**DOKUZ EYLÜL UNIVERSITY FACULTY OF LETTERS JOURNAL STYLE GUIDE**

• Margins: (Top: 4.6 cm/ bottom: 4.44 cm/ right: 4.5 cm/ left: 4.5 cm)

• Header information consisting of “author’s surname and first letter of his/her name (SURNAME, N.) should be aligned to left. If there is more than one author, surnames and names of the other authors should be added the same way using a comma between author names. Using capital letters, the phrase “EDEBİYAT FAKÜLTESİ (YEAR OF PUBLICATION)” should be written in the header section aligned to the right.

• Header should be bold and in 11 point font size.

• The following article identity information should be added.

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| --- | --- |
| **Makale Bilgisi:** Soyad, Adın İlk Harfi. (Yıl). Makale Başlığı. DEÜ Edebiyat Fakültesi Dergisi, Cilt: , Sayı: , ss. | **Article Info:** Surname, First Letter of the Name. (Year). Title of the Article. DEU Journal of Humanities, Volume: , Issue: , pp. |
| **Kategori:** Araştırma Makalesi | **Category:** Research Article |
| **Gönderildiği Tarih:**  | **Date Submitted:**  |
| **Kabul Edildiği Tarih:**  | **Date Accepted:**  |

• Text following the article identity information (Times new roman/ 10 point font size/Makale Bilgisi [Article Info] / Kategori [Category] / Gönderildiği Tarih [Date Submitted] / Kabul Edildiği Tarih [Date Accepted]) should be written normal.

• There should be double space between the identity infor and the title.

• In articles written in Turkish, the first title should be in Turkish. For articles written in English or German, the first title should be in English or German.

• Main title in the language of the article should be written in 12 point font size /Bold and using capital letters/centered / "Title 1" format [no title should be assigned to any section other than this title!].

• The first paragraph after headings and subheadings should be unindented, the following paragraphs should be indented by 1.25 cm.

• Author name(s) should be written in the following format: aligned to right / 11 pt. / Bold / Name Surname (only the first letters should be capitalized).

• There should be no space between the name of the author and the abstract.

• Unlike other footnotes,the footnote for the authors should be shown with the special sign of “\*” and it should be written in 10 pt and justified. It should include the title /e-mail address and ORCID number of the author(s).

Example:

\* Prof. Dr., Dokuz Eylül University, Department of Translation and Interpretation, xxxxx@deu.edu.tr, ORCID: XXXX-XXXX-XXXX-XXXX

• The first abstract section should be written in the language of the article (all letters capitalized/10 pt./bold/justified to left/ TR: ÖZ; ENG: ABSTRACT; ALM: ZUSAMMENFASSUNG

• If the article is written in Turkish, "ÖZ" if written in English, "ABSTRACT", if in German, "ZUSAMMENFASSUNG" should come first.

• The abstract of the article should not exceed 300 words, reflecting the purpose, method and findings of the research.

• There should be keywords both in Turkish and English in each article. Abstract and the keywords should be written in 10 pt.

• Keywords written in the language of the article (10 pt/normal/justified/TR: Anahtar Sözcükler; ENG: Keywords; GER: Schlüsselwörter)

• Abstract written in the language of the article should be as following: max. 300 words/10pt./justified/if paragraphed should be written unindented starting from the following line/there should be 6 pt spacing between these paragraphs.

• The main title of the article in the second language should be as following: 12 pt./bold/all-letters-capitalized/justified.

• The title of the abstract written in the second language of the artice should be as following: capitalized/10 pt/bold/aligned to left/TR: ÖZ; ENG: ABSTRACT; ALM: ZUSAMMENFASSUNG.

• The abstract written in the second language should be as following: max. 300 words/10 pt/justified/if paragraphed should be written unindented starting from the following line/there should be 6 pt spacing between these paragraphs.

• Keywords in the second language of the article should be as following: 10 pt/normal/justified/TR: Anahtar Sözcükler; ENG: Keywords; GER: Schlüsselwörter)

• The title “INTRODUCTION” should be as following: There should be an empty line between the introduction and the keywords in the second language/all-letters-capitalized/aligned to left/11 pt/bold.

• Other parts of the article should be as following: justified/Times New Roman/11 pt/line spacing: 1.0/ 0 pt before and 6 pt after each paragraph/the first paragraph following the title and the subtitles unindented/other paragraphs should be indented by 1.25 cm/wordcount of the article should be 4000-9000.

• All the titles and subtitles except for specifically mentioned ones should be as following: 11 pt/bold/normal/each word should start with capital letter.

• All the titles in the text (including the introduction and conclusion) should be numbered.

• References and quotations should be created in accordance with APA 7 guideline.

• If less than 40 words, a direct quotation should be written in inverted commas. If equal to or more than 40 words, a direct quotation should be as following: 11 pt/in a new line indented 1.25 cm both from right and lefet/if quotation consists of two or three paragraphs, first line of the each paragraph should start 1.25 cm more indented than the previous paragraph.

• All the footnotes except for those specifically mentioned should be below each page in 10 pt.

• Figures and tables should be justified and text inside them should be 8 pt. Title of the figures and tables should be added using “Add picture caption” button and should be justified in 10 pt bold.

• CONCLUSIONS title should be as following: all-letters-capitalized/aligned to left/11 pt./bold.

• REFERENCES title should be as following: all-letters-capitalized/aligned to left/11 pt/bold/should start from a new page/without any subtitles such as primary or secondary sources.

• References should be as following: 10 pt/justified/the second and other lines of each reference other than the first line should be indented by 1.25 cm

• The titles of CATALOGUE and/or APPENDICES should be as following: all-letters-capitalized/aligned to left/11 pt/bold/should start in a new page.