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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.

Submissions not considered for peer review

The manuscripts with the following characteristics will not be considered for peer review:

- Studies that are irrelevant to instruction, teaching, training, or learning.
- Studies that solely report bibliometric reviews, systematic reviews/meta-analyses conducted by a sole author, and subjective reviews.
- Studies addressing overly local or highly contextual issues, which are irrelevant to the wider international audience.

- Studies on obsolete issues (e.g., covid19 pandemic) or using obsolete data older than three years.
- Studies with a weak rational or theoretical base that are not motivated by current international literature.
- Empirical studies with low observations that pose threats to external validity, and with other major deficiencies in validity and reliability.
- Studies with poor quantitative findings (e.g., measurement with a single instrument, targeting a single dependent variable), which make weak contributions to the relevant literature.
- Empirical studies improperly performed and reported statistical analyses.
- Studies with poor qualitative findings (a lack of adequate rigor, depth, or depiction) that poorly address the trustworthiness issues (using a single qualitative data source or a lack of triangulation, peer debriefing, and thick description).
- Manuscripts with poor organization and inconsistency with the academic writing guidelines.
- Studies in the fields of physical education, sports, and fine arts.

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.

For Editors

- The editor of the journal is responsible for determining which of the submitted articles will be published.
- The editor should be guided by the journal's editorial board policies and must adhere to the legal requirements concerning libel, copyright infringement, and plagiarism. The editor may consult with the other editors or reviewers in making this very decision.
- The editor must evaluate manuscripts solely based on their intellectual content, without regard to the authors' race, gender, sexual orientation, religious beliefs, ethnic background, citizenship, or political views.
- The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone at any time other than the corresponding author, reviewers, potential reviewers, other editorial advisors, and the publisher, as necessary.
- Unpublished materials disclosed in a submitted manuscript must not be utilized in the editor's own research without the explicit written consent of the author.
- Editors should provide clear and objective reasons when deciding whether to accept or reject an article.
- Editors should diligently expedite the editorial process to ensure that articles are published and made available to the academic community as soon as possible.
- Editors should not give preferential treatment to the accepted manuscripts beyond the scheduled editorial timeline.
- The editor must ensure that the peer review process (double-blind review) is fair, impartial, and timely. Research articles should typically be reviewed by at least two external and independent reviewers, and the editor should seek additional opinions if and when necessary. The editor should select reviewers with appropriate expertise in the relevant field and avoid biased reviewer selection. The editor should review all potential conflict of interest disclosures made by the reviewers and self-citation suggestions and make changes to the reviewers if needed. Additionally, if reviewers use inappropriate language or make comments beyond the intended scope for the authors, the editor should consider changing the reviewers.

- The editor must use the journal's standard electronic submission system for all communications related to the journal.
- The editor, together with the chief editor, should establish a transparent mechanism for addressing any appeals against the editorial decisions.
- The editor should not artificially inflate any metrics related to the journal or attempt to influence its ranking. In particular, the editor should not request references to the journal's (or any other journal's) articles without any valid scientific reasons, nor should authors be asked to cite the editor's own articles or products and services in which the editor has an interest.
- Unless otherwise agreed with the relevant authors and reviewers, the editor must maintain the confidentiality of all materials submitted to the journal and all communications with reviewers. The editor may share limited information with the chief editor if necessary to address any emerging ethical concerns.
- The editor must protect the anonymity of the reviewers. Unpublished materials from submitted manuscripts must never be used in the editor's own research or shared with third parties for any purpose.
- Privileged information or ideas obtained through peer review should remain confidential and not be used for personal gain.
- The editor should not be involved in the decisions regarding articles written by themselves, their family members, or colleagues, or related to any products or services in which the editor has an interest. Such submissions should be subject to the journal's standard procedures, with peer review conducted independently of the relevant author/editor as well as their research groups.
- Editors should keep all records related to the editorial processes of manuscripts in accordance with the confidentiality principles.
- If an editor detects any sort of ethical misconduct in a study, they should immediately contact the chief editor, halt the relevant publication processes, and inform the institutions to which the authors are affiliated with.

