**TITLE SHOULD BE LIMITED TO THE CONTENT OF THE ARTICLE ((BOOKMAN OLD STYLE, COMPLETELY CAPITAL LETTERS, THICK, 16 POINT TYPE, LEFT ALIGNED)**

*(The name will be written after referee process is completed, italic, 10 point type) Name SURNAME[[1]](#footnote-1)*

 *(You can create your article by working on this file) Name SURNAME[[2]](#footnote-2)*

*(Italics, first letter of the name, complete letters of the surname will be written by Capital Letters) NAME SURNAME[[3]](#footnote-3)*

**Citation/©:** Surname, First Letters of the Name(s) (2019). Name of the Article’s first letters should be written with capital letters, other letters should be written with small letters. Journal of the Hitit Social Sciences, 13 (1), Page Number Range. doi: xxxxxx (8 point type)

**Abstract**: The abstract should include information about the aim, scope, method, findings, and results of the study in one paragraph. The abstract should not contain references. There should be no information or results not included in the article. The term should not be shortened unless a long term is used several times in the abstract. Most or all the sentences in the abstract should be written in the past tense. (normal,8 point type, 100-200 words, single paragraph)

***Keywords:*** *Keywords, Keywords, Keywords, Keywords, Keywords (İtalic, 8 point type, 5 Keywords)*

***Turkish Title (Bookman Old Style), İlk Harfleri Büyük Olacak Şekilde, 10 Punto, Sola Yaslı, Kalın, İtalik***

**Atıf/©:**Soyadı, Adının Baş Harf(ler)i. (2020). Makalenin adı yalnızca ilk kelimenin ilk harfi büyük geri kalanlar özel isim değilse küçük harfle yazılmalı. *Hitit Sosyal Bilimler Dergisi,* *14*(1), Sayfa Numara Aralığı. doi: xxxxxx *(8 punto) (Yazar İsim(ler)i hakem süreci tamamlandıktan sonra yazılacaktır)*

**Özet:**Özet bölümünde tek paragrafta çalışmanın amacı, kapsamı, yöntemi, bulgu ve sonuçları hakkında bilgiler verilmelidir. Eserlere kaynak gösterme özette yapılmamalıdır. Makalede yer almayan bilgi veya sonuçlar olmamalıdır. Uzun bir terim özet içinde birkaç defa kullanılmadıkça kısaltılmamalıdır. Özet bölümündeki cümlelerin çoğu veya tamamı yapılmış çalışmaya atıf olduğu için geçmiş zamanda yazılmalıdır. (Örnekte olduğu gibi girintili, normal, 8 punto, 100-200 kelime arası tek paragraf)

***Anahtar Kelimeler:*** *Anahtar Kelime, Anahtar Kelime, Anahtar Kelime, Anahtar Kelime, Anahtar Kelime (İtalik, 8 punto, 5 adet anahtar kelime)*

**1. INTRODUCTION (IT SHOULD BE WRITTEN WITH CAPITAL LETTERS, BOOKMAN OLD STYLE 9 PUNTO, BOLD, LEFT ALIGNED, NO INDENTED)**

(Full text is Bookman Old Style 9 Punto) The purpose of the introduction is to prepare the reader for the study, to make a general determination and analysis of the study. In the introduction section, aim of the study, subject, the research problem that causes the study to be carried out should be determined. In addition, research problem and research question and deficiency of the subject in literature should be explained. In this section, literature review and research method should not be included. In-text citations should be written according to APA 6 format. You can find detail information about APA 6 format from works at bibliography section.

**2. CONCEPTUAL FRAMEWORK (IT SHOULD BE WRITTEN WITH CAPITAL LETTERS, BOOKMAN OLD STYLE, 9 PUNTO, BOLD, LEFT ALIGNED, NO INDENTED)**

This part is named as ‘’subject’’. This chapter includes the conceptual framework on which the study is based. This contextual framework explains prepared article is related with which area. In this part, writings should be restricted with conceptual framework for work. This section should be related with area and subject of the work and should not exceed 1000 words. If this part is short, it can be given in introduction section.

