Page Layout Margins (Normal) (2.5cm from 4 sides)  
Arial, Main Titles 12pt, Subtitle (Second Level Heading) 11pt, Text and Bibliography 11pt font size.  
Turkish and English Abstract / Abstract should be arranged on separate pages.

**The Title of the Work Should Be Clearly Reflecting Its Content and Should Be Inclusive. The Initial Letter of Each Word Except Conjunctions Should Be Capitalized and Should Not Exceed 15 Words (Arial, 14 pt, bold and right justified) \***

Name SURNAME[[1]](#footnote-1) Name SURNAME[[2]](#footnote-2)\*\*\*

**ABSTRACT**

*Abstract-Writing in Bilgi Dünyası should be in IMRAD structure as in the writing of the main text. In this context, it should clearly and briefly reflect the purpose, scope, method (research design, data collection and data analysis methods), results, prominent aspects and original value of the study. The abstract should be prepared separately in Turkish and English, and both Abstracts should be maximum 250 words. (11 pt, italic, 1.15 line spacing)*

***Keywords:*** *Keywords should be separated by commas. The first letter of the first keyword should be capitalized and other keywords should be written in lowercase unless they are a proper name. A minimum of 5 and a maximum of 7 keywords that reflect the integrity of the study should be determined. (11pt, italic, 1.15 line spacing)*

**Turkish Title (In line with the English title of the study, an Turkish title should be prepared that clearly reflects the content of the study and has an inclusive nature. Except for conjunctions, the initial letter of each word should be capitalized. (Arial, 13 pt, bold and right justified) \*\*\*\***

Name SURNAME\*\*\*\*\* Name SURNAME[[3]](#footnote-3)\*\*\*\*\*\*

**Abstract**

*It should clearly and briefly reflect the purpose, scope, method, results, highlights and original value of the study. Abstract should be prepared separately in Turkish and English, and both Abstracts should be maximum 250 words. (11pt, italic, 1.15 line spacing)*

***Keywords:*** *Keywords should be separated by commas. The first letter of the first keyword should be capitalized and other keywords should be written in lowercase unless they are a proper name. A minimum of 5 and a maximum of 7 keywords that reflect the integrity of the study should be determined. (11pt, italic, 1.15 line spacing)*

**Introduction (Main title / first level title 12 pt bold)**

In the introduction part**, the basis of the research subject, summary information about the parts of the study, its equivalent in the scientific literature, the importance of the research, its objectives and the research problem / questions / hypotheses should be detailed in the introduction part**. This section can be collected under a single heading or can be detailed with different titles. However, the purpose and problem / questions / hypotheses of the study should be presented as a subtitle in the "Introduction" section. Bold or underlined expressions should not be used in the text.

It is recommended to prefer Turkish counterparts instead of foreign words in the study text. It is necessary to specify the quotations made and the sources used in the study.

In all the following sections, main headings (first level heading) 12 pt bold, subheadings (second level heading) 11 pt bold, third level heading 11 pt italic and bold, justified, all main and sub headings before and after 12nk, text 11pt, arial, after the first paragraph, other paragraphs should begin indented.

**The Purpose and Problem / Questions / Hypotheses of the Research (Second level title 11 pt bold)**  
  
The purpose and problem / questions / hypotheses of the research should be presented as a subtitle in the "Introduction" section.

**Method**

The type of research, model, research group, data collection techniques, validity and reliability, analysis of the data, limitations and, if necessary, ethics committee approval should be detailed in the method section. This section aims to increase the readability and comprehensibility of the study; Under the main title of method (the general title where the research pattern is written with reference), the population and sample and / or study group should be presented under the subheadings of data collection and data analysis.

**Population and Sample / Study Group**

Detailed information about the population and sample of the study or study group should be included.

**Data Collecting**

Data collection techniques (quantitative and qualitative), reliability and validity studies in obtaining data, stages and processes of obtaining data, ethics committee permissions, etc. information should be presented in a comprehensive way.

**Data Analysis**

Information on data analysis techniques, statistical calculations, reliability and validity calculations performed according to the research method (quantitative or qualitative) should be presented in detail.

**Results**

Findings of the research should be explained with the relevant tables, figures, graphics or pictures in a way that it supports the aim and problem of the study and maintains its integrity.

The tables, figures, graphics or pictures used must be guided in the text. Findings presented as graphics or figures should be delivered in high quality (at least 300 DPI resolution) in terms of publication quality and readability. Direct use of SPSS outputs in presenting the findings given as tables should be avoided and Tables should be given in the format in accordance with APA 7 standards. All tables, graphics, figures and pictures used in the study should be titled according to APA 7 standards.

“Results” section can be given with subtitles in order to increase the readability and comprehensibility of the study.

**About Tables**

Table and Figure title and text properties should be given by considering the structure in the examples in the template. If the figures contain an image or an image that cannot be edited, they should be transferred in Word at 300 DPI resolution and the original figure should be uploaded with the “Upload An Additional File” option in the 4th step of the Article Submission steps.

