

University of Gaziantep Journal of Social Sciences

GUIDE FOR AUTHORS

University of Gaziantep Journal of Social Sciences is an international journal committed to the publication of high quality peer reviewed articles. Articles can be original research, literature review, case study and project and book reviews presented in article format.

1. The official languages of the journal are Turkish and English. Journal is published at least two issues in each year.
2. All manuscripts should be submitted to the journal online at <http://sbe.gantep.edu.tr>
3. The submitted manuscripts should be in Microsoft Word format
4. Manuscripts should be written according to the Microsoft Word template provided on the web page.
5. Information about authors should be entered into the system and “Publication Agreement” must be sent
6. The manuscripts should be written on B5 paper (17,6 cm x 25 cm). Left margin should be 2,5 cm; right, top and bottom margins should be 2 cm. The manuscripts should be single spaced and written in 11 pt Times News Roman font, but the font of Abstract section should be 10 pt. Tables and figures should be embedded in the text and be placed closest to where they are first mentioned or next page. The footnotes should be 9 pt. Quotations longer than two sentences should be indented 5 characters inside and be 10 pt.
7. Manuscripts should include the following sections in order:
 - **Title:** The title should be clear and concise. It should be 14 pt, initial letters capitalized, bold, and centered. Title should be no more than 15 words. In manuscripts written in Turkish, title in Turkish should come before the title in English. For manuscripts written in English, title in English should come first.
 - **Abstract:** Abstracts should be written both in Turkish and English and be no more than 200 words. After the abstract there must be 3 to 6 keywords.
 - **Introduction:** There should be 3 newlines between the Abstract and the Introduction.
 - **Materials and Method** (if necessary)
 - **Findings**
 - **Discussion**
 - **Acknowledgements** (if necessary)
 - **References**
8. For articles written in Turkish, there should be a structured summary in English (including Introduction, Materials and Methods, etc.) at the end of the article. Structured summary should be 750 to 1250 words long.
9. The Materials and Methods section should be written in detail and all methods used should be explained with references to their sources.
10. Section headings should be left aligned, written in capital letters and bold and be numbered with Roman numerals (I, II, etc.). Subheadings can be numbered by letters or numbers and should be written in lowercase except the first word of the subheading of which the first letter should be capital.
11. All the pictures, figures and graphics in the manuscript should be named as “Figure”. Figures should be drawn using computer. Figure names should be written

University of Gaziantep Journal of Social Sciences

below the figure in lowercase letters. Table names should be written above the table in lowercase letters. Figures and tables should be numbered like Figure 1, Figure 2, Table 1, Table 2, etc. Explanations regarding a table item (e.g., abbreviations, explanations, etc.) should be indicated by a superscript and be written below the table in 10 pt.

12. In-text citations and references should be written according to APA (5th edition) There should be no more than 8 figures and/or tables in a manuscript. Figures and tables must be referred in the text. The figure and table sizes should not extend beyond the page margins.
13. Drawings and photographs should be original.
14. The manuscript should be no more than 30 pages in total including all the text, references, tables, figures, appendixes and structured summary.