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Paper Title

**ABSTRACT**

These instructions give you guidelines for preparing papers for Acta INFOLOGICA. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing formulas in the title. Do not write “(Invited)” or similar expression in the title. Full names of authors are preferred in the author field, but are not required. The abstract must be a concise yet comprehensive reflection of what is in your article. In particular, the abstract must be self-contained, without abbreviations or footnotes. It should be a microcosm of the full article. The abstract must be between 150–250 words. Be sure that you adhere to these limits; otherwise, you will need to edit your abstract accordingly. The abstract must be written as one paragraph, and should not contain displayed mathematical equations or tabular material. The abstract should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines. Ensure that your abstract reads well and is grammatically correct. Keywords must be defined by taking into consideration authorities like “TR Dizin Anahtar Terimler Listesi”, “Medical Subject Headings”, “CAB Theasarus”, “JISCT, “ERIC”, etc**.**

**Keywords:** First Word, Second Word, Third Word

1. INTRODUCTION

This document is a template for Microsoft Word versions 6.0 or later. If you are reading a paper or PDF version of this document, please download the electronic file from the Acta INFOLOGICA web site at www.dergipark.gov.tr/acin so you can use it to prepare your manuscript. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

To insert images in Word, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “float over text” unchecked).

Acta INFOLOGICA team will do the final formatting of your paper.

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces. Do not use abbreviations in the title unless they are unavoidable. Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm3,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm2.” The abbreviation for “seconds” is “s,” not “sec.” Use “Wb/m2” or “webers per square meter,” not “webers/m2.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.” Use “,” instead of “.” as decimal sign in Turkish submission.

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”) in English submission. But in Turkish, use passive sentence structure. Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your paper.

The word “data” is plural, not singular. The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.” Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

2. TABLES AND FIGURES

Most charts, graphs, and tables are page wide (181 millimeters / 7.16 inches / 43 picas). The maximum depth a graphic can be is 216 millimeters (8.5 inches / 54 picas). When choosing the depth of a graphic, please allow space for a caption. Figures can be sized between column and page widths if the author chooses, however it is recommended that figures are not sized less than column width unless when necessary.

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M,” not just “M.” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (103 A/m).” Do not write “Magnetization (A/m) × 1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m.

Multipart figures should be combined and labeled before final submission. Labels should appear centered below each subfigure in 8 point Times New Roman font in the format of (a) (b) (c).

Tables should contain only the body of the table (not the caption).

When referencing your figures and tables within your paper, use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables should be numbered with Latin Numerals.

3. DISCUSSION AND CONCLUSION

A conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

If it is necessary, it can be added “Method”, “Findings”, “Acknowledgement”, “Annex(s)” etc. sections.

**Acknowledgement:** Lorem ipsum lorem ipsum lorem ipsum.

**Grant Support:** The authors received no specific funding for this work.

REFERENCES

APA 6 style is recommended for all submissions. When references cited in text, they appear on the line, in parenthesis with surname and publication year like “(Akadal, 2018)”. If you use surname in text, you must give the publication year in parenthesis like “Akadal (2018) said …” Multiple references must seperated with semicolon in parenthesis. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference.

In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use them all; use et al. only if names are not given. Use commas around Jr., Sr., and III in names. Abbreviate conference titles.  When citing an article, provide the issue number, page range, volume number, year, and/or month if available. When referencing a patent, provide the day and the month of issue, or application. References may not include all information; please obtain and include relevant information. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference.

Other than books, capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation See the end of this document for formats and examples of common references.

**Reference Style and Format**

Acta INFOLOGICA (ACIN) complies with APA (American Psychological Association) style 6th Edition for referencing and quoting. For more information:

- American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: APA.

- http://www.apastyle.org

Accuracy of citation is the author’s responsibility. All references should be cited in text. Reference list must be in alphabetical order. Type references in the style shown below.

**Citations in the Text**

Citations must be indicated with the author surname and publication year within the parenthesis.

If more than one citation is made within the same paranthesis, separate them with (;).

**Samples:**

***More than one citation;***

(Esin et al., 2002; Karasar, 1995)

***Citation with one author;***

(Akyolcu, 2007)

***Citation with two authors;***

(Sayıner & Demirci, 2007)

***Citation with three, four, five authors;***

First citation in the text: (Ailen, Ciambrune, & Welch, 2000) Subsequent citations in the text: (Ailen et al., 2000)

***Citations with more than six authors;***

(Çavdar et al., 2003)

**Citations in the Reference**

All the citations done in the text should be listed in the References section in alphabetical order of author surname without numbering. Below given examples should be considered in citing the references.

