

TJSS STYLE GUIDE

Manuscripts should be written on Microsoft Word in accordance with the rules that are described below and demonstrated in the template.

Page Layout: Manuscripts should be written on white bond A4 size pages with a top and bottom margin of 2 cm and a left and right margin of 2.5 cm. The text should be justified in a single column form.

Font: Except for the circumstances mentioned below, the body text should be written in Times New Roman 12pt font.

Paragraph: Paragraphs should not be indented. In the paragraph settings of Microsoft Word, spacing settings for both before and after should be set to 6pt and line spacing should be set to single. For paragraphs after tables, paragraphs settings for before should be set to 12pt.

Word Limit: Excluding the abstracts in Turkish and English as well as the bibliography, the main body of the manuscript should not exceed 20.000 words and should not be shorter than 4.000 words.

First Page

Title: English titles should precede the Turkish translation of the title. The title should be written in Times New Roman 12pt font, bold, right-aligned with each word capitalized. Same rules apply to the translation of the title, except that the translated title should be written in Times New Roman 10pt font, in italics.

If a title footnote is necessary due to various reasons (i.e. if the work was presented at a conference prior to publication, the work is based on a dissertation or is part of a project), an asterisk (*) should be added next to the title and relevant information should be provided in the footnote.

Name of the Author: Full names of the authors should be written in Times New Roman 10pt font, bold, right-aligned. First and middle names should be capitalized, while the last name should be written in full capitals.

Starting from the letter a for the first author, footnotes should be inserted next to ORCID signs for authors' information. In line with the template; author's affiliation, department, e-mail and ORCID number should be included in the footnote in this exact order. No information should be provided regarding the academic title of the author. Footnotes should be written in Times New Roman 8pt font. Microsoft Word automatically underlines e-mail addresses and changes the text color to blue. Authors should change it in accordance with the footnote writing rules.

Abstracts and Keywords: English abstracts should precede Turkish abstracts. The word abstract should be written in Times New Roman 12pt font, bold, centered and in full capitals. Abstracts should be written in Times New Roman 11pt font, justified and should not exceed 200 words.

Keywords should be included under Turkish and English abstracts. The number of keywords should not be less than three and more than seven. Except for proper nouns, keywords should be written in lowercase letters, including the first keyword. Keywords listed under both Turkish and English abstracts should be coherent and of the same number with the same exact order.

Body

The first part should be an introduction explaining the article's argument and content, and the last part should be a conclusion that highlights the findings of the study. The introduction should start from the second page of the article. Writing short introduction and conclusion parts should be avoided. Especially in quantitative studies, writing introduction and conclusion parts with a certain length that provides a satisfactory explanation is recommended. At least three sections between the introduction and conclusion sections is preferred.

Titles-Headings: For every heading level; titles, headings and subheadings should be written in Times New Roman 12pt font, bold, left-aligned with no indents. Each word should be capitalized. However, in the main title as well as in subsequent titles and headings, conjunctions such as "and, or, from, of, with" should be written in lowercase letters. It is recommended to keep heading levels up to five at most. While numbering titles, headings and subheadings, a period should be placed after the number (e.g. 1., 2.1, 2.1.1.).

For titles, headings and subheadings; paragraph settings for before and after should be set to 12pt and 6pt respectively, unless they start on a new page.

Tables, Figures, Formulas, and Footnotes: Tables should be created using the simple table tool in Word. The expression "table no." in the table's title should be written in Times New Roman 12pt font, bold and capitalized with a period placed after the table number (e.g. **Table 1.**). The rest of the title should be written in Times New Roman 12pt font, regular (not bold or italic) with each word capitalized. Tables should be numbered as 1., 2., 3., and so on. Tables and table titles should be centered, and the table title should be placed above the table. For table titles, paragraph settings for before and after should be set to 6pt. In-table texts should be written in Times New Roman (at most) 10pt font, left-aligned. Copy-pasting tables from other sources should be avoided. If information in a table is taken from another source, the source should be included underneath the table. The word "source" should be written in 10pt font, bold, left-aligned and capitalized with a colon at the end (e.g. **Source:**). Sources should be cited according to citation rules that are discussed in the following pages.

