

AUTHOR GUIDELINES

Word Limit

AURUM JSS accepts the following formats and limits:

- **Research articles** of 5.000-10.000 words (*including* abstract, notes and references) that adhere to our format, aims and scope. The editor may change the word limit if it is deemed necessary.
- **Book reviews** of approximately 2.000 words.

Formatting the manuscript

Manuscripts should be submitted in Times New Roman size 12. The main text and footnotes should both be double-spaced and left-aligned. *AURUM JSS* uses both footnotes and a reference list. It is not the responsibility of the editors to convert your citation style. If you do not follow these guidelines you will be asked to reformat your paper prior to editing and this may cause publication delays.

STYLE GUIDELINES

AURUM JSS uses APA formatting and style.

TITLES

Titles should be provided both in Turkish and English.

[Title]

(The title should be centered, boldface, Title Case Heading)

WORKS BY SINGLE AUTHOR:

Author's Name and LAST NAME¹

(Author's name should be centered and author's last name should be written in uppercase)

¹Name of the University, Faculty, Department and City

(The information provided should be centered and each word should be capitalized)

Email

(Provide a valid email address)

WORKS BY MULTIPLE AUTHORS

Author's name LAST NAME¹, Author's name LAST NAME²

(The name of the author should be centered and the last name should be capitalized. if multiple authors, use commas between and number the names of the authors consecutively)

¹University, Faculty, Department and City

(The information provided should be centered and each word should be capitalized)

²University, Faculty, Department and City

(Use consecutive numbering. The information provided should be centered and each word should be capitalized)

- Email, Email

(Write the valid emails consecutively and use commas in between.)

ABSTRACT

Abstract (Abstract should be bold and capitalized.)

The texts should start with an abstract which is no longer than 500 words. The abstract should clearly summarise the main argument and the contribution of the article as well as the methodology utilised. The abstract should be written in the present tense and in the third person or passive voice; use of the first person is discouraged.

Abstracts should be provided both in English and Turkish.

KEYWORDS

Keywords: [provide up to 5 keywords separated with a comma. Capitalize each word.]

HEADINGS

There are 5 heading levels in APA. Regardless of the number of levels, always use the headings in order, beginning with level 1. The format of each level is illustrated below:

APA Headings	
Level	Format
1	Centered, Boldface, Title Case Heading Text starts a new paragraph.
2	Flush Left, Boldface, Title Case Heading Text starts a new paragraph.
3	<i>Flush Left, Boldface Italic, Title Case Heading</i> Text starts a new paragraph.
4	Indented, Boldface Title Case Heading Ending With a Period. Paragraph text continues on the same line as the same paragraph.
5	<i>Indented, Boldface Italic, Title Case Heading Ending With a Period.</i> Paragraph text continues on the same line as the same paragraph.

IN-TEXT CITATION

A Work by One Author

Jones (2008) suggests that

(Jones, 2008)

A Work by Two Authors

Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

A Work by Three or More Authors

(Kernis et al., 1993)

Kernis et al. (1993) suggest...

In *et al.*, *et* should not be followed by a period. Only "al" should be followed by a period.

If you're citing multiple works with similar groups of authors, and the shortened "et al" citation form of each source would be the same, you'll need to avoid ambiguity by writing out more names. If you cited works with these authors:

Jones, Smith, Liu, Huang, and Kim (2020)

Jones, Smith, Ruiz, Wang, and Stanton (2020)

They would be cited in-text as follows to avoid ambiguity:

(Jones, Smith, Liu, et al., 2020)

(Jones, Smith, Ruiz, et al., 2020)

Since et al. is plural, it should always be a substitute for more than one name. In the case that et al. would stand in for just one author, write the author's name instead.

Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks. APA style calls for capitalizing important words in titles when they are written in the text (but not when they are written in reference lists).

A similar study was done of students learning to format research papers ("Using Citations," 2001).

Organization as an Author

According to the American Psychological Association (2000),...

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

Two or More Works in the Same Parentheses

(Berndt, 2002; Harlow, 1983)

(Smith, n.d., 1995, 2002, in press)

REFERENCE LIST

BOOKS

Single Author

Last name first, followed by author initials.

Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.

Two Authors

List by their last names and initials. Separate author names with a comma. Use the ampersand instead of "and."

Soto, C. J., & John, O. P. (2017). The next big five inventory (BFI-2): Developing and assessing a hierarchical model with 15 facets to enhance bandwidth, fidelity, and predictive power. *Journal of Personality and Social Psychology*, 113(1), 117-143. <http://dx.doi.org/10.1037/pspp0000096>

Three to Twenty Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

More Than Twenty Authors

List by last names and initials; commas separate author names. After the first 19 authors' names, use an ellipsis in place of the remaining author names. Then, end with the final author's name (do not place an ampersand before it). There should be no more than twenty names in the citation in total.