Table and Figure title and text features should be given by taking APA 7 rules into account.

Table and Figure explanation notes, if any, are given in 11pt text size under the Table and Figure as “Explanatory Note”.

The bibliography and copyright notice for Tables and / or Figures transferred or adapted from other sources should be indicated in the Table and / or Figure legend note.

**Table and figure names**: 6nk spaces are given before and after the tables and figures. The Table and its Number are indicated in bold (eg **Table 1**), and the Table Header is indicated double line under the table number in italics. Figure and Number are indicated in bold (eg. **Figure 1**), Figure Title is indicated double line below the figure number and in italics.

**Table and figure captions:** Table titles and text in 11 pt. If the figure is a graphic and in an editable format, the title and internal texts are given in 11 pt.

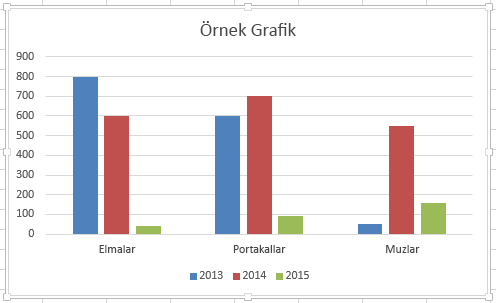
**Table 1**

*Table Header (The Initial Letter of Each Title Word Must Be Capital)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Aaaa** | | **Ccccc** | **Ddddd** |
| **Bbb** | | 22,6 | 13 |
| **Ccc** | |  |  |
| **Toplam** |  | 122 | 95,5 |

**Figure 1**

*Figure Header (The Initial Letter of Each Title Word Must Be Capital)*



Explanatory note: Table and Figure explanation notes, if any, are given in 11 pt and italic. under the Table and Figure as "Explanatory note."

**Discussion\*\*\*\*\*\*\***

In the light of the importance of the research, the findings should be discussed with the literature and authors' comments.

**Result\*\*\*\*\*\*\***  
In the conclusion part, the main ideas that emerged in the light of the discussions should be explained.

**Suggestions\*\*\*\*\*\*\***

Suggestions should be made in accordance with the discussion and result of the study. It should also include suggestions for future studies and practices in the field that will contribute to the literature.

**Acknowledgments[[4]](#footnote-4)\*\*\*\*\*\*\*\***

Acknowledgments should be given to the people or institutions who made little contribution during the preparation of the research.

**Conflicts of Interest\*\*\*\*\*\*\*\***

The author / s of the study must indicate that there is no personal or financial conflict of interest within the scope of the study.

If there is a situation that may cause a conflict of interest, the responsible author should state this situation in the "Copyright Transfer Form and Conflict of Interest Declaration Form" and also in the article when submitting the article to the Journal. If there is no conflict of interest, the statement "There is no conflict of interest between the authors" is written.

**Financial Support\*\*\*\*\*\*\*\***

The names of funds and organizations supporting the study should be included. The Scientific and Technological Research Council of Turkey (TUBITAK) or the Scientific Research Projects (BAP) in the study who received support, strong support type must be specified.

**Authorship Contribution\*\*\*\*\*\*\*\***

Authors' contributions to the research (planning of the research, experimental applications, data collection and statistical analysis, writing of the article) should be included in the articles with multiple authors.

**Ethics Committee Decisions and Permissions\*\*\*\*\*\*\***

Ethics committee approval should be obtained separately for all studies requiring the decision of the ethics committee and the information about the permission (name of the board, date and number) should be included in the method section and also before the Bibliography after the "Authorship contribution". In case reports, the information that the informed consent form has been signed should be included in the article. In addition, permission should be obtained from the owners and specified for the use of scales, questionnaires and photographs belonging to others.

**Example 1**: Ethics Committee Approval, Numbered B89TK16 was obtained by University X Ethics Committee on July, 1st, 2020

**Example 2**: For the use of the Scale X, from the author(s) (with their name/s), permission was obtained through e-mail (etc.)

**Bibliography (Font family should be chosen as Arial and line spacing 4 nk. Indentation should be given under the 4th letter.)**

The bibliography should be prepared in line with the principles of APA 7 citation (See https://apastyle.apa.org/style-grammar-guidelines/references/examples). In-text citations and references should be given in accordance with the language of the full text. The procedures and principles of referencing in Turkish for the full text in Turkish, and the procedures and principles of referencing in English for the full text in English should be taken into consideration.

**Examples for Bibliography**

**Book**

Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods   
 approaches* (4th ed.). Sage Publications.

