



MANUSCRIPT GUIDELINES

Journal of Engineering and Architecture Faculty of Eskişehir Osmangazi University publishes theoretical and empirical research papers in a wide range of areas in engineering sciences.

The journal publishes manuscripts in either Turkish or English.

Page Margins: Manuscripts should be prepared in standard A4 size (210 * 297 mm) with 30 mm from the top, 25 mm from the bottom and 15 mm from the sides (Use the article template).

Font: Manuscript files should be provided in Microsoft Word format. All text should be written in Cambria, 10 pt. Paragraphs should start at the beginning of the line (no indent, no tab) and there should be 6 pt line spacing before each paragraph.

Manuscript, including abstract and references, should not exceed 8000 words in length.

Title: The title should be bold with size equal to 12 pt, should not exceed 80 characters, be centered and all words should be capitalized.

The author information will appear after a blank line. This information will be transferred from the author information file after the acceptance of the article. Therefore, author information should be left as specified in the template.

Each manuscript should include an abstract both in Turkish and English. For each of them, keywords will be in the left column and abstract will be in the right column.

If the language of the manuscript is Turkish, the Turkish title, abstract and keywords should be given first, followed by English title, abstract and keywords and vice versa.

Abstract : An abstract should represent a brief summary of the content of the manuscript. It should include the main idea of the manuscript, the problem and the solution method along with partial results and should not exceed 250 words. There should be no references in the abstract. The text of the abstract should be in Cambria with size equal to 10 pt. italic. The abstract should be, as far as possible, the translation of the Turkish abstract.

Keywords: At the left side of the abstract, maximum of five keywords each in a line, should be provided.

Introduction and Other Parts: Following the abstract, the manuscript should be divided into various sections starting with introduction section and should end with references.

Main (first level) headings must be in capital letters. Main and sub-headings should be numbered, and left-aligned. Second level headings should be bold and first letters of each word should be capitalized. Subsequent sub-headings should be italic. There should be one line spacing before each heading.



Abstract

1. Introduction

2. Literature Review

3. Method

3.1. Sample

3.2. Experiments

3. Results

4. Discussion

5. Conclusion

Acknowledgement

Conflict of Interest

References

Appendices

The line spacing of the text should be set to 1 and each paragraph must start at the beginning of the line (there should be no indent). The use of footnotes in the text should be avoided as much as possible.

References and Citations

Reference list and citations should be prepared in APA 6.0 style.

To cite a work by one author:

In-text citations consist of the surname(s) of the author(s), the year of publication of the work cited.

Examples:

Work-related Musculoskeletal Disorders (KISS) is associated with physical effort and is one of the most common health problems worldwide (İçağasioğlu, 2015).

It should also allow for the changing of posture (Yeats, 1997).

Kocabaş (2009) examined the posture of employees working in metal goods manufacturing, metallurgical and construction industry with OWAS and REBA methods.

To cite a work by two authors:

According to recent research, there is strong evidence that manual transport causes lumbar discomfort (Akay & Toksari, 2009).

... a need for change based on discomfort reports (Seçkiner & Kurt, 2001).

Seçkiner and Kurt (2004) those who have been working at a computer for a long time...



Kayış and Özok (1989) conducted a comprehensive survey ...

Al and Tonta (2004) found that ...

To cite a work by three, four or five authors:

When a work has three or more authors, cite all authors the first time the citation occurs; in subsequent citations, include only the surname of the first author followed by 'et al.'

First Citation

According to prior research that manual transport... (Uçak, Kurbanoglu, Şencan & Doğan, 2011)

Subsequent Citations

The two main strategies in this regard are foreground (Uçak et al., 2011).

First Citation Within the Text

Choo, Bergeron, Detior and Heaton (2008) compared furniture sizes within three different schools....

Subsequent Citations

Choo et al. (2008) stated that

Recently, Thariq et al. (2010), Hossian and Ahmet (2010), Hoque et al. (2014) and Byuiyan and Hossian (2015) have given some studies on designing ergonomically correct furniture for university students.

