English Article Title (Times New Roman, 14 pt, İtalik, single line)

Name Surname [1,*1] ID Name Surname [2] ID

[1]Xxxx Univeristy Xxxx Department,

[2][1]Xxxx Univeristy Xxxx Department,

Abstract (must)

"Times New Roman" font should be used in all fields of the article. Line spacing must be "single" in all article fields.

There should be 12 nk space before the title, and 6 nk space after the title. The title should be written in 10 font size, bold, flat and left aligned.

There should be no space before the text (paragraph), and 6 nk space should be left after the text (paragraph). The text should be written in 10 font size, plain and justified.

In this section, a minimum of 100 and a maximum of 400 words in English should be written. In essence, the purpose, scope, research questions of the research should be included, methods, findings and results should be briefly mentioned.

English Keywords: 10 font size, italic. At least 3 keywords must be given. (Times New Roman, 9 pt, single space italic) (Between 200-250)

Keywords

Xxxz, yyyy , ssss, dddd

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1. Introduction

In this section, the purpose of the research should be specified, then the methods, processes and tools used should be detailed.

The articles should be numbered, including the entry. Subtitles should be numbered hierarchically. The first letter of each word should be capitalized in the titles and subheadings.

The entry title should be written in 11 font size, bold, flat and left aligned. There should be 12 nk space before the entry title and 6 nk space after.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

In the whole article, paragraph heads should be left-justified. Line spacing must be "single" in all article fields.

Page margins should be "Normal" (bottom, top, right, left 2.5 cm).

2. Title

First level titles should be written in 11 font size, flat, bold and left aligned. The first letter of each word must be capitalized. First level should be 12 pt before the title and 6 pt after the title.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

First level title can be used as required.

- **Section headings**

Section headings should be left justified, bold, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented. All headings should have a minimum of two text lines after them before a page or column break. Ensure the text area is not blank except for the last page.

- **Illustrations**

All figures should be numbered with Arabic numerals (1, 2, 3,….). Every figure should have a caption. All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should

be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately.

3. Tables and Figures

Tables and figures should be included in the relevant text. All tables and figures should be numbered separately. Figure and Table titles should be placed below the figure, aligned in the middle. Figures and tables should indicate the source (according to APA 7 Style).

Tables and figures should be placed in the text as pictures (.jpeg, .png) and also the original formats should be loaded into the system by adding table and figure numbers.

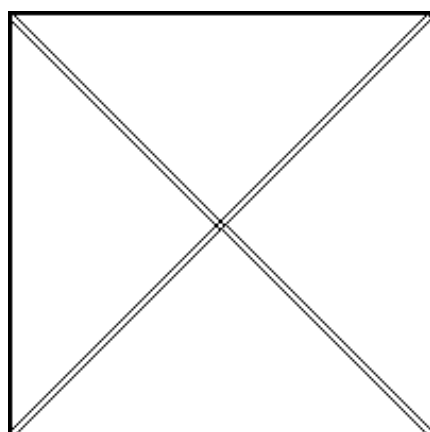All figures and tables should be cited in the main text as Figure 1, Table 1, etc.

Figure 1. This is a figure. Schemes follow the same formatting.

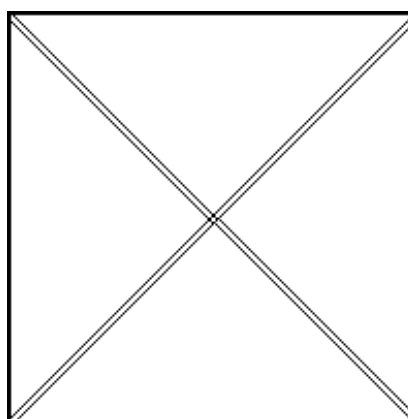**Table 1.** This is a table. Tables should be placed in the main text near to the first time they are cited.

Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data [1]

[1] Tables may have a footer.

The text continues here (Figure 2 and Table 2).

(**a**)   (**b**)

Figure 2. This is a figure. Schemes follow another format. If there are multiple panels, they should be listed as: (**a**) Description of what is contained in the first panel; (**b**) Description of what is contained in the second panel. Figures should be placed in the main text near to the first time they are cited.

Table 2. This is a table. Tables should be placed in the main text near to the first time they are cited.

Title 1	Title 2	Title 3	Title 4
	data	data	data
entry 1 *	data	data	data
	data	data	data
	data	data	data
entry 2	data	data	data
	data	data	data
entry 3	data	data	data
	data	data	data
	data	data	data
	data	data	data
entry 4	data	data	data
	data	data	data

4. Conclusions

First level titles should be written in 11 font size, flat, bold and left aligned. The first letter of each word must be capitalized. First level should be 12 pt before the title and 6 pt after the title.

There should be no space before the text (paragraphs), 6 nk space should be left after the text (paragraphs). The text should be written in Times New Roman font, 11 font size, plain and justified.

If necessary, attachments may also be included in the article.

5.Acknowledgments

6. Construction of references

The title of the bibliography should be written in 11 font size, flat, bold and left aligned. The first letter should be capitalized. 12 nk space before the title of the bibliography and 6 nk after the title should be left.

There should be no space before each bibliographic identity given in the bibliography and 6 nk space should be left after the bibliographic identity. The text should be written in Times New Roman font, 11 font size, plain and justified. The second line of the bibliographic identity must be written inside 0.5 cm.

The names of "Journal" and "Book" should be written in italic in the bibliographic identity.

APA 7.0(American Psychological Association) style should be taken into consideration when sending in-text and bibliography. References cited in the text should be listed alphabetically at the end of the study.

Examples:

Aktan, E . (2018). Büyük Veri: Uygulama Alanları, Analitiği ve Güvenlik Boyutu. Bilgi Yönetimi, 1 (1), 1-22.

Al, U., Sezen, U., Soydal, İ., Taşkın, Z. ve Düzyol, G. (2012). Collaboration of Turkish scholars: Local or global? Collnet Journal of Scientometrics and Information Management, 6, 145-159.

Arısoy, Y . (2018). Elektronik Arşivlere Yönelik Uluslararası Yaklaşımlar Çerçevesinde Türkiye Değerlendirmesi. Bilgi Yönetimi, 1 (1), 63-77. Erişim Adresi: http://dergipark.gov.tr/by/issue/37228/415166

Bilgi Mimarisi. (2014, 20 Aralık). Vikipedi İçinde. Erişim Adresi (8 Mayıs 2015): http://tr.wikipedia.org/wiki/Bilgi_mimarisi

Chan, H. F., Guillot, M., Page, L. ve Torgler, B. (2015). The Inner Quality Of An Article: Will Time Tell? Scientometrics, 104, s. 19-41. doi:10.1007/s11192-015-1581-y

EBYS Zirvesi 2016. (2016). Erişim adresi: http://bilbem.ankara.edu.tr/2016/04/21/ebys-zirvesi-2016/

Özdemirci, F. ve Torunlar, M. (2015) Bilgi Çağında Arşivsel Bilgi Analizi: Bilgi-İktidar- İdeoloji-Devlet. Ankara Üniversitesi Basımevi.