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| **metin, logo, yazı tipi, amblem içeren bir resim  Açıklama otomatik olarak oluşturuldu**  **TAY JOURNAL**  **LAYOUT CHECKLIST** |
| An article is a research or discussion paper directly related to the field of education. |
| All the arrangements made are on the template of our journal, including the journal emblem and flowing headings. |
| The article is written on A4 paper with margins of 2.5 cm. |
| The article is presented with correct and complete author names. |
| The orcid link of the authors has been added. |
| The submission date, acceptance date, publication date doi information of the article has been added correctly. |
| The article's header and footer information, page numbers are included in full. |
| The citation information of the article has been entered correctly. |
| Biographical Notes information has been added. |
| Each paragraph contains at least four sentences. |
| Georgia writing style was used in all candidate articles. |
| The word count limit of the extended Turkish abstract is at least 25% and at most 35% of the English word count of the full text. |
| The title of the candidate article is 10-18 words long |
| The English title of the candidate article is centred, bold, 16 font, spacing: before/after 30 pt, line spacing 12 pt. |
| The short abstract of the candidate article in English contains the general content of the study, methodology, findings, conclusion-discussion and recommendation. |
| The short English abstract of the candidate article does not include a citation. |
| Short abstract of the candidate article in English, unindented, 10 font, spacing: before/after 3 pt, line spacing 12 pt, between 150 and 200. |
| The keywords of the short abstract of the candidate article in English are between 3 - 7 words. Left justified, 10 font, spacing: before/after 3nk, line spacing 12nk and only the first letter of the first word is capitalised. |
| The large Turkish title of the candidate article should be centred, Georgia, Bold 16 font, Spacing: before/after 30nk, line spacing 12nk. |
| The extended Turkish abstract of the candidate article includes the headings "Introduction, Method, Results, Discussion and Conclusion, Recommendations" and these headings are as follows: First line 1,25cm, Georgia, Bold 14 pt, Spacing: before/after 6 pt, line spacing 12 pt. |
| The text parts of the extended Turkish abstract of the candidate article; the first line is 1.25cm from the inside, 11 font, spacing: before / after 6nk, line spacing 16nk. |
| The Turkish title of the candidate article is 10-18 words long.. |
| The Turkish title of the candidate article is centred, bold, 16 font, spacing: before/after 30 pt, line spacing 12 pt. |
| The short summary of the candidate article in Turkish includes the general content, methodology, results and recommendations of the study. |
| The Turkish short abstract of the candidate article does not include a citation. |
| The short abstract of the candidate article in Turkish, unindented, 10 font, spacing: before/after 3nk, line spacing 12nk, between 150 and 200 words |
| The keywords of the Turkish short abstract of the candidate article are between 3 - 7 words. Left justified, 10 font, spacing: before/after 3nk, line spacing 12nk and only the first letter of the first word is capitalised. |
| The full text of the candidate article includes the headings "Introduction, Method, Findings, Discussion and Conclusion, Recommendations, References" and these headings; the first letter(s) are capitalised, bold 11 pt, spacing: before / after 6 pt, line spacing 12 pt. These headings are first level headings. |
| The full text of the candidate article under the main headings; the first line is 1.25cm from the inside, 11 font, spacing: before / after 6nk, line spacing 16nk. |
| Second level headings are 1.25cm inside the first line, 11 pt, spacing: before/after 6 pt, line spacing 12 pt, initial letters capitalised. |
| Third level headings are 1.25cm inside the first line, 11 pt, italic, spacing: before/after 6 pt, line spacing 12 pt, initial letters capitalised. |
| Fourth level headings are written without indenting the first line, 11 pt, spacing: before/after 6 pt, line spacing 12 pt, only the first letter is capitalised and the paragraph writing is continued by writing a colon after the title. |
| Fifth level headings The first line is unindented, 11 pt, italic, spacing: before/after 6nk, line spacing 12nk, initial letters are capitalised and the paragraph writing is continued by writing a colon after the title |
| The headings, tables, figures, citations, references, bibliography and other features of the candidate article are exactly as specified in APA 7. |
| The figures and tables of the candidate article have been placed in the appropriate places in the text. |
| The table name is italicised and the first line is unindented, 10 pt, justified, before/after 3 pt, line spacing 12 pt. |
| Figure name is in 10 pt, centred, before/after 3 pt, line spacing 12 pt. |
| Figures and text in tables are in 10 point font size. |
| In Turkish full text; in in-text citations, if the sources have two authors, 'and' should be written before the last author's surname. |
| If the number of authors in the Turkish full text is more than two, "surname of the first author et al., date" Tay et al. (20) should be written outside the brackets and "surname of the first author et al., date" should be written inside the brackets (Tay et al., 2024). |
| If the number of authors is more than two in the English full text, "surname of the first author et al., date" should be written in the text (Tay et al., 2024). |
| In English full text; in in-text citations, if the references have two authors, ', &' should be written before the surname of the last author. |
| When referring to publications with two or more authors in articles written in English, the conjunction "and" or the "&" sign is used instead of the conjunction "and". In in-text references where only the year information is included in parentheses, the "&" sign is used in references where "name, surname and year" information is included together in parentheses.  Tay and Baş (2024)  (Tay & Baş, 2024) |
| In English studies, "and" should be used instead of "ve" when referring to a Turkish source, and "ve" should be used instead of "and" when referring to an English source in a Turkish study.  (Creswell & Patton, 2018, p. 12)  Creswell and Patton (2018, p. 12) |
| All references given in the text are included in the bibliography |
| APA 7 style was used in writing the bibliography and 10 pt, justified, hanging, indent value: 1.25 cm, before/after 3 pt, line spacing 12 pt. |
| Ethical precautions and the statement that ethical approval has been obtained should be given after the method section in the English full text and after the method section in the Turkish extended abstract. |
| The following information is included in the ethical authorisation section.  *Araştırmanın Etik İzinleri*  Bu çalışmada "Yükseköğretim Kurumları Bilimsel Araştırma ve Yayın Etiği Yönergesi" kapsamında uyulması gerektiği belirtilen tüm kurallara uyulmuştur. Yönergenin ikinci bölümü olan "Bilimsel Araştırma ve Yayın Etiğine Aykırı Eylemler" başlığı altında belirtilen eylemlerin hiçbiri gerçekleştirilmemiştir.  *Etik Kurul İzin Bilgileri:*  Etik değerlendirmeyi yapan kurulun adı =  Etik Kurul Etik inceleme karar tarihi=  Etik değerlendirme belgesi konu numarası=  *Ethical Permits of Research*  In this study, all the rules specified to be followed within the scope of "Higher Education Institutions Scientific Research and Publication Ethics Directive" were complied with. None of the actions specified under the heading "Actions Contrary to Scientific Research and Publication Ethics", which is the second part of the directive, have been taken.  *Ethics Committee Permission Information:*  Name of the committee that made the ethical evaluation=  Ethics Committee Date of ethical review decision=  Ethics assessment document issue number= |