Figures are any type of illustrations (pictures, diagrams etc.) other than tables. Figures should be numbered among themselves. The rules mentioned above for table titles are also valid for figure titles.

Tables and/or figures used in the work should be cited within the text. While citing, expressions such as "as shown in Table 1" or "when we look at Figure 2" should be used by specifying the number of the table or figure rather than expressions such as "in the table below" or "as shown above".

Formulas should be prepared with Word's formula writing add-in (Microsoft Equation) and they should be centered. If formulas are referred to within the text, they should be numbered among themselves as (1), (2) with the numbers right-aligned.

Footnotes should be justified and written in Times New Roman 8pt font. Paragraph spacing should be set to 0 and line spacing should be set to single.

Citation Rules

The rules in the *Publication Manual of the American Psychological Association* (7th edition), published by the *American Psychological Association (APA)*, should be followed for both in-text citations and bibliography. Since the 7th edition differs from previous editions, authors should make sure to base their citations on this edition. Reference management software such as Zotero, Mendeley, Endnote etc. are recommended in order to avoid potential problems.

As a general rule, there should be a corresponding entry in the bibliography for each source that is cited in the text. Page numbers should be included in the citation if a particular part of the source is cited (e.g. figures, tables, certain pages, certain paragraphs). If the citation is intended to refer to the main idea or to the findings of a source, page numbers are not necessary.

In-Text Citations

Citation Types: There are two types of in-text citations. When the names of the authors are part of a narrative, the names should be separated by “and”; while the names should be separated by “&” in parenthetical citations. Possessive suffixes should precede the date where citations are part of a narrative.

Part of a narrative: Donduran and Ünveren’s (2020) findings suggest that...

Donduran and Ünveren (2020) argue that...

Parenthetical: (Donduran & Ünveren, 2020)

Although rare, the date of the work can be a part of the narrative. In this case, no parenthesis is needed.

Example: Donduran and Ünveren’s 2020 study was a breakthrough...

Number of Authors: The number of last names that should be included in the citation depends on the total number of authors. For works with two authors, last names of both authors should be included. For works with more than two authors, last name of the first author should be followed by “et al.”, even if the source is cited for the first time.

Part of a narrative: According to Sakin et al. (2020)

Parenthetical: (Jones et al., 2020)

Order of Citations: If multiple sources are referenced in parenthetical citations, the order should be alphabetical and sources should be separated by semicolons (;):

(Akan, 2002; Berger & Aksu, 2000; Domac et al., 2018)

Different Works of the Same Author: If multiple works of the same author are cited, the order of citations should be chronological. Works with no date information should come first. For such work, the expression “n.d” should be used. Last name of the author should be written only once. If there are multiple works with the same date information, they can be differentiated by letters.

Part of a narrative: Based on the studies of Ravallion (n.d., 1994, 2017, 2020a, 2020b)

Paranthetical: (Akan, 2003a, 2003b, 2005; Berger & Aksu, n.d., 2014, 2019a, 2019b)

Citation from a Specific Part of the Work: If a specific part of the work is cited (e.g. page, page range, chapters, tables, figures etc.), the part should be specified after a comma.

Examples:

(Arslan, 2000, p.13)
(Arslan, 2000, pp. 20-25)
(Arslan, 2000, Table 1)
(Arslan, 2000, Chapter 3)
(Arslan, 2000, Figure 3)

Citing a Work More Than Once in the Same Paragraph: If a work is cited more than once in the same paragraph, date information is no longer necessary for subsequent citations. This is not the case for paranthetical citations. Date information should be provided in each paranthetical citation.

James (2020) argued that... James also found that...

Multi-Authored Works with the Same Date Information: Sometimes, in-text citations of multi-authored works with the same date information can be confusing if the first or subsequent authors are the same people in both works.

Donduran, Kaya, Üçer, Teke (2020)

Donduran, Doygun, Sadık, Can (2020)

If these works are cited as Donduran et al. (2020), then it is not clear which one of the above sources is being referenced. For that reason, last names of other authors should be included up to the point where they are no longer the same.

