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| Uluslararası Sosyal Hizmet Araştırmaları Dergisi  International Journal of Social Work Research  e-ISSN: 2791-836X | Volume 3  Issue 1  March 2023 |
|  | *Review Article* |

Article English Title*(Arial, 13 punto, Bold)*

Name-SURNAME(1), (\*), Name-SURNAME (2) , Name-SURNAME (3) , Name-SURNAME (4) *(Arial, 10 punto)*

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| **ABSTRACT***(Arial, 10 punto)*  *aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa (Arial, 10 punto, Max 200 word).*  **Keywords:***Social work, Social worker (Arial, 8 punto, 5 keywords, only the first letter capitalized)* | **\****Responsible Author*  **1***Title of first author, name of institution, unit, department, e-mail,* File:ORCID iD.svg - Wikimedia Commons *0000-0000-0000-0000*  **2** *Title of second author, name of institution, unit, department, e-mail,* File:ORCID iD.svg - Wikimedia Commons *0000-0000-0000-0000*  **3***Title of third author, name of institution, unit, department, e-mail,* File:ORCID iD.svg - Wikimedia Commons *0000-0000-0000-0000*  **4** *Title of fourth author, name of institution, unit, department, e-mail,* File:ORCID iD.svg - Wikimedia Commons *0000-0000-0000-0000*  ***Article History***  *Received* :19.12.2021  *Accepted* :19.12.2021  *Published*  :19.12.2021  **Cited**  Surname, N. (2020). Article title, International Journal of SocialWork Research, 1 (2), 152-165.  **Copyright**  This article is an open access article distributed under the terms and conditions of the Creative Commons Attribution-NonCommercial 4.0 International License (CC BY NC). |

# INTRODUCTION

The first title should be "**INTRODUCTION**".

Prepare your article studies using the MS-Word® office program.

No paragraph should be indented in the entire work. Paragraphs should be written in 11 points, spacing on both sides. The font should be "Arial". Half a line (0 pt) should be left between lines. The words at the end of the lines in paragraphs should not be separated by an apostrophe.

# 1. SUBJECTS

## 1.1 Maın Topıcs

Each main topic (including the INTRODUCTION section) should be written in 11 points. However, each word should be written in capital letters and in bold. Each main topic (as seen in this template) should be numbered (Excluding the Introduction). Numbering should be done with numbers only. Roman numerals, letters etc. others should not be used.

The main subject headings should not have any indentation. There should be 0 lines of space before and after the main subject headings.

## 1.2. First Order Subtopics

The first-degree sub-topic should be written in 11 points. However, the first letter of each word should be capitalized and the rest should be lowercase, and the subtitle should be written in bold. Each sub-topic should be numbered (as seen in this template). Numbering should be done with numbers only. Roman numerals, letters etc. others should not be used.

There should not be any indentation in the first subject headings. One line space should be left before and after the first-degree subheadings.

### 1.2.1. Secondary Subtopic

Second and third degree subheadings should be written in 11 pt. However, the first letter of each word should be capitalized and the rest should be lowercase, and the subtitle should be written in bold. Each sub-topic should be numbered (as seen in this template). Numbering should be done with numbers only. Roman numerals, letters etc. others should not be used.

A maximum of 3rd degree sub-topics can be written. There should not be any indentation in the second and third degree sub-topics. One line space should be left before and after the sub-topics.

#### 1.2.1.1.Third Degree Subtopic

It is written for example purposes.

# PAGE LAYOUT AND STYLE

Page layout rules are given below. To meet the requirements of the spelling rules, we recommend using a ready-made template.

## Basic Layout Properties

• Papers should be prepared on A4 size (210 x 297 mm) pages.

• There should be a gap of 3.5 cm from the left and 2.5 cm from the right of the page.

• A space of 2.5 cm should be left from the top of the page.

• A gap of 2.5 cm should be left from the bottom of the page.

• Paragraph indentation and spaces are given separately for each part, and you can get information about the subject.

• Articles should be no more than 10,000 words.

## Titles

Information on the subject headings is given in Section 0. Check this section for details.

