**PAGE SETUP:** Top: 2.5 cm; Bottom: 2.5 cm; Left: 2.5 cm; Right: 2.5 cm; Gutter: 0; Gutter Position: Left

**PAGE:** Maximum 15 pages.

**PAPER SIZE:** A4; Width: 21 cm; Height: 29.7 cm

**Must be submitted as a Word (.doc or .docx) file**

**Title of the Paper (Times New Roman 14, bold, centered)**

**Author Name (Times New Roman 12, bold, centered)**

Contact information (Title, University, Department / Department, City, Country, e-mail) (Times New Roman 11, centered)

**Author Name (Times New Roman 12, bold, centered)**

Contact information (Title, University, Department / Department, City, Country, e-mail) (Times New Roman 11, centered)

**Abstract (Times New Roman 12, bold, left-aligned)**

Abstract (Times New Roman 12, normal, justified alignment, single line spaced, 6 nk space before and after paragraph), 10 pt if footnote. Abstract should be written in 250-300 words by including the purpose, method and important result. All abbreviations should be defined and not referenced.

**Keywords:** 3 keywords at least.

**1. Introduction (First level title, Times New Roman 12, bold)**

Text (Times New Roman 12, justified alignment, single line spaced, paragraph break next paragraph 6 nk. spaced).

In-text citation examples: All references cited in the bibliography should be included in the text.

* Single author publications: “Xxx (2008: pp)” or “(Xxx, 2008: pp)”
* Two author publications: “Xxx and Yyy (2008: pp) or“ (Xxx and Yyy, 2008: pp) ”
* Publications with more than two authors: “Xxx et al. (2008: pp) ”or“ (Xxx et al., 2008: pp) ”
* Internet resources: should be given in order as www.ktb.gov.tr.

**1.1 Second level title (Times New Roman 12, bold,)**

Text (Times New Roman 12, justified alignment, single line spaced, paragraph break next paragraph 6 nk. spaced).

**1.1.1 Third level title (Times New Roman 12, bold,)**

Text (Times New Roman 12, justified alignment, single line spaced, paragraph break next paragraph 6 nk. spaced).

**2. Title (material and method, literature review etc. can be preferred.)**

Survey, hypothesis, statistical structure, etc. needs to be explained.

Tables and figures should be numbered (by number: Table 1 / Figure 1) and written with reference in the text. The title of the table should be on the table, the figure title should be under the figure, and their references should be at the bottom. Graphics, charts, line drawings, photographs should be added as “Figure”.

**Table 1. Table Title** **(Times New Roman 12, bold, centered)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

Source: …………. (Times New Roman 10, left-aligned, single line spaced, paragraph break next paragraph 6 nk. spaced)



 **Figure 1.** Figure Title (Times New Roman 12, centered)

Source: …………. (Times New Roman 10, left-aligned, single line spaced, paragraph break next paragraph 6 nk. spaced)

Calculations and formulas should be numbered in parentheses and it is recommended that the formulas be shown in JPG as shown by their owners.

**3. Title (Findings, discussion, etc.)**

Findings, if any, should be written by comparing with those previously reported.

**4. Title (Conclusion and Sectoral Outputs etc.)**

The conclusion should be written by stating what new information is contributing.

The conclusions need to be briefly explained.

The text can be expanded by adding suggestion.

**References**

Bibliography list should be made in alphabetical order. The bibliography list should only include quotations in the text. APA style should be used. When the authors are similar across multiple sources, it is needed to order them by release date (from the oldest dated to the recent dated); and if the authors and publication year are the same, separation in lowercase (2010a, 2010b) is required. The journal names should be written with their clear names and without any abbreviation.

**Book**

Tyler, T. R. (1990). *Why People Obey the Law*. New Haven: Yale University Press.

**Book Chapter**

Watson, J. (1998). Engineering Education in Japan After the Iwakura Mission, I. Nish içinde, *The Iwakura Mission in America and Europe: A New Assessment* (pp. 108-112), Surrey: Japan Library.

**Journal**

Carter, M. (1984). Issues in the Hidden Economy. Economic Record, 60: 209-2011.

Öztürk, Y., Yaylı, A., & Yeşiltaş, M. (2008). Is The Turkish Tourism Industry Ready for Disabled Customers’ Market? The Views of Hotel and Travel Agency Managers. *Tourism Management*, 29(2), 382-389.

**Workshop**

Tanzi, V., & Shome, P. (1993). A Primer on Tax Evasion. *IMF Staff Papers,* 40, 807-825. Washington D.C.: International Monetary Fund.

**Conference Proceedings**

Stavárek, D. (2004). An Empirical Investigation of the Relations Between Stock Prices and Exchange Rates. Proceedings of the Third International Symposium on Business Administration. Gelibolu, Çanakale: Çanakale Onsekiz Mart University, pp. 793–811.

**Internet**

World Bank. (2005). *Private Participation in Infrastructure Project Database*, <http://ppi.worldbank.org/reports/customQueryAggregate.asp>, (Access Date: 7.12.2002).

For detailed information how to cite; <https://apastyle.apa.org/>