Blank lines should not be created by using enter in the entire text.

In-text citations should be written according to APA 6 format. You can find detail information about APA 6 format from works at bibliography section.

**2.1. Second Level Subtitle (Second Level Subtitles Should Begin with Capital Letters, Bookman Old Style, 9 Punto, Bold, Left Aligned, No Indented)**

If second level title is used, words’ first letters in title should be written with capital letters. Only, conjunctions’ all letters should be written with small letters.

In-text citations should be written according to APA 6 format. You can find detail information about APA 6 format from works at bibliography section.

**2.1.1. Third Level Subtitle (Third Level Subtitles Should Begin with Capital Letters, Bookman Old Style, 9 Punto, Bold, Left Aligned, No Indented)**

If third level title is used, words’ first letters in title should be written with capital letters. Only, conjunctions’ all letters should be written with small letters.

In-text citations should be written according to APA 6 format. You can find detail information about APA 6 format from works at bibliography section.

**2.1.1.1. Fourth Level Subtitle (Fourth Level Subtitles Should Begin with Capital Letters, Bookman Old Style, 9 Punto, Bold, Left Aligned, No Indented)**

If fourth level title is used, words’ first letters in title should be written with capital letters. Only, conjunctions’ all letters should be written with small letters. In-text citations should be written according to APA 6 format. You can find detail information about APA 6 format from works at bibliography section.

**2.1.1.1.1. Fifth Level Subtitle (Fourth Level Subtitles Should Begin with Capital Letters, Bookman Old Style, 9 Punto, Bold, Left Aligned, No Indented)**

If fifth level title is used, words’ first letters in title should be written with capital letters. Only, conjunctions’ all letters should be written with small letters.

In-text citations should be written according to APA 6 format. You can find detail information about APA 6 format from works at bibliography section.

**3. LITERATURE REVIEW**

In this part, it should be given information about new and old resources that are found after literature review (From old work to recent work), Authors can prepare as plain text or in table.

**4. RESEARCH**

Under this title, it should be mentioned firstly subject and aim of the study, it’s, universe and sample, assumptions, and method. After, it should be given to the hypotheses, the reliability of the data obtained from the research and research findings to test the purpose of research. The other title should not be used without any explanation under the title.

The equations are written in the text should be written left aligned with the equation command in the “word” programme and the number should be given in parentheses justified to the right aligned. In-text citations should be written according to APA 6 format.

**4.1. Subject and Aim of the Research**

Titles are constituted as example.

**4.2. Universe and Sample of the Research**

Titles are constituted as example.

**4.3. Number of Descriptive Questions of the Study (Frequency) and Percentage Information**

Titles are constituted as example

**Table 1:** Titles should be above the Table and First Letters should be Write with Capital Letters. Only Table Word and Table Number Should be written Thick (Bold). Left Intended.

| **Information** | **Groups** | **Number** | **Percentage** |
| --- | --- | --- | --- |
| **Aaaaa Aaaaaa** | Aaaa | 25 | 25,0 |
| Aaaa | 50 | 50,0 |
| Aaaa | 25 | 25,0 |
| **Bbbbb Bbbbb** | Bbbbb | 120 | 16,5 |
| Bbbbb | 94 | 12,9 |
| Bbbbb | 106 | 14,5 |
| Bbbbb | 105 | 14,4 |
| Bbbbb | 91 | 12,5 |
| Bbbbb | 98 | 13,4 |
| Bbbbb | 91 | 12,5 |
| Bbbbb | 24 | 3,3 |
| **Ccccc Cccccc** | Ccccc | 222 | 30,5 |
| Ccccc | 216 | 29,6 |
| Ccccc | 119 | 16,3 |
| Ccccc | 172 | 23,6 |

