

1. Papers should be written **1,5 line spaced** on A-4 size papers. Page margins should be 2.5 cm and page numbers should be placed under the pages. As font, Times New Roman should be used with 12 font size.
2. You should include **title**, **abstract** (up to 150 words) and **keywords** (Up to 5) on the first page of the paper. Author and his/her contact information **will strictly not be written** to the submission file. Title, abstract and key words should be given consecutively both Turkish and English. If there are any supporting institution etc., that can be indicated on the first page as footnote.
3. Main text of the paper should begin on second page with introduction part and separate into appropriate sections.
4. Including figures, tables and references, maximum length of paper should be 20 pages.
5. Notations and abbreviations should be standard notations and abbreviations of the relevant scientific field or should be defined in the first place they used in the text. If necessary, notations and abbreviations may be given in “Introduction” section or in a separate section following “Introduction”.
6. All drawings, maps, graphics, photographs, etc. should be considered as figures and they should be numbered consecutively. All figures should be cited in the text like “...as indicated in Figure 1”. Each figure should be titled appropriately and the title should be written under the figure with its number.
7. Tables should be numbered consecutively and all tables should be cited in the text like “... as indicated in Table 1”. Each table should be titled appropriately and the title should be written over the table with its number.
8. **References to other publications in the text;**
 - Author’s surname, year and page should be used parenthetical as “(Author, 1999, p.113)”.
 - For publications written by two authors; both author’s surname, year and page should be used parenthetical as “(Author and Author, 2016, p.120)”.
 - For publications written by more than two authors; only first author’s surname, year and page should be used parenthetical as “(Author et al., 2015, p.65)”.
9. Publications cited in the text should be listed in “References” section as an alphabetical list sorted by surname of first author.

10. For publications written by same first author, surnames of second and subsequent authors should be used to determine ordering.
11. Publications written by same author should be sorted by the year before.
12. Publications written by same author and published in the same year should be separated from each other by using small letters added at the end of the year as “2014a, 2014b”.
13. Publications written by same first author and published in the same year with having more than two authors should be separated from each other by the same way.
14. All text, including intermediate titles, should be **written 1,5 line spaced**, except endnotes.
15. Paragraphs in the text should be aligned left.
16. Book, journal, film or tv programme names used in the text should be written in italics. For example; “... in *Today Show* ...”. In addition, the first useage of a new or technical term should be italicized but not next usage of them. Terms and abbreviations that are common in other languages should not be written in italics. For example; “a priori, vis-a-vis, per se”. Any other expression in the text should not be written in italics in order to emphasize.
17. Starting a line, numbers should be written in words, such as “Twenty thesis among sixty five is about.... and 45 is about ...”.
18. Giving an information that breaks in an expression, double over bar should be used. For example; “Two participants - one from the first group and the other from the second group - were tested separately”.
19. Footnotes should be given enumeratingly in relevant page, should not be listed at the end of the text.
20. If there is only one appendix in the paper, it should be given in the text by outlining as “*Appendix*” in italics. If there is more than one appendix, they should be given at the end of the text by lettering as ““*Appendix A, Appendix B*” in italics. In the text, they should be indicated with their labels. For example; “ Reviewing doctoral and master thesis done on News in Turkey since 1990 (*Appendix A* and *Appendix B*), it can be seen that most of them have focused on the issues of representation, ideology and discourse.”
21. Heading levels in the text should be according to the following rules.
1st Level: Left Aligned, Bold, First Letter Of Each Word Capitalized - 14 font
2nd Level: Left Aligned, Bold, First Letter Of Each Word Capitalized - 12 Font

3rd Level: Left Aligned, Bold, Italic, First Letter Of Each Word Capitalized - 12 Font

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References

All references should include all authors' surnames and the first letters of their names.

References should be written according to the following examples.

- References written by same author should be sorted by the year before. If there are more than one reference written by same author in the same year they should be separated from each other by using small letters added at the end of the year as “2014a, 2014b”.

- If available, Journal’s Digital Object Identifier (DOI) numbers should be written in references. For example;

Anderson, A. K. (2005). Affective Influences on the Attentional Dynamics Supporting Awareness. *Journal of Experimental Psychology: General*, 154, 258–281. doi:10.1037/0096-3445.134.2.258.

