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| **Date of Application:** **Date of Acceptance:** **Type of Article:**  | **Month Year – Volume: / Issue:** **Pages: ?? - ??**  |

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**ENGLISH TITLE OF THE ARTICLE[[1]](#footnote-1)**

Author’s Name and Surname[[2]](#footnote-2) & Author’s Name and Surname[[3]](#footnote-3)

***Abstract***

The abstract in English should be written in “Times New Roman” and “10” as the font and its size. The single spacing and the alignment to center should be used. The abstract should involve the purpose, method and findings. It should not exceed the 250-word limitation. The abstract in English should be written in “Times New Roman” and “10” as the font and its size. The single spacing and the alignment to center should be used. The abstract should involve the purpose, method and findings. It should not exceed the 250-word limitation. The abstract in English should be written in “Times New Roman” and “10” as the font and its size. The single spacing and the alignment to center should be used. The abstract should involve the purpose, method and findings. It should not exceed the 250-word limitation.

***Keywords:*** Article, Template, Spelling Rules (There must be at least 3, at most 5 keywords)

**Introduction (Level 1 Heading)**

**(Centered, Bold-faced, Capitalization of Each Word)**

The main heading inside the manuscript should be aligned as “centered”; the sub-heading should be aligned “left”. Each paragraph should be indented to “1,15cm”; the paragraphs should be spaced “6nk” from its beginning and its ending. The headings inside the manuscript should be levelled according to American Psychological Association [APA] 6. In the submission process, the authors are expected to have the knowledge of APA 6 citation style. The page numbers should be given as (Surname, 2017, p. 68)

All the texts in the manuscript should be written in “Times New Roman” as font and “11” as font size and lines should be spaced in “single” in the paragraphs. The stresses inside the text should be *italics*. The authors should not indicate the stress by “Underline” or “Bold”.

**Sub-heading (Level 2 Heading)**

**(Aligned to Left, Bold-faced, Capitalization of Each Word)**

The surname of the author, the year of publication and the page numbers are required to be included in the in-text citations (APA, 2010). If there are more than one citations, they should put in an order according to the year of publication and the alphabetical order of the names. Also, the citations should be separated by semicolons: (Erçetin, 2001; Potas, Erçetin ve Koçak, 2010; Açıkalın ve Erçetin, 2014; Küçükçene, 2017).

 The bullets and numbering in the manuscript should be aligned at “0,63cm” to left and written in single spaced and indented as below. The indention of the bullets or numbering should be on the same indention of the paragraphs. The samples for the citation regarding APA 6 style are listed as below.

1. The study having single author should be referred as “(Erçetin, 2016)” and/or “According to Erçetin (2016)” in the in-text citation. In the direct citations, “(Erçetin, 2016, s. 11)” and/or “According to Erçetin (2016,p.11)” should be used.
2. The study having two authors should always be cited according to the surnames of two authors. Example: “(Açıkalın and Erçetin, 2010)” or “According to Açıkalın and Erçetin (2010)”
3. The study having more than two authors should be cited by listing all the authors in the first citation to the study. After that, other citations can only be given by the surname of the first author by adding “et al.”. For example, a study with four authors can be cited as “Erçetin, Açıkalın, Güngör ve Potas (2016)” in the first citation and then the other citations are used in “Erçetin et al. (2016).
4. If the study has six and more authors, the in-text citation should be given as “Erçetin et al (2015)” or “(Erçetin et al. 2015)”
5. If there are the studies cited from the same author should be ordered regarding the year of publication and the studies in the process of publishing should be put at the end of the citation. Example: “(Erçetin, 2001, 2002)” or “(Erçetin, 2000, 2002, in process of publishing)”
6. If there are more than one citations to the same author’s study, the reference should be given as (Erçetin, 2000a, 2000b).
7. If there are more than one citations from the different author, they should be listed according to the publication of year and the alphabetical order of the names. Example: (Erçetin, 2001; Potas, Erçetin ve Koçak, 2010; Açıkalın ve Erçetin, 2014; Küçükçene, 2017).
8. The abbreviation of the institution should be given with its full name in the in-text citation where it is referred for the first time. In the following citations, the abbreviation should be used. Example: When the in-text citation referred to in the first time, (Türk Dil Kurumu [TDK], 2009) should be used. Following this, in the other in-text citations (TDK, 2009) should be used.
9. The original source should be used and referred to in the study. However, there could be some difficulties to access the original source. Thus, the secondary source where the citation has been referred and cited should be given. Example: (Erçetin, 2009, cited in Açıkalın, 2017). The secondary source should be listed in the reference section.

