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**THE PRINCIPLES OF THE PUBLICATION**

This international peer-reviewed journal is published at least as two issues in a year one in April and the other in October.

Original articles written in Turkish, Arabic or English in the area of social sciences are published in this journal.

Articles are published after being approved by the editorial and advisory boards.

All writers are responsible for the content of the articles.

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The article will not be considered and published,

If the board of editors don't approve it,

If it has no author ORCID revise number,

If author participation and record information are not sufficient,

If it is not prepared according to the writing rules of the journal,

If it has more than two authors,

If it has no abstract either in Turkish or English (Arabic according to the state), or has non-uniform abstract,

If classic footnote system is used without force majeure,

If it is the second article of the author within one year except from the special decide of the board of editors,

If the name of the author is written in any part of the page or file,

If, in pre-examination, it is not to be enough to be published in terms of content, format, resource, evaluation, method, language and etc.

If it is less than 8 and more than 20 pages except from the special decide of the board of editors,

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## **ARTICLE WRITING RULES**

**The writings sent to our journals must be in the field of social sciences, original works, and have the necessary qualifications indicated below.**

1. Headings in Turkish and foreign languages must be compatible with the scope of the article, and be short, clear and adequate.
2. Turkish and foreign language abstracts, which consist of 150 or 200 words, must reflect the purpose, scope and consequences of the writing. Turkish and English abstracts must be added into the articles written both in Turkish and English as well as Arabic, Turkish and English abstracts must added into the articles written in Arabic. Five keywords must be written for each abstract written in Turkish or any foreign language.
3. The articles must be in accordance with the grammar rules in terms of language and expression; besides, a clear and absolute way of expression must be used in the articles not giving unnecessary information that is out of the purpose and scope.
4. The known scientific methods must be used in the preparation of the articles; the subject, purpose, scope and reason for the preparation of the study, and etc. must be given in a satisfying and certain order. Figures, tables, photographs and other documents used in the article must be prepared in accordance with the scientific rules, be selected according to the purpose and scope of the article, and unnecessary documents and resources not mentioned in the article cannot be included.
5. There must be absolute and sufficient explanation that can be easily understood over the tables and under the figures, pictures, maps and documents used in the article.
6. The resources used in the writing must be arranged in accordance with the writing rules; each mentioned document must be included in the bibliography, but not anything else.
7. The results must be in accordance with the purpose and scope of the study, and cannot include any information or findings that are not explicitly mentioned in the main text; must be given with its all outlines and in summary.
8. The articles must be edited like in the following form in terms of page structure, dictation and bibliography:
  - The paper size is set to 16x24 sizes.
  - The texts are printed on one side of the paper 12x19 cm (the margins will be 2.7 cm from the top, 2.3 cm from the bottom, 2 cm from the inner edge, and 2 cm from the outside edge). In the first page, there will be 2 lines of space above.
  - Articles are prepared in the Microsoft Word program on the PC with the New Times Roman character. The main headings of the Turkish and English articles are written with bold, 12 pt. on the center and top of the first page. being written with bold 14 pt. capital letters. The first characters of each word of the English headings that will be written under the Turkish heading are written with upper case letters and the others with lower case. After the main headings, the line spacing becomes 23 pt. 12 nk is spaced out before the headings in the text then it turns into 6nk.
  - In Arabic articles, the main heading is centred at the top of the page being set to bold 18 pt. as written in Turkish and English versions. The first letters of the main headings of the Turkish and English articles that will come in sequence are written with upper case letters while other letters are written with lower case letters. Likewise, after the main headings, the line spacing becomes 23 nk.
  - If the work is carried out with the support of any institution, the name of the institution is indicated as a footnote below the first page, adding number on the title.
  - After the heading of the article, which was firstly uploaded by the author as a member of the journal system, "the author's name or information is not included. This field is left blank. However, after the corrections requested by the referees or the editor, after the title, the author name(s) are written side by

side, bold and without any title, the first letters of the names are big, the surnames are capital letters and the page is centred. Footnote number, title, institution, e-mail address and orcid number are added to them. Under the author name, a dotted line is added in the same line as shown (-----). In case the article is not resubmitted to the editor for correction, this process is performed by the editors.

