**AUTHOR'S GUİDE**

An article goes through different processes from First Submission to Publication Process. Information on what was done in the process of the article and what was requested from the author are explained in the following items. Editors send information to authors about each process, via e-mail on the dergipark system. In addition, the author can learn from this author's guide what should be done in each step by following the processes in which his article is found. In this way, authors can contribute to the article process

**Writing Rules**

Manuscripts submitted to the MSKU Journal of Education must not have been published elsewhere or sent for publication. The publication rights of all published articles belong to the MSKU Journal of Education. The opinions in the published articles are the sole responsibility of the author and are not binding on the journal boards.

Blind Refereeing principles are followed for each article sent to the journal. The compliance of

**Important notes:**

1- Even if it is with different authors, more than one article by the same author cannot be published in two consecutive issues of the journal. (Journal Editorial Board decision 21.09.2021).

2- As of November 2022, the full text of all articles published in Turkish will be published, as well as in English. If any author does not send the English version of the article to the journal, the Turkish version of the article will not be published. (even if it is accepted as a result of the peer review) (Journal Editorial Board decision 21.09.2021).

3- Ethical committee approval is mandatory (for example, studies conducted with data collected from humans or animals), and it is obligatory to submit an ethics committee permission document, Articles that do not have an ethics committee permission document are not included in the evaluation process. (Journal Editorial Board Decision 21.0.2021)

**Journal Processes**

**A) First Submission**

The full text of the article should be prepared in a single file with Microsoft Office Word program in Times New Roman font.

**Article Title**

The title of the article should be written in 17 points, centred, and the first letters of the words should be capitalized.

The article should not contain the author's name and information in its first submission. When the article is accepted and ready for publication, it will be requested from the author to add the names of the authors and addresses).

**Abstract**

Each full text must have an abstract in the same language at the beginning. These summaries should include the purpose, method, main findings and main conclusions of the research. The abstract should be written in 10 pt italics and justified between 150-200 words. References should not be used in the abstract. Keywords should preferably be between 4-6 words that are not used in the article title.

**Text**

The text should be written in 11 pt, single-line spacing. Italics should be used for emphasis instead of underlining. All figures, pictures and tables should be placed in the appropriate parts of the text instead of at the end of the text.

Page layout A4 size, margins at the top, bottom, right and left are 2.5 cm, paragraphs should be justified, and line break hyphens should not be used.

Manuscripts submitted to the journal should be between 5000-10000 words, including the main text, tables, figures and references. The text should be prepared as a single column.

**Subheadings**

The title "Introduction" should not be used in the introduction part of the article. Other main headings (Method, Results, Discussion, Bibliography) should be centred, 14 points and bold.

Second-level headings should be left aligned, 12 points and bold. Only the first letters of words should be capitalized.

Third-level headings should be written in 11 font size, left justified, 0.5 cm inside and bold.

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| **MANDATORY FILES FOR UPLOADING THE ARTICLE**  Before the first submission, please prepare the following files. These files must also be uploaded during the article's first submission:  • Full text (must be prepared according to the criteria given above),  • Ethics Committee Approval (Uploaded when necessary. Otherwise, explain why it was not uploaded in the Checklist form).  • Similarity report; (The articles with a similarity rate of 20% or less without a bibliography are accepted) Please use Ithenticate, Turnitin or any platform for a similarity report.  • Copyright transfer form: The form should be completed and signed by all authors.  • Checklist: The form should be completed and signed by the corresponding author. |

**The article will go through the following processes, after the submission by the corresponding author.**

**B) Secretariat review**

The article is reviewed by the secretariat in terms of the criteria specified above. When missing points are detected, the responsible author is asked to complete the deficiencies. Articles that pass this stage are forwarded to the editor.

**C) Editorial Review**

The editor reviews the article academically and decides whether should be included in the referee process. For the articles that pass this stage, an evaluation file is created and forwarded to an editor related to the article field.

**D) Field Editor Review**

The field editor reviews the article academically and decides whether should be included in the referee process. For the articles that pass this stage, the field editor starts the referee process, appoints at least two referees and follows the referee process. In this process, the field editor can also start the second referee round when he/she if needed. The field editor can request the referee's corrections from the author as well as he/she may request corrections from the author.

At this stage, at least two positive referee reports (acceptance decision) are expected for each article. Articles that receive two positive referee reports ( acceptance decision) are accepted for publication. These articles forwarded to the publication stage. Articles that do not receive two positive referee reports are not accepted for publication. These articles sent to the author with the reason for the rejection.

**E) Publication Process:**

The article that is in the publication process is forwarded to the author and it is requested to make the article suitable for the criteria specified in the "Author's Guide" file. At this stage:

- Author's name and surname, author's institution, e-mail address and ORCID number information should be added to the article (10 pt below the article title, centred).

- If the article was written based on the data of a thesis or presented in a congress, a corresponding note should be added (10 points at the bottom of the first page of the article).

- If the article is an article written as a result of a study carried out within the scope of a project supported by an institution, a note about it and a thank you to the institution supporting the project should be added (10 points at the bottom of the first page of the article).

- In articles for which ethics committee approval is required, ethics committee information is requested to be completed in the method section. In addition to the ethics committee permission number and date given in the first submission of the article, the name of the institution that gave the ethics committee permission should be added. The same information should be given at the end of the article (after the references).

- In articles with more than one author, the contribution rates of the authors should also be given at the end of the article (after the references).

After making all these arrangements, the author makes the article suitable for the Article Template (the Article Template file on the main page of our journal) and uploads the article to the journal system as a Full-Text file.

The secretariat checks the article uploaded by the author, Secretariat adds endnotes to the article, edits it, converts it to PDF format and sends it back to the author for final checks. The author places any minor corrections on this file (using the sticky paper feature of Acrobat Reader). Incoming corrections are applied by the secretariat on the word file of the article and the article is made ready for publication. No changes can be made to the article after this stage. If this correction file (PDF) prepared by the author is uploaded to the journal system within the requested time (as a full-text file), the article can be published in the next issue.

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