**MALTEPE UNIVERSITY INTERNATIONAL GRADUATE STUDENTS INTERDISCIPLINARY SYMPOSIUM (IGSIS) FULL-TEXT PAPER GUIDE**

**PAPER TITLE: 14 POINT FONT SIZE AND ALL CAPS[[1]](#footnote-1)**

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| Name SURNAME[[3]](#footnote-3) |

**ABSTRACT**

It should be single-spaced, 250 words, font size should be 12-point font. The content should briefly include the main argument of the research, its assumptions, purpose, any review or research approach used, the current factual and theoretical situation, conclusions, and recommendations.

**Keywords :** Relevant concepts should be used. Only the first letters should be capitalized, a comma should be used, and the word count should be three (3).

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| **The following rules must be observed when submitting a full-text paper:**  **Full Paper Submission Rules**  Authors are required to write their full-text papers in accordance with the symposium full-text template and writing rules. The style gallery in the template has been created based on the symposium writing rules.  For the full paper template, use the word file on the website.  APA guidelines are applicable for in-text references and the bibliography.  Full-text papers must be between 3,500 and 5,000 words, excluding the abstract and references sections. Submissions that fall outside this range will be immediately rejected.  Full-text papers to be submitted will undergo a plagiarism check using the Intihal Net program.  After editing, full-text papers should be sent in WORD format to the email address ([igsis@maltepe.edu.tr](mailto:igsis@maltepe.edu.tr)). In the email text, the corresponding author and paper title should be written.  **Basic Writing and Formatting Rules**  **Abstract Writing Rules**  Each paper should include a Turkish and English abstract at the beginning. The abstract should include the purpose, key findings and conclusions of the paper. The abstract and Abstract text should be in 12-point font, single-spaced, with a 12 pt space before and a 6 pt space after, and the abstract should be no more than 250 words with 3 keywords at most.  **Text Writing Rules**  The paper text should be written in 12-point font, Times New Roman, with 2.5 cm margins on all sides, in a single column, single-spaced, on A4 paper.  There should be no paragraph indentation, and no space should be left between paragraphs.  Line spacing should be single-spaced, with a 12 pt space before and a 6 pt space after, and the text should be justified.  The main text, excluding the Abstract and References sections, should be at least 3,500 words and no more than 5,000 words.  The paper can be written in both English and Turkish.  **Writing Rules of the Titles**  The title of the paper should clearly indicate the subject, field and scope of the research problem.  The paper title should be bold, centered, written in uppercase letters and 14-point font (Times New Roman).  Main headings should be written in 12-point font, bold, in uppercase letters, and aligned to the left.  First-level headings should be 12-point font, bold, with the first letter capitalized, and aligned to the left.  Second-level headings should be 12-point font, bold, with the first letter capitalized, and aligned to the left.  Third-level headings should be 12-point font, bold, with the first letter capitalized and the rest in lowercase, and aligned to the left. No headings should be used after the third level.  (Example: **1. CHAPTER TITLE**).  **Other subheadings:**  Second-level headings should have only the first letter capitalized (Example: **1.1 Second-Level Heading**), and they should be bold, while third-level headings should have only the first letter capitalized and the rest in lowercase (Example: **1.1.1 Third-Level Heading**).  **Table and Figure/Image Presentation**  All images in the text (photos, drawings, diagrams, graphs, maps, etc.) that do not include tables should be referred to as "figures." Tables and figures should have titles (sequence number and name) (Tables and Figures should use the same font and size as the main text). Titles for tables should be placed above the table, while titles for figures should be placed below the figure. Table and figure titles should be written in Times New Roman, 12-point font size. Possible source information for tables or figures should be provided next to the title, in accordance with the citation method used throughout the text.  Tables and figures should be prepared in a publishable format and provided where they appear in the text.  The first letter of each word in table and figure titles should be capitalized.  For example: **Figure 1.** McGregor's Hierarchy of Employee Motivation (McGregor, 1957). The figure text should be bold, with the remaining text in normal style, and the citation in parentheses.  For example: **Table 1.** Individual Organizational Structure Characteristics (Author, 1957). The table text should be bold, with the remaining text in normal style, and the citation in parentheses.  You can refer to the detailed table and figure examples provided in the full-text paper template.  **Full Paper Participation Rules**  The International Student Symposium will have both online and face-to-face participation.  Participation in the International Student Symposium will be in English or Turkish.  Participation in the International Student Symposium is free of charge.  Candidates submitting full papers must also submit a separate Word document containing a short biography and contact information along with their paper submission. |

**INTRODUCTION**

In the introduction section, the main argument, problem, significance and both scientific and practical contributions of the study should be clearly expressed. Assumptions and objectives should be explained and the current situation and recent developments should be indicated.