- When the procedure of the article is completed, the author inserts a 10.5-point "Arrival" / "Acceptance" date, with a space of 12 pt. after the author's name. Under that, The DOI number is added in the same place and in the same way leaving 6 pt. blank both on and under it. The author does not perform this, but leaves blank for it.
- After the DOI number, leaving 23 pt. spaces, Turkish, English and Arabic texts, each of which does not exceed 150-200 words are written in italic, firstly the Turkish Abstract, then English and then Arabic with the title "Mulahasanı'l-Bahs" if there is.
- After the Turkish abstract and key words, English title is written capitalized, line-centred italic, bold and at the same point capitalising its first letter. Afterwards, the abstracts are added in italics and at the same point. The same operation is performed for Arabic titles and abstracts with the heading "Mulahasanı'l-Bahs". Turkish, English and Arabic abstract order is followed in the articles.
- Under the Turkish abstract, "**Anahtar Kelimeler**" whose first letters are capitalized, and which is italicized, bold are added. Following this, 5 keywords in italic are added. "Keywords:" is added to the English summary in the same manner and adjacent to it. Following this, the same key words are sorted. The above operations are performed for Arabic abstracts, too.
- Turkish "Öz", English "Abstract", Abstract texts, key words, in-text titles, in-text writings and citations are all written in 10.5 points, with 6 pt. line spacing before and after, and "minimum" 13 pt. Times New Roman character. Arabic main title, abstract title, abstract and in-text writings are written in 14 pt. yet quotations are 12 pt, footnotes are 10 points with Traditional Arabic character.
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- References are shown in text according to the APA system. According to this, the surname or if more than one the surnames of the author, the publication date of the work referred, and the number or numbers of pages cited are written in parentheses as shown (Baş ve Tuğ 2012: 15). If more than one work of the same author published in the same year is referred, it is stated with small letters as shown (Irmak, 2014a: 50) and (Irmak, 2014b: 45).
- Footnotes are used only in essential situations or for important statements. It is written with 6pt. before and 0 pt. after, with "Single" line, 9 pt. Times New Roman characters and 0.5 cm inside.
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- The article cannot exceed 30 pages including tables, figures, pictures, graphics, maps and resources. The figures, tables, pictures, etc. are prepared in a computer environment and placed in such a way as not to exceed the page dimensions (12x19 cm) in the text or at the end. If appropriate, the cost of the printing figures, tables, photographs and coloured pages that exceed the page size is provided by the author.
- If an overlay is to be added to the article, it is written, on single pages, with 9 pt. Times New Roman characters, italic, centred and with 6 pt. line spacing both before and after as shown (Bingöl Üniversitesi

Sosyal Bilimler Enstitüsü Dergisi, <http://busbed.bingol.edu.tr>, Yıl: • Cilt: • Sayı: • (Bahar/Spring veya Güz/Autumn 201...), and in double sided pages, the name and surname of the author together with the name of the article are added in the same size and form, with uppercase letters.

- References used in the articles are listed under the headings "References", as shown in the example, with the first letter big, with 6 pt. line spacing both before and after, 1 cm inside, bold and with 10.5 point Times New Roman character.
- Sources are written in the same font, character, spacing, and normal text as they are in the text. The surname and first letter of the author are written in uppercase letters. In a multi-authored source representation only the first author's surname is indicated in uppercase letters. Others are shown as names. Each source is initiated from 1 cm inside as it is at the beginning of the first line of the paragraph. The names of books, journals and encyclopaedias are written in italics. Articles and encyclopaedias items are indicated in quotation marks (""). At the end, the page range is set by placing a space after the "ss." mark. Internet resources can be saved in separate titles or together, depending on the situation. However, access dates are added to them. The required principles are demanded from the works prepared by multiple authors or multiple works prepared by the same author. Examples related to the subject should be as follows:

FEYERABEND, Paul (2015), *Bilimin Tiranlığı*, Çev. Barış Yıldırım, 2. Baskı, İstanbul, Sel Yayıncılık.

YAKUT EL-HEMEVÎ, Şihabuddin Ebu Abdullah Yakut b. Abdullah er-Rumî el-Hemevî, (1995), *Mu'cemu'l-Buldân*, Beyrut, Daru Sadır.

*Günümüz Türkçesiyle Evliya Çelebi Seyahatnamesi* (2010), Haz. Seyit Ali Kahraman, Yücel Dağlı, 4. Kitap, 1. Cilt, İstanbul, Yapı Kredi Yayınları.

OSMAN, Fikret (2016), "The Concept of Culture from a Logical and Epistemological Perspective", *Asian Culture and History*, vol. 8, no. 2, pp. 72-75.

BAŞ, Yaşar (2016), "Elazığ İli, Sarıyakup Köyü Tarihi", *Bingöl Üniversitesi Sosyal Bilimler Enstitüsü Dergisi*, C. 6, Sy. 12, ss. 97-147.

ERTUĞRUL, Özkan (1998), "Hekim Hanı", *Diyanet İslam Ansiklopedisi*, C. 17, İstanbul, ss. 159-160.

BOYRAZ, Zeki (1997), *Hekimhan'ın Kuruluşu, Gelişmesi ve Fonksiyonları*, Fırat Üniversitesi Sosyal Bilimler Enstitüsü, Coğrafya Anabilim Dalı Yüksek Lisans Tezi, Elazığ.

BOA. C. BLD (Başbakanlık Osmanlı Arşivi, Cevdet Belediye), nr. 112/5590.

NFS (Nüfus Defteri), nr. 2636.

<https://tr.wikipedia.org/wiki/Hekimhan>. Erişim tarihi: 31 Ocak 2016.

- Sequence numbers are not placed before sources and it is followed according to other bibliography rules.

While the article is being delivered;

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