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PARTICIPATORY EDUCATIONAL RESEARCH

**GENERAL
GUIDELINES**



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PROCESSES

First Control Process

- It is checked whether the instructions given in the preparation section are followed.
- It is checked if the article has been prepared according to the template presented in the preparation section.
- If the research is descriptive, it is checked whether it has been studied with more than one variable.
- It is checked whether the submitted article has been scientifically reported.
- The method used, the data collection tools, and the analysis of the data steps are checked if they are explained correctly.
- The potential level of contribution to the international literature through the paper and its subject in question is checked.
- Similarity report is checked. Similarity report should be performed using Turnitin or iThenticate. In the similarity report, the number of excluded words should not be more than 5 words and the similarity rate should not be more than 15%. Studies that do not provide these explanations will be rejected without any review. Besides, for any matters including the aforementioned one, the board makes the final decisions in this regard.
- It is checked whether the article is arranged in accordance with the IMRAD (Introduction, Method (Research design, Working group, Data collection tools, Data analysis, Experimental process, and Teaching environment [for experimental studies]), Result, Discussion and Conclusions) format.

Please note that the study is sent to the field editor after going through the above processes.

Peer-Review Process

- At least two referees who are experts with PhDs on the subject discussed in the article are invited to review it.
- The invited referees are given 5 days to accept the invitation. If this period is exceeded, this period is extended for 15 days for once. If the invitation is not accepted within this period, another referee is invited.
- The referees whose invitation is accepted are given 15 days for review. An additional period of 15 days is given for once only, for the examinations that are

not completed even though the period has expired. If the review is not completed at the end of this period, the duty of arbitration is canceled, and another referee is invited. Please be informed that due to unforeseen circumstances like the Covid-19 pandemic the timeframe for the evaluation of papers can be expanded.

- If, as a result of the review, both referees give an acceptance or minor correction string, the article is accepted by asking the author to make the necessary revisions in light of the referee comments and editor's notes (if any).
- In case of acceptance or minor revision of one referee and major revision of the other, the major revision decision can be reviewed by the editor, and it may be decided by the editor to invite a revision or a third referee.
- In case of acceptance or minor revision of one referee and rejection of the other, a third referee is invited. The decision is made in line with the suggestions of the third referee.
- If both referees give a major revision or rejection decision, the study is rejected.
- Referee comments are reviewed by the editor. If it is understood that the referee has made inappropriate, unfair, or subjective evaluations, the relevant referee's opinion will not be taken into account. Another referee is invited to replace them.
- The refereeing process may differ depending on whether the referees respond to the invitation in a timely manner, complete the review on time, if a third or more referees are required. This period can vary between 1-8 months on average.
- The necessary revisions should be made by the author within 15 days and uploaded to the system in line with the recommendations of the referee and the editor once the referee processes are completed.
- Revisions made in the full text of the article should be marked in red by the author.
- In addition, revisions or explanations made to a different word document should be produced as articles and uploaded to the system as an additional file.
- The revisions made can be reviewed by the relevant editor, and an acceptance decision can be made, or an additional referee's opinion can be requested.

Publishing Process

- A publication editor is assigned to the accepted article and sent for final reading.
- The language editor is given 15 days for final reading.
- If the language editor decides that proof-reading is required, the article is sent to the author for proof-reading.

- The article whose proof-reading process is completed or for which the language editor requests minor revision is sorted by the publication editor. The author is requested to make minor language revisions as well as to review the sequenced work and make other revisions, if any. This is the last chance given for authors to revise their work.
- Studies approved by the authors are reviewed and approved by the chief editor.
- The articles approved by the editor-in-chief are assigned to the first available issue. It is published in early view form and assigned a DOI number.
- For any reason, no changes can be made on the studies that are published as early view and assigned a DOI number. However, requests addressing major issues spotted by the authors and other audience are first evaluated by the board and then the necessary corrections can be made in this regard.

GENERAL GUIDELINES

Material must be original, reflect the integrity expected of scholarly communication, and demonstrate coherence and unity warranting that the paper is both understandable and interesting. Before submitting an article, please review the following suggestions.