(Donduran, Kaya, et al., 2020; Donduran, Doygun, et al., 2020)

Pay attention to the comma before “et al”. Furthermore, remember that since the expression “et al.” is plural, there should be two or more remaining authors so that the use of this expression makes sense. If only the last author’s name is different, then each author should be included in the citation.

(Yılmaz, Taş, Kılıç, Üçer, 2020; Yılmaz, Taş, Kılıç, Sadık, 2020)

Authors with the Same Last Name: If first authors of distinct works have the same last name, initials of their first names with should be included in the citation, even if the date information is different for each work. Periods should be used at the end of initials.

(A. Tok, 2018; B.Tok, 2019)

If a particular work belongs to two authors with the same last name, initials of their first names should not be included in the citation.

(Güngör & Güngör, 2018)

Format Requirements: Bibliography should start on a new page. The title should not be numbered. The title should be written in Times New Roman 12pt font, bold, left-aligned and capitalized. Sources in the bibliography, as the remainder of the text, should be justified and written in Times New Roman 12pt font.

After selecting all the sources in the bibliography; in Microsoft Word's paragraph settings, indentation settings for left and right should be set to 0. From the "special" tab, hanging should be selected and the relevant value should be set to 1,25 cm. Under spacing settings, before and after should be set to 6pt and 0pt respectively, and the single option should be selected for line spacing.

Basic Principles: For every in-text citation, there must be a corresponding entry in the bibliography. The basic principle of writing a bibliography is providing complete information on the sources. A source in the bibliography should accommodate four main components: author(s), date, name of the work, and information on where the work can be found (name of the journal, publisher, website, DOI etc.). Although there may be exceptional circumstances, the main principle is providing complete information on each component.

Basic Rules: Sources should be ordered alphabetically within the scope of the rules that are explained below. If the last names of the authors start with the same letter in some sources, then they should be ordered alphabetically among themselves (e.g. Demir should precede Duman).

It is of utmost importance to include the DOI number of a source in the bibliography, if there is any. For sources that do not have DOI numbers but can be accessed online, links to the sources should be provided at the end of the source. Both DOI and website links should be accessible. When DOI numbers are too long, they can be shortened at <http://shortdoi.org/>. Expressions such as "retrieved from" are not necessary. For electronic sources, specifying the date of access is not necessary unless the content is subject to updates over time.

For each source in the bibliography, only the first word should be capitalized. Each remaining word should be written in lowercase letters. If there are punctuations in the title (i.e. a colon, a question mark) after which starting with a capital letter is necessary, only the first word following the punctuation should be capitalized.

The authors are separated by a comma and even if there are only two authors, a comma and an ampersand (&) should be used before the second author (take a look at the examples below).

If a source in the bibliography is written in a language other than English, the English translation of the title of the source should be provided in brackets next to the original title.

Number and Type of Authors

One author:

Aker, J. C. (2010). Information from markets near and far: Mobile phones and agricultural markets in Niger. *American Economic Journal: Applied Economics*, 2(3), 46-59.
<https://doi.org/10.1257/app.2.3.46>

Two authors:

Disdier, A., & Head, K. (2008). The puzzling persistence of the distance effect on bilateral trade. *The Review of Economics and Statistics*, 90(1), 37-48. <https://doi.org/dzhjsj8>

Up to 21 Authors:

Alvarez, I. C., Barbero, J., Rodriguez-Pose, A., & Zofio, J. L. (2018). Does institutional quality matter for trade? Institutional conditions in a sectoral trade framework. *World Development*, 103, 72–87. <https://doi.org/10.1016/j.worlddev.2017.10.010>

More than 21 Authors:

For works with up to 21 authors, each author should be included in the bibliography. If there are 21 or more authors, an ellipsis should be used after the 19th author and the last author should then be included.

Donduran, M., Eren, E., Çırpıcı, Y. A., Ünveren, B., Sunal, S., Aksoy, T., Kaplan, Z., Karaduman, H. A., Dinç, T., Kama, Ö., Tok, A., Üçer, S.E., Kaya, H., Teke, Ö., Doygun, E., Erdoğan, S., Topkapi, H., Kılıç, İ. E., Güngör, V., ... Yıldırım, A. (2020). Some work with more than 21 authors. *X Journal*, 6(2), 1-18.