For Authors

- Authors of original research reports must provide an accurate and honest account of their work representing academic integrity and discuss its significance within the field of participatory educational research.
- The paper should transparently present the related underlying data, and the methods used to interpret them.
- A manuscript should include sufficient detail and references to enable others viz. the target audience to assess the value of the research.
- Fabrication or intentional misrepresentation of data constitutes unethical behaviour and is totally unacceptable.

- Authors must ensure that their work is entirely original and appropriately cite from others or quote any sources they have used.
- Submitting the same manuscript to multiple journals simultaneously is considered unethical and unacceptable.
- Proper acknowledgment of others' work must always be considered.
- Authors should cite publications that have significantly influenced the development of the reported research.
- Authorship should be restricted to those individuals who have made substantial contributions to the conception, design, execution, or interpretation of the research. All the significant contributors in this frame of reference then should be listed as co-authors. The corresponding author must ensure that all the co-authors are included in the manuscript, have reviewed and approved the final version, and give their consent to its submission for publication. Unfair authorship practices must be eschewed.
- Authors must disclose any financial or other significant conflicts of interest that could be perceived as influencing the results/findings and/or the interpretation of their manuscript.
- All the sources of financial support for the research project should be fully disclosed.
- Authors are not permitted to make electronic changes to the published manuscript. Therefore, they must exercise the utmost care in reviewing and correcting any errors in the galley proofs.
- Once the peer review process is complete or an article has been published, no new authors may be added, the order of authors may not be changed, and requests for errata to make such changes are not permitted.
- Authors must avoid unethical behaviours such as plagiarism, salami slicing, fabrication, and distortion. Such practices are unacceptable.
- Authors should not contact individuals involved in the review process during, before or after the review.
- Information obtained privately through conversations, correspondence, or discussions with the third parties, including copyrighted visuals or tables, should not be used or reported without explicit or written permission from the source. Obtaining the necessary legal permissions for the use of any copyrighted materials is the responsibility of the authors.
- Authors should cite publications that are significantly relevant and influential in providing a meaningful context for their reported work. The citations then should not be made solely to benefit the authors, to address personal conflicts of interest, or to unfairly gain citations for works published in PER.
- Authors are responsible for ensuring that their research complies with the legal regulations of the relevant country/countries. This includes obtaining all the necessary permissions from any relevant individuals, committees, and institutions.

- If the study involves the use of animals or human subjects, the authors must ensure that the procedures followed comply with the legal regulations and institutional guidelines of the country/countries where the research was conducted, and that appropriate institutional committee approvals have been obtained. For the studies involving human subjects, the manuscript should include a statement confirming that informed consent was obtained. The confidentiality rights of human subjects must always be respected.
- For human subjects, authors must ensure that the study adheres to the World Medical Association's Ethical Principles (Declaration of Helsinki). All animal experiments should comply with ARRIVE guidelines and the UK's Animals (Scientific Procedures) Act 1986 or the EU Directive 2010/63/EU concerning the protection of animals used for scientific purposes. For any detailed information, please click [here](#).
- All the authors must disclose any financial and personal relationships with any other individuals or organizations that could be perceived as influencing the research. Any conflicts of interest should be clearly stated under a "Conflicts of Interest" section.
- Authors must not insist on suggesting reviewers to the editor(s).
- Portions or entire texts of previously published works cannot be republished, nor can citations exceed the appropriate limits.
- Submissions that substantially resemble any previously published work or work that has been published in conference proceedings cannot be resubmitted for publication.
- Abstracts presented at conferences but not published in conference proceedings may be submitted for publication, with the conference details noted in a footnote. Papers that have been published in conference proceedings are not eligible for publication.
- Authors must not use artificial intelligence tools to generate any part or the entirety of their manuscript. The manuscript must be entirely original. If AI tools are used for some other purposes (e.g., proofreading), this must be explicitly declared, and making references to any AI tools should be refrained from.
- Under no circumstances can a manuscript be withdrawn from the journal once the peer review process is complete, or the article is published.
- Authors must declare the following in their manuscripts:

The author(s) declare that:

Ethics Statements: They have included all the necessary ethics statements required for the ethical conduct of their research involving human subjects. If applicable, they need to provide all the necessary documentation.

Conflict of Interest: The author(s) should explicitly declare that they have no conflicts of interest.

Research Involving Human Participants and/or Animals: This study does not involve research with any human participants or animals conducted by any of the authors. This article does not report any research involving animals conducted by any of the authors.

