

PREPARATION OF MANUSCRIPT (APA 7th Edition)

1. Regardless of the category, all submissions must be in size of A4 paper, top, down and right margins are 2.5 cm and left margin is 1.5 cm, adjusted form on the both sides, 1.15 spaced in Times New Roman font with 11 punto size.
2. For research, review, study papers and reports, a manuscript should be organized in the following sequence: title page, abstract, keywords, introduction, literature review, research design, findings, discussion, conclusion, recommendations, conflict of interest, acknowledgments (optional), references, appendices.
3. Main title is in form of Times New Roman with 14 font size and bold and centered.
4. If the study has been presented in a congress or symposium etc. or extracted from a project or thesis; there must be a * foot note at the end of the title to be explained.
5. Author names (with corresponding asterisk) must be 12 font size. Their full name, organizations (university, faculty and department names), city and country information and e- mail addresses must be specified.
6. If the manuscript is in English, must contain an `Abstract`, while the manuscripts are in other language (currently Turkish, Arabic, French and Malaya), will be submitted with Executive Summary in English.
7. Abstract (150-300 words) should be 11 font size and with 1.0 paragraph space without any citation.
8. Executive Summary (500-words) will be outlined as research problem and objectives, introduction of new concept (if any), direct literature link/relations (if any), methodology, findings, conclusion, recommendations.
9. Keywords should be between 3-7 words.
10. Table, figure, graph etc. contents must take place within the main manuscript as exactly required. Tables and figures must have a 10-font size, unlike the main text. Tables and figures must be aligned left with no text wrapping.
11. Titles, subtitles, table and figure captions should be numbered decimally like; 1., 1.1., 1.1.1; 2., 2.1., 2.1.1, ...
12. Captions must take place before the tables, while must take place after the figure.

1) Citation and References

In the references section, the references should be sorted alphabetically. All sources must be referred in a consistent manner. Journals titles should be abbreviated according to the conventional ISO abbreviations. Examples of some key citations and references are given in the table below. [APA 7th Edition Style Guide](#) can be consulted for other citations and references procedures.

Material Type	In-text Citation	Reference Example
Book with editor(s) and author(s)	(Martin, 1978)	Martin, E. W. (1978). The theory of care. In A. Ruskin et al. (Eds.), <i>Hazards of primary care in aging populations</i> (2nd ed.). J.B. Lippincott.
Book with editor(s) and no author	(Leonard & Crawford, 2002)	Leonard W. R., & Crawford M. H. (Eds.). (2002). <i>Human biology of pastoral populations</i> . Cambridge University Press.

