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**Makale Başlığı (Bağlaçlar Hariç Her Kelimenin İlk Harfi Büyük Olmalı)**

Birinci YAZAR1\*, İkinci YAZAR2, Üçüncü YAZAR3

1 Üniversite, Fakülte, Bölüm, Şehir, Ülke

2 Üniversite, Fakülte, Bölüm, Şehir, Ülke

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**ǃ** Article note (Makale tez veya bildiriden ise belirtilmelidir.)

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**Öz**

Aday makalede 300 kelimeyi geçmeyecek şekilde Türkçe Öz ve İngilizce Abstract yazılmalıdır. Bu bölüm tek bir paragraftan oluşmalı, çalışmanın içeriğinin kısa ve gerçekçi bir özetini sunmalıdır. Kısaltmalar ve semboller zorunluluklar haricinde kullanılmamalı, eşitliklere, referanslara yer vermemelidir.

**Anahtar Kelimeler:** Kelime1, kelime2, kelime3 (3-6 adet anahtar kelimeye yer verilmelidir.)

**Article Title (The First Letter of Every Word Must Be Capitalized, Except Conjunctions)**

**Abstract**

The candidate must write a Turkish Öz and an English Abstract in the article, both of which should not exceed 300 words. This section should consist of a single paragraph, providing a brief and realistic overview of the content of the study. Abbreviations and symbols should not be used unless necessary, and the section should not contain equations or references.

**Key Words:** Word1, Word2, Word3 (3-6 keywords should be included.)

**Atıf / To cite :**

**1. INTRODUCTION**

Candidate articles submitted to the journal must not have been published or submitted for publication elsewhere. All publishing rights of articles accepted for publication belong to KMU Journal of Ermenek Academy. In writing the candidate article sent to KMU Journal of Ermenek Academy, the expression should be as simple, understandable, short and concise as possible. Statements containing judgment or certainty must be based on data/references. Third person narrative should be used in article writing. During the writing process, the Spelling Guide published most recently by the Turkish Language Association should be taken as a guide. The candidate article can be written in Turkish or English.

The candidate article sent to KMU Journal of Ermenek Academy is first formally examined by the Editor and/or Deputy Editors in terms of publication policy and rules. The candidate article that is not found suitable is sent back to the author(s) to make the necessary corrections before proceeding to the evaluation phase.

The candidate article deemed suitable for evaluation is sent to at least two (2) referees from the relevant field for evaluation. If there is a difference of opinion among the referees about the evaluated candidate article, the candidate article is sent to a third referee. If the candidate article is sent to more than two referees, the majority opinion is taken as basis. If necessary, the studies are sent back to the author(s) for correction in line with the criticism and suggestions from the referees.

Candidate articles corrected by the author(s) are examined by the relevant referee(s) and the editor and, if deemed appropriate, are accepted for publication.

**2. MATERIAL AND METHOD**

The main sections of the article should be Introduction, Material and Methods, Results, Discussion and References.

**2.1. Page Structure**

For the candidate article, page margins should be 2 cm from all edges and a two-column structure should be used, except for the Abstract and Abstract sections. Column widths should be chosen as 8.3 cm. When there are tables and figures that do not fit into a column, only the relevant table or figure can be prepared in a single column structure. Tables exceeding one page should be included as an appendix at the end of the article.

**2.2. Fonts and Paragraph Layout**

The font should be Times New Roman in all areas.

Article Title should be 14 pt, line spacing should be single, and the space between previous and subsequent sections should be 6 pt.

Author names should be written in 11 point font, have a single line space, and then a 6 pt space between the following sections. Author addresses should be written in 10-point font.

For both the titles and texts of the Abstract and Abstract sections, 10 point font size, single line spacing, and 6 nk spacing between the previous and next sections should be chosen for the keyword and keyword sections.

Main section headings should be written in all capital letters and 10 point font. The line spacing of main section headings should be 1.25, the previous space should be 12 nk and the following space should be 6 pt. There should be one line space between main sections.

Second-level headings should be written in 10-point font with initials capitalized. Line spacing should be single, and the space between the previous and next sections should be 6 pt.

The paragraph layout throughout the article should be 6 pt and single line spaced from the previous and next paragraphs. There should be no indentation in paragraph succession. All pages of the candidate article must be numbered.

Titles lower than the second level should not be used.

**2.3. Figures**

Figures must be high resolution (300dpi) and understandable. The figure should be centered. Figure names should be written centered in 9-point font. A 9 pt space should be left between figures and text. The spacing setting before the text that comes after the figure description should be 9 pt.



**Figure 1.** An example figure and its explanation

If the descriptions are longer than one line, the Figure 2 description should be written justified.