**Basic Reference Types**

**Book**

**a) Turkish Book**

Karasar, N. (1995). *Araştırmalarda rapor hazırlama* (8th ed.) [Preparing research reports]. Ankara, Turkey: 3A Eğitim Danışmanlık Ltd.

***b) Book Translated into Turkish***

Mucchielli, A. (1991). *Zihniyetler* [Mindsets] (A. Kotil, Trans.). İstanbul, Turkey: İletişim Yayınları.

***c) Edited Book***

Ören, T., Üney, T., & Çölkesen, R. (Eds.). (2006). *Türkiye bilişim ansiklopedisi* [Turkish Encyclopedia of Informatics]. İstanbul, Turkey: Papatya Yayıncılık.

***d) Turkish Book with Multiple Authors***

Tonta, Y., Bitirim, Y., & Sever, H. (2002). T*ürkçe arama motorlarında performans değerlendirme* [Performance evaluation in Turkish search engines]. Ankara, Turkey: Total Bilişim.

***e) Book in English***

Kamien R., & Kamien A. (2014). *Music: An appreciation.* New York, NY: McGraw-Hill Education.

***f) Chapter in an Edited Book***

Bassett, C. (2006). Cultural studies and new media. In G. Hall & C. Birchall (Eds.), *New cultural studies: Adventures in theory* (pp. 220–237). Edinburgh, UK: Edinburgh University Press.

***g) Chapter in an Edited Book in Turkish***

Erkmen, T. (2012). Örgüt kültürü: Fonksiyonları, öğeleri, işletme yönetimi ve liderlikteki önemi [Organization culture: Its functions, elements and importance in leadership and business management]. In M. Zencirkıran (Ed.), *Örgüt sosyolojisi* [Organization sociology] (pp. 233–263). Bursa, Turkey: Dora Basım Yayın.

***h) Book with the same organization as author and publisher***

American Psychological Association. (2009). *Publication manual of the American psychological association* (6th ed.). Washington, DC: Author.

**Article**

***a) Turkish Article***

Mutlu, B., & Savaşer, S. (2007). Çocuğu ameliyat sonrası yoğun bakımda olan ebeveynlerde stres nedenleri ve azaltma girişimleri [Source and intervention reduction of stress for parents whose children are in intensive care unit after surgery]. *Istanbul University Florence Nightingale Journal of Nursing, 15*(60), 179–182.

***b) English Article***

de Cillia, R., Reisigl, M., & Wodak, R. (1999). The discursive construction of national identity. *Discourse and Society, 10*(2), 149–173. http://dx.doi.org/10.1177/0957926599010002002

***c) Journal Article with DOI and More Than Seven Authors***

Lal, H., Cunningham, A. L., Godeaux, O., Chlibek, R., Diez-Domingo, J., Hwang, S.-J. ... Heineman, T. C. (2015). Efficacy of an adjuvanted herpes zoster subunit vaccine in older adults. *New England Journal of Medicine, 372,* 2087–2096. http://dx.doi.org/10.1056/NEJMoa1501184

***d) Journal Article from Web, without DOI***

Sidani, S. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research, 35*(3), 26–38. Retrieved from http://cjnr.mcgill.ca

***e) Journal Article wih DOI***

Turner, S. J. (2010). Website statistics 2.0: Using Google Analytics to measure library website effectiveness. *Technical Services Quarterly, 27,* 261–278. http://dx.doi.org/10.1080/07317131003765910

***f) Advance Online Publication***

Smith, J. A. (2010). Citing advance online publication: A review. *Journal of Psychology.* Advance online publication. http://dx.doi.org/10.1037/a45d7867

***g) Article in a Magazine***

Henry, W. A., III. (1990, April 9). Making the grade in today’s schools. *Time, 135,*28–31.

