**English title, times new roman 12 pt, only first letters capitalized, centered and bold, front and rare space 12 nk, 1.15 line spacing**

**Abstract**

The abstract should be written in Times New Roman style without paragraph indentation to give an idea about the whole article. It should be written in 10 pt size, 6 nk from the front and 6 nk from the back should be left. 1.15 line spacing should be used and should contain 100 – 200 words. In this section, brief information should be given about the article's subject, its method, and the findings obtained in the article. It should be noted that the summary of the article will be read before the overall article, allowing for judging the entire article.

**Keywords:** Times New Roman, 10 font, Between 3 - 8 words, Front space 6 nk - Rear space 12 nk, 1.15 Line Spacing, Only first letters capitalized, and they should be ordered from general to specific.

**EXTENDED ABSTRACT**

This section should be written in 10-point font, with 6 nk space before and 6 nk space after. A 1.15 line spacing should be used. This section should be between 500 and 1500 words and must include the following topics:

**Introduction**

This section should provide a general introduction to the study. The objectives of the study and the question(s) it seeks to answer should be addressed. The aspects that make the study valuable and its significance should be emphasized. If applicable, any limitations encountered during the study should be mentioned.

**Conceptual and Theoretical Framework**

This section summarizes the theoretical aspect of the study. If necessary, this section can be organized under subheadings with paragraph spacing.

**Concepts**

Here, several key concepts used in the study are introduced.

**Literature Review**

This section covers important studies and recent developments related to the topic.

**Method**

This section introduces the methods and techniques used during the preparation of the research. It provides information on how the examination related to the topic was conducted and how the data was obtained.

**Findings**

If required by your study, this section presents the general findings of the research.

**Conclusion, Discussion, and Recommendations**

## This section summarizes the results obtained in the study. The results are briefly interpreted in relation to other studies in the field. If applicable, recommendations are summarized.

## INTRODUCTION

This section should provide information about the purpose, significance, conceptual and theoretical framework, and the general overview of the study.

The entire article text should be formatted using the Times New Roman font style, 12-point size, 1.5 line spacing, with no indentation in paragraphs, 6 nk space before and 6 nk space after paragraphs. In-text citations should follow the APA 7 Citation and Writing System. Direct quotations should be enclosed in quotation marks, and if the quotation is from a book, the page number should be included. For example,

According to the research, leadership style has a significant impact on teachers' job satisfaction. For instance, Smith (2020) states the following: “Transformational leadership significantly impacts job satisfaction in schools by increasing teachers' motivation.” (p. 45). This assessment helps in understanding how leadership styles shape the work environment...

If a direct quotation exceeds 40 words, it should be formatted as a block quote without quotation marks. The quoted text should be indented one tab from both the left and right margins, written in a separate paragraph with 11-point font and 1.15 line spacing. The relevant citation should include the page number if the quotation is from a book.

All abbreviations used in the article must be introduced at their first occurrence in the text, with the abbreviation provided in parentheses. After the abbreviation is introduced, it should be used as the shortened form in subsequent mentions. For example:

Quality assurance processes in higher education play a crucial role, especially in public universities in Türkiye. The Higher Education Quality Council (YÖKAK) is responsible for monitoring and evaluating the implementation of these processes. YÖKAK oversees the accreditation processes of universities.

**Headings**

All headings should be written in 12-point font without numbering.

|  |
| --- |
| **LEVEL ONE HEADINGS**  **SECTION TITLE**  **LEFT-ALIGNED, BOLD, ALL CAPITAL LETTERS**  **(INTRODUCTION, METHODOLOGY, FINDINGS, DISCUSSION, CONCLUSION AND RECOMMENDATIONS, REFERENCES)** |
| **Level Two Headings**  **Bold, First Letters Capitalized, Left-Aligned**  The text starts immediately after the heading, without any space or paragraph indentation. |
| ***Level third headings***  ***Bold, Italicized, Normal sentence format, Left-aligned***  The text starts immediately after the heading, without any space or paragraph indentation. |
| *Fourth level headings*  *Italicized, Normal sentence format*  The text starts immediately after the heading, without any space or paragraph indentation. |
| *Fifth level headings: Italicized, normal sentence format. The explanation continues from the same line as the heading.* |

**METHOD**

Under this heading, the model of the research, the population and sample, and the data collection tools are introduced.