To cite a work by six or more authors:

Include only the surname of the first author followed by 'et al.'

Uluskan et al. (2017) emphasized that Six Sigma...

Prior reserach indicated that Six Sigma is not a management fad... (Uluskan et al., 2017)

Citation within the same parentheses

Multiple citations within the same parentheses should be in alphabetical order according to the first author's last name and separated by semicolons.

Several authors (Arnault et al., 2001; Collins and Muchinsky, 1993; Morgeson, 2001) have stated that...

The works of the same author or the same group of authors in the same year are separated by the letters a, b, c.

Orthopedic implants can be used in many biomedical applications (Doğan, 2000a, 2000b).

Articles in press

For articles accepted for publication but not yet published, use (in press).

The chemical composition is a significant factor ... (Chen, in press)

**No identified author or anonymous work**

If a work has no identified author, citation should begin with the title.

In-text citation:

(Hacettepe University Information Literacy Program, 2010)

Reference

Hacettepe University Information Literacy Program. (2010). Retrieved from: <http://hubo.hacettepe.edu.tr>

No identified author or anonymous work

If the author is designated as "Anonymous", cite the work as such in the text (Anonymous, 2003).

If "see" will be used between citations, the alphabetical order must be assured.

..... is defined as sigma (Akbulut, 2010; see Şencan ve Doğan, 2014; Doğan, 2006).

Tables

Tables should be placed within the text following the paragraph where the first citation takes place.

A row is left blank before and after the table.

Table caption should be positioned on top of the table.

In the table caption, first letter of the initial word should be capitalized, whereas the other words should be in lowercase.

A period should be inserted after the table number in the caption.

Table and the table caption should be both centered.

The numerical data in the table should be right-aligned and the number of decimal places should be the same.

Table 1

Departments

Department	Personnel	Observation
Manufacturing	215	45
Assembly	208	50
Molding	157	32
Dyehouse	53	5
Total	633	132

When referring to tables in the text, table numbers should be used, e.g. "as seen in Table 2...", instead of expressions such as "the table above/below" or "the table on page X".

Figures

All images (such as photographs, drawings, diagrams, graphics, maps, etc.) that do not contain a table should be named as a figure. All figures should be of high quality and legible, and should be placed in the text following the paragraph where they are referred for the first time. The figure should be created/supplied in jpg or Word image format.

Figure caption should be placed below the figure. A period should be inserted after the figure number in the caption. In the figure caption, first letter of the initial word should be capitalized, whereas the other words should be in lowercase.

Figure and the figure caption should be both centered.

A row is left blank before and after the figure.

The figures must be referred within the text such as "as given in Figure 1...".

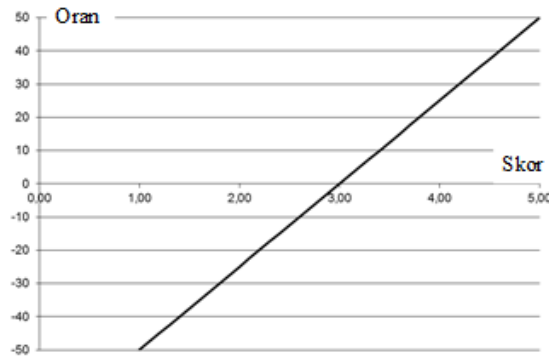


Figure 1. Performance Score

Equations

Equations should be numbered consecutively starting with 1. The numbers should be right-aligned and they must appear within parentheses, such as (2).

The characters used in the equations must be defined in the manuscript. If the equations exceed one line, the second line should begin with one of the appropriate signs (+, -, x, , etc). However, it is recommended that the equations be expressed in a single line whenever possible. Lower and upper indices should be distinct and clear. An equation editor should be used to create the equations in the text.

