**FULL TEXT WRITING GUIDE**

**Descriptions:**

* Full-text papers should not have been presented or published anywhere as an article or a paper before.
* An author can participate with a maximum of 2 papers.
* All papers is carried out with the principle of double-blind refereeing.
* The language of the papers should be either Turkish or English .
* Submitted papers must be written in Microsoft Word 2007 and above.
* Full text papers that are decided to be published in the proceedings book should be written as **maximum 20 pages including the bibliography** .

**Writing rules:**

1. "Times New Roman" font should be used in the manuscript writing. Page layout; A4 paper size, page margins: Left: 3 cm, Right: 3 cm, Top: 3 cm and Bottom: 3 cm.
2. The main title of the paper should be written in 12 pt bold, abstract and abstract in 11 pt bold, all letters capitalized and aligned in the middle.
3. The titles and names of the author/authors should be placed under the title, Times New Roman, 11 font size, bold. The institution where the author works, ORCID number, e-mail address, Times New Roman, 10 font size, normal, center aligned and should be placed under the name with 1.15 line spacing between the author's name.
4. The short summary should be written in both Turkish and English languages, should contain a maximum of 200 words, should be in 10 points, single line spacing, justified and should not be indented. At the end of the text, “Keywords” and “JEL Codes” will be written in 10 font size.
5. Papers should be written in 11 font size and 1.15 line spacing, justified.
6. Papers should consist of title, brief summary, introduction, conceptual framework, research method, findings and discussion, conclusions and suggestions. (In Turkish papers, title, Turkish short summary, English short summary, introduction… In English papers, it should be written as title, English short summary, Turkish short summary, introduction…)
7. **Headings:** All headings are in 11 font size, bold ( bold ) and left justified ( without indent ) as 1., 1.1., 1.1.1., 1.1.2., 1.1.2.1. should be numbered in decimal form. All letters of the main headings should be written in capitals, and only the initials of the subheadings should be written in capital letters. The spacing between headings and paragraphs should be 6 nk before and after, and the carriage return indent should be 1 cm.
8. **Tables and graphics:** Each table, figure or graphic should be given a title. The title should be placed above the table, figure or graphic, centered on the page, with only the initials of the words in capital letters and in 10 points. The text in tables, figures and graphics should be in the range of 8-10 points. Tables, figures or graphics should be easily readable and should conform to the page structure (not exceeding the page margins) given above.
9. **Citations:** The works to be sent must be arranged by taking into account the basic citation rules of APA 6th Edition.
10. **References:** References used in the papers are given under the left-aligned "REFERENCES" heading on a new page. References should be listed alphabetically according to the surname of the author, without distinction of qualification (thesis, book, article, report, etc.).
11. The document should be saved as a word file, in doc or docx file format.