The **METHOD** section should be formatted using the Times New Roman font style, 12-point size, 1.5 line spacing, with no indentation in paragraphs, and 6 nk space before and after paragraphs.

**Research Model**

In the **Reserch Method** section, the methods, tools, and analysis techniques selected to meet the objectives of the research are provided in a detailed and convincing manner, along with their justifications. Additionally, all information regarding the adherence of the study to research and publication ethics must be included in the this section.

***Population/Sample/Study group***

This section specifies who makes up the ***Population/Sample/Study group*** of the research. Descriptive explanations of the group from which data was collected are provided in this section.

***Data collection tools***

This section specifies the methods and tools used to collect data in the research. If the data collection tools were previously developed, information about prior studies should be provided. The number of dimensions of the measurement tool, the purposes and scope of these dimensions, validity-reliability studies, etc., should be detailed in this section. Additionally, if the data collection tool or data source belongs to someone other than the authors, a statement confirming that permission to use it has been obtained must be included.

***Procedure (Data analysis)***

Information related to the data collection processes can be provided in this section. Under this heading, details such as who collected the data, where and how it was collected, etc., are included. The units and techniques of analysis for the obtained data, along with their justifications, are specified in this section.

***Research permissions***

Information regarding the ethics committee approval (name of the committee, date, and approval number), confirmation that informed consent forms have been signed in case reports, and information on obtaining permission from the institution where the research was conducted (official institutions, ministries, etc.) must be included in the section.

For research articles nominated for publication in USBED that involve human participants or personal data, ethics committee approval is required. In this context, *regarding research involving human participants*

*Surveys, interviews, observational studies:* Especially when personal information is collected or sensitive topics are addressed.

*Experimental studies:* For experiments conducted in psychology, education, or social sciences.

*Research involving personal data:* In the context of research that involves the use of personal data.

*Collection, storage, or sharing of personal data:* If personal data is being collected, stored, or shared.

*Research with children or vulnerable groups:* Studies conducted with children, the elderly, people with disabilities, or disadvantaged groups.

*Archive or document-based research:* If sensitive data or personal information is used (especially data containing identifying information).

*ethics committee approval* is required for this. In this context, authors of articles to be published in USBED are required to comply with the obligations stipulated under the Law on the Protection of Personal Data (2016): Conditions for the processing of personal data (Articles 5 and 6), Obligations regarding data security (Article 12), and The rights of data subjects (Article 11). Additionally, they must adhere to the requirements of the European Union’s General Data Protection Regulation (GDPR, 2016), the principles of personal data protection outlined by the Organisation for Economic Co-operation and Development (OECD, 1980), and the elements concerning the protection of personal data and the right to privacy as stated in documents such as the United Nations Universal Declaration of Human Rights (1948) and the European Convention on Human Rights (ECHR).

**FINDINGS**

This section presents the statistical analysis results of the collected data in a manner that is aligned with the research objectives and clear enough for the reader to understand.

In presenting the data, citations, tables, graphs, and figures can be used in the text at relevant points in accordance with APA 7, along with the author's interpretations.

This section is the main part of the study where the obtained data and findings are described. It should be formatted using the Times New Roman font style, 12-point size, 1.5 line spacing, with no indentation in paragraphs, and 12 nk space before paragraphs and 6 nk space after paragraphs. In-text citations should follow the APA 7 citation style.

**Direct Quoting in the Text According to APA 7 Rules**

If the quotation is fewer than 40 words, it is provided within quotation marks in the text.

Forty words or longer quotations are presented as block quotations, formatted as a separate paragraph and indented from both the left and right margins.

*Example 1*

Short quotations within the text are enclosed in quotation marks.

“Data protection is a fundamental element in safeguarding individuals' privacy.” (GDPR, 2016, p. 12).