Pegion, K., Kirtman, B. P., Becker, E., Collins, D. C., LaJoie, E., Burgman, R., Bell, R., DelSole, R., Min, D., Zhu, Y., Li, W., Sinsky, E., Guan, H., Gottschalck, J., Metzger, E. J., Barton, N. P., Achuthavarier, D., Marshak, J., Koster, R., . . . Kim, H. (2019). The subseasonal experiment (SubX): A multimodel subseasonal prediction experiment. *Bulletin of the American Meteorological Society*, 100(10), 2043-2061. <https://doi.org/10.1175/BAMS-D-18-0270.1>

Group Author

Merriam-Webster. (2008). Braggadocio. In *Merriam-Webster's Advanced Learner's English Dictionary*. Merriam-Webster.

When a work has multiple layers of group authorship (e.g. The Office of the Historian, which is a part of the Department of State, publishes something), list the most specific agency as the author and the parent agency as the publisher.

Bureau of International Organization Affairs. (2018). *U.S. contributions to international organizations, 2017* [Annual report]. U.S. Department of State. <https://www.state.gov/u-s-contributions-to-international-organizations/>

Unknown Author

When the work does not have an author move the title of the work to the beginning of the references and follow with the date of publication.

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Merriam-Webster.

Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first). List references with no dates before references with dates.

Urcuioli, P. J. (n.d.).

Urcuioli, P. J. (2011).

Urcuioli, P. J. (2015).

Edited Book with an Author or Authors

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (E. Editor, Ed.). Publisher. DOI (if available)
Malory, T. (2017). *Le morte darthur* (P. J. C. Field, Ed.). D. S. Brewer. (Original work published 1469-70)

A Translation

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (T. Translator, Trans.). Publisher. (Original work published YEAR) DOI (if available)
Plato (1989). *Symposium* (A. Nehamas & P. Woodruff, Trans.). Hackett Publishing Company. (Original work published ca. 385-378 BCE)

Edition Other Than the First

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (# edition). Publisher. DOI (if available)
Belcher, W. (2019). *Writing your journal article in twelve weeks: A guide to academic publishing success* (2nd ed.). University of Chicago Press.

Article or Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI (if available)

ARTICLES IN PERIODICALS

Article in Print Journal

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5–13.

Note: APA 7 advises writers to include a DOI (if available), even when using the print source. The example above assumes no DOI is available.

Article in Electronic Journal

As noted above, when citing an article in an electronic journal, include a DOI if one is associated with the article.

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16. <https://doi.org/10.5703/1288284316979>

Denny, H., Nordlof, J., & Salem, L. (2018). "Tell me exactly what it was that I was doing that was so bad": Understanding the needs and expectations of working-class students in writing centers. *Writing Center Journal*, 37(1), 67–98. <https://www.jstor.org/stable/26537363>

Article in a Magazine

Peterzell, J. (1990, April). Better late than never. *Time*, 135(17), 20–21.

Article in a Newspaper

Schultz, S. (2005, December). Calls made to strengthen state energy policies. *The Country Today*, 1A, 2A.

Review

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38(5), 466–467.

OTHER PRINT SOURCES

Entry in a Dictionary, Thesaurus, or Encyclopedia with a Group Author

Institution or organization name. (Year). Title of entry. In *Title of reference work* (edition, page numbers). Publisher name.

Merriam-Webster, Incorporated. (1997). Goat. In *Merriam Webster's collegiate dictionary* (10th ed., pp. 499-500). Merriam-Webster, Incorporated.

Entry in a Dictionary, Thesaurus, or Encyclopedia with an Individual Author

Lastname, F. M. (Year). Title of entry. In F. M. Lastname (ed.), *Title of reference work* (edition, page numbers). Publisher.

Tatum, S. R. (2009). Spirituality and religion in hip hop literature and culture. In T. L. Stanley (ed.), *Encyclopedia of hip hop literature* (pp. 250-252). Greenwood.

Work Discussed in a Secondary Source

Provide the source in which the original work was referenced:

Nail, T. (2017). What is an assemblage? *SubStance*, 46(1), 21-37. <http://sub.uwpress.org/lookup/doi/10.3368/ss.46.1.21>

Dissertation or Master's Thesis, Published

Lastname, F. M. (Year). *Title of dissertation/thesis* (Publication No.) [Doctoral dissertation/Master's thesis, Name of Institution Awarding the Degree]. Database or Archive Name.

