**Article Template**

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Submitted:

Accepted:

ORCID#

The Title of Your Article, Not Exceeding 14 Words or Two Lines

Name of the First Author  
Affiliation of the First Author

Second Author  
Affiliation of the Second Author

|  |
| --- |
| ***ÖZ***  All authors should submit the electronic copy via e-mail attachment in PC format and using a Microsoft Word document, versions 2007 or higher. The entire text should be typed in standard word processing programs, using 12pt Cambria, and the authors should allow 3,5 cm page margin on the left and 2.5 cm margins on all other sides. The main text should be 1,15 spaced; however, the abstracts, keywords, tables, long quotations and the reference list should maintain single line spacing and must adhere to the rules of the MLA Style *(the Modern Language Association, 8th Edition)*. When appropriate, photos, drawings, etc. may be submitted with a manuscript to the editorial office. Their use will be at the editor’s discretion. Images of high resolution should be sent in electronic format. The journal publishes only in black and white-so, images should be in sufficient contrast to reproduce well. Authors must avoid putting their names in headers of footers and avoid any references to themselves in the body or the endnotes which might betray their identity to referees. However, all submissions must include a cover sheet that includes the author's name, institutional affiliation, land-mail address, telephone and e-mail address.  ***Anahtar Kelimeler:*** *Anahtar kelime 1, Anahtar kelime 2 ve En çok 5 anahtar kelime.* |
| ***ABSTRACT***  All authors should submit the electronic copy via e-mail attachment in PC format and using a Microsoft Word document, versions 2007 or higher. The entire text should be typed in standard word processing programs, using 12pt Cambria, and the authors should allow 3,5 cm page margin on the left and 2.5 cm margins on all other sides. The main text should be 1,15 spaced; however, the abstracts, keywords, tables, long quotations and the reference list should maintain single line spacing and must adhere to the rules of the MLA Style *(the Modern Language Association, 8th Edition)*. When appropriate, photos, drawings, etc. may be submitted with a manuscript to the editorial office. Their use will be at the editor's discretion. Images of high resolution should be sent in electronic format. The journal publishes only in black and white-so, images should be in sufficient contrast to reproduce well. Authors must avoid putting their names in headers of footers and avoid any references to themselves in the body or the endnotes which might betray their identity to referees. However, all submissions must include a cover sheet that includes the author's name, institutional affiliation, land-mail address, telephone and e-mail address.  ***Keywords****: Keyword 1, Keyword 2, and Maximum 5 keywords.* |

**FORMATTING AND CITATION STYLE**

For the general formatting of your paper, please follow the JHSS guidelines listed below. The formatting includes the page margins, font type and size, line and paragraph spacing, indentation, and title formatting.

**TITLES (FIRST LEVEL)**

First level titles should be UPPER CASE, **bold-faced,** maintaining 12pt Cambria and 1,15 line spacing. [Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.]

Long quotations should be indented 1,5 cm from the left text margin. The entire block quotation should be written in 12pt Cambria and maintain single spacing. [Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam]

**Titles (Second Level) and Paragraphing**

The first lines of the paragraphs should **not** be indented, but there should be an additional 12pt spacing between the paragraphs of the body text. The text should maintain 1,15 line spacing throughout the article. [Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.]

Second level titles should Capitalize Each Word, **bold-faced,** maintaining 12pt Cambria and 1,15 line spacing. [Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.]

Third and Lower Level Titles

Lower level titles should Capitalize Each Word, maintaining 12pt Cambria and 1,15 line spacing. [Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.]

**Formatting in Tables and Illustrations/figures**

Tables and figures should be named and referenced appropriately according to the MLA Style, 8th Edition. Table texts should be single spaced, and smaller fonts (not less than 10pt) can be used if necessary. Tables should be numbered consecutively (Table 1, Table 2, …) and labeled, with labels not exceeding 8 words. Label (or title) of the table should appear at the top of the table. Figures & Illustrations should also be numbered consecutively and the labels of figures should appear below the figure.

**Formatting in Long Quotations**

For the formatting of block quotations, the following formatting rules apply. For the citation rules, you can refer to next section:

Long quotations should be indented 1,5 cm from the left text margin. The entire block quotation should be written in 12pt Cambria and maintain single spacing. [Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.] (Author page)

**In-text Citations and Works-Cited**

Citation style adopted by JHSS is the MLA Style (8th edition). Please note that the MLA Style is used only for referencing and sourcing, not for the formatting of your JHSS paper. For the basics of the MLA Style citation, you can consult the following websites:

* <https://style.mla.org/>
* <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html>

**WORKS CITED**

Reference list should adhere to the MLA Style (the 8th edition) in listing the sources and the sources should be listed in alphabetical order.

For the formatting, JHSS asks for a single spaced layout, maintaining font settings. Second and subsequent lines of each entry should be indented 1 cm on the left.

There should be a 6pt line space between each entry.