Original manuscripts received in correct form serve to expedite the review process, others will be returned to author. Spelling, punctuation, sentence structure, and the mechanical elements of arrangements, spacing, length, and consistency of usage in form and descriptions should be studied carefully before submission.

Written manuscripts should be in **English**. Manuscript must conform to the style of the Publication Manual of the American Psychological Association (APA), 6th Edition. Manuscripts should be double -spaced, and font face must be Times New Roman 12 point. Paper Size must be A4 (21×29.7) (top, bottom, left and right 2.5cm space).

The article should be organized in IMRAD (Introduction, Method (Research design, Working group, Data collection tools, Data analysis, Experimental process, and Teaching environment [for experimental studies]), Result, Discussion and Conclusions) format.

Publication fee

Authors will not pay any fees for any of the related processes including the review process and the publication process.

Ethics in publishing

Authors of reports of original research should present an honest account of the work performed as well as a short discussion of its significance in the field of participatory educational research. Underlying data, and ways of interpreting these should be represented transparently in the paper. A paper should contain sufficient detail and references to permit others to judge the value of the work. Fraudulent or knowingly made inaccurate statements constitute unethical behavior and thus are unacceptable. Authors may be asked to provide the raw data in connection with their paper for editorial review and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted and should be underlined as part of acknowledgements. Multiple, redundant, or concurrent publications of an author is not acceptable as involving the sharing of the essentially same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable. Authors are recommended to cite publications that have been influential in determining the nature of the reported work. Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or

interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed on its submission for publication. All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Authors cannot make any change on the published manuscript electronically. Therefore, authors are obliged to be very careful reviewing and correcting any errors on galley proof.

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Author/s declare that:

Author/s declare presence of Ethics Statements that needed for ethical conduct of research using human subjects. Otherwise, they provide the necessary documents.

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b) Research involving human participants and/or animals:

This study does not contain any studies with human participants and/or animals performed by any of the authors.

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PREPARATION

Word template

You need to download our **Title Page** and **Full Text** templates using the links below.



