WRITING RULES AND PAGE LAYOUT

Manuscripts submitted to The Journal of German Language and Culture Studies (ALKAD) should be written according to APA style (7th version). Please refer to APA 7 writing rules and referencing guide for detailed information.

At the beginning of the manuscript to be uploaded to the article tracking system, there should be two abstracts consisting of 150-200 words in the language of writing and in English, indicating the purpose, scope, method, and results of the study.

3-5 keywords should be included under the abstract. The first line of the abstract should be left justified (not indented).

Page layout

Paper Size   A4 Vertical

Top Margin Gap   2,5 cm

Bottom Edge Gap   2,5 cm

Left margin   2,5 cm

Right margin   2,5 cm

Writing

Font   Calibri

Font Style   Normal

Size (standard text)   11

Size (summary)   9

Size (footnote text)   9

Paragraph Spacing First 6 pt, then 0 pt

Paragraph indent

The first line of each paragraph should be indented 0.5 inches from the left margin. To achieve indentation, the TAB key or the automatic paragraph formatting function of a word processing program should be used (the default setting is probably 0.5 inches). The space bar should not be used to indent.

Line Spacing   Single (1)

Note: (The necessary adjustments have been made in the spelling template. If you break the settings, follow the above order)

Headlines

Section labels: Section labels (e.g., "Abstract," "References") should be centered and bold. The first letter of all words in headings should be capitalized. Headings should not be numbered.

Level 1 Headings: Centred, **Bold**

Level 2 Headings: Left Justified, **Bold**

Level 3 Headings: Left justified, ***Bold***, Italic

Level 4 Headings: Indented, **Bold**, Ending with a Period.

Level 5 Headings: Indented, **Bold**, Italicised, Ending with a Period.

Note: (Set your titles up to level 4 at most).

Tables and Figures

- The table number should be in plain text and bold font and placed above the table.
- The table number should appear above the table title.
- A full stop should not be placed at the end of the table number.
- The table's title should be italicized, and the first letters should be written in capital letters and placed on a separate line under the table number.
- The table should have no vertical lines and as few horizontal lines as possible.
- There should be column headings in each table.
- Also, some tables may have keys such as first column header, sub-column headers, and sub-table headers.
- Column headings in the table should be centered, and the first letters of the words in the heading should be capitalized.
- In APA format, figure numbers should be in plain text and bold font.
- Figure numbers should be placed above the figure.
- Figure captions should be italicized, and initial letters should be capitalized and placed below the figure number.
- Notes should be added for extra explanations when necessary and placed below the figure.

Tables and figures should be single-spaced. The font size can be reduced to 8 pt in tables when necessary.

Quotations

Single Authored Study	.......(Koçak, 2018). ....(Kahraman, 2012).	Lazarus (2006) .... Kahraman (2012) ....
Study with Two Authors	.......(Leung & Spurgeon, 2009). ....(Zengin & Yıldız, 2016).	Leung and Spurgeon (2009) .... Zengin and Yıldız (2016) ....
Studies with Three or More Authors	.......(Alrawashdeh et al., 2021). ....(Günay-Öge et al., 2020).	Alrawashdeh et al (2021) .... Günay-Öge et al. (2020) ......

Group with Abbreviation	.... (World Health Organisation [WHO], 2020). **(First citation)** .... (WHO, 2020). **(next citation)**	World Health Organisation (WHO, 2020) ....**(First citation)** WHO (2020).....**(following citation)**
Group without Abbreviation	. ... (Gazi University, 2020). (Gazi University) (2020)	

For works with three or more authors, in-text referencing will now be abbreviated from the first citation. According to APA 7, only the first author's name and "et al." for "and others" should be added.

If more than one source is included in parentheses, the sources should be cited alphabetically and separated by semicolons.

If the date of the publication is unknown, the phrase " (n.d.)" (no date) should be used in brackets.

If the work is signed "Anonymous," use "Anonymous" in reference and in-text citation.

