

PAPER PREPARATION GUIDELINES

Papers must be formatted to fit an A4 page (custom size: 19.5 x 27.5 mm) The paper text must be written in the form of a single column as plain text. While preparing the page setup, there must be **2,5 cm margin** from top and right and **2.5 cm margin** from bottom and left. The manuscript must be written in "**Calibri**"; **font size 10**; justified; **single line spacing** in Microsoft Word. There must be two line spaces between titles. Tables must be prepared in font size **10** and **References** must be in **font size 10**. Articles must **10 pages**, excluding the indicative abstract.

I. Title

The title of the paper must be written in font size 12. The title should be in uppercase and must be centered. The title must be short and relevant to the topic. The title must not exceed 12 words in the language in which the papers is published.

Titles and work places of author(s) and, if any, the email address and name of the university, laboratory or institution where the research was conducted.

II. Abstract

The abstract must be written in font size 10 and the text should be justified. The abstract must not exceed 150 words. Immediately after the abstract, provide a minimum of **3-5 keywords**. Keywords must be in lower case and should be written in Turkish and English.

III. Chapters and Subchapters

Chapter titles must be written in bold uppercase, and subchapter titles must be written in bold lowercase. Main chapters must be numbered successively as INTRODUCTION, METHOD, FINDINGS, DISCUSSION AND CONCLUSION and REFERENCES

IV. Figures

Diagrams and graphics must be drawn in such a way that they can be printed on white paper. The maximum size for illustrations is 13 x 18 centimeters. Each figure must have a number and subtitle. If any source was used, it must be stated in parenthesis below the figure. Figures must indented 2,5 cm from the left text margin, should be placed appropriately within the text and should have no text to the left or right. Pictures that do not fit into the end of a page must be placed on the following page or should be included after the References, as an APPENDIX

V. Tables

The table caption and table number must be given above the table (right aligned). The content of the table must be expressed in the title, next to the table number. The first letter of each word in the table caption must be in uppercase. Nothing must be written to the left or right side of tables. Tables must be formed using the "*Table*" menu in Microsoft Word. Table contents must be written in font size 10 and must be arranged in such a way that no space is left before or after the lines. Lines used in the tables must be 1, 5 pt at most and there must be no line between rows and columns except for in categorizations on row and column headings.

VI. References

References must be given in accordance with APA 5 (American Psychological Association) standards. 've' must be written before surname of the last author in Turkish sources with more than one author; and '&' must be written before the surname of the last author in foreign sources.



APA STYLE MANUAL – 5th Ed.

HOW TO USE

Documenting Sources

APA requires the use of in-text parenthetical citations, not footnotes. These in-text citations lead readers to complete bibliographic information included in the alphabetical list of references at the end of the paper. In-text citations can be handled in different ways.

If you use the author's name in the sentence, simply include within parentheses the date of publication after the author's name:

Barrow (1974) found

However, if you do not incorporate the author's name into the sentence, include the author's last name and publication date within parentheses:

. . . (Barrow, 1974).

Either approach may be used regardless of the number of authors.

If a source has two authors, cite both names every time the reference appears in the text.

. . . (Dewdney & Ross, 1994).

Dewdney and Ross (1994) found. . . .

For a source with three, four, or five authors, cite all of the authors the first time a reference occurs. For any subsequent occurrences of the same reference, use the first author's name with "et al." signifying the other authors. Follow this with the date of the publication. Omit the year from each subsequent occurrence of the same reference falling within the same paragraph.

(Smith, Rubick, Jones, & Malcolm, 1995)

Smith et al. (1995) argue that. . . .

(Smith et al., 1995)

For a source with six or more authors, include only the first author's name followed by "et al."

Peffer et al. (1997) contend. . . .

(Peffer et al., 1997)

If a source has a group (corporation, government agency, association, etc.) as an author, the name is usually spelled out in every text citation. However, if the name is long and the abbreviation is easily recognizable or understandable, spell it out for the first text citation and abbreviate for subsequent citations.

First text citation:

(Association of College and Research Libraries [ACRL], 1996)

Second or subsequent citations:

(ACRL, 1996)

ACRL (1996) found that. . . .

In citing a specific part of a source, indicate the page, chapter, figure, table, etc. after the publication year. Abbreviate *page* or *chapter*.

Gallati (1988, p.38) observed...

(Gallati, 1998, p.38)

(Plotnik, 1982, chap. 2)

When citing information from a Web page that doesn't provide page numbers, use the paragraph symbol (§) or the abbreviation (para.) to indicate the paragraph being cited. If the Web page doesn't have page or paragraph numbers, cite the heading and the number of the paragraph following it.

(Myers, 2000, §5)

(Lehman, 2001, Recommendation section, para. 2)

Reference List

General Guidelines for Organizing APA-style References Lists

In APA style, the alphabetical list of works cited is called "References." As you prepare your list of references, follow these guidelines:

1. Alphabetize the list of sources by the author 's (or editor's) last name; if there is no author or editor, alphabetize by the first word of the title other than *a*, *an*, or *the*. Use initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first.
2. Use one space after periods, colons, semi-colons, and commas.
3. With two or more authors, use all authors' names rather than "et al" unless there are seven or more authors. Again, start with the last name and use initials for the first and middle names for **all** authors. Instead of the word "and," use an ampersand (&) and separate the names with commas.
4. The publication date should appear in parentheses directly after the last author's name; put a period after the final parenthesis. For books, list year only. For magazines, newsletters, and newspapers give the year followed by the exact date on the publication (2000, November 10). If you list two works by the same author published in the same year, alphabetize by title, unless they are part of a series.
5. Put the title after the year of publication. Book titles and subtitles should be italicized. Capitalize only the first word and proper nouns in a title or subtitle.
6. Don't put titles of articles in quotation marks or italics, and, as with a book, only the first word of the title and subtitle and any proper nouns are capitalized. Periodical titles are capitalized just as you would normally, and italicize the name of the periodical and the volume number.
7. Include the city and official state abbreviation as well as the publisher in book citations. If the city is well known, omit the state abbreviation. The publisher's name may be shortened, as long as it is easy to recognize, as in this example: New York: Harper.
8. Use p. (pp. for plurals) *only* before page numbers of newspaper articles and chapters in edited books, not in references to articles from magazines and journals. In contrast, parenthetical references in the text of a paper leading to specific pages always include p. or pp.—no matter what type of source.
9. Double space each entry and use hanging indentation (the first line of an entry isn't indented, but every subsequent line in the entry is indented five spaces).
10. Retrieval information must be given for electronic sources. The statement should provide the date the information was retrieved along with the name and/or address of the source. If the information is from an aggregated database (i.e. Periodical Abstracts), provide the name of the database (no address needed).

For more detailed information, consult APA's [Publication Manual](#), which is available at the Information/Reference Desk.

Books, Reference Books, Government Publications

Books

Rovin, J. (1979). *The fantasy almanac*. New York: Dutton.

Wilson, C., & Grant, J. (Eds.). (1981). *The directory of possibilities*. New York: Rutledge Press.

Chapter in an Edited Book

Berry, V. (1994). Redeeming the rap music experience. In J. S. Epstein (Ed.), *Adolescents and their music: If it's too loud, you're too old* (pp. 165-188). New York: Garland.

Reference Books

If there is no byline (author), begin with entry title and publication date.

Dober, R. P. (1988). Campus planning. In *Encyclopedia of architecture: Design, engineering, & construction* (Vol. 1, pp. 527-539). New York: John Wiley & Sons.

Government Publications

U.S. Food and Drug Administration. (1987). *Can herbs really heal?* (HHS Publication No. FDA 87-1140). Rockville, MD: Author.

Periodicals (Scholarly Journals, Magazines, Newspapers)

Articles in Scholarly Journals Paginated by Volume

Dewdney, P., & Ross, C. S. (1994). Flying a light aircraft: Reference service evaluation from a user's viewpoint. *RQ*, 34, 217-230.

Magazines

Date must be the date shown on publication (day and month for weeklies and month for monthlies). Add the volume number after the title.

Armstrong, L., Yang, D. J., & Cuneo, A. (1994, February 28). The learning revolution: Technology is reshaping education--at home and at school. *Business Week*, 3360, 80-88.

Newspapers

Page numbers must be preceded with p. or pp.

Adande, J. A. (1995, December 10). By George, Buckeye wins Heisman Trophy. *Washington Post*, p. D1.

Electronic Resources

The general rule to follow for citing all Internet sources, is to direct readers as closely as possible to the information being cited – whenever possible, reference specific documents rather than home or menu pages. Also, when required to provide a Web address, be sure that the URL works!

Full-Text Articles from Databases (Ex: Lexis-Nexis Academic, Academic Search Premier, OhioLINK EJC, etc.)

When citing articles (or other material) retrieved from a database, cite the article as appropriate to the format of the item (i.e. journal or newspaper) and then give the date of retrieval and name of database.

Barone, M. (2003, June 9). Next stop, Medicare? *U.S. News & World Report*, 134, 24. Retrieved October 24, 2003, from Academic Search Premier database.

Internet Articles Based on a Print Source: (Ex: Business Week Online, New York Times on the Web, etc.)

If you have accessed an article on an Internet website (not via a database) that is a duplicate of the print version, and you have only viewed the article in the electronic form, cite the article as appropriate to the format of the item (i.e. journal or newspaper), and then add [Electronic version] after the article title.

Sadeh, A., Raviv, A., & Gruber, R. (2001). Sleep patterns and sleep disruptions in school-age children [Electronic version]. *Developmental Psychology*, 36, 291-301.

Articles from an Internet-only Journal (Article does not appear in print journal or magazine)

Matthews, J. & Wiggins, R. (2001, December 3). Libraries, the Internet and September 11. *First Monday*, 6(12). Retrieved January 15, 2002, from http://www.firstmonday.dk/issues/issue6_12/matthews/index.html

Nonperiodical Documents on the Internet

At a minimum, a reference to an Internet source should provide a document title, date (publication date or date of retrieval), and a Web address. Use n.d. (no date) when a publication date is not known. Use chapter or paragraph identifiers in place of page numbers if available. If a document is part of a large Web site, such as a university, identify the organization before giving the URL for the document itself.

Schwartz, B. *Lyme Disease*. (n.d.) Retrieved December 2, 2001, from the Johns Hopkins Arthritis Web site: <http://www.hopkins-arthritis.com/other/lyme.html>

Information literacy competency standards for higher education. (2001, April 17).

Retrieved January 10, 2002, from the Association of College and Research Libraries Web site: <http://www.ala.org/acrl/ilcomstan.html>

Benton Foundation. (1998, July 7). Barriers to closing the gap. In *Losing ground bit by bit: Low-income communities in the information age* (chap. 2). Retrieved August 18, 2001, from <http://www.benton.org/Library/Low-Income/two.html>

References

American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: Author.