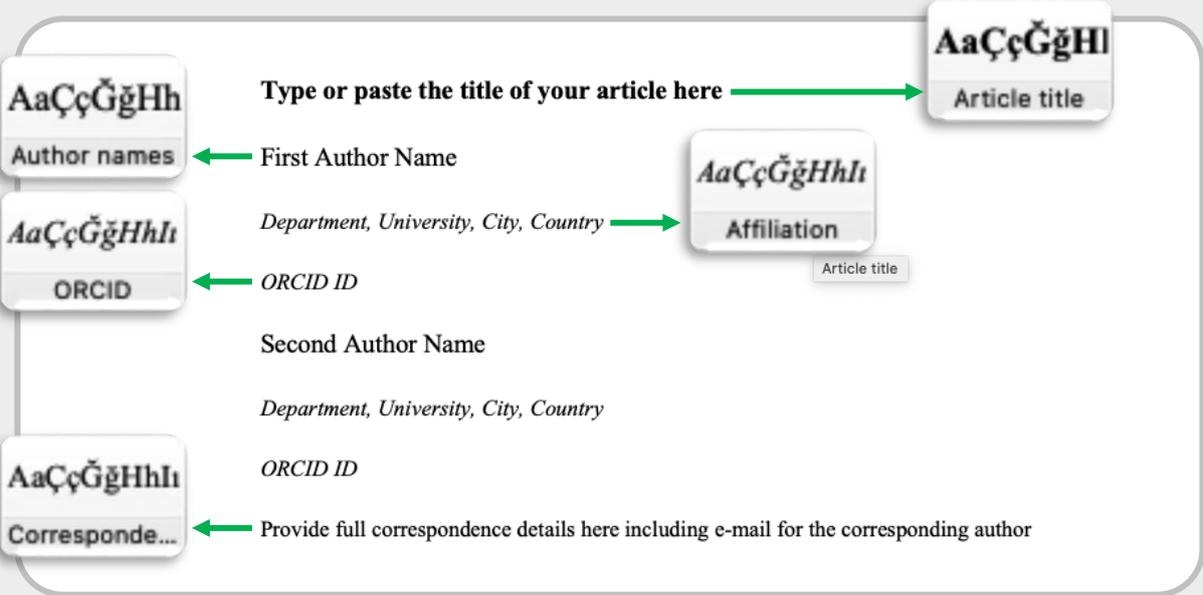
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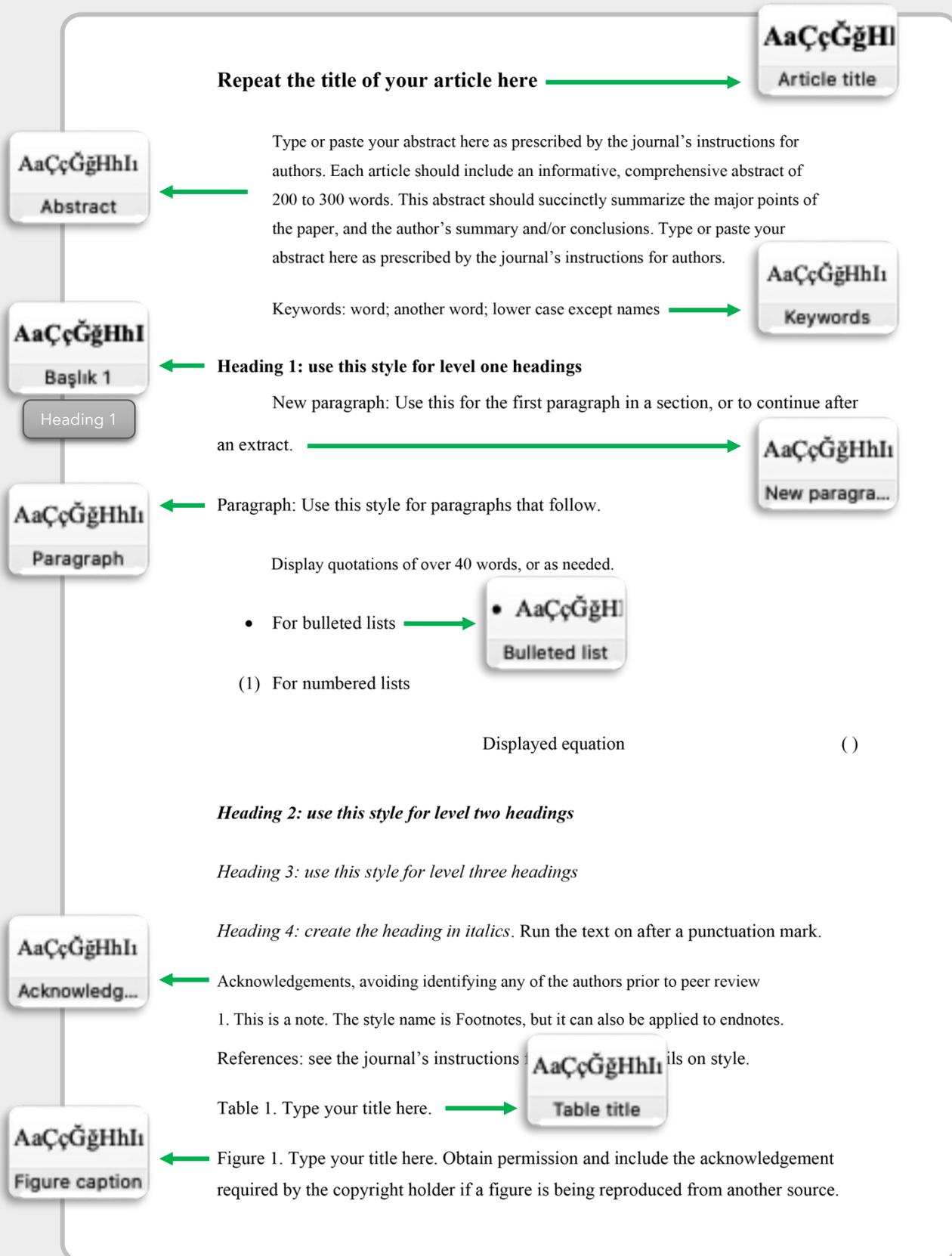


Title Page Template



Full Text Template

The full text page is edited as a separate file. No information about the authors should be included in the article or in the file name. It should be completely blind.



