1. **Headings**

In the section titles such as Introduction, Method, Results, Conclusion, References, 12 pt. bold font should be used, item numbers or letters should not be used. Section titles should be centered on the page and two lines should be left before and after.

Second Degree Subject Headings

In the second-degree titles, again, the number of items or letters should not be used, titles should be written in 12 pt and bold font left aligned. In these titles, every word except conjunctions should be written in capital letters. Punctuation marks such as periods or colons should not be included at the end of these titles. One (single) line space should be left before and after the second-degree titles. The text should follow the title in the form of a paragraph on the bottom line.

**Third degree sub-headings.** Sub-headings of 2nd degree subject titles should be written in 3rd degree subject title format. The number of items or letters should not be used in the 3rd degree titles, these titles should be written in 12 pt. bold font and start indented like a normal paragraph. A period (not a colon) should be used at the end of the subject titles. The text should start right after the period, following the title.

***Fourth degree sub-headings.*** Sub-headings of 3rd degree titles should be written in 4th degree heading format. 4th degree headings should start indented like a normal paragraph, written in sentence form, bold and italic, and end with a period (.). The text should start right after the period, following the title.

*Fifth degree titles.* Sub-headings of 4th degree titles should be written in 5th degree title format. 5th degree headings should start intended like a normal paragraph, be written in sentence form and italic, and end with a period (.). The text should start right after the period, following the title.

1. **Tables**

Articles submitted to TUHED can include a maximum of 10 tables and figures. Tables to be included in your article should be arranged in "academic table" format. The academic table can be defined as a table style in which vertical (column) lines are not used, and only three of the horizontal (row) lines (the top and bottom line and the line separating the title line and the second line of the table) are used. A single line spacing of 0pt before and after should be used as line spacing in the table. The font size should still be 12 font size, but 11 font size can be used instead of 12 in cases where the table does not fit on the page, (font sizes less than or equal to 10 should not be used!). Again, in necessary cases, the margin for tables can be reduced to 1cm on both sides. Another point to be considered in the table is that rows, columns and subtotals, if any, are written in bold type.

Tables should always be centred on the page, and table titles should be written just above the table, as in the example below, with all words (excluding conjunctions) beginning with capital letters, italicized, and not ending with a period (See Table 1).

**Table 1**

*Personal Information of Participants*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant** | **Gender** | **Age** | **Professional Seniority** | **AGNO** | **Education Level** |
| P1 | F | 27 | 6 | 3.45 | High School |
| P2 | M | 27 | 4 | 2.3 | Primary School |
| P3 | M | 30 | 8 | 3.28 | Doctorate |
| P4 | F | 26 | 5 | 2.86 | Master’s degree |
| P5 | M | 30 | 7 | 2.95 | Undergraduate |
| P6 | F | 32 | 6 | 3.01 | High School |
| P7 | M | 29 | 2 | 2.2 | High School |

**Presentation of Statistical Findings**

In the presentation of statistical findings (except for the p value), use a maximum of two digits (decimals). You can give the p value in two or three decimals (p = 0.05 or p = 0.001). However, give values smaller than p= 0.001 as p < 0.001.

1. **Figures**

Maximum 10 tables and / or figures can be used in one article! All visuals such as pictures, graphics, concept maps, maps other than the table should be given under the name of "Figure". Different titles such as Picture-1, Photograph-1, Graphic-1 should not be used. Figures should be centred on the page; pictures should not be framed. In mandatory cases, the margin for shapes can be reduced up to 1 cm on the right and left. Figure titles should be written just above the figure, as in the example below, with all words (except conjunctions) starting with capital letters, italicized and not ending with a period. If the title is longer than one line, the first word of the second line should start under the first word of the figure title, not the beginning of the line.

**Figure 1**

*Dinner Depiction of Valide Sultan and Hürrem Sultan from the Magnificent Century Series[[1]](#footnote-1)*



Scales, questionnaires and all kinds of visuals are considered copyrighted works which cannot be used without permission in accordance with ULAKBİM Code of Ethics. Citing the copyrighted person and institution alone is not enough. It should be written in the form of a footnote, indicating the person (or institution) and the date that such works are royalty-free or the necessary permissions have been obtained from the copyright owner for their use.