In decimal numbers, decimal separator should be a comma (such as 3,5) in manuscripts in Turkish, and a decimal point (such as 3.5) in manuscripts in English. When referring to equations within the text, the equations should be specified such as "Equation (3) ..." or "... Equations (2)-(5) ...".

References

All references cited within the text should be listed in references section.

In APA style, references should be arranged in alphabetical order by the surname of the first author. References with the same initial letter must be also in alphabetical order.



References with the same first author and different second or third authors in the reference list are listed alphabetically according to the surname of the second author. If the second author is also the same, it should be listed alphabetically according to the surname of the third author.

If the number of authors is seven or less, all author names are given in the reference list. When the number of authors is eight or more, the names of the first six authors are listed and followed by an ellipsis ..., then the last author's name is included to complete the author section.

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004).

The second and subsequent lines start from 5 mm inside.

If the reference is a journal:

The surname of each author followed by initials of the author's first name are provided (followed by a period).

If there are multiple authors, use the conjunction "&" between the last two authors. The year should be specified in parentheses.

Good, C. D., Johnsrude, I. S., Ashburner, J., Henson, R. N. A., Firston, K. J., & Frackowiak, R. S. J. (2001).

Initial letter of the first word of the article title and the first letters of the special names, if any, are written in uppercase and other letters and words in lowercase.

Periodical (journal) titles must be written in italics and the first letter of each word must be capitalized and the other letters should be in lowercase. Abbreviation should not be used.

After the title of the periodical, "," is placed and the volume number is given. If page numbers are assigned to each issue of the journal, starting with one, issue number is given along with the volume number. The issue number is given in parenthesis immediately after the volume number. Then, the relevant page range in the cited source is given and the reference is completed with a period. The publisher and place information of the periodical is not included in the reference list.

Author, A. A., Author, B. B., & Author, C. C., (Year). Title of article: And subtitle. *Journal Title, volume(issue)*, pages.

If there is no DOI and URL information

If there is no DOI number that matches the content or the URL of the journal's home page, the access address is not provided.

Fauci, A. S. (2002). Smallpox vaccination policy: The need for dialogue. *New England Journal of Medicine*, 346(17), 1319-1320.

Hignett, S. & McAtamney, L. (2000). Rapid Entire Body Assessment (REBA). *Applied Ergonomics*, 31, 201-205.



If there is DOI number;

The DOI (Digital Object Identifier) number is a unique number that can be identified for each digital material. The DOI number usually appears next to the copyright information on the first page in electronic journal articles. If there is a DOI number for the article, it must be given in the reference list.

Kahya, E. (2018). Evaluation of the classroom furniture for university students. *Eskişehir Osmangazi Üniversitesi Mühendislik ve Mimarlık Fakültesi Dergisi*, 26(1), 20-29. doi: 10.31796/ogummf.330136.

It is more appropriate to use "http" along with DOI number.

Kahya, E. (2018). Evaluation of the classroom furniture for university students. *Eskişehir Osmangazi Üniversitesi Mühendislik ve Mimarlık Fakültesi Dergisi*, 26(1), 20-29. doi: <http://dx.doi.org/10.31796/ogummf.330136>

If URL information exists;

If there is no DOI number for the content, the URL of the journal's or book / report publisher's home page should be provided. If the article is accessed from a proprietary database, validation from the Web is required.

Miller, A. J., Thomson, F., & Callagher, D. (1998). Epping case study. *Suburban studies*, 12, 1-9. Retrieved from <http://www.tk.org.tr/index.php/TK>

If the article is in-press:

Bauer, J., Leydesdorff, L. & Bornmann, L. (basım aşamasında). Highly-cited papers in Library and Information Science (LIS): Authors, institutions, and network structures. *Journal of the Association for Information Science and Technology*. Retrieved from: <http://arxiv.org/ftp/arxiv/papers/1504/1504.02576.pdf>

Use of a Turkish reference in a study that is in English work

If a Turkish article is cited in a work that is written in English, information such as the English translation of the title should be given in square brackets along with the original title.