*Example 2*

If the author's name is used at the beginning of the sentence:

According to the UN (2016), "GDPR enables individuals to have more control over their personal data." (p. 8).

*Example 3*

Long quotations are written without quotation marks, in a separate paragraph. The entire paragraph should be indented 1.25 cm (0.5 inches) from the left, with single line spacing, and written in 11-point font.

Data protection is critical not only for safeguarding individuals' privacy but also for the sustainability of the digital economy. The protection of personal data increases individuals' trust and creates a secure environment in the digital world. This is necessary for the healthy continuation of commerce, social interactions, and other online activities on digital platforms. The GDPR allows individuals to have more control over their personal data while also aiming to prevent misuse of data and ensure privacy in the digital environment (GDPR, 2016, s. 15).

***Sources without page number***

If there is no page number, paragraph number or section heading can be used.

*Example 4*

“Data protection is a fundamental element in ensuring individuals' privacy” (GDPR, 2016, para. 5)

*Example 5*

“Data protection rules aim to strengthen individuals' digital rights” (OECD, 1980, “Privacy Principles” section).

To indicate more specific locations in large texts on websites,

*Example 6*

“Data protection is of critical importance for modern democracies” (UN, 1948, "Right to Privacy" section).

For quotes from videos or podcasts, use the timestamp.

*Example 7*

“Data security is a right for everyone” (GDPR Council, 2020, 12:34).

**Figure**

If the work contains figures, the figure number and title should be placed above the figure, and the source, if any, should be placed below the figure. Before including a figure in the text, there should be a reference to the figure, and after the figure, its content should be summarized. For example:

In Figure 1, Demircioğlu (2018) visualizes the relationship between education, philosophy, and psychology.

**Figure 1** The Relationship Between Philosophy, Psychology, and Education

Reference: Demircioğlu, 2018, p. 103

According to Figure 1, philosophy questions and defines the values, goals, and principles that form the foundation of education, while educational philosophy provides a theoretical framework regarding why and how education should be conducted (Demircioğlu, 2018).

**Table**

If the study includes a table, the table content should be written in Times New Roman, 12-point font size, with 1.15 line spacing. The font size may be reduced to as small as 10-point depending on the table content. The table should be completed on the same page; if it must span multiple pages, the first row of the table continuing on the next page should include the phrase *Continuation of Table 1*.

In the text, a reference to the table should be made, and the table content should be summarized after the table.

For example; in Table 1, the responses given by the participants to the question 'How should fatherhood be practiced?' are summarized.

**Table 1** The Distribution of Responses Given by the Study Group to the Question “How Should Fatherhood Be Practiced?” According to the Defined Groups

|  |  |  |
| --- | --- | --- |
| **How should fatherhood be practiced?** | **n** | **%** |
| Friendly | 127 | 31,3 |
| As the primary caregiver | 74 | 18,2 |
| As an authority | 165 | 40,6 |
| Those who do not wish to answer by saying “I have no opinion” | 34 | 9,8 |
| Total | 406 | 100,0 |

In tables, there should be a maximum of three (3) continuous horizontal lines. Do not use more row and column lines.

As seen in the table, the majority of the participants associated fatherhood with authoritarian behaviors (n=165, 40.6%). This response is followed by friendly behaviors (n=127, 31.3%).

## CONCULUSION and DISCUSSION

In this section, the results obtained from the study are presented. The conclusion section can be written under the headings **CONCLUSION, Discussion,** and **Recommendations** if desired. The Discussion part is where references are made to other studies and, if available, to the debates in the literature related to the topic. In the Recommendations section, suggestions derived from the findings and discussions are listed. The text should be written in Times New Roman, 12-point font size, 1.5 line spacing, with no indentation in paragraphs, and 6 nk space before and after each paragraph.

## REFERENCES

APA 7 Citation and Writing System must be used when citing references. The reference list, presented in alphabetical order, should be formatted in Times New Roman, 12-point font, with 1.5 line spacing and a hanging indent.