If DOI numbers not available, Uniform Resource Locators (URL) should be written in references. For example;

Journal of Fe:Feminist’s URL. <http://cins.ankara.edu.tr/cansun.html>.

- If the original dates of classics (such as Marx, Freud) are known, they should be given at the end of the reference as;

(The original work is dated 1846)

- References has written by authors having same surname should be listed by author’s first name’s first letters, regardless of publication year. For example;

Köker, E. (1998). *Politikanın İletişimi İletişimin Politikası*, Ankara:Vadi.

Köker, L. (2007). *Hukuk Reformları Sürecinde Türkiye’nin İnsan Hakları Sorunu. İnsan Hakları Haberciliği*, (derl.) Sevda Alankuş, İstanbul: IPS Vakfı.

- Book’s and report’s rerefencing should be presented by first giving place of publication and than publisher. “Bookstore, publisher, pub. etc. attachments should not be given with publisher. For example;

New York, NY: McGraw-Hill

London, UK: Routledge

Ankara: İmge

Ankara: TÜBA

For Books: Surname, Initials (year). *Title of Book*. Place of publication: Publisher.

Single Author:

Harrow, R. (2005). *No Place to Hide*. New York, NY: Simon & Schuster.

Multiple Authors:

Abisel, N., Arslan, U. T., Behçetoğulları, P., Karadoğan, A., Öztürk, S. R. and Ulusay, N. (2005). *Çok Tuhaf Çok Tanıdık*. İstanbul: Metis.

For Edited Books: Surname, Initials (Ed.) (year). *Title of Book*. Place of publication: Publisher.

Özbek, M. (Ed.) (2005). *Kamusal Alan*. İstanbul: Hil.

For Edited Book Chapters: Surname, Initials (year). Chapter Title. Editor's Name and Surname. *Title of the Book* (Pages). Place of publication: Publisher.

Calabrese, F.A. (2005). The Early Pathways: Theory to Practice. Mary Stankosky (Ed.). *Creating the Discipline of Knowledge Management* (pp. 15-20). New York, NY: Elsevier.

For Books With Multiple Editions:

Strunk, W. Jr. & White, E. B. (2000). *The Elements of Style* (4. Baskı). New York: Longman.

For Journals: Surname, Initials (year). "Title of Article". Journal Name, volume, number, pages.

Single Author:

Aktay, Y. (1999). Aklın Sosyolojik Soykütüğü: Soy Akıldan Tarihsel ve Toplumsal Akla Doğru. *Toplum ve Bilim*, 82, 114-140.

Multiple Authors:

Capizzi, M. T. and Ferguson, R. (2005). Loyalty Trends for the Twenty-First Century. *Journal of Consumer Marketing*, 22 (2), 72-80.

Binark, F. M. and Çelikcan, P. (1998). Mahremin Müzakereye Çağrılması ve Yılda Örneği. *Kültür ve İletişim*, 1 (2), 197-214.

For Electronic Sources: Date the reference was accessed and DOI numbers should be given at the end of the reference. If DOI numbers not available full URL should be given instead.

Only Electronic Printed Books:

O'Keefe, E. (n.d.). *Egoism & the cnsts in Western values*. Available at: <http://www.onlineoriginals.com/showitem .asp litem I 135>. (Accessed 5 March 2014)

Castle, B. (2005). *Introduction to web services for remote portlets*. Available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (Accessed 12 November 2007).

Electronic Version of Books:

Freud, S. (1953). The Method Of Interpreting Dreams: An Analysis Of A Specimen Dream. J. Strachey (Ed. & Trans.), *The Standart Edition Of The Complete Psychological Works Of Sigmund Freud* (Vol. 4, pp. 96-121). (The original work is dated 1900). Available at: <http://books.google.com/books>.

For Electronic Journals:

Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication. doi: 1 0.1 057/palgrave.kmrp.8500141.

