SUMMARY AND FULL TEXT WRITING RULES

- Studies sent to the conference must not have been published before or sent to another congress, journal, etc. for publication.
- The language of summary, full text and articles are **Turkish and English.**
- If there is an institution that supports the study, it should be specified by putting (*) on above last word of article's title, and the supporting institution information must be stated as a footnote on the same page.
- Articles should not exceed **12.000 words including bibliography and annexes**.
- Articles should be organized according to the **APA reference system (APA 6.0)**. Please make sure that the references in the text are in the bibliography.
- As a basic writing rule, the submitted studies should be written in accordance with the **APA (6.0)** style. Examples and exceptions are listed below:

1- **Page Layout:** Writings should be written in Microsoft Word program and page dimensions should be arranged as follows:

Paper Size:	A4 Vertical
Top Margin:	2.5 cm
Bottom Margin:	2.5 cm
Left Margin:	2.5 cm
Right Margin:	2.5 cm
Paragraph Indentation:	1 cm
Blockquote:	Left 1 cm

Font:	Times New Roman
Font Style:	Normal
Main Text Size:	11 point
Blockquote:	9 point
Footnote Text Size:	9 point
Table Entry:	9 point
Paragraph Spacing:	6 pt
Line Spacing:	Single (1)

2- Font Style

- **Times New Roman** style should be used.
- Turkish and English **Abstracts** should be in **11 pt**, references should be **10 pt**.
- Text, **Turkish-English abstract** and references should be justified.
- The text should be written using single line spacing, 1 line space should be left between paragraphs.

3- Headings

Articles should be composed of **main headings and subheadings**.

3.1. Main Heading
- Must be in Microsoft Word format with Times New Roman character, capital letters, bold and 14 pt.
- Author name, abbreviations, author ORCID number and e-mail addresses should be written with two lines of space after the title and the author's name should be written in lowercase and surname should be written in uppercase in 11 point.

4- Turkish Abstract
- Must not exceed 300 words, and **"ÖZ"** should be bold, and **11 pt**.
- Abstract should be written in **11 point**, all text in **Times New Roman** font, **justified** and in Microsoft Word format as a **single paragraph**.
- Keywords should be in **italic, bold type and 11 pt**.
- **At least three, maximum five keywords** should be written with the first letter is uppercase and the other in lowercase.
- In abstract (ÖZ), brief information on subject of the article, research method and result should be given.

5- ABSTRACT

- Abstract main title should be written in Turkish, with two lines left after the keywords.
- Abstract should be written in **Times New Roman** font, **capital letters, 11 pt, justified**, and as a **single paragraph** in Microsoft Word format.
- Must not exceed **600** words, and **"ABSTRACT"** should be bold, and **11 pt**.
- All text must be in **Times New Roman** font and in Microsoft Word format.
- Keywords should be in **italic, bold type and 11 pt**.
- At least three, maximum five keywords should be written with the first letter is uppercase and the other in lowercase.
- In **"ABSTRACT"** brief information on subject of the article, research method and result should be given.
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6- Sections

- Section subtitles (INTRODUCTION, CONCEPTUAL FRAME, LITERATURE SCANNING, RESEARCH METHODOLOGY, FINDINGS, CONCLUSION, etc), which are formed according to the content of the article, should be **all uppercase, 11 pt and bold, and they should be typed without numbering.**

7- Main Text

- Subheadings should be written in 11 pt, bold and capital letters and the text should be in 11 pt., Times New Roman style in Microsoft Word format.
- Articles should be written in a single column, justified, and in a single space between paragraphs.
- Subheading of the first section should start with a line space after the keywords and there should be no spaces in the following paragraphs.
- In full texts, article must not exceed 20 pages with shapes and figures**.**

8- Tables, Figures, Graphics and Pictures

- If the tables, figures, graphics and pictures used in the text are not originally created by the author(s), they can be used in the text by giving "reference".
- Tables, figures, graphics and pictures should be placed to fit the text and the headings should be written in 11 point size and centered.
- Tables and graphs used in the text should be listed as Table 1., Table 2. / Chart 1., Chart 2. etc. and so on. Table numbers and titles should be written before the table.
- Numbers and headings of figures, graphics and pictures (figure, graphic and picture) should be written in order such as Figure 1., Figure 2. / Picture 1., Picture 2. etc.
- First letters of words used in tables, figures, graphics and image headings should be uppercase and the others are lowercase.

9- Conclusion

- Heading should be written in bold, 11 pt, capital letters and text should be in 11 pt. and Times New Roman style in Microsoft Word format.

10- Giving Reference

- In bibliography, only references cited in article should be included and alphabetical order should be followed according to surname of authors.