Parenthetical citation: (Anonymous, 2017) Anonymous citation: Anonymous (2017)

- Short quotations (less than 40 words)

Add quotation marks around the words for quotations of less than 40 words, and no formatting is required when incorporating the quotation into your own text. Do not add ellipses at the quotations' beginning and/or end unless the original source contains an ellipsis.

Effective teams can be challenging to define because "high performance in one area does not necessarily mean high performance in another" (Ervin et al., 2018, p. 470).

- Long quotations (more than 40 words)

This quotation should start on a new line half an inch (1.25 cm) from the left side. If the quoted section is to be followed by a second paragraph, the first line should start half an inch further in. At the end of the block quotation, the cited source should be noted in parentheses after the last punctuation mark. The block quotation should not be enclosed in quotation marks.

- Secondary sources

If the year and author of the primary source are known, cite it as follows. (Rabbitt, 1982, as cited in Lyon et al., 2014)

If the year of the primary source is unknown, omit it from the in-text citation. Allport's diary (as cited in Nicholson, 2003)

Sources

Source list entries must have a 0.5-inch hanging indent.

- The APA style reference list should be added on a new page at the end of the main text.
- The order should be alphabetical according to the first author's surname and the work's title in sources without an author.
- If there is more than one work by the same author, these works should be ordered according to the year of publication.
- Suppose the studies are from the same year. In that case, they are listed alphabetically according to the title, and immediately after the publication date, they are listed by adding letters such as a, b, and c.

Single and double-authored books (book titles should be italicized)

Yıldırım, A., & Şimşek, H. (2003). *Sosyal bilimlerde nitel araştırma yöntemleri*. Seçkin Yayıncılık.

Book chapter

Aktay, S. (2015). Teknoloji destekli fen bilimleri öğretimi. İçinde Ş. S. Anagün & N. Duban (Eds.), *Fen Bilimleri Öğretimi* (pp. 425-454). Anı Yayıncılık.

Article

Festinger, L. (1954). A theory of social comparison processes. *Human Relations*, 7(2), 117-140.

Koçak, M. & Çobanoğulları, F. (2017). Dünyada ikinci yabancı dil olarak Almanca öğretiminde Danimarka örneği. *Maarif Mektepleri Uluslararası Eğitim Bilimleri Dergisi*,1(1), 1-12.

Shorey, R. C. (2015). Trait mindfulness and early maladaptive schemas in women seeking residential substance use treatment: A preliminary investigation. *Addiction Research & Theory*, 23(4), 280-286. http://doi.org/10.3109/16066359.2014.981810

Website

Aktay, S. (2010, 10 Temmuz). *İnternet nasıl çalışır?*. *Internet Nedir*. http://www.internetnedir.net/internet-nasil-calisir.html

There is no need to write "taken from" in website citations. In addition, the title of the publication should be italicized.

Declaration

Aktay, S., Işık, E. & Gençsoy, E. (2019, 24-27 Nisan). *Tam gün öğretim mi ikili öğretim mi?*. *3. Uluslararası Sınırsız Eğitim ve Araştırma Sempozyumu (USEAS 2019)*, Muğla, Türkiye.

Attachments

Attachments: Appendix labels and headings should be centered (and bold).

CHANGES WITH APA 7

1. The full link should be given in Doi.
2. With APA 7, 20 authors' surnames and initials can be included in the bibliography.
3. In internet sources, the date of receipt should also be written (If the date of receipt is not known, it does not have to be written).
4. Links should be given as hyperlinks.
5. Figure description should be given at the top, like table description.
6. The publisher's location is no longer included in the bibliography.
7. In APA 7, in studies with three or more authors, only the first author's name and "et al." are given starting from the first citation.
8. DOIs are formatted in the same way as URLs. The "Doi:" tag is no longer required.
9. The date of receipt should not be written in front of URLs unless necessary.
10. The website name (if it is not the same as the author) should be included, and the web page titles should be italicized.