## fonts

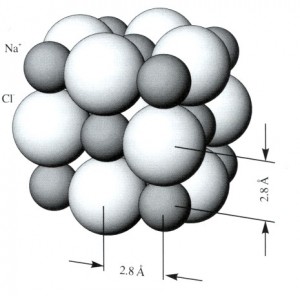
Text paragraphs should be written in “Arial” font. The font size should be 11 points in all paragraphs. Paragraphs should not have any indentation. Half a line should be left between the lines in the paragraphs. The word at the end of each line in paragraphs should not be separated into syllables with an apostrophe. Paragraphs should be justified. Unless a special situation is required in paragraphs, the text should not be written in italics or bold.

For details on the writing styles of the titles, see the relevant section.

## shapes

All shapes should be centered in columns (or centered on the page if the shape takes up the entire page). Figure captions should be as indicated in Figure 1 below.

Figures and figure texts should not be indented. Figure captions should be written under the figures. The naming should be ---- Figure Number: ----. Each figure should be cited in the article. Figure captions should be written in bold. Only the first letter of the first word of the figure caption should be capitalized. All other words should be written in lowercase letters.



**Shapes 1: An example of a shape**

If figures contain dark or colored areas, we recommend checking them on high-quality, colorless laser printers to ensure the figures are printed correctly. The figures used in the text of the work should be gray, only the pictures can be colored.

## Tables

An example table layout is given in Table 1. Depending on the type and purpose of use, different tables can be used. The title of the table should be above the table.

**Tables 1: An example of a table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name - Surname** | **No** | **Adress** | **Province** |
| Doğan Hüseyin | 12345678 | Muş Alparslan University | Muş |
| Ahmet | 12345678 | Muş Alparslan University | Muş |

Tables and table texts should not be indented. Table captions should be written above the tables. Its naming should be ---- **Table Number**: ----. Each table should be cited within the article. Table captions should be written in bold. Only the first letter of the first word of the table caption should be capitalized. All other words should be written in lowercase letters.

It is the row that defines the columns in the table and contains the row column headings. The first letter of the words in each column in this row should be capitalized and the other letters should be lowercase. The texts in the table should be 10 points. The font should be "Arial". Depending on the condition of the tables, the font size can be reduced to 8 points. There should be no vertical lines.

## bridges

Hyperlinks cannot be used in the article.

## footnotes

Footnotes should not be used on the pages, except for mandatory situations. The font of the footnotes used should be "Arial". The font size should be 9 points.

**Symbols and Spaces**

### Italic

Mathematical symbols such as a, A, x, f, AB must be italicized. Greek letters, numbers, parentheses, and punctuation should never be italicized. , ', =, < and abbreviations like sin, cos, log etc. mathematical symbols should never be italicized. It should not be written in italics and bold at the same time.

### Space

Spaces should be left after punctuation marks. Spaces must be left before and after symbols such as , -, ', =, <. Spaces after the opening parenthesis and before the closing parenthesis are not allowed. The space must be left before the opening parenthesis and after the closing parenthesis. Check these conditions after writing the text.

### Page Numbers

Page numbers should not be included. Page numbers will be added later by the editor. Headers and footers should not be used on pages.

# REFERENCES

References are available in APA Version 6 format. It should be noted that the references are used in the correct places. All references should be cited at least once in the article.

# DISCUSSION, CONCLUSION and SUGGESTIONS

The last topic of each article should be "**DISCUSSION, CONCLUSION and SUGGESTIONS**". In optional cases, the "**DISCUSSION**" and "**CONCLUSION** and **RECOMMENDATIONS**" sections can be separated from each other.

# DECLARATION OF CONFLICT

For example, there was no potential conflict of interest in this study. This section is mandatory.

**SAMPLE TITLE**

# INTRODUCTION

# 1. MAIN TOPIC

# 2. MAIN TOPIC

# 3. MAIN TOPIC

# 4. MAIN TOPIC

# 5. DISCUSSION, CONCLUSION AND RECOMMENDATIONS

# 6. DECLARATION OF CONFLICT

# REFERENCES

# REFERENCES

Kızmaz, Z. (2006). *Cezaevi Müdavimleri:* İnatçı Suçlular. Ankara: Orion Publication.

Maschi, T., Bradley, C., Ward, K. (2009). *Forensic Social Work: Psychosocial and Legal Issues in Diverse Practice Settings.* New York: Springer Publishing Company.

Özata, M., ve Karip, S. (2017). Engelli Bireylerin Sağlık Hizmetleri Kullanımında Yaşadıkları Sorunlar: Konya Örneği. *Hacettepe Sağlık İdaresi Dergisi,* 20(4), 397-407.