

Page Layout and Spelling Rules

1. Page sizes should be arranged as follows:

Sheet Size	A4 Vertical
Top Margin	2,5 cm
Bottom Margin	2 cm
Left Margin	2 cm
Right Margin	2,5 cm
Indented Paragraph	Unindented
Block Quotation	Both Sides 1 cm
Type font	Arial Nova
Font Style	Normal
Main Text Size	11
Block Quotation	10
Footnote Text Size	10
Paragraph Pitch	6 nk
Row Pitch	1,15
Heading-Indentation	Left indent: 0,5-Hanging: 0,5

2. Articles must be submitted in MS Word 2016 or higher.
3. The page size should be A4 (21 cm x 29.7 cm), and it should be written using MS Word program.
4. The articles to be sent to the journal must contain a Turkish/English "Abstract" consisting of 150-200 words. All abstracts in the article should be written using "Arial Nova" font, 9 type size, before 0 after 6 nk paragraph pitch and single row pitch. References, figures, and table numbers should not be mentioned in the abstract.
5. Key words consisting of 5 words should be included under the abstract. Keywords should be compatible with the article content and should be inclusive. Abstract and Extended Abstract proofreading should be done.
6. The publication languages of the Journal of İçtimaiyat are Turkish and English.
7. Studies presented in any symposium or congress can be published by specifying the name, place, and date of the congress and by expanding the text (for Symposium Special Issues). The name and project number of the institution providing support for studies supported by a research institution or fund (BAP, TUBITAK, Ministry of Development, etc.) should be given as a footnote at the bottom of the first page.
8. Articles should be prepared in such a way as to include introduction, development, and conclusion.
9. The work should be in accordance with the grammar rules. In the article, the use of punctuation marks, the writing of words and abbreviations should be based on the latest TDK Spelling Guide, a clear and simple way of expression should be followed, unnecessary information that goes beyond the purpose and scope should not be included.
10. In the preparation of the article, valid scientific methods should be followed, the subject, purpose, scope of the study, the reason for its preparation, etc. information should be given in sufficient quantity and in a certain order.

11. An article should contain a summary, parts of the main text, a bibliography and (if any) appendices, respectively. The article should have an "Introduction" and a "Conclusion" section. The "Introduction" must cover the purpose, importance, scope, methodology, and plan of the study. If necessary, a literature discussion can also be given in this section. The "Result" should be suitable for the purpose and scope of the research, should be given in outline and concisely. Matters that are not mentioned in the text should not be included in the "Conclusion". Main, intermediate, and sub-headings can be used -except for the introduction- to provide a certain order.
12. Quotations with more than three lines should be given in blocks. Block quotations should be indented 1 cm from the right and left. The quotation should be written in 10 type size, Arial Nova, 6nk before and after. Italic fonts should not be used in quotations. Quotation marks should be used.
13. First degree title should be written in Arial Nova 13 type size. The second title in English/Turkish should be written in 12 type size and italic. Headings for the text: the first-degree title should be written in 12 type size, the second-degree title in 11 type size, and the third-degree title in 11 type size and italics.
14. If photographs and figures are not mandatory, they should be given in appendices instead of in-text.
15. Personal information should not be included when the study is first uploaded to the journal. After the referee process is completed, title, orcid, e-mail, and institution information should be included.
16. Authors should submit plagiarism reports along with their articles.
17. The sample template should be downloaded from here, and the study should be prepared in the appropriate format.
18. For references to the text, format (Turner, 2010: 262) should be used.

Note: If you do not have Arial Nova Font in your Office Word program, you can download it by typing the name of the font into the search engines. If you are using an operating system above Windows 8, you can get the font from Microsoft's store.