Works of Legal Entities:

If the author is a legal entity (e.g. international institutions, public institutions, companies, associations, civil society organizations, non-governmental organizations etc.) the legal entity is treated as an author.

OECD (2021). *Making the most of teachers' time*.
<https://www.oecd-ilibrary.org/content/paper/d005c027-en>

Works with No Author Information:

The source should start with the name of the work if there is no author information. In in-text citations, generally the shortened version of the name is referenced.

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Merriam-Webster.

In text: (Merriam Webster's, 2005).

Order of Sources**Works of Same Authors with Different Date Information:**

Works of same authors or same author groups should be ordered chronologically:

Anderson, S. P., & de Palma, A. (2004). The economics of pricing parking. *Journal of Urban Economics*, 55(1), 1–20. <https://doi.org/df4422>

Anderson, S. P., & de Palma, A. (2009). Information congestion. *The RAND Journal of Economics*, 40(4), 688–709. <https://doi.org/fd5c3s>

Anderson, S. P., & de Palma, A. (2013). Shouting to be heard in advertising. *The RAND Journal of Economics*, 40(4), 688–709. <https://doi.org/fd5c3s>

Works of Same Authors with the Same Date Information:

Single-authored or multi-authored works of the same author should be ordered alphabetically if the date information is the same for each work. Letters should be added next to dates, starting from the letter a. When ordering, the words “a, an, the” are ignored.

Ravallion, M. (2016a). Are the world’s poorest being left behind? *Journal of Economic Growth*, 21(2), 139–164. <https://doi.org/f8n6zt>

Ravallion, M. (2016b). Toward better global poverty measures. *The Journal of Economic Inequality*, 14(2), 227–248. <https://doi.org/frhw>

Single-Authored and Multi-Authored Works of the Same Author:

If an author’s single-authored and multi-authored works are included in the bibliography, then the single-authored work should precede the multi-authored work regardless of the date.

Clarke, G. R. (2008). Has the internet increased exports for firms from low and middle-income countries? *Information Economics and Policy*, 20(1), 16–37. <https://doi.org/fd3vq4>

Clarke, G. R., & Wallsten, S. J. (2006). Has the Internet increased trade? Developed and developing country evidence. *Economic Inquiry*, 44(3), 465–484. <https://doi.org/bt7zd2>

Different Multi-Authored Works of the Same Author as the First Author:

For different multi-authored works of the same author as the first author, the ordering should be made according to the second author’s last name. If the second authors are also the same, then ordering should be made according to the third author’s last name. Same rule applies to works of more than three authors.

Autor, D. H., Katz, L. F., & Krueger, A. B. (1998). Computing inequality: Have computers changed the labor market? *The Quarterly Journal of Economics*, 113(4), 1169–1213. <https://doi.org/drbbwc>

Autor, D. H., Levy, F., & Murnane R. J. (2003). The skill content of recent technological change: An empirical exploration. *The Quarterly Journal of Economics*, 118(4), 1279–1333. <https://doi.org/dtq8x5>

Academic Journals and Periodical Publications

Author, A. A., Author, B. B., & Author, C.C. (Year). Title. *Journal*, vol(no), page range. <https://doi.org/xx.xxx/yyyy>

Except for prepositions, articles and conjunctions (and, of, with, in etc.), each word in the academic journal’s name should be capitalized.

The original name of the journal should remain intact. For instance, a journal named Gender & Society cannot be referred to as Gender and Society.

Articles published in Academic Journals:

If an article has a DOI number, APA recommends adding the number to the source no matter whether the article is printed or is an electronic article. The example below illustrates a journal article that does not have a DOI number:

Kart, E., & Öztürk, Ö. (2019). Borçlanmanın kırsaldaki görünümüleri: Borçluluğun küçük üretici üzerindeki tezahürleri. *Toplum ve Bilim*, 150, 35-63.

Electronic Articles That Do Not Have DOI Numbers:

Taşkın, E., & Bozbay, Z. (2020). Tüketici kişiliği, marka kişiliği ve mağaza kişiliğinin satın alma niyeti üzerindeki etkileri [The effects of consumer personality, brand personality and store personality on purchase intention]. *Topkapı Social Science Review*, 6(1), 61-80. <https://dergipark.org.tr/tr/pub/TJSS/issue/59172/774197>

Notice that the translation of the title is provided in brackets.