Al, U., & Tonta, Y. (2004). Atıf analizi: Hacettepe Üniversitesi Kütüphanecilik Bölümü tezlerinde atıf yapılan kaynaklar [Citation analysis: Sources cited in dissertations completed at Hacettepe University Department of Librarianship]. *Bilgi Dünyası*, 5, 19-47. Retrieved from <http://bd.org.tr>

If the source is a book;

The surname of each author, initials of the author's given name(s) in capital letters (there should be comma between the authors and a period after the last author). Year in parentheses.

Book or report titles are italicized and only the initial letter of the first word in the title or subtitle is capitalized.

The location of the publisher indicated on the title page is provided as; the city and state for a publisher in the United States; city and country information for publishers in other countries outside the United States.

Country information is not required for books in Turkish cited in Turkish publications, but country information is required when referring to books in Turkish in international publications.



The name of the publisher is given in a short and clear way.

If abbreviations, such as Ltd., Sti. and Inc that specify associations, companies and university printing houses, are not required to identify the publisher must be discarded. However, words such as Publisher and Printing House should be retained.

Author, A. A. (Year). *Title of the book: Subtitle*. Place of Publisher: Name of publisher.

Yavuzer, H. (2001). *Okul çağı çocuğu*. İstanbul: Remzi Kitabevi.

Haupt, R.L. ve Haupt, S.E. (2004). *Practical genetic algorithms*. New York, USA: Wiley.

Kahya, E. (2015). *İş etüdü*. Eskişehir: Eskişehir Osmangazi Üniversitesi Yayın No : 253.

Miller, A. J., Thomson, F., & Callagher, D. (1998). *Affluence in suburbia*. London, UK: BL Books.

Conference Papers

Conference and symposium proceedings can be published in book or periodical format. When referring to published papers, the book or book section format is used. When referring to regularly published papers, periodical format is used.

Lee, D. J., Bates, D., Dromey, C., Xu, X., & Antani, S. (2003, June). An imaging system correlating lip shapes with tongue contact patterns for speech pathology research. In M. Krol, S. Mitra, & D. J. Lee (Eds.), *CMBS 2003. Proceedings of the 16th IEEE symposium on computer-based medical systems* (pp. 307-313). Los Alamitos, CA: IEEE Computer Society.

The following format is used for officially unpublished papers / poster presentations or contributions to the symposium:

Lanktree, C. (1991). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Dissertation/Thesis

For an unpublished doctoral or master's thesis:

PhD

Author, A. A. (Year). *Title of doctoral dissertation* (Doctoral dissertation). Retrieved from/Available from Name of database. (Accession or Order number)

Author, A. A. (Year). *Title of doctoral dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

Master's

Author, A. A. (Year). *Title of master's thesis* (Master's thesis). Retrieved from/ Available from Name of database. (Accession or Order number)

Author, A. A. (Year). *Title of master's thesis* (Unpublished master's thesis). Name of Institution, Location.



Online sources:

If the resource can change over time, the access date should be included.

Author, A. A. (Year). Title of document [Format description]. Retrieved from <http://URL>

Işık, K. (2014). Bilgi mimarisi. Retrieved from: http://tr.wikipedia.org/wiki/Bilgi_mimarisi.

Official newspaper (Government gazette)

The general citation format for official documents such as laws and regulations published in Official Newspaper is as follows:

Title. (Year, Day Month). Official Newspaper (Issue: xxx). Retrieved from: <http://xxxx>.

Implementing Regulation on the Use of Personal Protective Equipment in the Workplace. (2013, July 2). Official Newspaper (Issue: 28695). Retrieved from: <http://www.resmigazete.gov.tr/en/discounts/13/13/20130702-2.htm>.

Appendices

If the article contains Appendix, it should be named as Appendix 1, Appendix 2...

For APA 6.0 reference style guidelines: https://www.tk.org.tr/APA/apa_2.pdf