



The following guidelines are determined by the symposium committee to facilitate the publication of your submissions. A preassessment will be done to check out the format of the articles and accordingly, some revisions may be requested from the authors:

1. **Main Title:** should be written in bold, with initial capital letters and should not exceed 10-12 words.
2. **Author name and address:** Author name should be written in bold, addresses must be must be written in italic. Author's institution (if available) and correspondence addresses including an e-mail address must be given the first page as a footnote.
3. **Abstract:** should not exceed 300 words without references to the resources, visuals and footnotes. Summaries in Turkish and in English should be written in one line spacing format and include 3-5 *keywords*. A paper in Turkish should also have a title in English written above the *abstract*.
4. **Main Text:** should be in A4 paper size (29.7×21 cm.), written in MS Word, *Times New Roman*, 12 point font with 1.5 line spacing and include page numbers. It should not exceed 6000 words including abstract, figures and tables. All parts to be highlighted in the text should be written in italic or with single quotation mark.
5. **Subtitles:** All titles (normal) and subtitles (italic) should be written in 12 point font, bold, with initial capital letters. Subtitles should not have : and continue after a single space.
6. **Tables and Figures:** should have numbers and titles and be prepared according to the black-white edition format. They should be numbered separately and not include vertical lines. Horizontal lines should only be used to separate subtitles in the tables. Table number should be above, left-aligned and vertical (normal); table name should have initial capital letters and be written in italic. Tables should be presented in the relevant parts of the main text.

Table 1: *Comparative analysis of different approaches*

Figure numbers (italic, with a point at the end) should be followed by figure names (vertical with initial capital letter) should be below the figures and center-aligned.

7. **Visuals:** If the paper includes pictures, photographs or special drawings, those documents should be scanned in 300 ppi (300 *pixels per inch* quality) with a 10 cm short edge and be saved in JPEG format. All visuals in the text should also be sent separately, as attached to the paper in JPEG format. Downloaded visuals should also be in cm-300 dpi quality. Visual titles may be relevant to the rules of the figures and tables.

Pictures and photographs should be prepared according to the black-white edition format. Visual numbers and names should be below the visuals and center-aligned. Visual type and number should be in italic (*Picture 1.*; *Figure 1.*), end with a point, followed by visual name with an initial capital letter, in vertical (normal) font type.

Picture 10. Wassily Kandinsky, 'Composition' (Anna-Carola Krausse, 2005: 91).

The parts numbers with figures, tables and pictures should not exceed 10 pages and their total space must not exceed one third of the text. Authors having technical opportunities may replace the figures, tables and pictures accordingly, all available for print. Those who don't have such opportunities may present them in the main text, in spaces with the relevant sizes, indicated just by their numbers.

8. **Footnote:** should not be used to refer to the resources but to indicate explanatory information and be automatically numbered. For the references in the footnotes, the guidelines for the referencing and citation in the main text should be followed.
9. **References:** All direct or indirect references and citation should follow the examples presented below. Other references should follow the APA6 format. Direct citations should be in italic and between two quotes.

Referencing and Citation in the Main Text:

Please don't use footnote for the references. They should be presented in brackets as below:

For general references to the works by single authors:
(Carter, 2004).

For specific references to the works by single authors:
(Bendix, 1997: 17).

For general references to the works by two authors:
(Hacıbekiroğlu and Sürmeli, 1994: 101).

For general references to the works by more than two authors, indicate just the name of the first author and 'et. all. ;
(Akalin et. all 1994: 11).
(But in References, other writers must also be indicated).

In the main text, if the referred author is specified, please just indicate the publication date of the publication:
Gazimihal (1991: 6), asserts that "....." is....

For references to the works without publication dates, please indicate just the names of the authors:
(Hobsbawm)

For references to the works like encyclopedia without publication dates, please indicate just the name, volume (if relevant) and page numbers:
(Meydan Larousse 6, 1994: 18)

For references to the secondary resources:
As Lepecki indicates “.....” (Ref. Korkmaz 2004: 176).