Informed Consent: Informed consent was obtained from all the individual participants involved in the study. In cases where the participants are under 18 the relevant legal procedures need to be adhered to accordingly.

Acknowledgments: If the manuscript arises from any type of research conducted as part of a thesis/dissertation, supported by an institution or organization, or presented at a symposium or alike partially, this section should acknowledge any contributors beyond the authors who supported the very research process.

Declaration of Generative AI Use

Authors must declare the usage of generative AI in the manuscript preparation process when submitting the paper.

Artificial intelligence tools may assist authors who are preparing a manuscript for this journal. However, human critical thinking skills and evaluation must never be replaced by these technologies. AI should always be used under human supervision and control.

When the work is first submitted, a statement at the end of the manuscript must disclose the usage of AI tools during the preparation process. The statement should be positioned in a new section prior to the references list and will be attached to the published work.

The declaration excludes the use of fundamental tools such as grammar, spelling, and reference checkers. If you have nothing to disclose, do not include a statement.

For Reviewers

- Peer review aids the editor(s) in making all the editorial decisions and, through sustaining healthy communication with the author(s), it may help improve the manuscript.
- A reviewer who feels unqualified to evaluate a manuscript or who cannot complete the review in a timely manner must notify the editor as soon as possible and indicate their inability to participate in the review process.
- Manuscripts received for review must be treated as confidential. They should not be shared or discussed with anyone other than those authorized by the editor(s).
- Reviews must be conducted impartially and based on the manuscript's content.
- Personal criticism of the author is at all times unacceptable.
- Reviewers should present their opinions clearly and support them with well-reasoned arguments.
- Reviewers should inform the editor if/when they identify significant similarities or overlaps between the manuscript under review and any previously published work to their knowledge.
- Any privileged information or ideas gained through the review process must remain confidential and must not be used for personal benefit.
- Reviewers should not review manuscripts if they have conflicts of interest due to competitive, collaborative, or other sorts of relationships with any of the authors, companies, or institutions involved.

- Reviewers should accept manuscripts for review only in their own areas of expertise.
- Reviewers must not have access to the identities of the authors. If such information is accessed for some reason or accidentally obtained, the review process should be terminated immediately.
- The review process must be conducted with complete impartiality and confidentiality.
- Reviews should be carried out objectively. Reviewers should always be aware of any personal biases that they may have and take this into account when evaluating a manuscript.
- If a reviewer suggests that an author cite their own (or their co-authors') work, it should be based on genuine scientific reasons, not to e.g., increase the reviewer's citation count or visibility of their own work.
- Reviewers must not use the manuscripts they are reviewing for any purpose other than the review process. They should not share any part of the manuscript with the third parties and must maintain confidentiality at all times.
- The review process should be completed objectively based on the manuscript's content, significance and potential contribution to the field. Personal characteristics such as nationality, gender, religion, political views, or commercial conflicts should not influence the reviewers' decisions.
- Reviewers should maintain a constructive and courteous attitude towards the submitted work. They should avoid using rude, demeaning, or aggressive language when communicating with authors.

Rules for Requesting an Erratum

- If an author discovers a significant error or mistake in their published work, they are obligated to promptly inform the journal editor or publisher. The author should collaborate with the editor(s) to withdraw or correct the article if deemed necessary. If the editor or publisher learns of an error in a published work from a third party, the author must also cooperate with the editor(s), including providing evidence if requested.
- An erratum may be requested from the editor to correct scientific/academic errors identified in a published article. However, the erratum proposal will be reviewed by the editor(s), who may invite peer reviewers if necessary. The decision to publish the erratum will be made based on the recommendations of the reviewers and the editorial board.
- Erratum requests cannot be used to add authors to a published article or change the order of authors.

Data Storage and Sharing

- If the reliability of the submitted research is questioned, the author(s) are required to provide the data used to the editor(s). If the authors do not provide the data, the submission will be rejected and will not be reconsidered.