**Source:** Source should be written according to APA 6 in tables.

All of tables in the study should be prepared the “word” programme. In tables, first line and if it is necessary first column and numbers that need attention are written by Bold (Thick). Numbers are intended to right. Comma will be used as decimal separator. If full part of decimal numbers is zero (0), will not be left blank and will be written in full section 0. Decimal digits must be the same in all numbers. Decimal places should be given up to a maximum of 3 digits. The left and right-side spaces of the tables should be flush with the page borders. This process can be done with the auto-fit option to the window. The border line (vertical line) should not be used on the right and left sides of the tables. Tables should be done with table command in the word programme. In tables, pages will not be turned sideways. If it is necessary, it will be consulted to opinion of the editor.

Equations, which will be write into the text, should be written left intended with equation command in word programme and should be numbered in parentheses to the right. In-text citations should be written according to APA 6 format.

**Table 2**: Titles should be above the Table and First Letters should be Write with Capital Letters. Only Table Word and Table Number Should be written Thick (Bold). Left Intended.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statements** | **arithmetic mean** | **Standard deviation** | **Distortion** | **stickiness** |
| Aaaaaaaaaaaaaa  | 3,35 | 1,29 | -0,35 | -0,97 |
| Aaaaaaaaaaaaaa  | 3,35 | 1,29 | -0,35 | -0,97 |
| Aaaaaaaaaaaaaa  | 3,35 | 1,29 | -0,35 | -0,97 |
|  Aaaaaaaaaaaaaa  | 3,35 | 1,29 | -0,35 | -0,97 |
| Aaaaaaaaaaaaaa  | 3,35 | 1,29 | -0,35 | -0,97 |
| Aaaaaaaaaaaaaa  | 3,35 | 1,29 | -0,35 | -0,97 |
| **N=729** |  |  |  |  |

In tables, first line and if it is necessary first column and numbers that need attention are written by Bold (Thick). Numbers are intended to right. Comma will be used as decimal separator. If full part of decimal numbers is zero (0), will not be left blank and will be written in full section 0. Decimal digits must be the same in all numbers. Decimal places should be given up to a maximum of 3 digits. The left and right-side spaces of the tables should be flush with the page borders. This process can be done with the auto-fit option to the window. The border line (vertical line) should not be used on the right and left sides of the tables. Tables should be done with table command in the word programme. In tables, pages will not be turned sideways. If it is necessary, it will be consulted to opinion of the editor.

Equations, which will be write into the text, should be written left intended with equation command in word programme and should be numbered in parentheses to the right. In-text citations should be written according to APA 6 format.

* 1. **Findings**

Findings of the research should be given be under this title.

**Table 3:** Titles should be above the Table and First Letters should be Write with Capital Letters. Only Table Word and Table Number Should be written Thick (Bold). Left Intended.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Sum of Squares** | **Degree of Permissiveness** | **Mean of Squares** | **F** | **p** |
| Between Groups | 3,727 | 7 | 0,532 | 0,811 | 0,578 |
| Intra-group | 473,124 | 721 | 0,656 |   |   |
| Total | 476,851 | 728 |   |   |   |

In tables, first line and if it is necessary first column and numbers that need attention are written by Bold (Thick). Numbers are intended to right. Comma will be used as decimal separator. If full part of decimal numbers is zero (0), will not be left blank and will be written in full section 0. Decimal digits must be the same in all numbers. Decimal places should be given up to a maximum of 3 digits. The left and right-side spaces of the tables should be flush with the page borders. This process can be done with the auto-fit option to the window. The border line (vertical line) should not be used on the right and left sides of the tables. Tables should be done with table command in the word programme. In tables, pages will not be turned sideways. If it is necessary, it will be consulted to opinion of the editor.

Equations, which will be write into the text, should be written left intended with equation command in word programme and should be numbered in parentheses to the right. In-text citations should be written according to APA 6 format.