Example Table View

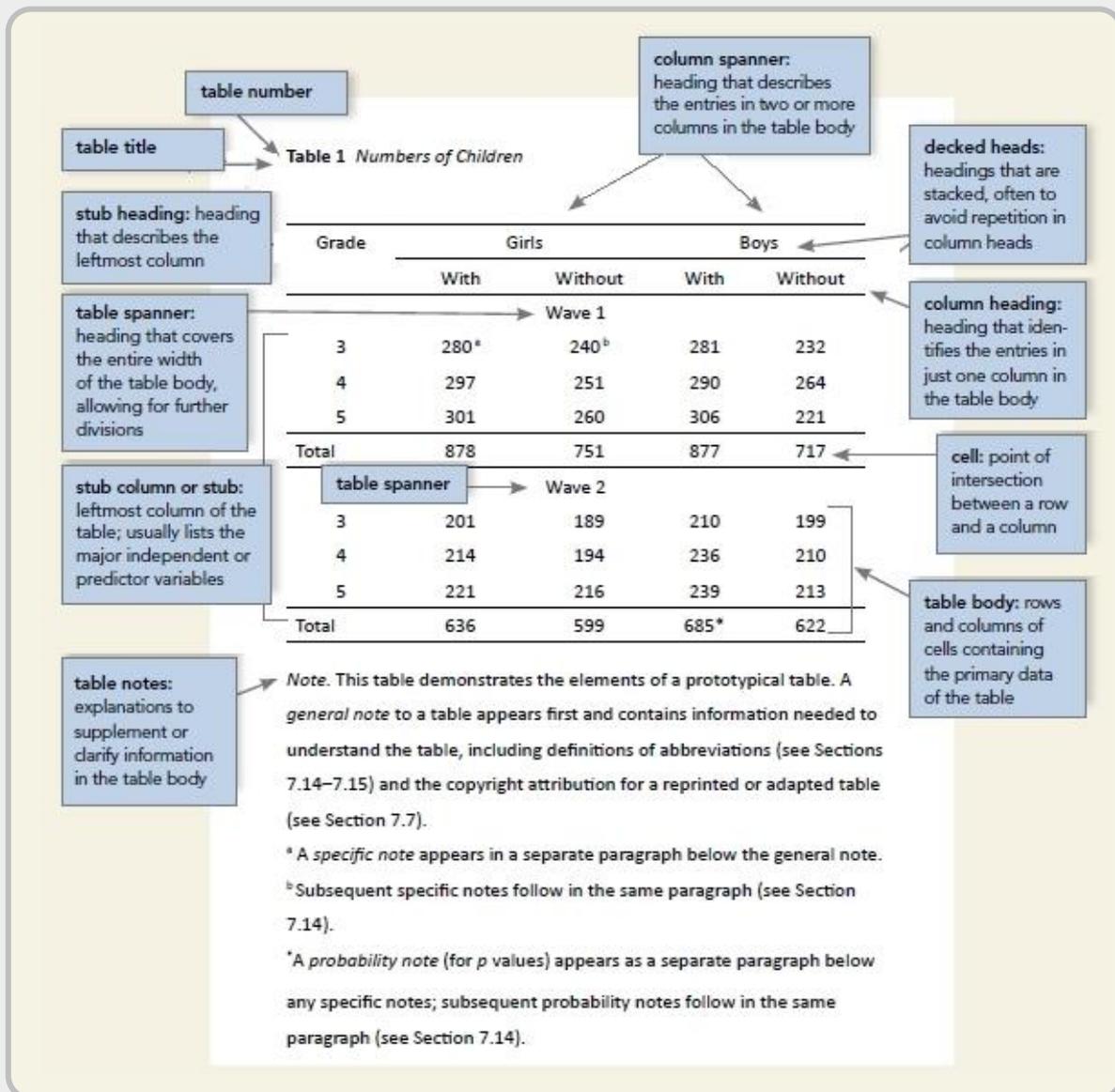