**Doctoral Dissertation, Master’s Thesis, Presentation, Proceeding**

***a) Dissertation/Thesis from a Commercial Database***

Van Brunt, D. (1997). *Networked consumer health information systems* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (UMI No. 9943436)

***b) Dissertation/Thesis from an Institutional Database***

Yaylalı-Yıldız, B. (2014). *University campuses as places of potential publicness: Exploring the politicals, social and cultural practices in Ege University* (Doctoral dissertation). Retrieved from http://library.iyte.edu.tr/tr/hizli-erisim/iyte-tez-portali

***c) Dissertation/Thesis from Web***

Tonta, Y. A. (1992). *An analysis of search failures in online library catalogs* (Doctoral dissertation, University of California, Berkeley). Retrieved from http://yunus.hacettepe.edu.tr/~tonta/yayinlar /phd/ickapak.html

***d) Dissertation/Thesis abstracted in Dissertations Abstracts International***

Appelbaum, L. G. (2005). Three studies of human information processing: Texture amplifica­tion, motion representation, and figure-ground segregation. *Dissertation Abstracts International: Section B. Sciences and Engineering, 65*(10), 5428.

***e) Symposium Contribution***

Krinsky-McHale, S. J., Zigman, W. B., & Silverman, W. (2012, August). Are neuropsychiatric symptoms markers of prodromal Alzheimer’s disease in adults with Down syndrome? In W. B. Zigman (Chair), *Predictors of mild cognitive impairment, dementia, and mortality in adults with Down syndrome.* Symposium conducted at the meeting of the American Psychological Association, Orlando, FL.

***f) Conference Paper Abstract Retrieved Online***

Liu, S. (2005, May). *Defending against business crises with the help of intelligent agent based early warning solutions.*Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstracts\_2005.htm

***g) Conference Paper - In Regularly Published Proceedings and Retrieved Online***

Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences, 105,* 12593–12598. http://dx.doi.org/10.1073/pnas.0805417105

***h) Proceeding in Book Form***

Parsons, O. A., Pryzwansky, W. B., Weinstein, D. J., & Wiens, A. N. (1995). Taxonomy for psychology. In J. N. Reich, H. Sands, & A. N. Wiens (Eds.), *Education and training beyond the doctoral degree: Proceedings of the American Psychological Association National Conference on Postdoctoral Education and Training in Psychology* (pp. 45–50). Washington, DC: American Psychological Association.

***i) Paper Presentation***

Nguyen, C. A. (2012, August). *Humor and deception in advertising: When laughter may not be the best medicine.* Paper presented at the meeting of the American Psychological Association, Orlando, FL.

**Other Sources**

***a) Newspaper Article***

Browne, R. (2010, March 21). This brainless patient is no dummy. *Sydney Morning Herald, 45.*

***b) Newspaper Article with no Author***

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post,* p. A12.

***c) Web Page/Blog Post***

Bordwell, D. (2013, June 18). David Koepp: Making the world movie-sized [Web log post]. Retrieved from http://www.davidbordwell.net/blog/page/27/

***d) Online Encyclopedia/Dictionary***

Ignition. (1989). In *Oxford English online dictionary* (2nd ed.). Retrieved from http://dictionary.oed. com

Marcoux, A. (2008). Business ethics. In E. N. Zalta (Ed.). *The Stanford encyclopedia of philosophy.* Retrieved from http://plato.stanford.edu/entries/ethics-business/

***e) Podcast***

Dunning, B. (Producer). (2011, January 12). *inFact: Conspiracy theories* [Video podcast]. Retrieved from http://itunes.apple.com/

***f) Single Episode in a Television Series***

Egan, D. (Writer), & Alexander, J. (Director). (2005). Failure to communicate. [Television series episode]. In D. Shore (Executive producer), *House;*New York, NY: Fox Broadcasting.

***g) Music***

Fuchs, G. (2004). Light the menorah. On *Eight nights of Hanukkah* [CD]. Brick, NJ: Kid Kosher.

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Altun, D., 2006, *“Türk Telekomünikasyon A.Ş. İl Telekom Müdürlüklerinin Veri Zarflama Analizi ile Etkinlik Ölçümü”.* (Yayınlanmamış Yüksek Lisans Tezi). Ankara: Gazi Üniversitesi Fen Bilimleri Enstitüsü.

Cyberethics, 2015, “İnternet kullanımının faydaları”. <http://www.cyberethics.info/cyethics1/index.php?option=com_content&view=article&id=186&> Itemid=83&lang=tr, (14.11.2015).

Smith, A. D. (2007). Achieving Competitive Advantage Through The Use of Geographic Information System. *Electronic Government an International Journal, 4*(3), 326–344.