**THEORETICAL/CONCEPTUAL FRAMEWORK**

The concepts or theories related to the topic should be explained in accordance with the theoretical or conceptual argument of the study. By drawing attention to the current state conveyed by the study, an overview of the literature should be provided.

**METHOD**

In the methodology section, the research type, study group, main sources of the study, data collection tools, procedures/implementation, ethical considerations and data analysis should be presented. This information can also be provided under separate headings.

**FINDINGS**

The research findings should be presented along with their interpretations. Tables and figures should be formatted according to APA style. Example tables are provided below.

**Table 1.** Sample Anova Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Variables | Rural (1) | | City (2) | | F | Difference ( Tukey ) |
| **avg.** | **ss** | **avg.** | **ss** |
| Voluntary Participation | 26 | 5.2 | 36 | 0.5 | 14.5\* | 2>1 |
| Perception of Responsibility | 30 | 2.2 | 35 | 1 | 13.2\* | 2>1 |

*\*p* < .05

**Table 2.** Sample Correlation Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Variables | n |  | Avg. | SS | 1 | 2 |
| 1. Responsibility | 350 |  | 35.04 | .05 | - |  |
| 2. Volunteering | 350 |  | 40.05 | .54 | .48\* | - |

*\*p* < .05

**Table 2.** Sample Regression Table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Variables | B | SH | β | t | R | R2​ | F |
| Still | 201,054 | 3,531 | - | 22,166\* | .411 | .017 | 66,423\* |
| Voluntary Participation | 1,432 | .110 | .543 | 7,502\* |

*\*p* < .05

**DISCUSSION**

The results of the study should be summarized in line with the research problem and objectives. The findings should be discussed alongside the literature reviewed and recommendations should be provided. When stating the recommendations, it should be specified how the results can be utilized, what the limitations are and whether there is a need for further research on the topic.

**CONCLUSION AND RECOMMENDATIONS**

The conclusions reached within the scope of the compiled or researched topic should be presented. The contribution of the results to future studies and practice should be specified. Based on the results, various recommendations should be provided.

**REFERENCES**

The references should be formatted according to APA standards. They should be listed alphabetically without any numbering. In the reference section, sources should be organized alphabetically by the author's last name without numbered entries.

The references should be under a single heading. There should be no separate sections like "Internet Sources," "Newspaper Sources," etc.

If an author has multiple publications, they should be listed chronologically. If the same author has multiple works from the same year, they should be separated with letters (e.g., a, b, c) after the year and listed alphabetically.

**Reference Citation**

**Single-Author Book**

Author's Last Name, Author's First Initial. (Year). *Title of the book* (in italics, with only the first letter of the first word capitalized and the rest in lowercase, except for proper nouns). Place of Publication: Publisher.

İnalcık, H. (2015). The Ottoman Empire : Studies on the Ottoman Empire-1. Istanbul: İş Bankası Culture Publications.

Giddens , A. (2009). Sociology . Cambridge: Polity Press .

***If the Author Has Multiple Publications in the Same Year***

Author, A. (1987a). *Scientific Writing Rules.* Istanbul: Örnek Publications.

Author, A. (1987b). *Language Use in Scientific Writings* . Istanbul: Örnek Publications.

**Single-Author Translated Book**

Author's Last Name, Author's First Initial. (Year). *Title of the book* (in italics, with only the first letter of the first word capitalized and the rest in lowercase, except for proper nouns). (Translator's First Initial. Translator's Last Name, Trans.). Place of Publication: Publisher.

Freire, P. (2014). Pedagogy of the oppressed. (D. Hattaoğlu and E. Özbek, trans.). Istanbul: Ayrıntı.

Lewis, B. (2000). The Rise of Modern Turkey (M. Kıratlı, Trans.). Ankara: Turkish Historical Society.

**Two-Author Book**

First Author's Last Name, First Author's First Initial. & Second Author's Last Name, Second Author's First Initial. (Year). *Title of the book* (in italics, with only the first letter of the first word capitalized and the rest in lowercase, except for proper nouns). Place of Publication: Publisher.

