**ENGLISH TITLE**

**(TIMES NEW ROMAN, 11 PTS, BOLD, CENTERED TEXT[[1]](#footnote-1)\***

**Author Name SURNAME[[2]](#footnote-2)\*\***

***Abstract***

*The article should start with an abstract in English and right after that the same abstract in Turkish should follow. The abstract should consist* ***of minimum 150 and maximum 250 words****. The purpose, method, findings and result information must be included in the abstracts. Abstract title should be bold, paragraph should be indented (1 cm), and Times New Roman, 10 font size, italic, justified alignment should be used. Abstracts should not include citation or abbreviation. The end of the abstract should include at least three and at most five keywords. The abstract should be written as a single paragraph.*

***Keywords****: Minimum 3, Maximum 5 Keywords. Italic and Initial Letters Must Be Uppercase.*

**TURKISH TITLE**

**(TIMES NEW ROMAN, 11 POINT, BOLD, CENTERED TEXT)**

***Öz (Abstract in Turkish)***

*The abstract should include the purpose, method, findings and result information of the study. Title bold, paragraph indented (1 cm), Times New Roman, 10 font size, italic, justified. There should not be any citations or abbreviations in the abstract. The end of the abstract should include at least three and at most five keywords.*

***Keywords****: Minimum 3, Maximum 5 Keywords. Italic and Initial Letters Must Be Uppercase.*

**Introduction**

The article should be written in Times New Roman style with 11 font size and 1 line spacing, using a special size of 16 cm width and 24 cm height. Introduction title should not be numbered. This section of the article should include the basic concepts in the current literature, theoretical approaches and the main problem of the research, the purpose, hypotheses, assumptions, limitations, etc. In the in-text reference and citations, the APA 7 style should be used. Bold text should not be used throughout the text, except for main headings and subheadings.

 In direct quotations containing 40 or less words, it should be written "in quotes" mentioning the page numbers, and regarding the quotations less than 500 words but more than 40 words, right and left aligned, 1 cm inside, 11 pt. before and after 3 pt. space should be left and it should be included as a separate paragraph.

In-text citations should be shown as in the example below:

After the Pera fire in Istanbul in 1870 insurance activities began and in 1983, Turkey has made it mandatory investigations of traffic insurance, when we look at the data on the insurance industry today, it shows 61 companies activities, and the asset size of the sector is closer to 150 billion TL. When we look at the financial structure of the Turkish insurance sector, it is seen that foreign capital inflows have increased. In the Turkish insurance sector, the interest and role of companies with foreign capital, especially belonging to the European Union (EU) countries, is gradually increasing (Özüdoğru, 2017, p.38). AFTER THE AUTHOR'S SURNAME A COMMA SHOULD BE USED AND A SPACE SHOULD BE LEFT IN THE REFERENCE, THE YEAR OF PUBLICATION MUST BE WRITTEN AND THE PAGE NUMBER OR NUMBERS MUST BE WRITTEN AS WELL AFTER “p.”. THE POINT MUST BE LOCATED AFTER THE BRACKET IS CLOSED. THERE MUST BE A SPACE BETWEEN REFERENCE PARANTHESES AND THE LAST WORD.

BOOKS AND ARTICLES WITH THREE OR MORE AUTHORS IN IN-TEXT CITATION, should be shown as (Ünal et al. 2015, p.120). Articles with two authors should include the surnames of both authors (Ünal and Safa, 2015, p.88).

When to specify page range pp. should be used (Ünal and Safa, 2015, pp. 88-90)

**1. HEADING**

In the article, each section should be specified as 1., subheadings as 1.1, 1.2, 1.3 and more subtitles as 1.1.1, 1.1.2., 1.1.3. Citations should be made in accordance with the APA 7. There should not be any spaces between the title and the text. After the end of the text, a space should be left before the other title.

**2. HEADING**

The number of chapters in the article should be specified, and the subheadings should be numbered as 2.1, 2.2, 2.3, and the following subheadings should be numbered as 2.1.1, 2.1.2., 2.1.3. Citations should be made in accordance with the APA 7. There should not be any spaces between the title and the text. After the end of the text, a space should be left before the other title.

**2.1. Subheading**

When adding a subheading, numbering should be made as shown above. All headings should be numbered.

**2.1.1. Subheading**

When adding another level of subheading, numbering should be made as shown above.

**3. HEADING**

The number of chapters in the article should be specified, while subheadings should be specified as 3.1, 3.2, 3.3, and subheadings as 3.1.1, 3.1.2., 3.1.3. Citations should be made in accordance with the APA 7. There should not be any spaces between the title and the text. After the text is finished, a space should be left before the other title.

