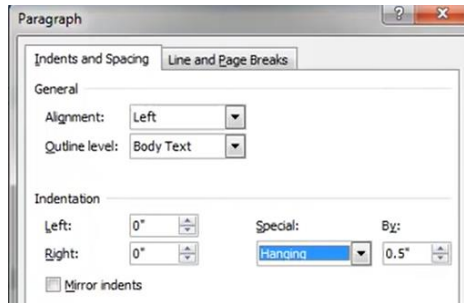# Author Guidelines

- The authors of OKUFED should follow the **APA style** in formatting their papers; in both in-text and referencing list.

- If preferred, OKUFED Template could be used. Please click below.

    - (**Template Link**)

- Please make sure your paper size is **A4** (8.27 in × 11.69 in) as well as **the top, bottom and right-side margins are 2,5 cm while the left-side margin is 2 cm**.

- The text should be **justified**.

- **Times New Roman** should be used as the font style for the whole text.

- **Article title and English title**: 14 font size with a capital letter, bold

- **Abstracts**: 11 font size, bold and max. 250 words

- **Keywords**: 11 font size, bold, at least 4 words

- **Subtitles**: 12 font size, bold

- **Text**: 12 font size

- 12-8 font sizes can be used for **tables and figures** as long as they are **legible**.

- Line spacing should be **single spaced** (one line high):

- Every paragraph should begin with an **indentation by 0.5 cm**

- **1. First Stage Subtitle**

    - **1.1.   Second Stage Subtitle**

    - **1.1.1. Third Stage Subtitle**

    - **1.1.1.1. Forth Stage Subtitle**

- The tables, graphics, figures and photographs in the text should be named with **successive numbers** as well as be **mentioned in the text**.

- **Titles of tables** should be written on the top of the tables while t**itles of figures, graphics, maps** and etc. should be written on their bottom.
- Reference list should be **alphabetized**
- In the reference list, line spacing should be arranged like given in the below screenshot

- For more information to give references:

http://sbedergisi.ankara.edu.tr/apa60.pdf

http://www.tk.org.tr/APA/apa_2.pdf

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

Submission Preparation Checklist

- Please be sure that
    - Your manuscript has **not been previously published** or **under evaluation** elsewhere.
    - Your manuscript file is in both **Microsoft Word Document and PDF format** with the name of **"authorlastname_articletitle".**
    - You should load *Copyright Transfer Form* with your signature **along with your manuscript**.
    - While submitting, you should write **names of 3 arbitrators** in the section of *Notes to Editor*. **Please do not forget to add arbitrators' name-surname, affiliation info, and e-mail addresses**!

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