**Figure 2.** If the figure descriptions are longer than one line, an example of figure naming with justification and single space is given.

If the figure dimensions are not suitable for a two-column page structure, it can be shared in a single-row structure, as in the example given in Figure 3 at the end of this guideline.

If a photo will be shared in the article, the photo should also be added as a figure. For appropriate resolution, the place the photo will occupy in the article should be measured in mm and the original photo should be at least 12 times these dimensions. If this situation is not taken into consideration, problems with photo quality may occur.

**2.4. Tables**

Descriptions of the tables should be placed at the top, right before the table, justified. The table structure should be prepared to have only horizontal axis lines, as given in Table 1. If necessary, text within the table can be reduced to 9 point, but lower point values should not be used.

In tables, as in figures, 9 pt spacing should be left before and after the text.

**Table 1.** An example table

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 2 | Column 3 |
| Value | Value | Value |
| Value | Value | Value |
| Value | Value | Value |
| Value | Value | Value |

In tables, if it does not fit in a single column, a single-column layout can be used instead of a two-column layout, as in the figures.

**2.5 Mathematical Equations**

Equation editor should be used to create mathematical equations. The equation should be written left-justified, and the equation number should be right-justified. Equation numbering should start from 1, regardless of the section number. There should be 1 line space between the equation and the text.

$F=ma$ (1)

If the equations are not suitable for a two-column layout, the relevant equation can be written in a single-row layout.

Standard symbols, units and abbreviations should be used in accordance with scientific style and formatting rules, and symbols should be added from the "Symbol" menu of MS Word. Abbreviations should be explained where they are first used.

**2.6. Cites**

Citations should be indicated in the text as follows.

If it has a single author (Sürmen 2023), if it has two authors (Sürmen and Kutbay 2023), and finally if it has 3 or more authors (Sürmen et al. 2023). If there is more than one reference in parentheses, they should be separated with a semicolon. For example (Kutbay 2023; Sürmen and Kutbay 2023; Sürmen et al. 2023).

If the author's name is to be given in the text outside of parentheses, it should be as follows.

Sürmen (2023) …………….

Sürmen and Kutbay (2023) …………………..

Sürmen et al (2023) ……………….

In references to internet addresses, the name of the website and the year of access should be written. For example, the text on the website www.indexfungorum.org should be in the form (Indexfungorum 2023). In references to programs, the program name (with version number, if any) and the year the program was created should be in the format (ECOM 2007) or (Microsoft Excel 2013).

**3. RESULTS**

Footnotes should not be used in any way throughout the article.

**4. DISCUSSION AND CONCLUSION**

Author ORCID pages should be added as links to the ORCID ID icon next to the author names. To do this, right-click on the relevant icon and select the Connection option. In the pop-up window shown in Figure 4, the author's site information is entered in the Address section and the OK option is selected.



**Figure 4.** Adding author ORCID information

**CONFLICT OF INTEREST**

It is stated whether there is a conflict of interest between the authors.

**THANKS (if any)**

Relevant institutions/organizations or individuals are thanked.

**REFERENCES**

References should be in alphabetical order by surname. Reference writing examples are given below.

**Article**

Sürmen B (2023). Seasonal nutrient resorption and lignin change in leaves of Turkey oak on northern and southern slope aspects. Polish Journal of Ecology, 70(2):89-102.

Kutbay HG, Sürmen B (2022). Ellenberg ecological indicator values, tolerance values, species niche models for soil nutrient availability, salinity, and pH in coastal dune vegetation along a landward gradient (Euxine, Turkey). Turkish Journal of Botany, 46(4):346-360.

Özbucak TB, Kutbay HG, Akçin OE (2006). The contributıon of wild edible plants to human nutrıtion in the Black Sea Region of Turkey. Ethnobotanical Leaflets, 2006(1):10-23.

**Book**

Author A (2023). Book name. Publisher.

Author A, Author B (2023). Book name. Publisher.

**Book chapter**

Author A, Author B (2023). Book chapter name. Book name. Publisher.

**Presentation**

Author A (2023). Paper name. Congress/Symposium name. City, Country.

Author A, Author B (2023). Paper name. Congress/Symposium name. City, Country.

**Thesis**

Yazar A (2023). Tez adı. Tez türü (Yüksek lisans/Doktora), Üniversite adı.

**Report**

Author A (2023). Report name. Institution/Organization name.

**Web sites**

Index Fungorum (2023) http://www.indexfungorum.org/names/Names.asp.

**Software programmes**

ECOM (2007). Ecological Community Analysis. Piscec Conservation Ltd. UK.

XXXX (2023). Full name of the program. Company name. Country.

 .



**Figure 3.** An example of displaying shapes that are not suitable for a two-column page structure.