Conway, P. (2003). Truth and reconciliation: The road not taken in Namibia. *Online Journal of Peace and Conflict Resolution*, 5(1).

http://www.trinstitute.org/ojpcr/5_1conway.htm

For Electronic Newspaper Articles:

Çetin, Ö. (2010, 21 January). Televizyon alışkanlıklarımız IPTV ile değişecek. www.hurriyet.com.tr

For Multi-volume References:

Pflanze, O. (1963-1990). *Bismarc and the Development of Germany* (Cilt 1-3). Princeton, NJ: Princeton University Press.

[Giving the reference in the text: (Pflanze, 1963-1990)]

For Using One Volume of Multi-volume References:

Pflanze, O. (1990). The Period of Fortification, 1880-1898: Cilt 3. *Bismarck and The Development of Germany*. Princeton, NJ: Princeton University Press.

New Edition Of An Earlier Edition:

Smith, A. (1976). An inquiry into the nature and causes of the wealth of nations. E. Cannan (Ed.). Chicago: University of Chicago Press. (First Edition 1776).

[Giving the reference in the text: (Smith, 1776/1976)]

For Book Translations:

Weber, M. (1958). *The Protestant Ethic and The Spirit of Capitalism*. T. Parsons (Translator). New York: Charles Scribner's Son. (First Edition 1904-1905).

[Giving the reference in the text: (Weber, 1904-1905/1958)]

For Reports And Technical Articles:

Gencil Bek, M. (1998). *Mediscape Turkey 2000* (Report No. 2). Ankara: BAYAUM.

For Non- Authored Editorial Posts:

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1-2.

For Non- Authored Newspaper and Magazine Posts:

The United States and the Americas: One History in Two Halves. (2003, 13 December). *Economist*, 36.

[Giving the reference in the text: (The United States and the Americas, 2003)]

Strong afterchocks continue in California. (2003, 26 December). *New York Times* [National Edition]. s.23.

[Giving the reference in the text: (Strong aftershock, 2003)]

For Authored Newspaper and Magazine Posts:

Bruni, F. (2003, 26 December). Pope pleads for end to terrorism and war. *New York Times*, s.21.

For Introduction Letters:

Orr, H. A. (2003, 14 Ağustos). What's not in your genes. [Review of the book *Nature via nurture: Genes, experience, and what makes us human*]. *New York Review of Books*, 50, 38-40.

For Unpublished thesis, posters, papers: URL and imprint information should be given If reference is installed from Council of Higher Education (YÖK).

Sarı, E. (2008). *Kültür Kimlik ve Politika: Mardin'de Kültürlerarasılık*. (Unpublished Doctoral Thesis). Ankara Üniversitesi/Sosyal Bilimler Enstitüsü, Ankara.

For Encyclopedias:

Balkans: History. (1987). *Encyclopaedia Britannica* (15. Baskı. Cilt. 14, s. 570-588). Chicago: Encyclopaedia Britannica.

[Giving the reference in the text: (Balkans: History, 1987)]

For Dictionaries:

Gerrymander. (2003). *Merriam-Webster's collegiate dictionary* (11. Baskı).
Springfield, MA: Merriam-Webster's.

[Giving the reference in the text: (Gerrymander, 2003)]

For Interviews:

Arroyo, Gloria Macapagal. (2003). A time for Prayer. Michael Schuman ile söyleşi.
Time. 28 Temmuz 2003. Erişim Tarihi 13 Ocak 2004,
<http://www.times.com/time/nation/article/0,8599,471205,00.html>

For Tv Programmes:

Long, T. (Scenarist), Moore, S. D. (Director). (2002). Bart vs. Lisa vs. 3. Grade [Soup
Opera]. B. Oakley ve J. Weinstein (Yapımcı), *Simpsons*. Episode: 1403 F55079. Fox.

[Giving the reference in the text: (Simpsonlar, 2002)]

For Films:

Huston, J. (Director/Scenarist). (1941). *The Maltese Falcon* [Film]. U.S.: Warner.

[Giving the reference in the text: (The Maltese Falcon, 1941)]

For Photographs:

Adams, Ansel. (1927). *Monolith, The Face of Half Dome, Yosemite National Park*
[Fotoğraf]. Art Institute, Chicago.

[Giving the reference in the text: (Adams, 1927)]

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