**Table 4:** Titles should be above the Table and First Letters should be Write with Capital Letters. Only Table Word and Table Number Should be written Thick (Bold). Left Intended**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(I) Aaaaaa**  | **(J) Aaaa**  | **Average Difference (I-J)** | **Standard error** |  **p** |
| Bbbbbb | Bbbbbb | 0,248\* | 0,068 | 0,001 |
| Ccccccc | 0,377\* | 0,091 | 0,000 |

**Source:** In the figures/tables citations should be written according to APA 6 format.

The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page. The text should be arranged like there is no space at the bottom of the page.

 **FIGURE**

**Figure 1**: Titles will be cantered under the figure and first letters will be Capital. Only figure word and number will be written as thick (Bold). Left Intended.

Source: Sources will be shown according to APA 6.

**5. CONCLUSION**

Numerical findings should not be repeated. Main results should be briefly stated. It should be stated how the findings of the research showed a conclusion. If any discussion is available, they should be argued. The similarities and differences of the results between previous studies and recent study should be explained. Contribution of the study to area should be explained. Suggestion for former studies can be added.

**BIBLIOGRAPHY (SIMPLE: ORDER OF THE BIBLIOGRAPHY SHOULD BE WRITTEN LIKE ABOVE, FORMAT APA 6)**

For more detailed information about in-text citations, direct quotations, and bibliography, please use the examples directly below. There is no indent at the beginning of the paragraph, other lines have 1 cm indentation.

**Examples of bibliography:**

If the article has a doi number, then it must be added:

DeAngelo, L. E. (1981). Auditor size and audit quality. *Journal of accounting and economics*, *3*(3), 183-199. Doi: ……….

If the article has not a doi number, then the access address should be specified as below:

DeAngelo, L. E. (1981). Auditor size and audit quality. *Journal of accounting and economics*, *3*(3), 183-199. Retrieved from: https://dergipark.org.tr/tr/pub/hititsosbil/issue/

Şeker, T., Sakınç, T. and Şeker, R. (Ed.). (2006). *The name of book*. Ankara: Gazi Bookstore.

Sakınç, Y. (2012). The title of chapter in the book. Ö. Şeker, and N. Bayram (Ed.). *In the book (name of book)* (p. 100-112). Ankara: Gazi Bookstore.

If there is no date for the resources, then we write n.d. which is meaning “no date”.

T.C. Minister of National Education, Headquarters of Education Technology, IT Services Department. (n.d.). *MEB e-school: E-school user guide*. Retrieved from: https://e-okul.meb.gov.tr/Dokumanlar/e-Okul-Kilavuz.pdf

Author, Y. (Yıl). The head of chapter. E. E. Editor (Ed.), *In the book (name of book)* (p. xx-xx). The Place of Publication: Publisher.

Surname, N. and Surname, N. (Year). The head of chapter or introduction. A. Editor, B. Editor and C. Editor (Ed.), in the head of book (s. xxx-xxx). The Place of Publication: Publisher.

Surname, N. and Surname, N. (Year). The head of book. The Place of Publication: Publisher.

Surname, N. (Ed.). (Year). The head of book. The Place of Publication: Publisher.

Surname, N. (Year). The head of book. Retrieved from: http://www.xxxxxxxxxxx

Post-graduate Education and Training Regulation. (2016, 20 April). Official Newspaper (Number: 29690). Retrieved from: http://www.resmigazete.gov.tr/eskiler/2016/04/20160420-16.htm

Surname, N. (Year). The head of doctoral or master thesis (unpublished doctoral or master thesis). The name of Institution, the name of place.

Legal author works: If the author of a study is a group such as an organization, institution or association, the full name of the organization / institution / association should be used in the author section, not the abbreviation.

Doi numbers must be added to the end of the articles with doi numbers. If there is no DOI number, the URL address of the web page of the periodical or the URL of the web page of the database from which the publication is downloaded must be written after the page range information of the study.

The name and volume of the journal is written in italics. While giving number information in parentheses, parenthesis and number are not written in italics.

The conjunction "and" should be used in citations and bibliography before the last author.

