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**MANUSCRIPT TITLE<sup>1</sup>**  
**(CENTERED, CAPITALIZED, BOLD, 12 P.)**

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**ABSTRACT (UPPER CASE, BOLD, 10 P.)**

At the beginning of the article, there should be an abstract in Turkish and English consisting at least 150 and maximum 250 words which concisely expresses the problem, purpose, importance, method, and findings/results of the research. Abstracts should be indented 1,5 cm both from the left and the right. Keywords consisting of at least 5 and at most 8 words should be given below the abstract.

**Keywords:** Keywords should be ordered from general to specific. The first letters of the keywords should have uppercase letters, the other letters should have lowercase letters and they should be separated by commas.

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**TURKISH MANUSCRIPT TITLE**  
**(CENTERED, CAPITALIZED, BOLD, 12 P.)**

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**ÖZ (UPPER CASE, BOLD, 10 P.)**

Makalenin başında, araştırmanın problemini, amacını, önemini, yöntemini ve bulgularını/sonuçlarını öz biçimde ifade eden ve en az 150 en çok 200 kelimeden oluşan Türkçe ve İngilizce özet bulunmalıdır. Özet metinleri soldan 1,5 cm; sağdan 1 cm içten yazılmalıdır. Özeti altında, en az 5 en çok 8 sözcükten oluşan anahtar kelimeler verilmelidir.

**Anahtar Kelimeler:** Anahtar kelimeler genelden özele doğru sıralanmalıdır. Anahtar kelimelerin ilk harfleri büyük, diğer harfleri küçük olmalı ve virgülle ayrılmalıdır.

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**MAIN HEADING (JUSTIFIED, CAPITALIZED, BOLD, 12 P.)**

Main heading should be compatible with the content.<sup>2</sup>

Manuscripts should not exceed 7000 (seven thousand) words and book reviews should not exceed 1000 (thousand) words. The parts that need to be emphasized in the text should be written in italic letters, not bold.

Tables should have numbers and titles. The number of the table should be written at the top, left-justified and vertical, the title of the table should be written italic with the first letter of each word capitalized. Tables should be in the appropriate places in the text. The number and the title of the figures should be centered just below the figure. The figure number should be written italic, ends with period; and the figure name should be written vertically with just first letter capitalized.

Direct quotations of 40 words or longer are written as a separate paragraph with a 1.25 cm indent from the left, leaving a space at the top and bottom with the text, as in this example. Paragraph indentation is not made in such blockquotes and not used quotation marks at the beginning or end of the text.

Details such as page numbers, headers and footers should not be included in the manuscripts.

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<sup>1</sup> If the article is derived from the thesis or the symposium paper, this should be indicated by giving footnote to the article title. i.e., This study is derived from the master's / doctoral thesis titled ..... which was approved by the Institute of ..... on .....

<sup>2</sup> Footnote can be added only in cases that require explanation (9-point).



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ABSTRACT  
and  
ÖZ

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### **SUBHEADINGS (JUSTIFIED, TITLE CASE, BOLD, 12 P.)**

In the study, subheadings can be used to provide an information systematically and the headings can be numbered, if necessary. Only the first letters of the subheadings should be bold and capitalized. Authors should continue from the same line by placing a colon at the end of the level 3 headings.

### **CONCLUSION (JUSTIFIED, CAPITALIZED, BOLD, 12 P.)**

A conclusion section should be included that evaluates the findings of the study.

**1 LINE SPACE**

### **EXTENDED ABSTRACT (JUSTIFIED, CAPITALIZED, BOLD, 12 P.)**

There should be an extended abstract consisting of at least 300 and at most 500 words and mentioning the purpose, method, findings, and results of the work. Extended abstracts should be prepared in English for Turkish articles; and in Turkish for articles written in English and Arabic. Extended abstract should be added after the conclusion of the article, before reference list.

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## REFERENCES (SHOULD START ON A NEW PAGE)

References should be given in accordance with APA 7 (American Psychological Association 7th Edition) standards. Some examples of references are given below (Retrieved from [APA Style Common Reference Examples Guide, APA Style 7th Edition](#)). More rules and detailed examples are available at the [Reference examples \(apa.org\)](#).

### SAMPLE REFERENCE LIST

American Psychological Association. (n.d.). Internet addiction. In *APA dictionary of psychology*. Retrieved April 24, 2020, from <https://dictionary.apa.org/internet-addiction>

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### Disclosure Statements:

**1. Contribution Rate:** In articles with two or more authors, the contribution rates of the authors should be stated at the end of the article. i.e., 1. Author 50%, 2. Author 50% or 1. Author 40%, 2. Author 30%, 3. Author 30%.

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**2. Conflict of Interest Statement:** The authors should state at the end of the article that they do not have any personal or financial conflicts of interest with other people and institutions related to the research.

**3. Ethics Committee:** In studies that require ethics committee permission, information about the permission (name of the committee, date and number) should be added at the end of the article as follows “Ethics committee approval of this article was taken from ..... (name of the committee), with ..... (date), ..... (number).”

**4. Acknowledgement Statement:** An acknowledgement statement should be included at the end of the article, if there are institutions and organizations that support and contribute to the study.



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