- Authors must retain the data, application procedures, and other materials used in their submission for at least 5 years from the time when the study is conducted.
- After publication, data may be shared if requested by other researchers or authors.
- Prior to sharing any identifying information, codes, or symbols related to the participants involved in the research all the data must be removed to warrant anonymity. Participants should remain anonymous in both the article itself and the shared data files.
- If a study is funded by an institution, the rights of the institution must be protected, and the appropriate acknowledgments should be included. If authors wish to share the data, an agreement letter detailing the purpose(s), methods, scope, conditions, and limits of data use must be signed between the authors and the data owner(s).
- The publisher cannot share any data without the author(s)' permission.
- No data should be shared unless it has been anonymized fully.

Protection of Participants' Rights and Interests

- The confidentiality of information obtained from the participants and from any other individuals must be maintained. Thusly, the presented study should not contain any information that reveals or that carries the potential of unveiling the identity of the participants. Any practices that could disclose participants' identities should be avoided.
- Participation in research must be based on voluntary consent. When there is a hierarchical relationship between the researcher and the participants (e.g., teacher-student, supervisor-teacher and so on), the researchers should not pressure participants to give their consent.
- Even if participation was initially voluntary, the participants must be allowed to withdraw from the research process at any stage if they choose to do so.
- No activities that could negatively impact participants psychologically, physiologically, or cognitively should be conducted before or during the research process.
- During the research process, all the rights of participants, as emphasized in the Universal Declaration of Human Rights and the UNICEF Convention on the Rights of the Child, must be protected.

Research Involving Vulnerable Populations, such as Children, is Evaluated According to the Following Ethical Principles:

- **Ethics Committee Approval:** All the studies involving vulnerable populations must receive approval from an appropriate ethics committee. The ethics committee approval document must be submitted with the manuscript submission to our journal.
- **Informed Consent:** For any research involving children and other vulnerable groups, informed consent must be obtained from the participants and/or their legal representatives. The consent process should include providing clear information about the purpose, procedures, potential risks, and benefits of the research to the participants.

- Privacy and Confidentiality: Participants' privacy and the confidentiality of their data must be protected. When publishing research findings, the necessary measures must be taken to make sure that identities are not disclosed.
- Justice and Fairness: Principles of justice and fairness should be observed in research during all times. There should be no discrimination amongst participants, and all participants should be treated in an equal fashion.

Plagiarism Policy

Plagiarism Policy Participatory Educational Research (PER) is a peer-reviewed journal with ISSN 2148-6123, published online since 2014. The journal has a strict policy against any form of copying or plagiarism. All the manuscripts submitted to PER are checked for plagiarism using iThenticate software. Manuscripts identified as containing significant degrees of plagiarism that is beyond being similar to any previously published work during the initial review are immediately rejected and will not be considered for publication. If plagiarism is detected after a manuscript has been published, the Editor-in-Chief will conduct a preliminary investigation, possibly with the assistance of a designated committee. Should the investigation confirm that the manuscript exceeds the acceptable limits of similarity turning into plagiarism, the journal will notify the author's affiliated institution, college, university, and any funding agencies involved. The journal will then issue a statement linked online to the original paper, indicating the plagiarism and providing a reference to the plagiarized material. The affected paper will also be marked with a notice on each page of the PDF. Depending on the severity of the plagiarism, the paper may be formally retracted.

