***Original article (Orijinal araştırma)***

**The English title of the manuscript should be written in 14 pt, bold, and centered; only the first word should begin with a capital letter[[1]](#footnote-1)**

The Turkish title of the manuscript should be written 12 pt and centered, only the first word should begin with a capital letter

The corresponding author must send the text of the work to the system while it is uploaded to the system **without the author's name** so that it is not seen for the double blind reviewing process. Author’s information should be entered only in the electronic form at the beginning. Author’s information should be added to the final version of the work only when the manuscript is accepted for publication.

**First Author’s Name SURNAME[[2]](#footnote-2)\* Second Author’s Name SURNAME[[3]](#footnote-3)**

For the address information of the authors, a footnote should be created at the end of the surname of each author by choosing “Insert Footnote” in the “References” menu in Word. Footnote text size should be 8pt. The corresponding author should be indicated by placing an “\*” next to his surname.

**Abstract (12 pt, bold, centered)**

An abstract in English not exceeding 200 words (9 pt, justified, 1 cm indent at each paragraph) should be given after the author information. Abstract should differ from a simple abstract in the sense that it should contain briefly the goal, the method, when and where study done, findings and results of the research. The Abstract and Öz must have the same content.

**Keywords:** (9 pt, bold, aligned to the left) At most five keywords (9 pt, justified, in alphabetical order)

**Öz (12 pt, bold, centered)**

An abstract in Turkish not exceeding 200 words (9 pt, justified, 1 cm indent at each paragraph) should be given after the author information. Öz should differ from a simple abstract in the sense that it should contain briefly the goal, the method, , when and where study done, findings and results of the research. The Abstract and Öz must have the same content.

**Anahtar sözcükler:** (9 pt, bold, aligned to the left) At most five keywords (9 pt, justified, as in Keywords’s order)

The entire manuscript should be typset in Arial.

Page sizes: Width: 20 cm and Height: 28 cm.

Margins: Top 3,00 cm, bottom 2,75 cm, left and right 1,75 cm.

Design: Header 1.75 cm and footer 1.5 cm from the sides, should be different on the cover page, odd and even pages.

Except for the taxonomical works that should be prepared according to their own standard, manuscripts should be prepared according to the disposition and principles mentioned in here and the first page should be finished after Anahtar sözcükler..

Data should be presented in a table or figure (only one them should be given in order to prevent repetitions) in such a way that should be easily understood by the reader.

**Introduction (12 pt, bold, with 1 cm indentation)**

In this section, the importance of the subject and the state-of-the-art should be given briefly, by indicating any aspect that is missing in the literature. (10 pt, normal, justified, with 1 cm indentation at first line of each paragraph).

**Material and Methods**

In this section, the material and methods used in the research should be indicated (10 pt, normal, justified, with 1 cm indentation at first line of each paragraph). The location and time period of the research must be given in the method.

**Sub headings (10 pt, bold, with 1 cm indentation, only the first letter uppercase)**

Subheadings should be used in case the Material and Methods should be given in subsections. (10pt, normal, justified, with 1 cm indentation at first line of each paragraph).

**Results and Discussion**

Research results should be given as briefly as possible and the opinion of the author should be given precisely by comparing the findings with the other research results (10 pt, normal, justified, with 1cm indentation at first line of each paragraph).

**Sub headings (10 pt, bold, with 1 cm indentation, only the first letter uppercase)**

Subheadings should be given in case the Results and Discussion should be given in subsections. (10 pt, normal, justified, with 1 cm indentation at first line of each paragraph).

**Acknowledgements (12 pt, bold, with 1 cm indentation)**

If necessary, this section should be given in 10 pt, normal, justified, with 1 cm indentation at first line of each paragraph, names of individuals and institutions should be given fully and clearly.

**References (12 pt, bold, with 1 cm indentation)**

In the manuscript’s body text, citations given in brackets at the end of a sentence should be given as "**(Surname, Year)**.", starting with the oldest reference, the ones published in the same year given in alphabetical order, each reference separated by a ";". If citations are given at the beginning or in the middle of a text, it should be given as "**Surname (Year)**". Single authored references must be cited as Surname, Year. References with two authors must be cited as Surname & Surname, Year. References with more than two authors must be cited as Surname1 et al., Year. Anonymous references must be cited as Anonymous, Year. Institutions (EPA, FAO etc.) must be given with Capital Letters as abbreviation, Year.

“**References**” section title should be 12 pt, bold, hanging 1 cm, text should 9 pt, normal, hanging 1 cm, justified and line should be selected as "single".

“References” should be ordered alphabetically and should end with full stop “.”.

Single authored articles should be written as Surname, N., Year. Two authors: Surname, N1. & N2. Surname, Year. Multiple authors: Surname1, N1., N2. Surname2, N3. Surname3 & N4. Surname4, Year.

**Books:**

Authors, Year. Title. (First Letter of Each Word Capitalized). Publisher and City of publication, Number of pages pp.

**Chapters in edited books:**

Authors, Year. “The Title of the Chapterin the Collection (First Letter of Each Word Capitalized) page interval”. In: Title of the Collection (Ed: Names of the Editors). Publisher and City of publication, Number of pages pp.

**Journal articles:**

Authors, Year. Title (Only the first letter capitalized). Full title of the journal (not bold), Volume (Number): page interval.

**Proceedings:**

Authors, Year. “Title (Only the first letter capitalized), pages”. Name of the Congress/Symposium (Date, Location), Publisher (if available), number of pages pp.

