-49.

Unpublished Thesis

Author's last name, author's first name initial. (date published). Name of the study, department the thesis prepared for, Locale published: Unpublished Masters/Doctoral Thesis.

Odyakmaz, N. (2005). Medya Ekolojisi. İstanbul Üniversitesi Sosyal Bilimler Enstitüsü, İstanbul: Unpublished Doctoral Thesis.

Presentation

Author's last name, author's first name initial. (date published). Name of the presentation, name of the organization where presented, location, date.

Arık, B. & Çağlar, Ş. (2005). The Face of Consumption Society In The Press: Life Style Journalism, 3. International Symposium Communication in the Millenium, North Carolina Chapel Hill, May 11-13, 2005.

Article from an Internet-Based Periodical

Author's last name, author's first name initial. (date published). Name of the article. *Name of the periodical*, volume and/or number. Date downloaded (month, day, year), web address._

Berry, J. N. (1998). Educate Library Leaders. *Library Journal*. Retrieved April 3, 2000 from <http://www.epnet.com/ehost>

Reference to a Non-Periodic Internet-Based Publication (web page or reports)

Author's last name, author's first name initial. (date published). Name of the article. Date downloaded (month, day, year), web address._

Frook, B.D. (1999).Oyun Alanlarinin Sanal Dünyada Keşfi. Retrieved September 25, 2004 from <http://www.groups.earthlink.com>

Chapter From a Book Published on Internet

Author's last name, author's first name initial. (date published). Name of the article. *Name of the Book* (Chapter Number), web address.

Laplace, P. (1985). Pollution and banana cream pie. *In great chefs cook with chlorofluorocarbons* (Chapter 3). Retrieved July 13, 2004 from <http://www.bamm.com>.

Reference to Newspapers

Authored

Author's last name, author's first name initial. (date published). Title of the work. *Name of the newspaper*, page.

Tamer, M. (March 3, 2006). Artık En Güçlü Silah Enerji. *Milliyet*, 6.

Un-authored

Title of the work, date published (year, month, day) *Name of the newspaper*, page.

RTÜK'e frekanstan 40 milyon YTL. (March 3, 2006). *Hürriyet*, 5.

Reference to Television Programs or Series

Producer's last name, her first name initial. (Producer). (date broadcasted) *Name of the program or the series*. (Television program/series). Production locale, studio or distributor.

Cevizoğlu, H. (Producer) (March 25, 2004). *Ceviz Kabuğu*. (Television Program). İstanbul: Med Yapım.

Güven, B. (Producer). (March 22, 2006). *En Son Babalar Duyar*. (Television Series). İstanbul: Mint Yapım.

Reference to Films

Producer's last name, her first name initial. (Producer) & director's last name, her first name initial. (Director). (date produced). *Name of the film*. (Theatrical Film). Country produced: studio or distributor.

Goldsmann, A. (Producer). & Howard, R. (Director). (2006). *Da Vinci Code*. (Theatrical Film) USA: Warner Bros.

Musical Recording

Lyricist's last name, her first name initial. (date recorded) Name of the song (First and last name of the performer if different than the lyricist). *Name of the Album* (Medium of recording (CD, Cassette, etc.)) Recording locale, Production firm.

Aksu, S. (1992). Yalnızlık Senfonisi (Performed by Sertab Erener) *Sakin ol* (CD). İstanbul: Seyhan Müzik.

Reference to A Book, Movie, TV Series or TV Show Critique

Critic's last name, her first name initial. (date broadcasted) Title of the critique. (which book, movie, TV series or TV show it is critiquing). *Book, journal, etc. the critique published in*, volume and/or number, page

Niğde, A. (1997). Medyamız. (Critique of Orhan Erinç's book: Medya ve Politika). 4. *Boyut Dergisi*, 18, 75.

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