Author Guidelines

1. GUIDELINE ON WRITING STYLE

1.1. General Principles

Authors are required to submit the workplace information, contact addresses/numbers/email addresses and ORCID (Open Researcher and Contributor ID) number.

Articles should be between 4000 (minimum) and 5000 (maximum) words.

No footnotes are required. Authors need to refrain from using footnotes and shall instead incorporate them within the main body of the text.

<div align="center">

Abstract

</div>

Articles must have 'Abstract' which is about 150-200 words. 'Abstract' as the title should be centre aligned and **bold**.

'Abstract' needs to cover the purpose, method, hypothesis and results of the study briefly.

'Abstract' must be typed in single space, 9 point font and in *italics*.

Keywords (right aligned and bold): Minimum three maximum seven key words must be added to the abstracts. Special names should be capitalized (like, Shanghai Cooperation Organization) others should be written in lower case (like, peace, security etc.).

Author's academic title, position, institutional email address and ORCID number should be stated in a footnote in the first page starting with a " * " 9 points font size. (Assoc. Prof., Istanbul Arel University, International Relations Department, alibilginvarlik@arel.edu.tr, ORCID:… i.e.)

Tables, figures and illustrations should be numbered consecutively, captioned and cited in the text in sequential order. Captions should be placed before the table and after the figures/illustrations.

Technical terms need to be used with quotation marks and authors need to refrain from using abbreviations without providing the full form of them at first appearance in the text.

1.2. Principles Regarding Page Layout

Manuscripts should have (multiple) 1,15 line spacing, Times New Roman font, 11 font size, (Top and bottom 2,5 cm, left and right indent 2,5 cm, gutter 0, header 1,25 mm, footnote 1,25 mm, paper size A4., paragraph spacing 6 nk before and after the paragraph, Tabs 0,5 cm.

Manuscripts should start with an <u>introduction</u> section, be separated into proper sections afterwards and following with a <u>conclusion</u> section. <u>Bibliography</u> needs to continue with the conclusion section and the last section should be the attachments section.

Apart from the parts introduction, conclusion and bibliography; remaining sections should be numbered consecutively. Symbols such as (*, -) can be used after the 3rd level segment. Section headings;

1. FIRST LEVEL SEGMENT (ALIGN LEFT, BOLD, CAPITAL LETTERS)

1.1. Second Level Segment (Align Left, Bold, First Letters are Capital)

2.1.1. Third Level (Align Left, Italic, First Letters are Capital)

• Tables, figures and illustrations should be numbered (Table-1., Chart-2. ie.). Tables' names should be on top of the tables and centered; names' of the figures should be under the figures and centered as well.

• Contents of the tables and figures should be Times New Roman and 9 points font size (can be used as 9 or 11 according to the page layout). Statistical numbers are expected to have no more than 3 digits after decimal point. Tables, figures and illustrations should be cited if needed.

• After the first page, authors name should be in the header in even number pages and name of the manuscript should be on the odd page headers in 9 points font size.

1.3. Guideline for Citations

• References in the body of your manuscripts should be in (Author, Date) format. When directly quoting from a text, you must include a page number (Author, Date: page number) in the citation as well.

• If you are using more than one reference by the same author/authors, the earlier dated publications should be listed first in the bibliography. If it is published in the same year, authors need to assign letter suffixes after the year i.e.: "Varlık (2021a) makes similar claims...".

• Citations for the publications with 3 and more authors should have their full names written for the first citing and then use "(The first authors surname) et al. for subsequent entries. If there are more than 5 authors, first author's name should be followed with "et al."

• If author is directly quoting from a work, then it will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

• If the author is quoting more than 40 words, it is required to start the quotation on a new line, indented two tabs from the left margin, i.e. in the same place one would begin a new paragraph.

• In case of citing a periodic publication without a specific author name, the name of the publication can be used instead of author name. (Wall Street Journal, 2009 i.e).

• In case of parenthetical citation including two or more authors, it is required to order them alphabetically, separated by a semi-colon. (Abrams, 2000; Sullivan and Hellman, 1999).

• In case the source quotes or refers to another source, indirect sources should be cited as (Blau, 1964 cited in Tamer, 2013)

• Online articles follow the same guidelines for printed articles. Citiations should include all information the online host makes available.

• Authors may add an acknowledgement section at the end of the manuscripts to express thanks and pay their tribute.

1.4. Guideline for Reference List

• Reference list should be 11 points font size and be written alphabetically. There should not be any other kind of categorization in the reference list.

• Book references won't be having page numbers but the articles will show the pages of the article in where it is published.

• Online sources should show the access date (Access: 21.12.2021 i.e.)

• This Congress utilizes **APA 6th** Reference Style with some minor differences. Please advise the manual for further info and details. (https://www.apastyle.org/manual)

• Authors' surnames' first letter should be capitalized and include only the first letter of the name. If there is any DOI number of the reference, it should be included in the reference as well. Please find the below examples of common references.

Books

Lewis, Bernard (1997). *The Middle East: A Brief History of the Last 2,000 Years*. New York: Scribner.

Barnett, Rubin R. (2002). *The Fragmentation of Afghanistan* (2nd ed.). New Haven, CT: Yale University Press.

The Russian General Staff. (2002). *The Soviet-Afghan War How a Superpower Fought and Lost*. (Trans. &Ed. Lester W. Grau and Michael A. Cress)University Press of Kansas.

Hauner Milan. (1989). The Soviet Geostrategic Dilemma. Hauner and Canfield (Ed.), *Afghanistan and the Soviet Union* (160–94). Boulder: Westview.

Articles

Varlık A.B. (2020). NATO's Military Structure: Change and Continuity. *Gazi Akademik Bakış*, 13(26), 113-134.

Encyclopedia

Clements, Frank A. (2003). *Conflict in Afghanistan A Historical Encyclopedia*. Oxford: ABC CLIO.

Duprée Louis & Nency Hatch. (2022). Afghanistan Prehistory. *Encyclopedia Britannica*, Retrieved 18.05.2011, from https://www.britannica.com/place/Afghanistan/The-first-Muslim-dynasties

Unpublished Papers

Aplak, H.S. (2010). Karar verme sürecinde bulanık mantık bazlı oyun teorisi. (Unpublished Doctoral Thesis). Gazi University, Ankara.

Electronic Sources

Shotton, M.A. (1989). Computer addiction? A study of computer dependency. Retrieved 18.10.2011, from http://www.ebookstore.tandf.co.uk/ html/index

Unknown Authored Online Articles

New child vaccine gets funding boost. (2001). Retrieved 21.02.2012, from http://news.ninemsn.com.au/health/story_13178.asp.

Blog

Webber, S. (2008, October 10th). Information literacy in work place contexts. Retrieved October 22, 2018, from http://information-literacy.blogspot.com/.

You can use the sample page below

Tile of the Paper (14 point)

Name of the Writer* (Bold, 12 point)

Abstract

(line spacing single, italic, 9 point)

Keywords:

Introduction (Bold, right alignment)

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1. FIRST LEVEL SEGMENT (ALIGN LEFT, BOLD, CAPITAL LETTERS)

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1.1. Second Level Segment (Align Left, Bold, First Letters are Capital)

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1.2.

2.1.1. Third Level (Align Left, Italic, First Letters are Capital)

Conclusion

Bibliography

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ORCHID: