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## Guidelines for Contributors

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### Originality

**NOVUS ORBIS** does not evaluate works already published elsewhere or currently under review by another publisher.

### Length

**NOVUS ORBIS** will not review a manuscript containing less than **5000** and more than **10,000** words, including notes and references. Please provide a word count in your submission.

### Abstract

Articles should include Turkish and English 250-word abstract and maximum 5 keywords.

All Turkish articles should also have an “**Extended Abstract**” of 750-800 words at the end of the article.

### Manuscript Preparation

Manuscripts submitted to **NOVUS ORBIS** must conform to the following guidelines:

1. Omit self-references after the title page. Your identity should not be revealed in the manuscript.
2. Manuscripts should be written in Georgia, size 12pt. Indentation must be, for the first line, 1,25; spacing before must be 3 pt, after must be 3 pt, justified, and line spacing must be 1.
3. Page setup must be 3,5 cm from top, 3,5 cm from bottom, 4,5 cm from left, 4,5 cm from right, gutter 0, header 1.25 cm, footer 1,5 cm. Sub-headings must be within three characters from the preceding heading.
4. Please include figures and tables in their correct places within the main manuscript, rather than separately.
5. Number the pages consecutively.
6. Submit an abstract, word count, and acknowledgments separately from the manuscript. Do not include any identifying information in the abstract.

## Referencing

We recommend using American Psychological Association (APA) style for citation and referencing.

For Quick Reference for APA Citations, please check out the following link

[http://libguides.wvu.edu/ld.php?content\\_id=38485853](http://libguides.wvu.edu/ld.php?content_id=38485853)

### ***Quick Reference for APA Citations (American Psychological Association)***

The following are examples of the more common citations.

#### ***In Text Citations***

APA style uses the author-date in text method of citation. The generic format for an in text citation is (last name of the author, the year of publication). Page numbers should always be included for direct quotations though page numbers are not required when paraphrasing.

**One author:** A single gene controls the restriction of the compound to the leaves and stems (Barham, 1953). **OR** According to Barham (1953), a single gene controls the restriction of the compound to the leaves and stems.

**Two authors:** Cite both names every time: Brabant and Mooney (1986) have used the comic strip to examine evidence of sex role stereotyping. **OR** The comic strip has been used to examine evidence of sex role stereotyping (Brabant & Mooney, 1986).

**Three, four, or five authors:** List every author the first time. After that, cite only the last name of the first author followed by "et al."

*Example of a first citation:* Cramer, Jackson, Smith, and Jones (1992) found evidence that ...

*For subsequent citations:* Cramer et al. (1992) found evidence that ...

*Six or more authors:* Cite only the surname of the first author followed by "et al."

## Frequently Asked Question

### *How Do I Cite a Work Discussed in a Secondary Source?*

It is always best to cite an original source. When it is absolutely necessary to cite a secondary source, APA recommends the following: Within the text, name the original source and provide a citation for the secondary source.

#### *Examples:*

**In text Citation:** Kirscht and Joseph's review (as cited in Thompson, Geher, Stevens, Stem & Lintz, 2001, p. 55)

#### **Reference List Entry:**

Thompson, K. L., Geher, G., Stevens, K. F., Stem, S. T., & Lintz, M. K. (2001). Psychological predictors of sexual behaviors related to AIDS transmission. *Psychological Reports*, 88(1), 51-67.

## Electronic Articles

APA uses a Digital Object Identifier (doi) which functions like an ISBN for articles. When citing a doi: 1) Always put the word "doi" in lowercase and 2) Never place a period at the end of the doi number – a doi is a web link

### **Basic Formats**

#### *Article found in Database that includes a doi*

Author Last Name, First Initial. (Year of Publication). Title of Article. Title of Journal, volume, page numbers. doi:xx.xxxxxxxxxxxx

#### *Article found with a web search*

Author Last Name, First Initial. (Date of publication). Title of Article. Title of Journal, volume number. Retrieved from <http://www.journalhomepage.com/url>

#### *One Author: with doi*

Bizjak, M. C. (2009). Understanding emotional health and psychological adjustment in students with or without a specific

hearing deficiency. *Journal of Developmental and Physical Disabilities*, 21, 213–224. doi:10.1007/s10882-009-9136-x

*Two Authors found with a Database Search - no doi*

Do not include the database information as database contents can change over time. Cite as a print document.

*Article found in the PsycInfo database. (Cited as a print article):*

Brabant, S., & Mooney, L. A. (1997). Sex role stereotyping in the Sunday comics: A twenty year update. *Sex Roles*, 37, 269-281.

*ERIC Document*

Kavanaugh, D. (2009). Comparison of motivational factors between Japanese and United States high school students. Retrieved from ERIC database. (ED505981)

*Government Document (Online Report)*

U. S. Department of Health and Human Services, Office of the Surgeon General. (2010). How tobacco smoke causes disease: The biology and behavioral basis for smoking-attributable disease. Retrieved from [http://www.surgeongeneral.gov/library/tobaccosmoke/full\\_report.pdf](http://www.surgeongeneral.gov/library/tobaccosmoke/full_report.pdf)

*In-text:* (U.S. Department of Health and Human Services [USDHHS], 2010)

*Subsequent:* (USDHHS, 2010)

*For reports that have a publication number use this format:* Author. (Date). Title (publication number). Retrieved from URL

## Books

*Basic Format*

Author Last Name, First Initial. (Year of Publication). Title. City, State Abbreviation: Publisher.

*Authored Book:*

Stehle, P. (1994). *Order, chaos, order: The transition from classical to quantum physics*. New York, NY: Oxford University Press.

#### *Book with Two Authors*

Mannell, R. C., & Kleiber, D. A. (1997). *A social psychology of leisure*. State College, PA: Venture.  
*Ebook*

Dashorst, M., & Hillenius, E. (2008). *Wicket in action*. Greenwich, CT: Manning Publications. Retrieved from <http://www.safaribooksonline.com/>

### Non-Print and Web Examples

#### *Mobile App (APA Style Blog)*

##### *Basic Format:*

Rightsholder Last Name, First Initial. (year). Title of Software or Program (Version number) [Mobile application software]. Retrieved from <http://xxxxx>

*Example:* Simon, L. (2017). SkyCatcher (v 1.3.4) [Mobile application software]. Retrieved from <http://exampleURL.com>

#### *Video Clip (YouTube) (APA Style Blog)*

Burgo, J. (2011, Sept. 12). Narcissistic personality disorder: A portrait [Video file]. Retrieved from [https://www.youtube.com/watch?v=PuB\\_ng5uVaI](https://www.youtube.com/watch?v=PuB_ng5uVaI)

#### *Podcast*

American Speech-Language-Hearing Association. (Producer). (2009, August 25). Protecting the hearing of the young [Audio podcast]. Retrieved from <http://podcast.asha.org/>

#### *Report Published on a Web Site*

Tang, Y., & Choo, X. (2009). Intrinsic divergence for face recognition. (CTN Technical Report 20090204-001). Retrieved from Centre for Theoretical Neuroscience: <http://compneuro.uwaterloo.ca/cnrglab>

#### *Website with no Author or Date (APA Style Blog)*

Psychologynet.org. (n.d.). Can you get addicted to antidepressants? Retrieved from: <http://www.psychologynet.org/report/depression-faq/>

*In-Text:* (Psychologynet.org, n.d.).

#### *Blog Entry/Post*

LabRat. (2009, August 19). The curse of knowledge: Mistaking your beliefs for those of others [Web log post]. Retrieved from <http://scienceblogs.com/cognitivedaily/>

Note: If the author's name is not available, use their screen name. (A screen name is a person's digital identity)

#### *Film*

American Psychological Association. (Producer). (2006). Harm reduction with high school students [DVD]. Washington, DC: Author.

Note: When the author is also the publisher of a work, use the word "Author". (see example above)

#### *Personal Communication (In text citation only)*

(S. Randhawa, personal communication, August 18, 2016)

#### *Performance Art (APA Style Blog)*

(i.e. a street performer) event, treat the performance as a personal communication.

*Example:* (Bellingham Circus Guild, personal communication, August 29, 2017)

### Government Publications

#### *Government Document, (Print Report)*

U. S. Department of Education. (2001/02). Student financial aid handbook for foreign schools. Washington D.C.: Author.

In this example the corporate author is also the publisher. For reports that have a publication number, the basic format is: Author. (Date). Title (publication number). Location: Publisher.

### *Court Decision*

*Basic Format:* Name v. Name, Volume Source Page (Court Date)

*Example:* Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wis. 1972)

### *Law \ Statue*

*Basic Format:* Name of Act, Volume Source § section number (year)

*Example:* Mental Health Systems Act, 42 U.S.C. § 9401 (1988)

### *Hearing*

*Basic Format:* Title, # Cong. (date)

*Example:* June 10, 1999 Olympic Pipe Line accident: field hearing before the Committee on Commerce, Science, and Transportation, United States Senate, 106 Congress, (March 13, 2000)