Example reference formats:

**Article Without a Digital Object Identifier (DOI)**

Aiblon, I. (1980). Al-Ghazali on causality. *Journal of the* *American Oriental Society*, *100*(4), 397-405.

Aksoy, M., & Şahin, A. (2018). Yiyecek içecek eğitiminde gastronomi ve mutfak sanatları ile kulinoloji programlarına dair bir karşılaştırma. *Gazi Üniversitesi Sosyal Bilimler Dergisi, 5*(12), 7-20.

**Work Written in a Non-Latin Alphabet**

Amano, N., & Kondo, H. (2000). *日本語の語彙的特徴 7巻* [Lexical features of the Japanese language Volume 7]. 三省堂 [Sanseidō].

**Encyclopedia Entry**

Aydın, M. (2010). *Osmanlı İmparatorluğu’nun yönetim yapısı Cilt 3*. In *Türkiye Kültür Ansiklopedisi* (pp.120-125). Türkiye Yayıncılık. <https://www.turkiyekulturansiklopedisi.com/osmanli-imparatorlugunun-yonetim-yapisi>

**Thesis and Dissertation**

Baldwin, E. N. (2012). *Parents with children in psychotherapy: How do parents describe the parent-therapist alliance?* (Doctoral dissertation). [Northampton Smith College, ABD]. <https://scholarworks.smith.edu/theses/369>

Demircioğlu, A. (2013). *Ibn Khaldun's concept of human thought and civilization* (Thesis no 333528). [Doctoral dissertation, Ankara Gazi University, Türkiye]. Republic of Türkiye Council of Higher Education Thesis Center. <https://tez.yok.gov.tr/UlusalTezMerkezi/>

Dombaycı, M. A. (2002). *Philosophy teaching in secondary education in terms of principles, methods, and techniques* (Thesis no 113188). [Master thesis, Ankara Gazi University, Türkiye]. Republic of Türkiye Council of Higher Education Thesis Center. <https://tez.yok.gov.tr/UlusalTezMerkezi/>

**Conference Video**

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). *Gun violence: An event on the power of community* [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. <https://convention.apa.org/2019-video>

**Translated Book**

Freud, S. (2010). *Narsisizm üzerine ve Schreber vakası* [On narcissism and the Schreber case]. B. Büyükkal, & S. M. Tura (Trans.). Metis. (The original work was published in 1914)

**Video Dossier**

GDPR Council. (2020, May 15). *Conversations on data protection and privacy* [Video dossier]. GDPR Council YouTube Channel. <https://www.youtube.com/watch?v=abc123xyz>

**Website with a Link Address Likely to Change**

General Data Protection Regulation (GDPR). (2016). Aurope Nations. Retrieved January 12, 2025 from <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

**Law**

Health Insurance Portability and AccountabilityAct of 1996 (HIPAA), Pub. L. No. 104-191, 110 Stat. 1936. <https://www.govinfo.gov/content/pkg/PLAW-104publ191/html/PLAW-104publ191.htm>

**Digital Object Identifier (DOI) Numbered Article**

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, *24*, 225-229. <https://doi:10.1037/0278-6133.24.2.225>

**Chapter in an Edited Book**

Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Edts.), *Lecture notes in computer science: Vol. 4678*  (pp. 97-108). Springer-Verlag. <https://doi:10.1007/978-3-540-74607-2_9>

**Laws of the Republic of Türkiye**

Kişisel Verilerin Korunması Kanunu, Kanun No 6698 [Personal Data Protection Law, Law No. 6698]. (2016, April 7). *Official Gazette*, 29677. Retrieved January 12, 2025 from <https://www.mevzuat.gov.tr>

**Journal Using Their Own Digital Object Identifier**

Long, R. T. (June, 1996). Aristotle’s conception of freedom. *The Review of Metaphysics,* *49,* 775-802. <http://praxeology.net/AriConcFree.pdf>

**Book Published by Electronic Platform**

Macfarlane, A. (2013). *Montesquieu and the making of the modern world.* Create Space Independent Publishing Platform. <http://www.alanmacfarlane.com/TEXTS/Montesquieu_final.pdf>

**Dictionary**

Merriam-Webster. (2019). *Euphoria*. In *Merriam-Webster’s collegiate dictionary* içinde (11th edition, p. 412). Merriam-Webster.

