

## *Publication principles and guidelines for writing*

### **GENERAL GUIDELINES FOR WRITING**

1. A minimum of 150 words and a maximum of 200 words in all manuscripts should be provided in Turkish and English abstracts. Key words consisting of at least 3 and at most 5 words under the abstracts should be given in abstract language.
2. The parts that should be emphasized in the text should be written in italic letters and the quotations should be written in italics and given in quotation marks. Dark characters should not be used unless required.
3. The margins should be 3' cm. And the pages should not be numbered.
4. The guidelines for writing issued by the Turkish Language Institution should be taken into account for the writing of the words.
5. The page layout of the texts to be added to the system must be made by the author and in accordance with the following rules for margins:
  - A- Paper Size: A4 Vertical (Horizontal pages should not be included.)
  - B- Upper Margin: 2.5 cm
  - C- Lower Margin: 2.5 cm
  - D- Left Margin: 2.5 cm
  - E Right Margin: 2.5 cm
  - F- Font: Word 6.0 and above for Windows with Times New Roman font should be written papers which are used in a special font should be in that file and be sent along with the text.
  - G- Text Size must be 11 in the title, 11 in the text, 10 in the abstract and 9 puntos in the footnotes
  - H- Paragraph spacing: 6 nkbefore - 0 nkafter
  - I- Line Spacing: 1 in the text, 1 in the footnotes.
  - J- The headline of the manuscripts must be written in capital letters at the beginning of the first page, and the subheadings should be written in bold with the first letters in capitals. All titles should be written in bold. The names and surnames of authors, academic titles, work places, corresponding addresses must be written just below the title.
  - K- The abstracts of the manuscripts in English and Turkish and their keywords must be shown in 10 points under the authors' names and address information.

## **WRITING GUIDELINES FOREXPERIMENTAL PUBLICATIONS**

### Sections and sub-sections

1. The main text should be composed of the following sections  
INTRODUCTION, METHOD, FINDINGS, DISCUSSION, CONCLUSION and  
RECOMMENDATIONS.
2. Headings should not be specified in numbers, it should be in the form of chapter title, lower, middle and sub-headings
3. The table headings should be written on the chart, the drawing and picture headings should be written under the drawing and the picture. The first letters of the table, drawing and picture headings should be in capitals.

### ***Source Listing & referencing***

1. The source listing & bibliography should be in accordance with the APA standards as described in the Journal of the American Psychological Association, 5th Edition, 2001). The source list & bibliography should be at the end of the article.

#### • Writing in-text references:

... (Simsek, 1998)

... (Alkan et al., 1995)

... (Deryakulu, 1995, Ataizi and Simsek, 1999)

Moor et al. (1993).....

According to Tripp (1993/1996) .....

NOTE: The page number should be shown in the direct citations.

#### • Referencing together with the previous publications

... (Edeline & Weinberg, 1991, 1993).

... (Gogel, 1984, 1990, in press).

#### • Various studies

(Johnson, 1991a, 1991b, 1991c; Singh, 1983, 1992a, 1992b).

... (Balda, 1995, Kamil, 1998, Peperberg & Funk, 2000).

#### • A special part of the source

... (Cheek & Buss, 1981, p. 332)

..... (Shimamura, 1989, chapter 3)

#### • Special section for electronic sources (paragraph number is given)

... (Mayer, 2000, 5)

..... (Beutler, Conclusion section, paragraph 1)

#### • Periodicals

Writer, A.A., Writer, B. B., & Writer, C.C. (1994). The title of the manuscript . Name of the journal, xx, xxx-xxx.

#### • Books

The author, A.A. (1994). The name of the book. Place of Printing: Name of printing house.

#### • Translation Book

The author, A.A. (1994). The title of the book (Translating Author (s) A.A; Translation). Place of Printing: Name of Printing (Year in which the original study was published).

• Book Section

The author, A.A. (1996). Sectiontitle. Editor's Name (Edt), Title of The Book (pp. Xxx-xxx).  
Place of Printing: Name of printing house.

Online periodicals

The author, A.A. (2000). The title of the manuscript. Title of the period, xx, xxx-xxx. The work was taken on .... / ..... / 200 ..

• Online document

The author, A.A. (2000). Title of the work. The source was published by ..... in .. .... / ..... / 200 ..

***Examples for referencing & bibliography:***

- Alkan, C. (1995). Eğitim Teknolojisi. (Dördüncü Baskı). Ankara:AtillaKitapevi.
- Alkan, C., Deryakulu, D. ve Şimşek, N. (1995) Eğitim Teknolojisine Giriş. Ankara: Önder Matbaacılık.
- Deryakulu, D. (2000). Yapıcı Öğrenme. A.Şimşek (Editör): Sınıfta Demokrasi (s.53-77). Ankara: Eğitim- Sen Yayınları
- Gökdaş, İ., (2003). Bilgisayar ve sınıf ortamında durumlu öğrenmenin öğrenci başarısı, tutum ve transfere etkisi. Yayınlanmamış doktora tezi. Ankara Üniversitesi Eğitim Bilimleri Enstitüsü. Ankara.
- Şimşek, N. (2002). BİG16 Öğrenme biçemleri envanteri. Eğitim Bilimleri ve Uygulama, 1(1), 33-47.
- Oliver, R., & Herrington, J. (1995). Making the most of the media in multimedia. Web: <http://cea.curtin.edu.au/tlf/tlf1995/oliver.html>. 21.03.2001 tarihinde alınmıştır.

Laplace, P.-S. (1951). A philosophicalessay on probabilities (F.W. Turcott&F. L. Emory; Trans.). New York: Dover. (Original workpublished 1814).