**Journal of Information Management: Article Template**

* **English Title: English Subtitle**

14 Pt, flat, thick, left aligned, 24 nk space from top, 6 nk space below.

* *Turkish Title: Turkish Subtitle*

*13 pt, italic, left aligned, 6 nt from the top, 12 nt from the bottom..*

* *Since the blind referee will be applied in the article evaluation process, the name, surname, institution and contact information of the author* ***should not be included here****.*

***Abstract***

 “**Times New Roman**” font should be used in all fields of the article. Line spacing must be "**single" in all article fields.**

There should be 12 nk space before the title, and 6 nk space after the title. The title should be written in 10 font size, bold, flat and left aligned.

There should be no space before the text (paragraph), and 6 nk space should be left after the text (paragraph). The text should be written in 10 font size, plain and justified.

In this section, **a minimum of 100 and a maximum of 400 words** in **English** should be written. In essence, the purpose, scope, research questions of the research should be included, methods, findings and results should be briefly mentioned.

***English Keywords:*** *10 font size, italic. At least 3 keywords must be given.*

***Öz (Turkish Abstract)***

“Times New Roman” font should be used in all fields of the article. Line spacing must be "single" in all article fields.

There should be 12 nk space before the title, and 6 nk space after the title. The title should be written in 10 font size, bold, flat and left aligned.

There should be no space before the text (paragraph), and 6 nk space should be left after the text (paragraph). The text should be written in 10 font size, plain and justified.

In this section, **a minimum of 100 and a maximum of 400 words** in **Turkish** should be written. In essence, the purpose, scope, research questions of the research should be included, methods, findings and results should be briefly mentioned.

***Turkish Keywords:*** *10 font size, italic. At least 3 keywords must be given.*

**1. Introduction**

In this section, the purpose of the research should be specified, then the methods, processes and tools used should be detailed.

The articles should be numbered, including the entry. Subtitles should be numbered hierarchically. The first letter of each word should be capitalized in the titles and subheadings.

The entry title should be written in 11 font size, bold, flat and left aligned. There should be 12 nk space before the entry title and 6 nk space after.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

In the whole article, paragraph heads should be left-justified. Line spacing must be "single" in all article fields.

Article pages should be A4 (210 x 297 mm). Page margins should be “Normal” (bottom, top, right, left 2.5 cm).

**2. Title**

First level titles should be written in 11 font size, flat, bold and left aligned. The first letter of each word must be capitalized. First level should be 12 pt before the title and 6 pt after the title.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

First level title can be used as required.

*2.1. Subtitle*

Second level titles should be 11 font size, italic and left aligned. The first letter of each word must be capitalized. Second level should be 12 pt before the title and 6 pt after the title.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

Second level title can be used as needed.

*2.1.1. Subtitle*

Third level titles should be 11 font size, italic and left aligned. The first letter of each word must be capitalized. There should be 12 pt of space before the third level and 6 pt after the title.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

As required, the third level title can be used.

**3. Conclusion and Suggestions**

First level titles should be written in 11 font size, flat, bold and left aligned. The first letter of each word must be capitalized. First level should be 12 pt before the title and 6 pt after the title.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

If necessary, attachments may also be included in the article.

**Tables and Figures**

Tables and figures should be included in the relevant text. All tables and figures should be numbered separately. Figure and Table titles should be placed below the figure, aligned in the middle. Figures and tables should indicate the source (according to APA 6 Style).

Tables and figures should be placed in the text as pictures (.jpeg, .png) and also the original formats should be loaded into the system by adding table and figure numbers.

**Ethics Committee Decisions**

If the research results requiring an ethical committee decision are included in the studies sent to our journal, the ethical committee decision information (board name, date and number number etc.) should be specified in the method section of the study and also at the end of the article..

**Thank**

The thank-you title should be 11 font size, flat, bold, and left-aligned. 12 nk before the title and 6 nk after the title should be left.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

Organizations and individuals who support and contribute financially to the study can be thanked in this section.

**Bibliography Explanations**

The title of the bibliography should be written in 11 font size, flat, bold and left aligned. The first letter should be capitalized. 12 nk space before the title of the bibliography and 6 nk after the title should be left.

There should be no space before each bibliographic identity given in the bibliography and 6 nk space should be left after the bibliographic identity. The text should be written in Times New Roman font, 11 font size, plain and justified. The second line of the bibliographic identity must be written inside 0.5 cm.

The names of "Journal" and "Book" should be written in italic in the bibliographic identity.

APA (American Psychological Association) style should be taken into consideration when sending in-text and bibliography. References cited in the text should be listed alphabetically at the end of the study.

**Bibliography**

**Kaynakça**

Aktan, E . (2018). Büyük Veri: Uygulama Alanları, Analitiği ve Güvenlik Boyutu. *Bilgi Yönetimi,* 1 (1), 1-22.

Al, U., Sezen, U., Soydal, İ., Taşkın, Z. ve Düzyol, G. (2012). Collaboration of Turkish scholars: Local or global? *Collnet Journal of Scientometrics and Information Management*, 6, 145-159.

Arısoy, Y . (2018). Elektronik Arşivlere Yönelik Uluslararası Yaklaşımlar Çerçevesinde Türkiye Değerlendirmesi. *Bilgi Yönetimi*, 1 (1), 63-77. Erişim Adresi: <http://dergipark.gov.tr/by/issue/37228/415166>

Bilgi Mimarisi. (2014, 20 Aralık). Vikipedi İçinde. Erişim Adresi (8 Mayıs 2015): <http://tr.wikipedia.org/wiki/Bilgi_mimarisi>

Chan, H. F., Guillot, M., Page, L. ve Torgler, B. (2015). The Inner Quality Of An Article: Will Time Tell? *Scientometrics*, 104, s. 19-41. doi:10.1007/s11192-015-1581-y

[EBYS Zirvesi 2016](http://bilbem.ankara.edu.tr/2016/04/21/ebys-zirvesi-2016/). ( 2016). Erişim adresi: <http://bilbem.ankara.edu.tr/2016/04/21/ebys-zirvesi-2016/>

Özdemirci, F. ve Torunlar, M. (2015)*Bilgi Çağında Arşivsel Bilgi Analizi: Bilgi-İktidar- İdeoloji- Devlet.* Ankara Üniversitesi Basımevi.

Özdemirci, F , Torunlar, M . (2018). Bilgi-Değişim-Siber Güvenlik-Bağımsızlık*. Bilgi Yönetimi*, 1 (1), 78-83

Sempozyum Nedir?. (2007). Erişim Adresi: <https://www.turkedebiyati.org/sempozyum-nedir.html>

Yavuzer, H. (2001). *Okul Çağı Çocuğu*. İstanbul: Remzi Kitabevi.

**NOTE:** In this Word File, which is given as an Article Template, the upper and lower spaces, alignments, typefaces, typefaces, etc. specified for the layout of the article. used. You can download this template to your computer and write your article on this template.