10.1. Giving Reference in Text
- In the studies, opinions of others should be given as quotation or reference.
- Short quotes should be given in quotation marks.
- Quotes longer than 4 lines should be written as a separate paragraph, 1 cm inside and 11 pt. **In this case, quotation marks should not be used.**
- In the references, author surname, date of publication, and page number information must be given in parentheses.
- In the case of one and two authored publications, the surnames of both authors should be included in parentheses.
- With more than two author references, only the first author's surname should be given and 'et. al.' statement should be used for other authors.
- In publications written by legal entities, the abbreviation can be used after the first reference if the legal entity name is too long or the abbreviated form is well known.
- If it is decided to use the abbreviation, name of the institution should be written in first submission, and the abbreviation should be given in square brackets next to it.
- If more than one publication of an author published on the same date is used, in order to distinguish the publications from each other, the phrases "a, b, c, ..." should be used respectively, and this usage should be included both during citation in the text and in the bibliography section.

Reference Examples

1- **Single author books and articles:**

In Text Reference

(book):
(McQuail, 1987: 55).

- Reference to more than one work of the same author in the same year:
(McQuail, 1987a: 55; 1987b: 40).

-If author has referenced from another author:
(As cited in McQuail, 1987a: 55).

In Bibliography:
McQuail, Denis, (1987). Mass Communication Theory: An Introduction, Beverly Hills, CA: Sage

Pulication Inc.

Cavit, Binbaşıoğlu, (1988a). Genel Öğretim Yöntemleri, Ankara: Binbaşıoğlu Yayınevi.
Cavit, Binbaşıoğlu, (1988b). "Ödevlerin Öğrenmeye Etkisi", Eğitim, 65, 362-369.

In text reference
(article):
(Varis,1984: 32).

In Bibliography:
Varis, Tapio, (1984). "International Flow of TV Programmes", Journal of Communication, 34(1), s.143-152.

2- Books and articles with two authors:

In text reference
(book):
(Perelman ve Olbrechts, 1971: 10).

In Bibliography:
Perelman, C. ve Olbrechts-Tyteca, L., (1971). The New Rhetoric, Notre Dame: University of Notre Dame Press.

In text reference
(article):
(McCombs ve Shaw, 1998: 108).

In Bibliography:
McCombs, M. E. ve Shaw D. L., (1972). "The Agenda-Setting Function of Mass Media", The Public Opinion Quarterly, 36, (2), s.176-187.

3- Books and articles with Multiple Authors:

In text reference (book):
(Lazarsfeld vd., 1996: 45).

In Bibliography:
Lazarsfeld, P. F., Berolson, B. ve Gaudet, H., (1944). The People Choice, London: Colombia University Press.

4- Articles in edited publication:

In text reference:
(Schramm, 1994: 53).

In Bibliography:
Schramm, Wilbur, (1992). "Haberleşme Nasıl İşler", Ünsal Oskay (der.), Kitle Haberleşme Teorilerine Giriş, İstanbul: Derya Yayınları, s.95-134.

5- Institution Publications:

In text reference:
(DPT, 1989: 145).

In Bibliography:
DPT, (1989). Altıncı Beş Yıllık Kalkınma Planı, 1990-1994, Ankara.

6- No author book:
In text reference:
If the Book Title is Short:
(Kütüphaneciliğe Giriş, 1987).

If the Book Title is Long:
(Sanal…, 1995: 70).

In Bibliography:
Kütüphaneciliğe Giriş, (1987). Ankara: Dil ve Tarih-Coğrafya Fakültesi Yayınları.

7- Interview:
In text reference:
(O. Koloğlu ile kişisel iletişim, 13 Mart 2007).

In Bibliography:
Orhan Koloğlu ile 13 Mart 2007 tarihinde gerçekleştirilen kişisel iletişim.

8- Electronic Resource

In text reference:

(Çubukçu, 2009).

In Bibliography:

Çubukçu, Mete, (2009). "Bu Kimin Zaferi?", http://arsiv.ntvmsnbc.com/news/473346.asp. Erişim Tarihi:15.06.2010.

9- Electronic Resource Without Author

 In text reference:

(Dışişleri Bakanlığı, 2010).

In Bibliography:

Dışişleri Bakanlığı (2010), http://www.mfa.gov.tr/default.tr.mfa. Erişim Tarihi:16.06.2010.

Web page

www.iletgazi.edu.tr

10- Personal web pages

Landis, Barbara, (1996). Carlisle Indian Industrial School History, http://home.epix.net/~landis/histry.html,Erişim Tarihi: 20 Ekim 2001.

11- Articles in Newspapers or Current Journals

In text reference:

(Nadi, 1950).

In Bibliography:

Nadi, Yunus, (1950). "Kuvvetin Sırrı", Cumhuriyet, 9 Temmuz.

1- Anonymus Articles in Newspapers or Current Journals

In text reference:

(Cumhuriyet, 7 Mayıs 1924).

In Bibliography:

Cumhuriyet, 7 Mayıs 1924.

If references are made to different copies of the same newspapers in the text:

Cumhuriyet, 1950-1960, Hürriyet, 1948-1960.

2- Documents

In text reference:

(Ticaret Bakanlığı, Karar Sayısı, 21/48/26).

In Bibliography:

Ticaret Bakanlığı, Muamelat Umum Müdürlüğü Kararları, Erişim: T.C. Başbakanlık Arşivi.