**Citation:** (Creswell, 2014, p. 126)  
 Creswell (2014, p. 126)

**In-Book Chapter**

Baysen, E., Hošková-Mayerová, Š., Çakmak, N., & Baysen, F. (2017). Misconceptions   
 regarding providing citations: To neglect means to take risk for future scientific research. In   
 Š. Hošková-Mayerová, F. Maturo & J. Kacprzyk (Eds.), *Studies in systems, decision   
 and control series: mathematical-statistical models and qualitative theories for economic   
 and social sciences* (Vol. 104, pp. 177-186) Springer.  
 <https://doi.org/10.1007/978-3-319-54819-7_12>

**Citation:** (Baysen et al., 2017, p. 207)  
 Baysen et al. (2017, p. 207)

**Translated Book**

Aronson, E., Wilson, T. D., & Akert, R. M. (2012). *Sosyal psikoloji* (O. Gündüz, Trans.). Social Psychology. (Original work published 2010)

**Citation:** (Aronson et al., 2010/2012, p. 12)

Aronson et al. (2010/2012, p. 12)

**Journal Article with a DOI**

Saranlı, A., & Metin, E. (2014). SENG üstün yetenekliler aile eğitimi modelinin üstün yetenekli çocuklar ve ailelerine etkileri. *Eğitim ve Bilim*, *39*(175), 1-13. <http://dx.doi.org/10.15390/EB.2014.3078>

**Citation:**(Saranlı & Metin, 2012, pp. 10-13)

Saranlı and Metin (2012, pp. 10-13)

**Electronic Article**

Erişti, S. D., & Belet, Ş. D. (2010). İlköğretim öğrencilerinin yazılı anlatım ve resimlerinde kültür algıları. *Elektronik Sosyal Bilimler Dergisi*, *9*(33), 245‐264. <https://dergipark.org.tr/tr/pub/esosder/issue/6147/82534>

**Citation:** (Erişti & Belet, 2010, p. 248)  
 Erişti and Belet (2010, p. 248)

**Dissertations and Theses**

Çakmak, N. (2016). *Lisans öğrencilerinin bilgi arama süreçleri ile ilgili kavramları, tutumları ve düşünceleri* [Unpublished doctoral dissertation]. Ankara Üniversitesi.

**Citation:**(Çakmak, 2016, p. 365)

Çakmak (2016, p. 365)

**Paper Presentation**

Çakmak, T., & Körpeoğlu, H. (2012). Web content management within the organizational identity framework: A Study for Hacettepe University Department of Information Management web content management system. In BOBCATSSS 2012 Information in E-motion 23-25 Ocak 2012 (pp. 91-93). Amsterdam: Hogeschool van Amsterdam.

**Citation:** (Çakmak & Körpeoğlu, 2012, p. 92)

Çakmak and Körpeoğlu (2012, p. 92)

**Paper Presentation (Unpublished)**

Şenyurt, Ö. (2017, 18-21 September). *Information literacy in Turkish education system* [Doctoral Forum]. The Fifth European Conference on Information Literacy, September, Saint-Malo, France.

**Citation:** (Şenyurt, 2017)  
 Şenyurt (2017)

**Web Page**

World Health Organization. (2020, 18 Ağustos). *WHO Director-General's opening remarks at   
the media briefing on COVID-19- 18 August 2020.*   
https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-  
media-briefing-on-covid-19---18-august-2020

**Citation:** (World Health Organisation [WHO], 2020)  
 World Health Organisation (WHO, 2020)

**Appendix[[5]](#footnote-5)\*\*\*\*\*\*\*\*\***

Additional tables, figures, graphics and pictures should be given in a new page after the bibliography. Each appendix should be classified as Appendix 1, Appendix 2, and each appendix should be titled separately. If there is an element used in addition, in-text directions for this element must be given.

1. \* If a part or the whole of the article, thesis or project study is presented as an announcement with the condition of being unpublished, it should be explained with footnotes in English.

   Corresponding author: (Corresponding author should be written with a footnote.)

   University/Institution Name, e-mail [↑](#footnote-ref-1)
2. \*\*\* University/Institution Name, e-mail [↑](#footnote-ref-2)
3. \*\*\*\* If a part or the whole of the article, thesis or project study is presented as an announcement with the condition of being unpublished, it should be explained with footnotes in Turkish.

   Corresponding author: (Corresponding author should be written with a footnote.) (in Turkish)

   \*\*\*\*\* *University/Institution Name, e-mail (Should be edited in Turkish.)*

   \*\*\*\*\*\* *University/Institution Name, e-mail (Should be edited in Turkish.)* [↑](#footnote-ref-3)
4. \*\*\*\*\*\*\* Discussion, Result and Suggestions can be given separately as well as given under one-title.

   \*\*\*\*\*\*\*\* In case There are Acknowledgments, Financial Support, Authorship Contributions, Ethical Committee Decisions and Permissions, those titles must be given in forms of Main Titles like Introduction or Method [↑](#footnote-ref-4)
5. \*\*\*\*\*\*\*\*\* Appendix must be located after “Bibliography” and this title should also be given like the main titles “Introduction” or “Method” [↑](#footnote-ref-5)