Entry in a reference work, with an editor and no author	(Shulyer, 2005, Shulyer, B. (Ed.). (2005). <i>Psychological terms and meanings</i> (2nd ed., p. 236). Vol. 35). Bookies.	
Book with 1 author	(MacDonald, 2007).	MacDonald, R.G. (2007). <i>Biochemistry</i> . McGraw Hill.
Book with 2 authors	(McKee & McKee, 2009).	McKee, T., & McKee, J.R. (2009). <i>Business ethics: The moral basis of commerce</i> (4th ed.). Oxford University Press.
Book with 3 or more authors	All citations: (James et al., 2005).	James, C., Cameron, P. D., Smith, Y. N., Hawthorne, H., & Cushing, S., M. (2005). <i>The sociological theory of people and places</i> . Oxford University Press.
Electronic book (Internet, available to everyone)	(Gossett, 1963)	Gossett, T.F. (1963). <i>Race: The history of an idea in America</i> . Oxford University Press. http://books.google.com/books?id=WUucYTW6ug0C&printsec=frontcover&dq=race&hl=en&ei=9jwmTa6jOep8AbR6pGIAQ&sa=X&oi=book_result&ct=result&resnum=3&ved=0CDkQ6AEwAg#v=onepage&q&f=false
Article from a print journal (no DOI)	(Marshall & Clark, 2010).	Marshall, M. & Clark, A. M. (2010). Is clarity essential to good teaching? <i>Teaching Philosophy</i> , 33(3), 271 - 289.
Article from a print journal (with DOI)	(Chaffee & Weston, 2010).	Chaffee, B. W. & Weston, S. J. (2010). Association between chronic periodontal disease and obesity: A systematic review and meta-analysis. <i>Journal of Periodontology</i> , 81(12), 1708-1724. https://doi.org/10.1902/jop.2010.100321
Article from a journal in a database with a DOI with the http prefix	(Cheung et al., 2017).	Cheung, J. H., Kulasegaram, K. M., Woods, N. N., Moulton, C., Ringsted, C. V., & Brydges, R. (2017, April 22). Knowing how and knowing why: Testing the effect of instruction designed for cognitive integration on procedural skills transfer. <i>Advances in Health Science Education</i> , 23(1), 61-74. https://doi-org.db12.lincweb.org/10.1007/s10459-017-9774-1
Article from a journal in a database (no DOI)	(Badke, 2009).	Badke, W. (2009). How we failed the net generation. <i>Online</i> , 33(4), 47-49.
Article from database or Internet (with DOI)	(Whitlock et al., 2009).	Whitlock, J., Eells, G., Cummings, N., & Purington, A. (2009). Nonsuicidal self-injury in college populations: Mental health provider assessment of prevalence and need. <i>Journal of College Student Psychotherapy</i> , 23(3), 172-183. https://doi.org/10.1080/87568220902794366
Article from the Internet (available to anyone, no DOI assigned)	(Negi et al., 2010).	Negi, N. J., Bender, K. A., Furman, R., Fowler, D. N., & Prickett, J. C. (2010). Enhancing self-awareness: A practical strategy to train culturally responsive social work students. <i>Advances in Social Work</i> , 11(2), 223-234. http://journals.iupui.edu/index.php/advancesinsocialwork/article/view/482/1787
Webpage with an individual author	(Parker & Igielnik, 2020)	Parker, K., & Igielnik, R. (2020, May 14). <i>On the cusp of adulthood and facing an uncertain future: What we know about Gen Z so far</i> . Pew Research Center. https://www.pewsocialtrends.org/essay/on-the-cusp-of-adulthood-and-facing-an-uncertain-future-what-we-know-about-gen-z-so-far/
Webpage with an organization as author	(Florida Department of Environmental Protection, 2019).	Florida Department of Environmental Protection. (2019, July 15). <i>Buy land from the state</i> . https://floridadep.gov/lands/bureau-real-estate-services/content/buy-land-state (If the author is an organization do not give the Site Name if it is the same as the author name.)
Online news site	(Karimi & Croft, 2020).	Karimi, F., & Croft, J. (2020, August 14). <i>Any attempt to get coronavirus herd immunity would lead to massive death tolls, Fauci warns</i> .

		CNN. https://www.cnn.com/2020/08/14/health/us-coronavirus-friday/index.html
Blog posting	(Christina, 2011)	Christina. (2011, January 12). {New year} projects to keep me on my toes! [Web blog post]. http://fromscratchclub.wordpress.com/2011/01/12/new-year-projects-to-keep-me-on-my-toes/
Paper in print conference proceedings	(Abbas & Chaudry, 2021)	Abbas, H., & Chaudry, M. (2021). Challenges of online teaching in vocational education. ISVET2021 Proceedings (s. 234-242). Montreal: Calligones Inc.
Paper in online proceedings (with DOI)	(Kramer, Harris, Mature, & Johnson, 2020)	Kramer, J. P., Harris, C., Mature, P., & Johnson, M. (2020). How to handle crypto laundering. Int. Symposium on Contemporary Issues in Banking, (s. 23-45). Moscow. doi:10.1000/##
Paper in online editorial proceedings (no DOI)	(Hussein, et al., 2019)	Hussein, A., Maida, A., Abbas, H., Chaudry, M., Ghassan, F., Mobarq, K., & Jassim, M. (2019). manipulative teaching in upper secondary. In M. Uysal (Ed.), International Conference of Responsible Education, (s. 567-574). Istanbul. Retrieved from http://www.icre.net/papers/123#
Entry in a reference work (no author listed for each entry)	(Merriam-Webster, 2005).	Merriam-Webster. (2005). Descendant. In Merriam-Webster's collegiate dictionary (11th ed., p. 337).
Book with Anonymous listed as the author	(Anonymous, 2005).	Anonymous. (2005). Go ask Alice. Simon Pulse.

2) Manuscript File Format

We request to submit article in MS Word format If you are using another word processor please save final version of the manuscript (using 'Save As' option of the file menu) as a MS Word document (.DOC).. In this case please double check that the saved file can be opened in MS Word.