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PREPARATION

Word template

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



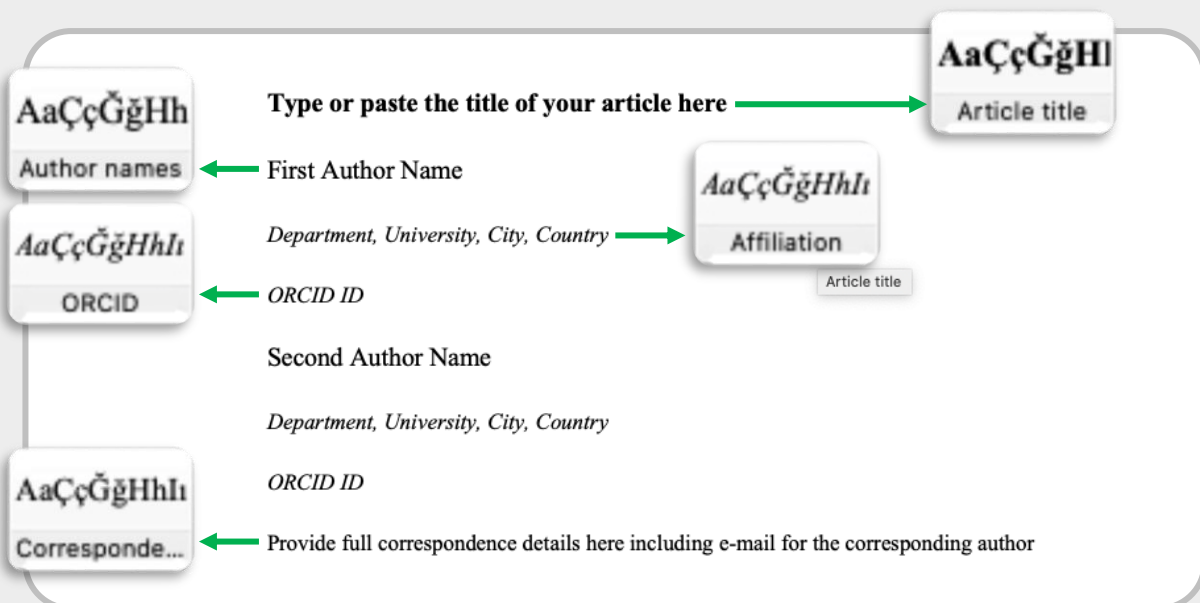
Usage of Templates

While preparing for your submission, the styles of the articles should be arranged from the window in the image below.

You must first select the relevant area in the study, then choose the correct style. Note that after the text is edited using a style, no changes should be made to it.