 “The access address:” expression is used as “Retrieved from”

If the number of authors is seven or less, then all author's information is written in the bibliography. When the number of authors is eight or more, the first six authors are written, and three dots are added and the last author’s name is written Surname, N.

If there is no author, the title part should be moved to the author area.

While citing a work without an author in the bibliography, the title takes place before the publication date in the position of author.

A dot is put after the title.

Legal author works: If the author of a study is a group such as an organization, institution or association, the full name should be used in the author section, not the abbreviation of the institution / institution / association name.

When long URL addresses that do not fit on a line need to be truncated, no dashes are placed in the split and if possible, the split is make before the place where punctuation is concentrated. A period is not placed after the URL, as it is understood as a part of the URL and makes access to the relevant address difficult.

Unless the resource changes over time, the access date is not added. APA uses Arabic numerals even when the volume numbers in books and journals are indicated with Roman numerals.

For example, instead of III we use 3.

Bibliography should be listed alphabetically.

**The examples of in-title citations:**

Single page citation: single author ...(Surname, year, p. 5). Double author ...(Surname and Surname, Year, p. 5). More of two aouthor …(Surname and others, year, p. 5).

Citation of more of pages: single author ...(Surname, year, p. 5-7). Double author ...(Surname and Surname, Year, p. 5-7). More of two author …(Surname and others, year, p. 5-7).

In the work made by her Surname (2018)…

In the work at 2018 by her surname…

According to Surname (2018) …

According to surname and the others (2018)

The first citation at the end of the sentence (The Scientific and Technological Research Council of Turkey [TUBITAK] 2013)

The citation of at the end of the sentence: (TUBİTAK, 2013)

The first citation in the sentence: The Scientific and Technological Research Council of Turkey (TUBITAK 2013)

Citations in the sentence: TUBİTAK (2013)

(made on the internet, 2007)

(Postgraduate education and training, 2016)

Multiple citations in the same parenthesis: (Şeker and Sakınç, 2013; Şen, 2014; Bayram, 2015)

In cases where the original source cannot be accessed (transmitting Surname, Year, p.5)

If a specific part of the source is cited: (Sakınç, 2020, chapter 1) (Sakınç, 2020, Table 2)

For more information: (For more detailed information on this subject see Sakınç, 2020)

Footnotes are intended to support the content. Footnotes should not contain mixed, unnecessary, and irrelevant information, they should not be too long, if they are longer, they should be given in the appendices. In this case, it can be stated as a footnote that the relevant information is included in the annexes.

**SUMMARY:**

It should be beginning in first blank page after bibliography section. At the end of the article for Turkish articles, writing English Extended Abstract including between 500-1000 words and English articles Turkish Extended Abstract between 500-1000 words is compulsory. (First stage of the sending article can be written). Extended abstract should include the purpose, problem, method, findings, and result information related to the article. If the title is used, the headings should be written in bold without numbering. In this summary, the information about the article is broader than the summary in the first part and can be found in the table with the figure. This section should not include any information that is not included in the article text. The broad summary should not refer to information in the text. (As it is stated in page 2) broad summary should not include quotation and reference.

The purpose of the broad summary is to provide the information in a clear, detailed and consistent way, giving all important information about the article so that the reader can determine the relevance of the article. This will also open the way of further reading and citation of the article.

Sample Titles can be seen below:

**Introduction**

**Background**

**Research Problem**

**Research Questions**

**Purpose**

**Method**

**Findings**

**Conclusions**

**Results and Conclusions**

1. Received: It will be entered by author Revised Accepted Article Acceptance Date: It will be added by editorial board

 (Prof. Dr, Assoc. Dr, Inst., Research Asist.), Responsible Author ………… University --------------------- Faculty/ College ----------- Department ….@hitit.edu.tr, http://orcid.org/0000-0000-0000-0000 [↑](#footnote-ref-1)
2. -------------- [↑](#footnote-ref-2)
3. ------------------------- [↑](#footnote-ref-3)