1. **In-text Citation**

Examples of reference in the article according to APA-7:

* A source with a single author:… has been released (Sönmez, 2007).
* When citing two authors in a sentence separate their last names using the word ‘and’. However, when listing them inside brackets or in a reference (either as an in-text citation or in the reference list) you should separate their last names using the ampersand symbol – & – instead. See examples below.
1. It is called Black Monday (Tunç & Alim, 2006).
2. According to Tunç and Alim (2006: 113) it is called Black Monday.
3. In Reference list: Tunç, A., & Alim, S. (2003). Economical crysis…
* Source with 3+ authors: (Atakan et al., 2005: 21)
* When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons (;). For example, (Kurt et al., 2012; Sabah, 2023; Şener, 2002).
* Citing a secondary source (indirect citation);

Aeron (2000, as cited in Salih, 2003) found...

1. **Use of Footnotes:**

Footnotes should be used not to share source and identity information, but to indicate that necessary permissions have been obtained in cases where additional information, explanations and visual and data collection tools belonging to others are used (See Footnote 1). As stated earlier in the footnotes, 10 point Calibri font should be used. A single line spacing of 6pt before and after should be used as line spacing. Text should not include explanations (separated from the text with a paragraph mark) or expressions in the form of "see for detailed information.".

1. **Use of Bullets**

When necessary, bullets should be used similar to the example below.

* If a sequence or chronology is not specified (including research sub-problems), a black dot should be used instead of a number as here,
* Bullets should be created using the MS Word bullet tool, not manually,
* Texts created using bullets should start 1.25 cm indented like a normal paragraph..
1. **Direct** **Quotations**
2. **Short Quotations**

According to APA 7, direct quotations between 1-39 words are accepted as short direct quotations and should be written in vertical font (not italic!) with double quotes "…" in the text, and then the page number information should be given. For example: “When quoting directly, always provide the page number... To indicate a single page, use the abbreviation “p.” (e.g., p. 25); for multiple pages, use the abbreviation “pp.” (“APA 7 Manual”, 2019, p. 471).

1. **Long Quotations**

According to APA 7, direct quotations longer than 40+ words are classified as "long direct quotes". Unlike short direct quotations, long direct quotations should be written as a separate paragraph, using single line spacing and vertical writing style (not italic!), All lines 1.25 cm indented and without quotation marks. An example of the format to be used in direct quotations of 40 words or more is shown below:

My teacher really embodies the work. It's really hard to deal with an abstract job now. Especially if our problem is; If you want to portray this to the kid in front of you in a way, this doesn't always go out of imagination. Here dream it, dream it. How long can we imagine? At this point, this is probably the biggest contribution of such documentaries and films to us. So it embodies the work ...

Of course, we are talking about being impartial in history lesson. We are talking about the objectivity of the historian. Of course, those visuals we are going to show should serve this as well. Because when it serves a certain ideology, it ceases to be history. (Fernyhough, 2015, p. 45)

If the direct long quote is more than one paragraph, then the second and subsequent paragraphs are started with 1.5 cm indented. **Page numbers** must be added to the end of long quotations. Do not add a period after the closing parenthesis.

1. **Reporting Statistical Data**

According to APA 7 Manual most data can be effectively presented with two decimal digits of accuracy, if they are properly scaled. Report correlations, proportions, and inferential statistics such as *t*, F, Z and chi-square to two decimals. Report exact p values (e.g., p = .031) to two or three decimal places. However, report p values less than .001 as p < .001. Avoid placing a zero before the decimal point in numerical representations of p values.

1. **References**

APA 7 rules should be applied in the creation of the bibliography section. In this section, as in the entire article, a single line spacing should be used before and after 6pt.