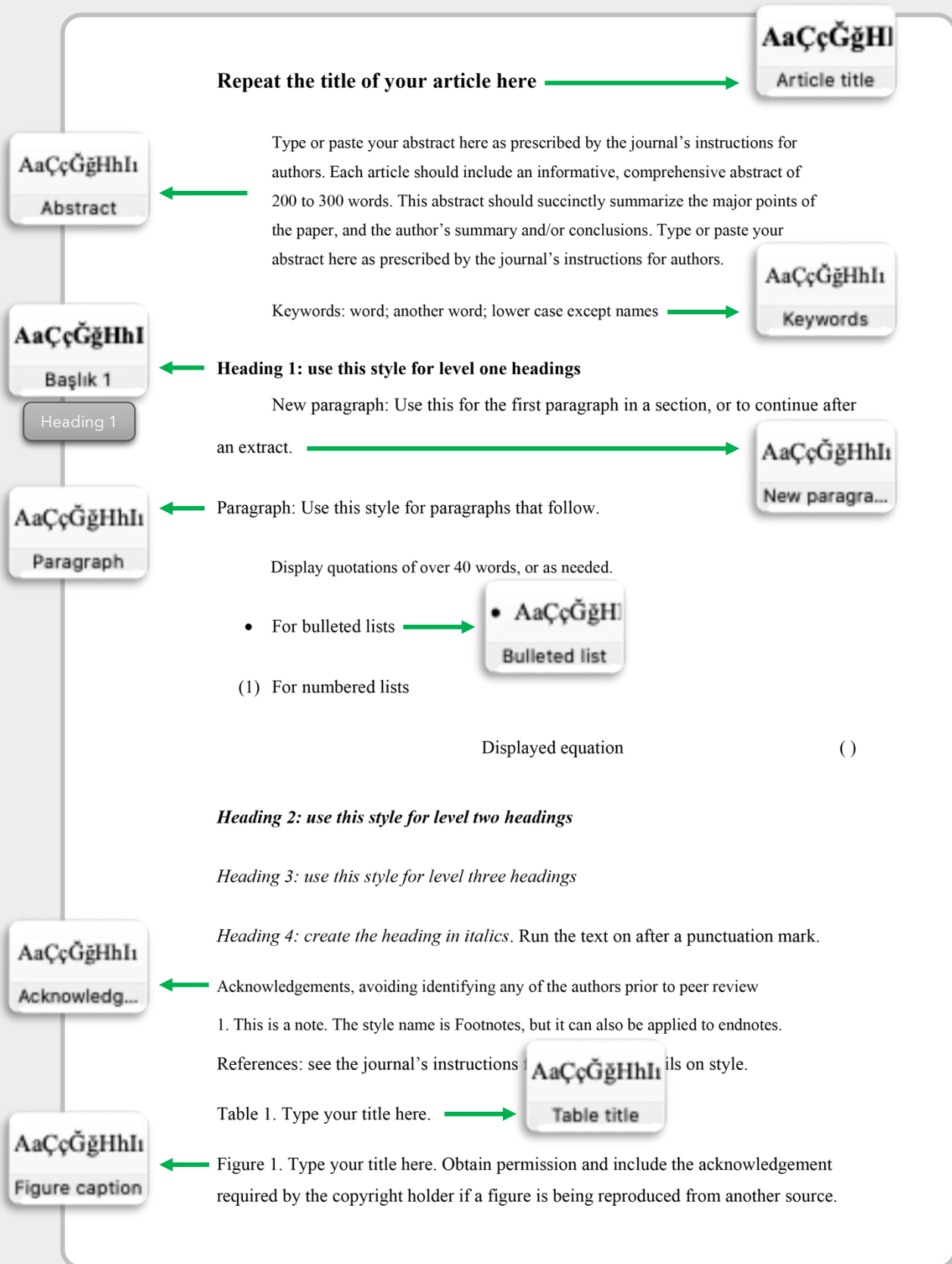


Title Page Template



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

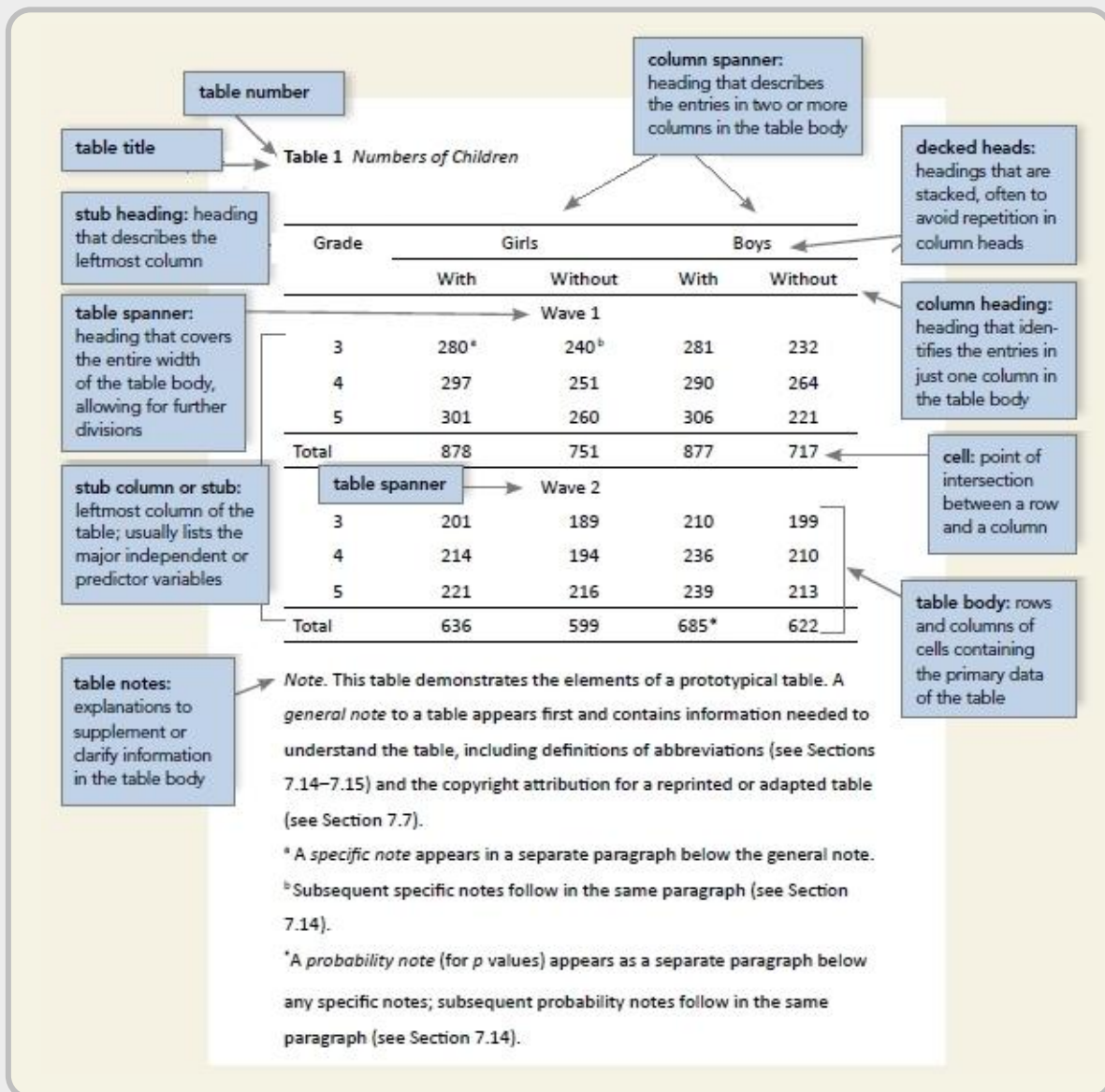
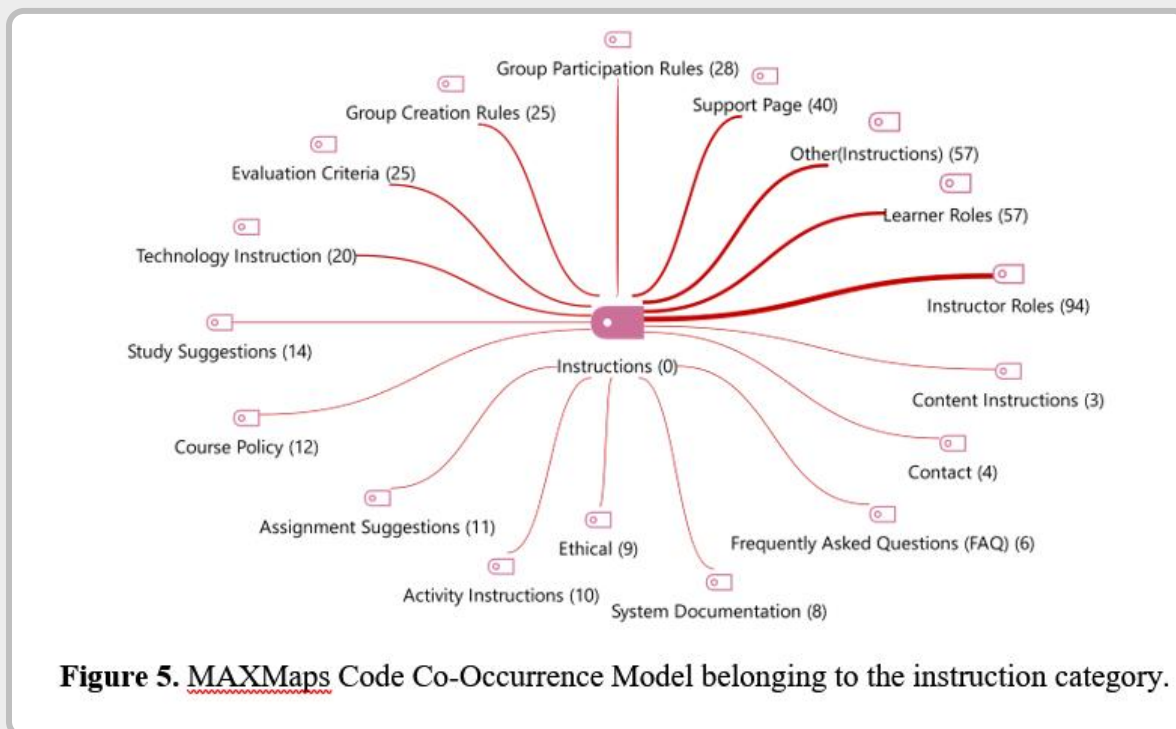


Table headers must be on top of tables. Figures must be centered. Figure headers should be located under the figure.



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.

Length

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 **9.000** words.

Originality

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 **250** 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)

Citing indirect sources

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.

Johnson argued that... (as cited in Korkmaz, 2009, p. 71) (Note: The use of secondary sources should be limited).

Organize references

References are listed in an alphabetical order.

Book

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

Author, A.A. (Year of publication). *Title of work: Subtitle.* Retrieved from <http://www.xxxxxx>

Author, A.A. (Year of publication). *Title of work: Subtitle.* doi:xxxxxxxxxxx

Chapter in edited book

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If the original version is used as the source, cite the original version. Give the original title, and, in brackets, the translation.

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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.

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