**Thesis:**

Authors, Year. Title (First Letter of Each Word Capitalized). Institution, (Unpublished) MSc/PhD Thesis, City, number of pages.

**Online sources:**

Authors, Year. Title (Only the first letter capitalized). (Web page: <http://www>..........) (Date accessed: Month Year).

**Online databases:**

Authors, Year. Title (Only the first letter capitalized). Full title of the journal (not bold), Volume (Number): pages. Abstracted in \_\_\_ Abstracts, Year: Abstract Number:.

**Scientific Names**

• For up-to-date names of taxons, author, year, order and family information www.faunaeur.org could be used.

• Scientific names must be written in italic ~~bold~~ in headings and sub headings; only italic in text body.

• Scientific names must be written in full as *Genus species*, Author (Order: Family) in subheadings and where they appear for the first time in title, summary, or text body.

• Other appearances of scientific names genus should be written in short; but if a paragraph or a sentence starts with a species, or in captions it must be written in full as *Genus* *species* (without Author, Family).

• When using material examined in works including systematic and taxonomic research results: In alphabetical order, city (not bold), county, height or coordinates, date and number of individuals according to gender shown as below.

Material examined: Ağrı: Patnos, 7.VII.2003, ♀; Adana: Karaisalı, Kızıldağ, Akpınar, 1650 m, 22.VII.2007, 11 ♀♀; Ankara: 15.VIII.1994, ♀; Artvin: Ardanuç, Ferhatlı, 7.VII.1994, ♀, Yusufeli, Demirkent, 24.VIII.1991, ♀; Balıkesir: Ayvalık, 8.VIII.1998, 2 ♂♂; Bayburt: Kop Mountain, 2400 m, 9.VIII.1994, 3 ♀♀, ♂, Şehitler Çeşmesi, 2400 m, 21.VIII.2008, 9 ♀♀; Çanakkale: 5.X.2002, ♂; Bilecik: 600 m, 15.VIII.1995, 2 ♂♂; Burdur: 940 m, 7-8.VII.2006, 19 ♀♀, 266 ♂♂, Yeşilova, 1060 m, 6.VII.2006, 123 ♀♀ 103 ♂♂, leg. J. & M. Halada, M. Kadlec; Çanakkale: 27.VI.2006, ♂, leg. J. Halada; Eskişehir: İnönü, 800 m, 1.VIII.1991, ♀, M. Halada; Iğdır: 850 m, 16.VII.1997, ♂, 23.VIII.1997, ♂, Küllük, 850 m, 24.VIII.1997, ♀, ♂; Isparta: 1020 m, 9.VII. 2006, ♀, Karakuş Mountain, 1460 m, 11.VII.2006, 2 ♀♀, 26 ♂♂, Eğirdir Lake, 920 m, 10.VII.2006, 3 ♂♂, leg. J. Halada, M. Kadlec; İzmir: Ödemiş, 3.VII.2006, ♂, M. Halada; Konya: Sille, 1300 m, 10.VIII.1999, 2 ♂♂.

**Figures**

Captions must be 8 pt, normal, hanging 1 cm, single line spacing, justified. Captions **must end with fullstop**. Text within the figure should be typset in 8 pt Arial.

Figures must be inserted as pictures in the Word file. If there are more than one picture/photograph/figure/graph and if these are named as a,b,c... these figures first should be inserted in a Power Point (PP) file side by side (on top of each other) and named there. Later, all of these must be selected and grouped and then must be inserted in the Word file as a picture. If the size of the picture should be adjusted, this must be done in the PP file and moved back to the Word file.

**Tables**

Scales and tables must be treated as “Table”.

Data should be presented in a way that is best understood by the reader either as a table or figure (not both, in order to avoid repetitions).

Heading of table should be typset 8 pt, normal, hanging 1 cm, with single line spacing, and justified. The top row **should not end with a period**. Text within the table should be 8 pt and left aligned; the numbers should be right aligned without bold. Headings can be centered when necessary. Decimal points in decimal numbers in the table must be aligned.

Every table should be placed in the necessary place in the manuscript as follows.

Table 1. Heading: 8 pt Normal, hanging 1 cm, justified. Text within the table (8 pt, normal). table heading should not end fullstop

|  |  |  |  |
| --- | --- | --- | --- |
| Main sections | Must have | Top and\* | Bottom borders |
| Sub sections | should not | have borders | 17.71 |
| Information | should be centered | when necessary | 238.12 |
| Numbers | should be | right aligned | 2.90 |
| Decimal numbers | should contain the same | number of digits after decimal sign | 26.00 |
| Last row | must have | bottom border | 90.00 |

\* Explanatory footnotes 8 pt, normal.

1. This study was supported by ??? University, Scientific Research Unit, ???, Turkey, Grant Project No: ????. [↑](#footnote-ref-1)
2. ??? University, Faculty of ???, Department of ????, POSTAL CODE, County, Province, Country [↑](#footnote-ref-2)
3. ??? University, Faculty of ???, Department of ????, POSTAL CODE, County, Province, Country

   \* Corresponding author (Sorumlu yazar) e-mail: [aabbb@????.edu.tr](mailto:akumral@uludag.edu.tr)

   Received (Alınış): ??.??.202? Accepted (Kabul ediliş): ??.??.202? Published Online (Çevrimiçi Yayın Tarihi): ??.??.202? [↑](#footnote-ref-3)