Articles in Academic Journals with No Page Numbers but Article Numbers (eLocator):

Li, Y., Peng, Y., Luo, J., Cheng, Y., & Veglianti, E. (2019). Spatial-temporal variation characteristics and evolution of the global industrial robot trade: A complex network analysis. *PLoS ONE*, 14(9), Article e0222785. <https://doi.org/ghr3b6>

Printed Articles in Periodical Publications:

Peterzell, J. (1990, April). Better late than never. *Time*, 135(17), 20-21.

In-text: (Peterzell, 1990)

Articles from Daily Newspapers (Printed):

Aulakh, R. (2012, June 13). From surviving to thriving. *Toronto Star*, GT1, GT4.

In-text: (Aulakh, 2012)

Articles from Daily Newspapers (Online):

Aw, J. (2012, June 12). Stopping the soda bulge: Why we need to consider restricting sugary beverages. *National Post*. <https://nationalpost.com/health/stopping-the-soda-bulge-why-we-need-to-consider-restricting-sugary-beverages>

Same format applies to news obtained from newspaper websites.

Books

Basic Format:

Author, A. A., Author, B. B., & Author, C. C. (year). *Name of the book*. Publisher.

Publication location should not be provided in the source. If a later edition of the book is used (other than the first edition), it should be included in parentheses next to the name of the book (without italics).

Swartz, W. (2019). *Descriptive psychology and the person concept: Essential attributes of persons and behavior* (2nd edition). Academic Press. <https://doi.org/10.1016/C2017-0-00372-5>

Edited Books:

Editor, A. A. (Ed.). (year). *Book title*. Publisher.

Editor, A. A., & Editor B. B. (Eds.). (year). *Book title*. Publisher.

Notice that for edited books with more than one editor, the expression “Eds.” is used instead of “Ed.”.

Chapters in Edited Books:

Wade, S. E. (1981). Statistical designs for survey research. In G. H. Stempel III & B. H. Westley (Eds.), *Research methods in mass communication* (pp. 167-195). Prentice Hall.

Translated Books:

If a translated book is used as a resource, information on the translated book should be provided instead of information on the original book. Next to the author’s last name, translator’s name should be written in parentheses. Publication date of the original book should be provided at the end of the source.

Ylinen, J. (2008). *Stretching therapy: For sport and manual therapies* (J. Nurmenniemi, Trans.). Churchill Livingstone. (Original work published 2007)

Information regarding the edition of the translated book can also be provided after a semicolon:

(J. Nurmenniemi, Trans.; 2nd edition)

In-text citations should include date information of both the original book and the translated book.

(Ylinen, 2007/2008)

Republished Books:

Marshall, A. (1920). *Principles of economics*. Macmillan. (Original work published 1890)

In-text: Marshall (1890/1920) or (Marshall, 1890/1920)

Multi-Volume Books:

Fiske, S. T., Gilbert, D. T., & Lindzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons. <https://doi.org.10.1002./9780470561119>

Edited Multi-Volume Books:

Braddock, J. H., & Milner, A. N. (Eds.). (2017). *Women in sports: breaking barriers, facing obstacles*: Vol. 1. Sportswomen and teams. Praeger.

Theses/Dissertations

Master theses and dissertations are categorized into two types: published or unpublished. Published theses/dissertations are those that can be obtained from a particular database (ProQuest etc.) while unpublished theses/dissertations are those that cannot be obtained from a database or cannot be accessed online.

Unpublished Theses/Dissertations:

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Published Theses/Dissertations from A Database:

Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.

If a thesis/dissertation is written in another language, then the translation of the title should be written in brackets and placed in between the original title and the publication number.

Kaya, H. (2017). *Türkiye 'de yoksul yanlısı büyümenin hesaplanması*. [Measuring pro-poor growth in Turkey] (Publication No. 481997) [Master Thesis, Yıldız Technical University]. Yükseköğretim Kurulu Ulusal Tez Merkezi.