Angeli, E. L. (2012). *Networks of communication in emergency medical services* (Publication No. 3544643) [Doctoral dissertation, Purdue University]. ProQuest Dissertations Publishing.

Dissertation or Master's Thesis, Unpublished

Lastname, F. M. (Year). *Title of dissertation/thesis* [Unpublished doctoral dissertation/master's thesis]. Name of Institution Awarding the Degree.

Samson, J. M. (2016). *Human trafficking and globalization* [Unpublished doctoral dissertation]. Virginia Polytechnic Institute and State University.

Federal or State Statute

Name of Act, Public Law No. (Year). URL

The Patient Protection and Affordable Care Act, Publ. L. No. 111-148, 124 Stat. 119 (2010). <https://www.govinfo.gov/content/pkg/PLAW-111publ148/pdf/PLAW-111publ148.pdf>

Report by a Government Agency or Other Organization

Organization Name. (Year). *Title of report*. URL

United States Government Accountability Office. (2019). *Performance and accountability report: Fiscal year 2019*. <https://www.gao.gov/assets/710/702715.pdf>

Report by Individual Authors at Government Agency or Other Organization

Lastname, F. M., & Lastname, F. M. (Year). *Title of report*. Organization Name. URL

Palanker, D., Volk, J., Lucia, K., & Thomas, K. (2018). *Mental health parity at risk: Deregulating the individual market and the impact on mental health coverage*. National Alliance on Mental Illness. <https://www.nami.org/About-NAMI/Publications-Reports/Public-Policy-Reports/Parity-at-Risk/ParityatRisk.pdf>

Conference Proceedings

The 7th edition of the APA manual **does not provide guidance on citing conference proceedings**. Therefore, this citation models that of an edited collection, which is similar in format.

Lastname, F. M., & Lastname, F. M. (Eds.). (Year). *Title of Proceedings*. Publisher. URL (if applicable)

Huang, S., Pierce, R., & Stamey, J. (Eds.). (2006). *Proceedings of the 24th annual ACM international conference on the design of communication*. ACM Digital Library. <https://dl.acm.org/citation.cfm?id=1166324&picked=prox>

ELECTRONIC SOURCES

Webpage or Piece of Online Content

If the page names an individual author, cite their name first:

Lastname, F. M. (Year, Month Date). *Title of page*. Site name. URL

Price, D. (2018, March 23). *Laziness does not exist*. Medium. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01>

Quotations and Citations

a. Formatting Quotations

For quoted material of less than three lines or ~40 words, AURUM JSS uses double quotes. Quotes within quotes are enclosed in single quotation marks. The footnote number comes after the closed quotation marks.

La Baronne Durand De Fontmagne, who lived in Istanbul during and after the Crimean War, writes that “Turks adore children and when they do not have their own, they willingly adopt an ‘enfant l’âme’.”³³

For quoted material of more than three lines or ~40 words, format it as a block quote inset by a tab space without any quotation marks. Quotes within block quotes are enclosed in double quotation marks. The footnote number comes after the period in the final sentence.

b. Footnotes

Footnotes should be used only where substantive information is conveyed to the reader. Literature references should normally not necessitate separate notes (see the section on References). However, non-standard references (e.g. to press conferences, political statements, hearings, interviews, etc.) are best provided as notes.

Figures

- a. **Images:** Digital files of images should be of the maximum size and resolution possible, with a minimum resolution of 200 dpi, and are to be provided as separate files. Authors are responsible for acquiring their own image permissions.
- b. **Graphs, Charts, Tables:** Graphs, charts and tables are to be provided in a separate, editable document (either word processor or spreadsheet). Authors are responsible for acquiring permission to use datasets and for the accuracy of the data they use.
- c. **Placement and captions:** The preferred location of all figures should be indicated in the main text. A full caption and any source citation / permission should be provided beneath the location of each figure.

TABLE 1 ABOUT HERE

Table 1. Students Sent to Paris from Istanbul Industrial School (1870–1872)

Source: Table is prepared based on the data provided by Şişman, *Tanzimat Döneminde Fransa'ya Gönderilen Osmanlı Öğrencileri* (1839–1876), 93–158.

FIG 1 ABOUT HERE

Figure 1. Maternity Ward (*Viladethane*) of Darülaceze.

Source: Unknown photographer, İstanbul Üniversitesi Kütüphane ve Dokümantasyon Daire Başkanlığı, *Fotoğraf Albümler Dizini*, 779-39-0023.