Title: Only Initial Letters Capitalized, Times New Roman 14 pt, Bold

(Your working title should not exceed 14 words)

Author 1, University, Country (10 fonts), mail@mail.com

Author 1, University, Country (10 fonts), mail@mail.com

Author 1, University, Country (10 fonts), mail@mail.com

## Abstract

Please do not use any other sub-title for the abstract. However, it should include introduction, purpose, method, results and conclusion. The abstract should be between 150-250 words. The paper should follow “Times New Roman” 10-point size and be single-spaced. Words should not be broken at the end of lines. Please use this template to write your paper.

**Keywords:** Word 1, word 2, word 3. (between 3- 5 words)

## Öz

“Öz” bölümüne lütfen alt başlık eklemeyiniz. Ancak “öz”de giriş, amaç, yöntem, bulgular ve sonuç bölümlerine ilişkin özet bilgilere yer veriniz. “Öz” 150-250 kelime aralığında. Metin “Times New Roman” 10 punto ile ve tek satır aralığında yazılmalıdır.

**Anahtar Kelimeler:** kelime 1, kelime 2, kelime 3. (3-5 kelime arası)

# Introduction

The full text of the paper should be prepared in A4 size and indented with 3 cm top, bottom 3 cm, left 3.5 cm, right 2.5 cm margins. In addition, the page header and footer indentation is 3 cm.

Full-text paper should be 10-15 pages including bibliography.

The full text of the paper should contain single line spacing and 6 pt space after each paragraph. No spaces should be left between paragraphs and the paragraph should begin without indenting.

All work should be written in Times New Roman font. First-level headings are capitalized, with 10 font size and bold, middle aligned; second-level headings are capitalized, with 10 font size and bold, aligned to the left; third-level headings should be written in 10 font size, italic and bold, aligned to the left. Only the first letter of the first word should be written in capital letters and the others should be written in lowercase.

Reference examples to be used in the study are given in this paragraph (Gencer, 2008; Metin, Yılmaz, & Akgün, 2021). The bibliography in parentheses should be in alphabetical order. When citing a work with six or more authors, only the surname of the first author should be given, and if the reference is in English, “et al.” (Johnson et al., 2010), in Turkish it is “vd.” should be written (Bilir vd., 2018). Studies with three, four, and five authors should be listed as surnames of all authors when cited for the first time, and should be given as "et al." or “vd” after the first author in subsequent publications.

If the source is given in the text, not in parentheses, it should be given as “According to Bilir (2015)…” or “In the study of Metin, Yılmaz and Akgün (2021)…”. When a source with three or more authors is mentioned for the first time in the text, all of the author's surnames are written, subsequent publications should be given as “Demir et al. (2010)”.

# Method (First Level Title)

Explanations on the design/model of the study, universe-sample/study group/participants, data collection tool(s), data collection process, data analysis technique and process, and validity and reliability measures should be included.

## Population and Sample / Study Group / Participants (Second Level Title)

According to the type / design of the work, the appropriate title from the above options should be used. You should describe in detail how the participants from whom the data were collected were identified.

While giving numerical values in the study (if it is not a finding), it should be written in text form if it is less than 10 or at the beginning of the sentence (“Twelfth grades…”, “three data collection tools…”, “…the study with 40 students” etc.). Decimal notations in the findings should be expressed with “dot (.)”, it should be two digits after the separator, and if it starts with 0, 0 should not be included (such as 10.78, .80).

## Data Collection Tools

The purpose, properties, validity and reliability of each data collection tool should be explained in detail.

### Xxxxx form (Third level title). [Paragraph continues]

### Xxxxx scale (Third level title). [Paragraph continues]

## Data Collection Process

Detailed information on how the data was obtained should be given (time, duration, conditions of data collection, etc.). If an experimental study has been carried out, the procedures performed in the experimental group and control group should be explained.

## Data Analysis

If quantitative methods are used in the analysis of the data, the statistical methods used and for qualitative methods the analysis method performed should be explained. Detailed and systematic information on how the analysis was carried out should be presented.

**Validity and Reliability Measures / Trustworthiness**

If a qualitative design is used in the study, one of these titles can be preferred. You should give detailed information about the validity and reliability/credibility precautions taken in the study.

## Role of the Researcher / Researchers

If a qualitative design was used in the research, information should be given about the role of the researcher.

## Ethical Issues

A statement should be made regarding compliance with the Research and Publication Ethics.

# Findings (First Level Title)

It continues from the previous chapter and is given with First Level Caption.

In this section, the findings are presented in line with the aims of the research. Tables and graphs are used when necessary. In this section, only the findings are presented and explained, and the interpretation is left to the discussion section. In the presentation of the findings, sub-headings can be created by using Second Level headings in line with the sub-goals/questions of the research.

Table representations in the study should be given as follows.

Table 1

Numerical Distribution of Examined Sections

| Departments | Anxiety | Self-Efficacy |
| --- | --- | --- |
| Mathematics | 7 | 5 |
| Foreign Language | 2 | 3 |
| Fine Arts | 4 | 1 |
| Business | 1 | 1 |
| Engineering | - | 1 |
| Total | 15 | 11 |

Table headings and the text within the table should be 9 points and left aligned. The name of the table should be written in *italics*, with the First Letters in Capital Letters and on a lower line. The table should not exceed the page boundaries. Font size may be reduced in case of non-compliance. There should be a line above and below the first row of the table, and below the last row. No lines should be used in the rows in between. Figure representations should be given as follows:

Figure 1. Types of rectangles

Figure and Chart Number should be italicized and left-justified below the figure or graphic in normal sentence order (e.g., *Figure 1.* Figure Title). The text inside the title and figure should be 9 points.