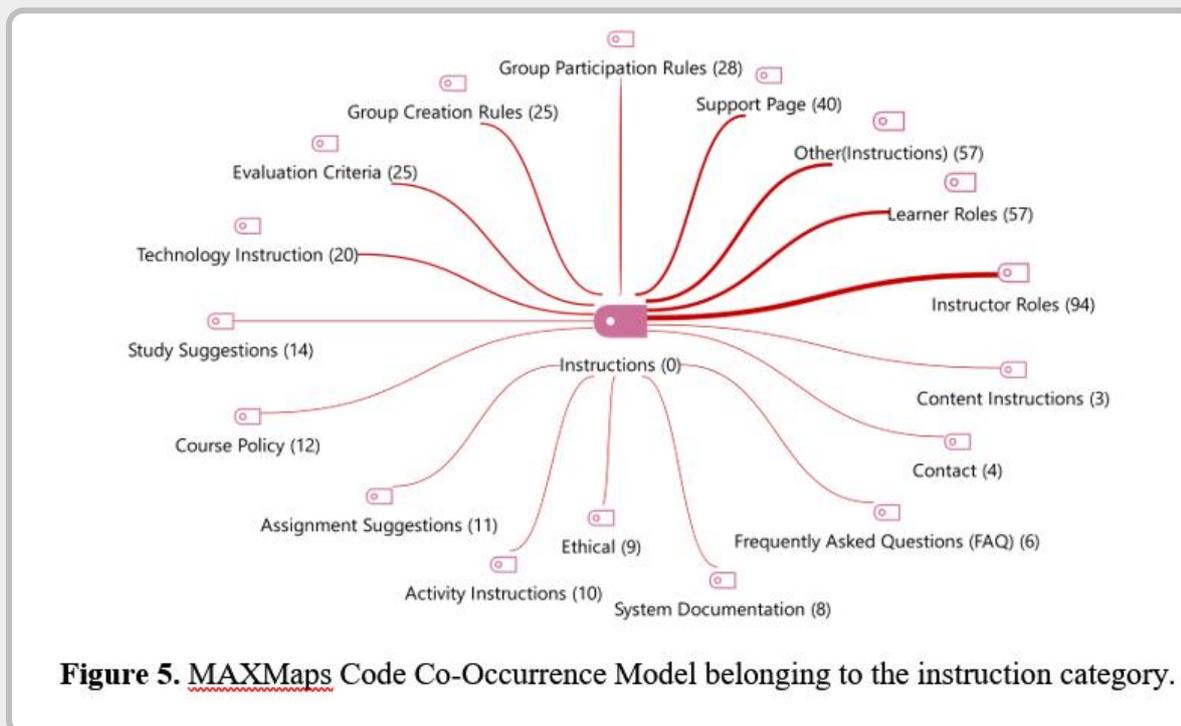