Arıcı, A.F. and Ungan, S. (2012). Written expression handbook. Ankara: Pegem Academy.

Cook, T. D. and Campbell, D.T. (1979) Quasi experimentation: Design & analysis issues for field setting. Boston: Houghton Mifflin Company.

**Two-Author Translated Book**Cooper, R. and Sawaf, A. (1997). *Emotional intelligence in leadership* (Z. Ayman and B. Sancar, Trans.). Istanbul: Sistem Publishing.

**Three-Author Book**Köklü, N., Büyüköztürk, Ş., and Çokluk-Bökeoğlu, Ö. (2006). *Statistics for social sciences*. Ankara: Pegem Academy.  
Parris, S. R., Fisher, D., and Headley, K. (2009). *Adolescent literacy: Field tested effective solutions for every classroom*. Newark: International Reading Association.

**Edited Book**Çetin, İ. (Ed.) (2010). *Language and literature teaching methods*. Istanbul: Nobel Publishing.  
Coady, N. and Lehmann, P. (Eds.) (2008). *Theoretical perspectives for direct social work practice*. New York: Springer.

**Chapter in Edited Book**Uzun Tulgar, Y. (2010). Theories and approaches used in literature teaching. In İ. Çetin (Ed.), *Language and literature teaching methods* (pp. 45-80). Istanbul: Nobel Publishing.

**Chapter in Translated Book**Creswell, J. (2014). *Quantitative methods*. In S. B. Demir (Ed.), *Research design: Qualitative, quantitative, and mixed method approaches* (M. Bursal, Trans.) (pp. 155-182). Ankara: Eğiten Book.

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier and J. Langer, Trans.). In K. Richardson and S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3-18). Hillsdale, NJ: Erlbaum.

**Turkish Article**Aydın, A. (2004). New inquiries in psychology and debates about human nature. *Akdeniz University Journal of Education Faculty*, *1*(1), 23–29. doi:xxxxxxx

**Article in Conference Proceedings**Yılmaz, K. (2009). Views of school administrators on exaggerations about organization and management. *IV. Educational Management Congress*. Pamukkale University Faculty of Education and EYEDDER. 14–15 May 2009. Denizli, pp. 496–501.

**Unpublished Master's/PhD Thesis**Yazar, A. (2015). *A review of thesis writing at Maltepe University* (Yayın no. 123456) [Master's/PhD Thesis, Maltepe University, Istanbul].<https://tez.yok.gov.tr/UlusalTezMerkezi/tezSorguSonucYeni.jsp>

**Dictionary**Türk Dil Kurumu (2005). “Word.” *Turkish Dictionary*. Ankara: Turkish Language Association Publication.

**Encyclopedia**Meydan Larousse (1990). *Meydan Larousse Encyclopedia*. Istanbul: Meydan Publishing.

**Reports or Other Institutional Texts**MEB (2009). *Ministry of National Education Strategic Plan 2020–2024*. Ankara: Ministry of National Education Publication.  
MoNE (1977). *Report by the Ministry of National Education Supervision Council*. Ankara: MoNE Publications.

**Legal Texts (Law, Regulations, etc.)**Basic Law of National Education (1973). *Official Gazette*. Publication Date: 24.06.1973. Number: 14574. Issue No: 1739. Accessed on: Date, and URL link.

**Web Address with Author**Yazar, A. (Publication Date). *Title of the article* (italicized, first letter uppercase, others lowercase). Accessed on: Date, and the URL link.

Example:  
NTV Website (2017, January 4). *What happens in 1 second on the internet?* Accessed on and URL:<http://www.ntv.com.tr/galeri/teknoloji/internette-1-saniyedeneleroluyor>

1. You can make the necessary explanation here. Example: ……. from the doctoral thesis, ….. produced without work . [↑](#footnote-ref-1)
2. Title PhD Student | Master's Student |, University (Institution), Faculty (Unit), Department, City, Orcid No, Email: [↑](#footnote-ref-2)
3. Title – If the student will participate with his/her advisor; the title of the advisor (Prof. Dr. | Assoc. Prof. Dr. | Assistant Professor | Res. Asst. University (Institution), Faculty (Unit), Department, City, Orcid No, E-mail: should be used. However, if the student will be working with another student - | PhD Student | Master's Student, University (Institution), Faculty (Unit), Department, City, Orcid No, E-mail: [↑](#footnote-ref-3)