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**TRAKYA UNIVERSITY
JOURNAL OF SOCIAL SCIENCES
INSTRUCTIONS TO AUTHORS**

Academic studies complies with the following requirements below are published in Trakya University Social Sciences Journal.

1. In order for any article to be published in Trakya University Social Sciences Journal, it should not have been previously published or accepted to be published elsewhere. Papers presented at a conference or symposium may be accepted for publication if clearly indicated so beforehand.
2. All researches subjected comparison of the products with their trade names are not in the scope of our journal.
3. While writing the papers, it is recommended to obey The Spelling Book of Turkish Language Society.
4. Manuscripts should be typed on A4 format (29/7x21cm) paper with 11 pt and 1 line space. They are arranged properly margined (6.2 cm from top, 5.5 cm from bottom, 4 cm from right, 4 cm from left, 5.2 cm from header, 5 cm from footer), and not exceeding 20 pages. The printed version manuscripts must be submitted to the editor as three copies (without including name, title and working institution in two copies) and along with a CD. Articles should not exceed 20 pages if not they may not published on the journal.
5. Unpublished articles are not sent back to the writer.
6. First line of the paragraphs in the text will start 1 cm from inside. Title of the article will be written with capital letters starting from the left top of the page by leaving 4 lines empty space. Subtitles will be placed in accordance with the

paragraph order (1 cm from inside). Name/names of the writer is written right bottom of the title side by side. Any kind of academic title of the writer is not written while writing the name/names of the writer. Academic title of the writer, institution where he/she works (university, faculty, department or others) should be written as footnotes at the bottom of the page. Any kind of titles are not used except for the academic titles.

7. Summary in Turkish is written just after the title and names of the writers. The word ‘summary’ is written with capital letters in the middle of the page. Turkish summary of the subject can not exceed 200 words. After summary in Turkish, summary in foreign language should take part. Key words are given at the bottom of the pages in both summaries in the same languages. Original name of the article is written in small letters below the title of ‘Abstract’ which is written in capital letters.

8. Articles in the field of research and examination are submitted according to the order of Abstract, Introduction, Methods and Results.

Footnotes

9. Tags of resources used in the academic study are displayed at the end of the paper as footnotes. Resources exploited in the academic study are given in the first pass and in accordance with the order of the following detailed examples.

a. Books: Author’s Name, Last name , Name of the Book (italics), Printing, Publisher²⁰² Place and Year of Publication, Page Number

Example: Halil Seyidođlu, *Bilimsel Arařtırma ve Yazma El Kitabı*, Geliřtirilmiř 9. Baskı, Güzem Yayınevi, İstanbul 2003, p.34

b. Articles: Author’s Name, Lastname, Title of the Article (in quotations), Title of the Journal/Book (italics), Volume Number, Issue, Place and Year of Publication, Page Number.

Example: Ali Berat Alptekin, “Azerbaycan ve Türkiye’de Tanına Ortak Ařıklar”, *Türk Dünyası Dil ve Edebiyat Dergisi*, Volume 7, Ankara 1999, p: 33.

c. Journals and Annuals: Publishing Institution, Title of the Publication (italics),

²⁰² Publisher can be given if necessary

Place and Year of Publication, Page Number.

Example: Devlet İstatistik Enstitüsü, *Türkiye İstatistik Yıllığı 1997*, Ankara 1998, p: 17-21.

d. Internet-based Resources: Author's Name, Last name, Title of the document, Title of the Article (if available), Edition or File Number (if related), Address and Access Path, Date of Visit (in parenthesis). Page numbers are indicated if available. General footnote style is used according to the normal citation in the books and articles taken from internet environment. However, specified data applications are also stated.

Example: Beytullah Yılmaz, "Küçük ve Orta Büyüklükteki İşletmelerin Toplumda Üstlendikleri Roller Bakımından Analizi", <http://www.dtm.gov.tr/ead/DTDERGI/ocak%202004/kucuk.htm>, (18.02.2006), p.3

Example: Türkiye'nin Katılım Yönünde ilerlemesi Hakkında 2004 Yılı Düzenli Raporu, Avrupa Toplulukları Komisyonu, Brüksel, http://www.aggs.gov.tr/uploads/files/ilerleme_raporu_2004_tr.pdf (07.10.2005)

Connective References

10. References which are quoted must be given in the text with the connective references according to the technique of "writer and year", surname of the author, publishing date and page number.

a. If the name of the author is mentioned in the text, year of the references must be written in brackets.

Example: Yıldırım (1996). or by giving the page number, Yıldırım (1996: 70-97).

b. In some cases, the name of the author can be given in brackets.

Example: New developments have been made in this field. (Raths, 1967: 40-85)

c. If the references written by the same author in the same year are mentioned, it is given as below:

Example: Gates (1967a: 45-50 (1967b: 130-170).

d. If the references have two authors only their surnames are written.

Example: Massialas and Cox (1967: 37-66)

e. If the two writers have the same surname and their works which were published at the same year can be distinguished by the first letter of their names.

Example: Smith, O. and Smith, B. (1958: 251-251)

f. If the reference has more than two authors, the surnames are mentioned at first.

Example: Bursalıoğlu, Aydin, Kaya, (1995: 120-145)

g. In the next mentioning et al. is used.

Example: Bursalıoğlu , et al. (1995: 120-145)

h. The references which are given as a line should be ordered from the oldest date to the recent one and must be separated with semicolon in the brackets.

Example: According to the recent developments about this subject (Cobb, 1972: 221; Flanders, 1970:124; Bursalıoğlu vd., 1995: 31)

References

11. In the middle of the page, REFERENCES are written in capital letters. As the references are listed alphabetically according to the author's surname, any sequence or category number is not given and the titles of the authors are not mentioned. List of references is given stating the Surname and Name of the Author, the Title of the Article if available (in quotations), The Title of the Journal or Book (*italics*), The Name Of the Editor or Translator if available, Volume, Issue, the number of the printing if it is published more than once, the Year and the Place of Publication. If more than one work of an author is used as references, they should be given from the oldest to the recent one.

a. Books

Example: Akdağ, Mustafa, *Türkiye'nin İktisadi ve İçtimai Tarihi*, Volume 1, İstanbul 1974.

b. Journals

Example: Sağsan, Mustafa, "Devlet: Gelişen Teknolojiler ve Kamu Sektörü", *Stratejik Analiz*, Number: 19, November 2001.

12. Pictures, figures, graphics belonging to the articles which will be sent must be clear and suitable for the technique of offset printing and should not exceed the

area of writing. Their sequence number and names are given below the each figure or graphic.

13. In one of the issues of the journals, more than two manuscripts of an author as the first name can not be published. If more than two manuscripts are sent in the terms, the ones except from the first and second are transmitted to the other issues.

14. 25 separate editions with two journals are given to the authors whose articles, translations and critics have been published.

Note 1: For the subjects that are not available in the Publishing Principles of Trakya University Social Sciences Journal, more information can be obtained from Trakya University Social Sciences Institute The Rules and Principles for Writing Graduate Theses.

Note 2: Articles can be sent to the following e-mail address.
e-mail: sobe@trakya.edu.tr