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**Doi:**

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**1. DEGREE HEADING** (Numbered, Left Justified, Bold, 11 pt, 6 nk spacing before and after, ALL ARE CAPITAL LETTERS, first line should be 1 cm indented from left)(**Example: 1. METHOD OF THE RESEARCH**)

**2. Degree Subheading** (Numbered, Left Justified, Bold, 11 pt, 6 pt spacing before and after, First Initial Letters of Words Capital, first line should be 1 cm indented from left)(**Example: 1.1. Hypothesis Development**)

**3. *Degree Subheading*** (Numbered, Left Justified, Bold, Italic, 11 pt, 6 pt spacing before and after, First Initial Letters of Words Capital, first line must be 1 cm intended from the left)(**Example: 1.1.1. Hypothesis Development**)

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**TABLES**

Make sure that the table does not overflow the paper SIZE. Table title and content should be typed in Calibri font 10 pt. as below. The following examples can be used.

**Table 1. Demographic Findings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Değişkenler | Frequency | Percent age (%) | Variables | Frequency | Percentage (%) |
| *Gender* |  |  | Age |  |  |
| Men | 79 | 86.8 | Younger than 26 | 2 | 2.2 |
| Women | 12 | 13.2 | 26-35 | 34 | 37.4 |
| **Total** | 91 | 100.0 | 36-45 | 26 | 26.3 |
| *Education* |  |  | 46 and older | 29 | 34.1 |
| High School and lower | 12 | 13.2 | Total | 91 | 100.0 |
| VHS | 6 | 6.6 | Corporation Type |  |  |
| Bachelor’s | 63 | 69.2 | Joint-Stock | 81 | 89.0 |
| Graduate | 10 | 11.0 | Limited | 10 | 11.0 |
| **Total** | 91 | 100.0 | Total | 91 | 100.0 |

Information lines in the table and footnote representation under the table;

a Other sectors: 10 food and 5 ready-to-wear sectors.

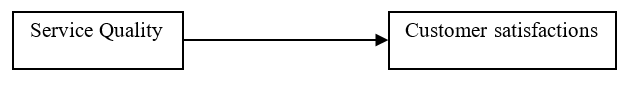
Representation of decimal numbers in the table;

**Table 2. Test results**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Variables | β | R2 | *t* -Value | Result |
| Institutional governance (H1) | .580\*\*\* | 336 | 6.900 | Admission |
| Business performance (H2) | .227 |  | 1.166 | Refutation |
| Business performance (H3) | .311\* | 230 | 2.274 | Admission |

**FIGURES**

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**Figure 1. Model of the Study**

**CONCLUSION AND SUGGESTIONS** (Title is left justified, 11 pt., ALL CAPITAL and bold, 6 pt. spacing before and after, the first line should be indented 1 cm from the left)

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* Single author (Bass, 1990: 35).
* Two authors (Avolio & Bass, 2002: 25).
* Three or more authors when refered first (Chou et al., 2013: 65).
* Referring to more than one work of the same author in the same year (Mardin, 1964a: 30) (Mardin, 1964b: 63).
* If it will be shown in the sentence;
* According to Sözbilir (2015: 15)…….. .
* Kark and Boas (2013: 47) …… .
* Chou et al., (2013: 10)…….. .
* If quoting directly, the page number (s) must be specified;
* Sözbilir and Yeşil (2012: 286) determined that “personality traits have a positive and significant effect on innovative behaviors”.
* It has been determined that “personality traits have a positive and significant effect on innovative behaviors” (Sözbilir & Yeşil, 2012: 286).

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**Book:**

Bass, B. M. (1985). *Leadership and performance beyond expectations.* New York: Free Press.

Avolio, B. J. & Bass, B. M. (2002). *Developing potential across a full range of leadership: Cases on transactional and transformational leadership.* New Jersey: Lawrence Erlbaum Associates, Publishers.

**Translated Book:**

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**Chapter in Editorial Book:**

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**Journal:**

Bass, B. M. (1990). From transactional to transformational leadership: Learning to share the vision. *Organizational Dynamics,* 18(3), 19-31.

Al-Ansari, Y., Altalib, M. & Sardoh, M. (2013). Technology orientation, innovation and business performance: A study of Dubai SMEs. *The International Technology Management Review,* 3(1), 1-11.

**Online Journal Asrticle with DOI:**

Alfers, L., Xulu, P. & Dobson, R. (2016). Promoting workplace health and safety in urban public space: reflections from Durban, South Africa. *Environment and Urbanization*, 28(2), 391-404. [doi:10.1177/0956247816647845](https://doi.org/10.1177/0956247816647845).

**Conference Paper:**

Akyol, A. A., Tekkök B., Kadıoğlu, Y. K. & Demirci, Ş. (2006, May-June). Tarsus-Gözlükule erken Roma dönemi seramikleri arkeometrik çalışmaları [Full Text Paper]. F. Bayram & A. Özme (Ed.), In *22. Arkeometri Sonuçları Toplantısı* (pp. 99-114). Çanakkale, Türkiye: T.C. Kültür ve Turizm Bakanlığı Yayınları.

**Encyclopedia Article:**

İnalcık, H. (1992). Bayezid I. In *İslâm Ansiklopedisi* (Volume: 5, pp. 231-234), İstanbul: Türkiye Diyanet Vakfı İslam Araştırmaları Merkezi.

**Newspaper Article:**

Bardakçı, M. (2019). Tarihimizi ve tarihçiliğimizi alâkadar eden çok önemli bir yönetmelik yayınlandı. *Habertürk*, Column. Retrieved From <https://www.haberturk.com/yazarlar/murat-bardakci/2532615-tarihimizi-ve-tarihciligimizialakadar-eden-cok-onemli-bir-yonetmelik-yayinlandi>.

**Motion Picture:**

Cristaldi, F. (Producer) & Fellini, F. (Director). (1973). *Amarcord* [Motion Picture]. İtalya & Fransa: FC Produzioni & PECF.

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**Other Resources:**

Türkiye Bankalar Birliği (2007, May). *Küçük ve orta büyüklükteki işletmelerin mali sektöre olan borçlarının yeniden yapılandırılması programı bilgilendirme notu*.

DPT (2000). *İklim değişikliği özel ihtisas komisyonu raporu*. Sekizinci beş yıllık kalkınma planı. Ankara.

Sudarsanam, S.,Sorwar, G. & Marr, B. (2003, October). *Valuation of intellectual capital and real option models*. PMA Intellectual Capital Symposium.

Yılmaz, B. (2003). *Turkey’s competitiveness in the European Union: A comparison with five candidate countries – Bulgaria, the Czech Republic, Hungary, Poland, Romania and the EU 15*. Ezoneplus Working Paper No. 12.

Sarı, E. (2008). Kültür kimlik ve politika: Mardin’de kültürlerarasılık. (Non-publishd Dissertation). Ankara Üniversitesi Sosyal Bilimler Enstitüsü, Ankara.

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