**Translated Book**

Montesquieu, (2001). *The spirit of laws*. T. Nugent (Trans.). Batoche. <http://socserv.mcmaster.ca/econ/ugcm/3ll3/montesquieu/spiritoflaws.pdf> (The original work was published in 1748)

**Daily Magazine/Journal Published Electronically**

Ouellette, J. (2019, November 15). Physicists capture the first footage of quantum knots unraveling in a superfluid. *Ars Technica.* <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-butit-will-soon-untie-itself/>

**Thesis/Dissertation**

Quale, M. (2019). *Effectiveness of components of the zones of regulation on student behaviors* (Publication no 22622385). [Doctoral dissertation, North Dacota Minot State University, USA]. ProQuest Dissertations & Theses. <https://www.proquest.com/docview/2306303699?sourcetype=Dissertations%20&%20Theses>

**Regulations**

Rehberlik ve Psikolojik Danışma Hizmetleri Yönetmeliği [Guidance and Psychological Counseling Services Regulation]. (2017, July 19). Republic of Türkiye Ministry of National Education. *Official Gazette*, 30128. Retrieved January 12, 2018 from <https://www.mevzuat.gov.tr/>

**Translation Edited Book**

Santrock, J. W. (2011). *Yaşam boyu gelişim* [Lifelong development] (Translation from the 13th edition)*.* G. Yüksel (Trans. Ed.). Nobel. (Original work published in 1980)

**Encyclopedia Article**

Smith, J. A. (2005). *Social behaviors in primates*. In M. L. Johnson (Ed.), *The Encyclopedia of Animal Behavior: Vol. 3* (pp. 235-245). Academic.

**Works with More than 20 Authors**

Smith, J. A., Aad, G., Abbott, B., Abdallah, J., Abdinov, O., Aben, R., Abolins, M., AbouZeid, O. S., Abramowicz, H., Abreu, H., Abreu, R., Abulaiti, Y., Acharya, B. S., Adamczyk, L., Adams, D. L., Adelman, J., Adomeit, S., Adye, T., Affolder, A. A., Agatonovic-Jovin, T., Aguilar-Saavedra, J. A., . . . Woods, N. (2015). Combined measurement of the higgs boson mass in pp collisions at √s=7 and 8 TeV with the ATLAS and CMS experiments. *Physical Review Letters, 114*(19), 1-33. <https://doi.org/10.1103/PhysRevLett.114.191803>

**Guides and Publications of Official Institutions**

T.C. Kültür Bakanlığı. (2002). *Lise felsefe programı kılavuzu* [High school philosophy program guide]. Millî Eğitim. Retrieved Decemcer 12, 2004 from <https://www.ornekwebsitesi.com/lisefelsefeprogrami>

**Holy Books**

The Torah: The five books of Moses (3rd ed.). (2015). The Jewish Publication Society. (Original work published 1962)

The Qur’an (M. A. S. Abdel Haleem, Trans.). (2004). Oxford University.

**Electronic Dictionary**

Tonga, N. (2020, December 20). Peyami Safa. *Türk edebiyatı isimler sözlüğü* [Dictionary of Turkish literature names]. Ahmet Yesevi Üniversitesi. <https://teis.yesevi.edu.tr/madde-detay/safa-peyami>

Türk Dil Kurumu. (2019). *Yüksek sesle*. In *Türkçe sözlük* [Turkish dictionary](11th edition, p. 1561). Türk Dil Kurumu.

Türk Dil Kurumu. (n.d). Anlam. In *Güncel Türkçe sözlük* [Current Turkish dictionary]. <https://sozluk.gov.tr/>

**Edited Dictionary**

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. American Psychological Association.

Zalta, E. N. (Ed.). (2019). *The Stanford encyclopedia of philosophy* (Summer 2019 ed.). Stanford University. <https://plato.stanford.edu/archives/sum2019>