**Table 2. Employment Data of Free Zones in Turkey (2017)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Free Zone | Number of Workers | Number of Office Staff | Other | Total Employment | Total TradeVolume (1.000$) |
| Antalya | 2.613 | 411 | 998 | 4.022 | 722.791 |
| Mersin | 6.371 | 1.012 | 692 | 8.075 | 3.096.670 |
| Ege | 17.732 | 3.385 | 517 | 19.634 | 4.327.519 |
| Adana Yumurtalık | 918 | 109 | 240 | 1.267 | 814.514 |
| Samsun | 385 | 54 | 0 | 439 | 81.829 |
| Avrupa S.B. | 3.400 | 828 | 0 | 4.228 | 2.030.141 |

**Source:** Ministry of Commerce, 2018.

In table representation, pay attention that the table does not extend beyond the page. The number should be written to indicate the table number and a short sentence should be written about the content of the table as a title which should be written above the table centered, using bold 10 pt. Content of the table should be written in 8 pt. Bold text should not be used in the table content. The table background should be white only. Under the table, the source of the table should be shown. Source: Bold, italic, 9 pt, and bottom centered, as in the example.

**Conclusion**

The conclusion title should be written in lowercase letters, and not be numbered. The conclusion part should include the inferences, general evaluations, and findings about the study. It should not include citations.

NOTE: After the conclusion, conflict of interest, suggested citation and author contributions should be written as below.

**Peer Review:** Independent double-blind

**Author Contributions:** Author’s Name and Surname: %, Author’s Name and Surname: %

**Funding and Acknowledgement:** No support was received for the study.

**Ethics Approval:** This study does not contain any human or animal research that requires ethical approval. / Ethics committee approval (Date / No ) was obtained from …. University ….. Ethics Committee for the purpose of carrying out this study approval.

**Conflict of Interest:** There is no conflict of interest with any institution or person related to the study.

**Hakem Değerlendirmesi:** Dış Bağımsız

**Yazar Katkısı:** Yazar Adı Soyadı: %, Yazar Adı Soyadı: %

**Destek ve Teşekkür Beyanı:** Çalışma için destek alınmamıştır.

**Etik Onay:** Bu çalışma etik onay gerektiren herhangi bir insan veya hayvan araştırması içermemektedir. / Bu çalışmanın gerçekleştirilmesi amacıyla, …… Üniversitesi ……. Etik Kurulu’ndan izin alınmıştır (Tarih / Sayı) alınmıştır.

**Çıkar Çatışması Beyanı:** Çalışma ile ilgili herhangi bir kurum veya kişi ile çıkar çatışması bulunmamaktadır.

**Önerilen Atıf:** Tekay, B. (2023). Makale şablonu ve yazım kuralları. *Akademik Hassasiyetler*, *10*(23), 1-6, https://doi.org/10.58884/akademik-hassasiyetler......

**References**

If the references pass to the second line, pay attention that the second line should start 1 cm inside (1 TAB). In the references, books, articles, etc. should be prepared in alphabetical order, taking into account the surnames of the authors. References format should be exactly same as examples given below. Please pay attention, especially to the use of upper-lower case, italic, punctuations, Doi and web addresses.

Asar, R. & Çelikten, Y. (2016). Shadowing a woman administrator: A Turkish case. *Universal Journal of Management*, *4*(11), 607-614. https://doi.org/10.13189/ujm.2016.041102

Asar, R. (2018, November 3). *Yönetim açısından insan doğası*. Retrieved on 2021, August 8 from https://yonetsel.com/yonetim-acisindan-insan-dogasi

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Başaran, İ.E & Çınkır, Ş. (2011). *Türk eğitim sistemi ve okul yönetimi*. Ekinoks Yayınevi.

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Karadağ, E., Aypay, A. & Baloğlu, N. (2010, May). Eğitim yönetimi araştırmalarına analitik bir bakış: Kuram ve Uygulamada Eğitim Yönetimi Dergisi’nin analizi. S. Özdemir (Moderator), *5. Ulusal Eğitim Yönetimi Kongresi* Gazi Üniversitesi Eğitim Fakültesi, Ankara.

Timur, T. (2000). *Toplumsal değişme ve üniversiteler*. İmge Kitabevi.

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**NOTE: It is important to comply with the spelling rules and formatting. Please show the necessary sensitivity in this regard.**

1. \*If this article was prepared based on another paper, title should include \* sign and necessary explanation should be written here. This part must be Times New Roman, 8 font size, justified. [↑](#footnote-ref-1)
2. \*\*Tittle, institution, e-mail adress and ORCID should be left aligned. (For example. Prof. Dr., Gazi University Psychology Department, ......@gmail.com, <https://orcid.org/>...) [↑](#footnote-ref-2)