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| **TAY JOURNAL**  **AUTHOR CHECKLIST** |
| [ ] I have prepared my article according to the criteria stated below and I accept all of the article submission conditions. |
| [ ] I uploaded the plagiarism report. |
| [ ] I uploaded the Ethics Committee document. |
| [ ] A candidate article is a research or discussion paper directly related to the field of education. |
| [ ] All edits are made on the journal template, including the journal emblem and flowing headings.  |
| [ ] The nominated manuscript provided accurate and complete information about the authors. |
| [ ] Biographical Notes information has been added. |
| [ ] The candidate essay is written on A4 paper with 2.5 cm margins. |
| [ ] Each paragraph contains at least four sentences. |
| [ ] The candidate article has been submitted with the author names removed. No author name is indicated in the attached file. |
| [ ] Detailed information about the writing and formatting of the manuscripts to be submitted to the journal for evaluation is included in the template file. The author(s) have organized their work according to this template file. |
| [ ] Since our journal has a blind peer review system, authors should not include author / institution information in the template file in any way.. |
| [ ] Georgia writing style was used throughout the candidate article. |
| [ ] 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 should be 10-18 words long. |
| [ ] The short abstract of the candidate article in English contains the general content of the study, including methodology, findings, conclusion-discussion and recommendation. |
| [ ] The short English abstract of the candidate article does not include a citation. |
| [ ] A short summary of the candidate article in English, between 150 and 250 words. |
| [ ] The keywords of the short abstract of the candidate article in English are between 3 - 7 words.  |
| [ ] The extended Turkish abstract of the candidate article includes the titles "Introduction, Method, Results, Discussion and Conclusion, Recommendations". |
| [ ] The Turkish title of the candidate article should be 10-18 words long. |
| [ ] The short summary of the candidate article in Turkish includes the general content, methodology, results and recommendations of the study. |
| [ ] The bibliography of the candidate article is written in full and complete. |
| [ ] The Turkish short abstract of the candidate article does not include a citation. |
| [ ] The short abstract of the candidate article in Turkish should be between 150 and 250 words. |
| [ ] The keywords of the Turkish short abstract of the candidate article are between 3 - 7 words. |
| [ ] The full text of the candidate article includes the titles "Introduction, Method, Findings, Discussion and Conclusion, Recommendations, References". |
| [ ] Second level headings are 1.25cm inside the first line, 11 pt, spacing: before/after 6 pt, line spacing 12 pt, initial letters capitalized. |
| [ ] Third level headings are 1.25cm inside the first line, 11 pt, italicized, initial letters capitalized. |
| [ ] Fourth level headings were written without indenting the first line, in 11 pt. font size, with only the first letter capitalized and a colon after the heading, and paragraph writing continued. |
| [ ] Fifth level headings The first line is not indented, 11 font size, italicized, the first letters are capitalized and the paragraph writing is continued by writing a colon after the title. |
| [ ] Titles, 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 italicized and the first line is unindented, 10 pt. |
| [ ] Figure name is in 10 pt, centered, before/after 3 pt, line spacing 12 pt. |
| [ ] Figure and Table captions are in 10 point font size. |
| [ ] In the Turkish full text; in in-text citations, if the sources have two authors, 'and' is written before the surname of the last author. |
| [ ] In the Turkish full text, if the number of authors is more than two, it is written as "surname of the first author et al., date" Tay et al. (20), and "surname of the first author et al., date" in parentheses (Tay et al., 2024). |
| [ ] If there are more than two authors in the full text in English, "surname of the first author et al., date" is written in the text (Tay et al., 2024). |
| [ ] Different writing styles were used in all candidate articles. |
| [ ] In English full text; in in-text citations, ', &' is written before the surname of the last author if the sources have two authors. |
| [ ] 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 is in parentheses, the "&" sign is used in references where "name, surname and year" are in parentheses together.Tay and Baş (2024)(Tay & Baş, 2024) |
| [ ] In English studies, "and" is used instead of "ve" when referring to a Turkish source, and "ve" is used instead of "and" when referring to an English source in a Turkish study.(Creswell ve Patton, 2018, s. 12)Creswell and Patton (2018, p. 12)  |
| [ ] All references cited in the text are included in the bibliography. |
| [ ] APA 7 style was used in writing the bibliography and it is in 10 pt, justified, hanging, indent value: 1.25 cm. |
| [ ] Ethical precautions and the statement of approval are given after the method section in the English full text and after the method section in the Turkish extended abstract. |
| [ ] Ethics committee approval must be obtained for experimental research on humans and animals that require ethics committee approval. The following information is included in the ethical approval section.*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=*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= |