Issues to be considered in bibliography:

* Sorting the references alphabetically with the surnames of the authors,
* Writing the second and next lines of the references 1.25cm indented,
* Not separating the sources according to their types (such as Book, Article, Archive document) and not creating subtitles for them.
* Avoiding bold font in the entire bibliography (except the title!),
* Avoid using all capital letters in author names,
* Writing the titles of books, articles and newspapers in italics.
* Do not include designations of business structure (e.g., Inc., Ltd., LLC) inthe publisher name.
* Indicating the names of all authors, not just the first author, in multi-author references

**Examples**

Boooks (Do not include publisher location, city, state, etc.):

Akşit, N., & Oktay, E. (1953). *Tarih I, ilkçağ*. Remzi Kitapevi.

Meadows, D. H. (2008). *Thinking in systems: A primer* (D. Wright, Ed.). American Library Association.

Newton, I. (1998). *Doğal felsefenin matematiksel ilkeleri* (A. Yardımlı, Trans.). İdea Basım Yayın.

Book Chapter:

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

Articles: (Do not include “retrieved from”, “retrieval date” or “DOI” phrases)

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*(2), 225–229. [https://doi.org/10.1037/0278-6133.24.2.225](https://psycnet.apa.org/doi/10.1037/0278-6133.24.2.225)

McDaniel, S. H., Salas, E., & Kazak, A. E. (2018). The science of teamwork [Special issue]. *American Psychologist, 73*(4), 51-104.

Thesis Accessed from online repository such as ProQuest or YOK Thesis Center:

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* (Publication No. 10169573) [Doctoral dissertation, University of Virginia]. ProQuest Dissertations & Theses Global.

Bozgöz, A. (2017). *Ortaokul 6. sınıf sosyal bilgiler dersinde ilkçağ tarihi konularından Kadeş antlaşmasının barış eğitimi kapsamında ve öğrenci görüşlerine göre değerlendirilmesi* [Doctoral dissertation, Necmettin Erbakan University]. YÖK Tez Merkezi.

Thesis retrieved from other sources:

Harris, L. (2014). Instructional leadership perceptions and practices of elementary school leaders [Unpublished doctoral dissertation]. University of Virginia.

Internet Resources (Include the name of the website before the html address, do not include “retrieved from” statement and date)

Battershill, C. N. (1986). *The marine benthos of caves, archways and vertical reef walls of the Poor Knights Islands.* University of Auckland Research Repository. ResearchSpace. [https://researchspace.auckland.ac.nz/handle /2292/36608](https://researchspace.auckland.ac.nz/handle%20/2292/36608)

Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic.* Pew Research Center. <https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

Newspaper:

Schwartz, J. (1993, 30 Eylül). Obesity affects economic, social status. *The Washington Post*, pp. A 1, A4.

Roberts, S. (2020, April 9). Early string ties us to Neanderthals. The New York Times.

<https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

Proceedings Books: (Enter day and month after the year info)

Çınar, M., Doğan, D., & Seferoğlu, S. S. (2015, 6-8 Şubat). *Eğitimde dijital araçlar: Google sınıf uygulaması üzerine bir değerlendirme [Öz]*. Akademik Bilişim Konferansında sunulan bildiri, Anadolu Üniversitesi, Eskişehir, Türkiye.

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. [https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019\_ Program\_190708.pdf](https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_%20Program_190708.pdf)

Newspaper w/o Author’s name, first three words of the title is used instead of the author name.

a) In the text;

(Darülmuallimat Sultanahmette Açıldı, 1217).

b) In the Bibliography;

Darülmuallimat Sultanahmette Açıldı. (1217, 25 Mart). Takvim-i Vekayi, s. 4.

Internet Source or archive documents without Author’s name

 a) In text citation;

(World Health Organization, 2018)

1. In Bibliography

World Health Organization. (2018, May 24). *The top 10 causes of death*. https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death

Online Dictionary or encyclopedia (Provide retrieval date)

1. In the text:

(Merriam-Webster, n.d.)

1. In the bibliography

Merriam-Webster. (n.d.). Merriam-Webster.com dictionary. Erişim Mayıs 5, 2019, https://www.merriamwebster.com/

1. Permission received from TIMS Productions on 02.02.2020. [↑](#footnote-ref-1)