Table headers must be on top of tables. Figures must be centered. Figure headers should be located under the figure.



After the text is edited using a style, no formal changes should be made to it.

All resources must be edited using the "References" style.



All references should use English titles and names of institutions and journals. See the References section for any details on the referencing style.

Language

Manuscript language must be English.

Files

Title Page

Title page should contain all the details about the author(s) (Name, affiliation, ORCID, email addresses), article title and the correspondence author (in Word document).

Full text

Information about the authors should not be included in the full text (Word document) or in the file name.

Similarity Report

The similarity report from iThenticate or Turnitin must be uploaded (as .pdf file). In the similarity report, the number of excluded words should not be more than 5 words and the similarity rate should not be more than 15%.

Format

Submit your manuscript in WORD FORMAT – Microsoft Word (.doc or docx) Do not use any word processing options/tools, such as–strike through, hidden text, comments, merges, and so forth. Due to the academic focus of this publication, the use of personal pronoun (I, we, etc.) and other uses that are against academic conventions and style/genre are strongly discouraged.

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Because this is an electronic journal the length of papers may vary. The length of your paper should be appropriate to the topic and focus. But the number of words should be between 6.000 and 12.000 words.

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All manuscripts must be original. No manuscript will be considered which has already been fully or partially published or which are submitted elsewhere and/or under review. However, if any work appeared in conference proceedings is substantially revised and extended, it will be considered and the last decision by the board is made for the paper. Submission of a manuscript represents certification by the author that the article is not being considered/reviewed nor has been previously published elsewhere.

Abstract

Each article should include an informative, comprehensive abstract of 200 to 300 words. This abstract should succinctly summarize the major points of the paper, highlight the salient points, as well as conclusions and implications in a brief fashion

Keywords

Each article should include at least 3 keywords.

Credits and acknowledgments

Acknowledgments or appreciation to individuals for assistance with the manuscript or with the material reported should be included in the Acknowledgment section at the end of the article.

Tables/figures

All tables (composed according to APA 6th) and figures must be embedded in the manuscript near the first reference to the corresponding table. Tables and figures MUST be no wider than 500 pixels (5.25").

References

References must conform to the style of the Publication Manual of the APA 6th Edition. All reference titles from other languages should be in English and should be accompanied by its original reference title in any other language. An English translation of the title (for titles and journal names) should be displayed in "[]" if without the original English title and/or journal names.

Cite references in text

References are cited in the text in an alphabetical order (in the same way they appear on the reference list), separated by a semi-colon (Korkmaz, 2013; Nel, 2012).

Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word 'and' between the authors' names within the text and use the relevant symbol i.e., '&' in the parentheses.

Research by Korkmaz and Nel (2001) showed... (Korkmaz & Nel, 2004)

Three or more authors

For the first time all author names need to be listed and thereafter use the first author's name followed by *et al.* in the signal phrase or in parentheses.

Korkmaz et al. (2011) argued... (Korkmaz et al., 2011)

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If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

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Author, A.A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

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Chapter in edited book

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Retrieved from <http://www.xxxxx>

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Non-English book

Korkmaz, Ö. (2010). *Eğitim bilimine giriş [Introduction to education science]*. Ankara: Mevlana Publ.

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Authors are named by last name followed by initials (closed up); publication year goes between the parentheses, followed by a full stop (period). Only the first word and proper nouns in the title and subtitle are capitalized.

The periodical title has the main words capitalized, and is followed by the volume number which, with the title, is also italicized and then comes the DOI. Provide the issue number ONLY if each issue of the journal begins on page 1.

In such cases it goes in parentheses: Journal, 4(1), pp-pp. If the DOI is not available and the reference was retrieved online, give the URL of the journal home page. No retrieval date is needed.

Symposium

Contributor, C. (Year, Month). *Title of contribution*. In C. Chairperson (Chair), Title of symposium. Symposium conducted at the meeting of Organization Name, Location.

Conference paper abstract retrieved online

Author, A.A. (2010, June). *Title of article*. Paper presented at the Conference Name, Location. Abstract retrieved from http://www.conference.org/abstracts_2007.htm

Dissertation or thesis

Author, A.A. (Year). *Title of thesis*. (Unpublished master's thesis). University of Missouri, Columbia.

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- The paper is in a language other than English.
- Scale adaptation studies in languages other than English will be rejected.
- The studied subject is not relevant to educational sciences and/or to the international audience/international literature with the rather limited, non-comprehensive and local aspects of the paper viz. its scope, topic and alike.
- The paper does not adhere to the mentioned IMRAD format fully or in partial manner. The article should be organized in IMRAD (Introduction, Method (Research design, Working group, Data collection tools, Data analysis, Experimental process, and Teaching environment [for experimental studies]), Result, Discussion and Conclusions) format