Theses/Dissertations That Are Not Part of a Database but Are Accessible Online:

Axford, J.C. (2007). *What constitutes success in Pacific Island community conserved areas?* [Doctoral dissertation, University of Queensland]. UQ eSpace.
<http://espace.library.uq.edu.au/view/UQ:158747>

Conference Proceedings

Conference proceedings can be published in a book or in an academic journal. Citation rules depend on the type of publication. For instance, rules for chapters in edited books apply to proceedings that are published as a whole book. For unpublished conference proceedings, different citation rules apply (see the example below).

Proceedings Published as a Whole Book:

Morgan, R., Meldrum, K., Bryan, S., Mathiesen, B., Yakob, N., Esa, N., & Ziden, A. A. (2017). Embedding digital literacies in curricula: Australian and Malaysian experiences. In G. B. Teh & S. C. Choy (Eds.), *Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016* (pp. 11-19). Springer. https://doi.org/10.1007/978-981-10-4241-6_2

Proceedings Published in Journals:

Chaudhuri, S., & Biswas, A. (2017). External terms-of-trade and labor market imperfections in developing countries: Theory and evidence. *Proceedings of the Academy of Economics and Economic Education*, 20(1), 11-16.
<https://search-proquest-com.elibrary.jcu.edu.au/docview/1928612180?accountid=16285>

Unpublished Proceedings:

McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing - improving retention, enhancing education* [Paper presentation]. STARS 2019 Conference, Melbourne, Australia. <https://unistars.org/papers/STARS2019/P30-POSTER.pdf>

Type of the presentation should be provided in brackets after the title. All types of presentations are acceptable.

Official Reports

Just like journal articles, technical reports or research reports are original works which can be refereed or non-refereed. Depending on the type of the author, there can be two reports: reports that are prepared by legal entities such as civil society organizations or public institutions, or reports that are prepared under the name of such legal entities but written by certain authors. All of the rules previously mentioned regarding author types apply to these reports as well. If there is information on the report number or on the type of the report, it should be included in parentheses next to the name of the report, without italics. A link to the website where the report can be accessed should be provided at the end of the source.

Akgündüz, Y. E., Bağır, Y. K., Cılasun, S. M., & Kırdar, M. G. (2021). *Consequences of a massive refugee influx on firm performance and market structure* (Working Paper No. 21/01). Central Bank of the Republic of Turkey.

<https://www.tcmb.gov.tr/wps/wcm/connect/EN/TCMB+EN/Main+Menu/Publications/Research/Working+Papers/2021/21-01>

In in-text citations, if the name of the institution appears for the first time:

Part of a narrative: Central Bank of the Republic of Turkey (CBRT, 2021)

Parenthetical: (Central Bank of the Republic of Turkey [CBRT], 2021)

For later references, abbreviations can be used, i.e. CBRT (2021) or (CBRT, 2021).

Data Sets

World Bank. (2020). Research and development expenditure. Retrieved January 2, 2020 from <https://data.worldbank.org/indicator/GB.XPD.RSDV.GD.ZS>

For datasets which are not subject to updates overtime, specifying the date of access is not necessary. At the end of the source, a link to the website where the dataset can be found should be provided.

Websites

News Websites:

Irwin, N. (2021, January 29). *America's next great economic experiment: What if we run it hot?* New York Times. <https://www.nytimes.com/2021/01/29/upshot/biden-economic-stimulus.html>

Pages on the Websites of Public Institutions and Legal Entities:

World Trade Organization. (2021, January 27). *COVID-19 continued focus of trade facilitation discussions*. https://www.wto.org/english/news_e/news21_e/fac_27jan21_e.htm

Lecture Notes

Clauset A. (2011, September 1). *Lecture 3: Inference, models and simulation for complex systems* [Lecture Notes]. Santa Fe Institute. http://tuvalu.santafe.edu/~aaronc/courses/7000/csci7000-001_2011_L3.pdf

Surden, H. (2017). *Artificial intelligence and law overview* [PowerPoint slides]. SlideShare.
<https://www.slideshare.net/HarrySurden/harry-surden-artificial-intelligence-and-law-overview>