**Sub-heading. (Level 3 Heading).**

 **(Aligned to Left, Bold-faced, Capitalization of the first word and other words in smallcase, full stop)**

In the submission process, the authors are expected to have the knowledge of APA 6 citation style. The page numbers should be shortened as (Erçetin, 2001, p. 68). The stresses inside the text should be *italics*. The authors should not indicate the stress by “Underline” or “Bold”.

The tables in the article should be designed regarding its content and the sample given as below. The tables should have a heading and the number assigned. The font inside the table is “Times New Roman” and the size is 9. The headings are aligned to left and above the table. The heading is written in *italics*. On the right and left side of the table there should not be border lines and there should not be border lines inside the table, either. Table 1 is an example as below:

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| **Table 1.** *The first letter of the word of the heading is only capitalized.* |
| **Content (Bold)** | **N** | **X̅** | **SS** |
| Content 1 | 316 | 2.96 | .68 |
| Sub-content | 316 | 3.15 | .85 |
| Sub-content | 316 | 3.41 | .87 |
| Content 2  | 316 | 3.12 | .95 |
| Sub-content | 316 | 2.62 | .94 |
| Sub-content | 316 | 2.61 | .87 |

The figures should be designed properly for the black-white type in the publishment. The numbers and names of the figures should be written under the figure related and with the alignment to center. Also, the font is Times New Roman and the font is 9. The heading of the figure is *italics* and the first letter of the word is capitalized. The total proportion of the tables, figures, images should not exceed 1/3 of the total page numbers. Figure 1 is an example as below:

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**Figurel 1.** Kuznets curve adapted into the environment (The source should be given in brackets if available)

**Method (Level 1 Heading)**

The section “Method” includes the sub-sections as research design, population and sample, the data collection procedure and instrument, the data analysis. The detailed information should be provided in each section. “Population and Sample” should be used in the quantitative researches whereas “Participants” should be used in the qualitative researches.

**Research Design (Level 2 Heading)**

**Population and Sample (Level 2 Heading)**

**Data Collection Procedure and Instrument (Level 2 Heading)**

**Data Analysis (Level 2 Heading)**

**Findings (Level 1 Heading)**

The tables in the article should be designed regarding its content and the sample given as below. The tables should have a heading and the number assigned. The font inside the table is “Times New Roman” and the size is 9. The single line spacing is used. The headings are aligned to left and above the table. The first letter of the first word in the heading is capitalized. The heading is written in *italics*. On the right and left side of the table there should not be border lines and there should not be border lines inside the table, either. Table 2 is an example as below:

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| **Table 2.** *The t-test and the descriptive values according to the level of education as a variable*  |
| **Content** | **Level of Education** | **N** |  **X̅** |  **SS** | **sd** |  **t** |  **p** |
| Content 1 | Undergraduate Graduate  | 26650 |  2.96 2.99 |  .67 .71 | 314 | -0.28 | .775 |
| Content 2 | Undergraduate Graduate | 26650 |  3.12 3.26 |  .85 .86 | 314 | -1.01 | .309 |
| Content 3 | Undergraduate Graduate | 26650 |  3.42 3.38 |  .86 .95 | 314 |  0.30 | .762 |
| Content 4 | Undergraduate Graduate | 26650 |  3.10 3.24 |  .94 1.03 | 314 | -0.97 | .330 |
| Content 5 | Undergraduate Graduate | 26650 |  2.63 2.56 |  .97 .81 | 314 |  0.46 | .645 |
| Content 6 | Undergraduate Graduate | 26650 |  2.61 2.65 |  .88 .83 | 314 | -0.32 | .749 |