# Discussion, Conclusion and Recommendations (First level title)

It continues from the previous section and is given with Level 1 title. Subheadings can be created using Level 2 title.

In this section, the findings are discussed by making connections with the literature. It should be explained why the findings differ from the literature. The possible causes of the findings are interpreted based on the evidence. Instead of over-generalizations, explanations based on the findings are included. The results are tried to be discussed from many perspectives. Possible sources of error of the study are also taken into account in the discussion. A non-sharp narrative language is preferred in the discussion. The discussion takes place in the order of research objectives.

At the end of this section, the conclusion reached is highlighted and recommendations (consequences) are explained. Care is taken to ensure that suggestions/conclusions are based on research findings.

**References (First level title)**

Bibliography should be prepared in accordance with APA 6 citation principles. In-text references should be given in accordance with the language of the full text (Turkish/English). The principles and procedures of citing references in Turkish for the full text in Turkish, and the procedures and principles of citing references in English for the full text in English should be taken into account.

References are given in alphabetical order.

If the source is in Turkish, the procedures and principles of citing references in Turkish should be conducted. If the sources are in other languages, procedures and principles of citing references in English should be taken into account. “ve” is used in domestic publications and “&” sign is used in foreign publications. If a Digital Object Identifier (DOI) number is assigned to the article, it is added to the end of the resource.

If the same author has two works with the same date, the end of the date is sorted in lowercase letters.

When there are more than six authors in a study, if the study is in Turkish, write "ve diğerleri”, and if the study in English, write "et al." suffix after the sixth author. The names of the remaining authors are not written.

Authors can use the following examples to create a bibliography.

**Periodicals**

Author's surname, Author's initials. (Year). The name of the article. *Name of the Periodical, volume* (issue), page-page.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology, 65*(2), 1190-1204. doi: 10.1080/12312321212

Yondem, Z. D., & Tokinan, B. O. (2007). Examination of bullying in adolescents in terms of parent and peer relationships. *Journal of Education, 8*(2), 53-68.

**Book**

Author's surname, Author's initials. (Year). *The title of the book* (print number). Place of Publication: Publisher.

Mitchell, T. R., & Larson, J. R. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw Hill.

Kepceoglu, M. (1996). *Counseling and guidance.* (10th ed.). Ankara: Özdemir Offset.

**A Chapter from the Edited Book**

Author's surname, Author's initials. (Year). Title of the book chapter. In Editor's initials, Editor's last name (Eds.), *Title of book* (pp. page range with book chapter). Place of Publication: Publisher.

Massaro, D. (1992). Broadening the domain of the fuzzy logical model of perception. In H. L. Pick Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition:* *Conceptual and methodological issue* (pp. 51-84). Washington, DC: AmericanPsychological Association.

Erdamar, G. (2019). Yaşam boyu öğrenme*.* InÖ. Demirel (Ed.), *Eğitimde yeni yönelimler* (7th ed.), (pp. 219-237). Ankara: Pegem Akademi.

**Translation Book**

Damasio, A. R. (1999). *Descartes’in yanılgısı.* (B. Atlamaz, Trans.). İstanbul: Varlık Yayınları.

**Book without an Author**

*Merriam-Webster’s collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

**Dissertations**

Author's surname, Author's initials. (Year). *Title*. (Unpublished master's / doctoral thesis). University Name, Location.

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese.* (Unpublished dissertation). University of Missouri, Columbia.

**Proceedings and Poster Proceedings**

Author's surname, Author's initials. (Year month). *The title of the oral or poster paper*. Poster or Verbal Proceeding, Name of Organization, Location.

Aladağ, M. (2008, June). *Counseling practicum and supervision in counselor education in Turkey*. Oral Presentation, IV. International Interdisciplinary Conference on Clinical Supervision, Buffalo, New York, USA.

Graf, S., Viola, S. R., & Kinshuk, T. L. (2006). Representative characteristics of Felder-Silverman learning styles: An empirical model. In K. Demetrios, G. Sampson, J. M. Spector, & P. Isaias (Eds.), *Proceedings of the IADIS International Conference on Cognition and Exploratory Learning in Digital Age* (pp. 235-242). Barcelona: IADIS.

Sert, G., Kurtoğlu, M., Akıncı, A. and Seferoğlu, S. S. (2012). An overview of research examining teachers' technology use: A content analysis study. M. Akgül, U. Çağlayan, E. Derman, A. Özgit, Ş. Güven and K. Kahraman (Ed.), XIV. In *Academic Informatics Conference Proceedings* (pp. 351-357). Uşak: Uşak University.

**Information Retrieved from the Internet**

Author's Surname, Author's initials. (Year month). *Title of the document.* Retrieved from http://www.xxxx.

Yılmaz, A. (2012, January). *New developments in education*. Retrieved from http://www.egitim.org.tr/makale.html.

Organization for Economic Cooperation and Development [OECD]. (2016). PISA 2015 results (Volume I): *Excellence and equity in education*. Paris: PISA, OECD Publishing. Retrieved from http://dx.doi.org/10.1787/9789264266490-en

**Documents Published by a Governmental Authority**

Ministry of National Education [MoNE]. (2011*). Sample group mentoring activities*. Retrieved from http://www.meb.gov.tr/orn.pdf.

Law Name. (Year). *Publication Name, Issue*, Day Month Year.

Primary Education and Education Law. (1961). *T. C. Official Gazette,* 10705, 12 January 1961.