The figures should be designed properly for the black-white in the text. The numbers and names of the figures should be written under the figure related and with the alignment to center. Also, the font is Times New Roman and the font is 9. The heading of the figure is *italics* and the first letter of the word is capitalized. The images should also follow the rules for the figures. The total proportion of the tables, figures, images should not exceed 1/3 of the total page numbers. Figure 2 is an example as below:



**Figure 2.** *The number of the Type 0 and Type 1 banks in the crisis* (The source should be stated in brackets)

The manuscript should be written in “Times New Roman” and “11” as the font and its size. The single spacing should be used inside the paragraphs. The stresses inside the text should be *italics*. The authors should not indicate the stress by “Underline” or “Bold”. In the submission process, the authors are expected to have the knowledge of APA 6 citation style. The page numbers should be shortened as (Erçetin, 2000b, p. 19).

**Conclusion, Discussion and Suggestion (Level 1 Heading)**

This section should involve conclusions, discussions and suggestions. In the submission process, the authors are expected to have the knowledge of APA 6 citation style. The stresses inside the text should be *italics*. The authors should not indicate the stress by “Underline” or “Bold”.

**REFERENCE**

The issues to be considered in bibliography are as below:

* The part of “Reference” should start within a new page.
* The heading “Reference” should be written in bold-faced and centered with “12” as the font size. The content should be written with Times New Roman as the font and “11” as the font size and in single-spaced lines. Also, APA 6 should be used in the sources.
* All the sources in the manuscript should be ordered alphabetically based on the surname of the author.
* If there is a resource that has no author, the title of the resource is regarded to be listed in the part of “Reference”. Thus, this resource is alphabetically ordered according to its title.
* The names of the resources should be written on the second line indented with 1,25cm. The samples of the resources are listed as below.

**REFERENCE**

Açıkalın, Ş. N., & Erçetin, Ş. Ş. (2014). Great illusion in twenty-first century-chaos knocking door. In *Chaos, Complexity and Leadership 2012* (s. 1-8). Dordrecht: Springer.

Erçetin, Ş. Ş. (2000a). *Lider sarmalında vizyon*. Ankara: Nobel Yayın Dağıtım.

Erçetin, Ş. Ş. (2000b). Örgütsel zeka. *Kuram ve Uygulamada Eğitim Yönetimi*, *24*(24), 509-526.

Erçetin, Ş. Ş. (2001). Biz akademisyenler geleceğin yükseköğretim kurumlarını yaratmaya hazır mıyız?. *Kuram ve Uygulamada Eğitim Yönetimi*, *25*(25), 75-86.

Erçetin, Ş. Ş. (2016). Understanding Recep Tayyip Erdoğan and Turkey with plasma as a metaphor of the fourth state of matter. In Ş. Ş. Erçetin (Ed.), *Chaos, Complexity and Leadership 2014* (s. 1–14). Switzerland: Springer. doi:10.1007/978-3-319-18693-1\_1

Küçükçene, M. (2017). Complex situations that university students came across in university experience and suggested solutions. Presented at the *5th International Symposium on Chaos, Complexity and Leadership (ICCLS)*, Ankara.

Potas, N., Erçetin, S. S., & Koçak, S. (2010). Multi dimensional organizational intelligence measurements for determining the institutional and managerial capacity of girls' technical education institution (Diyarbakir, Sanliurfa and Konya/Turkey). *African Journal of Business Management*, *4*(8), 1644.

Türk Dil Kurumu (2016). *Türkçe sözlük.*Ankara: Türk Dil Kurumu Yayını.

Yükseköğretim Kurumu (2017). Yükseköğretim bilgi yönetim sistemi. https://istatistik.yok.gov.tr/ Erişim Tarihi: 24.03.2017

1. If the article, thesis or project work is presented as a paper provided that part or all of it is unpublished, that explanation should be included here. (Footnotes should be written in Times New Roman, 9 pt, 1.0 line spacing.) [↑](#footnote-ref-1)
2. Title, University / Institution Name, Faculty, Department, E-mail: [↑](#footnote-ref-2)
3. Title, University / Institution Name, Faculty, Department, E-mail: [↑](#footnote-ref-3)