



AVRUPA BİRLİĞİ ARAŞTIRMA VE UYG. MERKEZİ

EUROPEAN UNION RESEARCH CENTER

ÇALIŞMA TEBLİĞİ YAZIM REHBERİ

WORKING PAPER GUIDELINE

Metin Uzunluğu: 5000-8000 kelime

Öz: Max.250 kelime

Text Length: 5000-8000 words

Abstract: Max. 250 word

Sayfa ve Paragraf Düzeni

Sayfa Düzeni: A4

Satır Aralığı: 1,5

Kenar boşluğu: 2,5 cm (her yönden)

Alıntı paragraflar: Sağ ve soldan 1 cm

içerde, tek satır aralığı, tırak işareti kullanmadan

Page and Paragraph Setup

Page Setup: A4

Line Spacing: 1,5

Paper Margins: 2,5 (on each side)

Indent for block quotations: 1 cm , single spacing, without quotation marks at the beginning or end

Sayfa numaraları marjinlerin dışında kalmalıdır

Page numbers must be out of the bottom margin

Yazı Şekli:

Yazı Karakteri: Times New Roman (12)

Alıntı Paragraf: Times New Roman (11)

tek satır aralığı

Dipnotlar: Times New Roman (10), tek satır aralığı

Fonts:

Article: Time New Roman (12)

Block Quotation: Times New Roman (11), single spacing

Footnote: Times New Roman (10), single space

Alıntılar:

(Yazar Soyadı, Yıl: Sayfa)

(Parker, 2010: 42)

Citations:

(Author, Year: Page)

(Parker, 2010: 42)

Tablo, Grafik ve Şekiller:

Tablo ve grafiklere ait numara ve başlıklar ilgili tablo ve grafiklerin 1 satır üzerinde, şekillere ait numara ve başlıklar ise ilgili şeklin 1 satır altında yer almalıdır

Table, Graphs, Figures and Illustrations:

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.

Formüller:

Matematik ve kimya formülleri, denklemler ve benzer ifadeler uygun bir denklem düzenleyicisi kullanarak hazırlanmalıdır. Eğer bu ifadelere bir referansta bulunuluyorsa, her bir ifade birer sayı ile tanımlanmalıdır. Tüm denklemler parantez içerisinde numaralandırılmalıdır ve sağ kenar boşluğunda gösterilmelidir.

Kaynakça

Kaynakça APA Stili kullanılarak hazırlanmalıdır

Kaynakça girişleri tek satır aralıkla yazılmalı, farklı kaynak girişleri arasında çift satır aralığı bırakılmalıdır.

Diğer:

Paragraflarda iki farklı format kullanılabilir. Eğer paragraflar arasında boşluk bırakılıyorsa paragraflara içeriden satır başı yaparak başlamaya gerek bulunmamaktadır. Eğer içeriden satır başı yapılıyorsa paragraflar arasında boşluk bırakılmamalıdır.

Formulas:

Mathematical and chemical formulas, equations and expressions must be prepared by using an appropriate equation editor. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin.

Bibliography

Please use APA Style

Each bibliographic entry should be single-spaced within, double spacing between entries.

Other:

In paragraphs, two types of formatting can be used. If spacing between paragraphs is used, then there is no need for indentation. If indentation is used, then no spacing must be used between paragraphs.

APA STYLE BIBLIOGRAPHY (EXAMPLES)

Book, One Author

Pawel, B. (2010). *The age of information*. New York: Random House

Book, Multiple Authors

Linden, G. W., Duran, D. C., & Rivers, P. C. (2011). *Essentials of chemical dependency counseling*. New York: Columbia University Press

Edited book (editor in place of author)

Minset, S. A. (Ed.). (2001). *Twentieth-century American Movie Industry*. New York: New York University Press.

Edited book, multiple authors (editor in place of authors)

Moriarty, L. J., & Carter, D. L. (Eds.). (2004). *Criminal justice technology in the 21st century*. Springfield: Charles C. Thomas.

Book, subsequent edition (2nd, 3rd, etc.)

Corwel, L. (2005). *Web publishing* (4th ed.). Indianapolis: Sams.net.

Article or chapter in an edited book

Crawel, J. T., Corwel, J. O., & Walsh, D. A. (2000). Contemporary issues and new directions in adult development of learning and memory. In L. W. Poon (Ed.), *Aging in the 1980s: Psychological issues* (pp. 239-252). Washington, DC: American Psychological Association.

Article in a journal (continuous pagination throughout volume)

Burke, R. J., Shearer, D., & Deszca, E. (1984). Correlates of burnout phases among police officers. *Group and Organizational Studies, 9*, 451-466.

Article in a journal (paginated by issue)

Berkerian, D. A. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research, 45*(2), 10-36.

Citing articles in monthly periodicals

Chandler-Crisp, S. (1988, May) "Aerobic writing": A writing practice model. *Writing Lab Newsletter*, pp. 9-11.

Article in a Popular Magazine

Caloyianis, N. (1998, September). Greenland sharks. *National Geographic, 194*, 60-71.

Article in a Newspaper (Discontinuous pages)

Von Drehle, D. (2000, January 15). Russians unveil new security plan. *The Washington Post*, pp. A1, A21.

No author identified

Clinton puts 'human face' on health-care plan. (1993, September 16). *The New York Times*, p. B1

Report from a private organization (author & publisher same)

National League for Nursing. (1990). *Self-study report for community health organizations* (Pub. No. 21-2329). New York: Author.

Corporate authorship

Institute of Financial Education. (1982). *Managing personal funds*. Chicago:Midwestern.

Chapter in a volume in a series

Maccoby, E.E., & Martin, J. (1983). Socialization in the context of the family: Parentchild interaction. In P.H. Mussen (Series Ed.) & E.M. Hetherington (Vol. Ed.), *Handbook of child psychology: Vol. 4. Socialization, personality, and social development* (4th ed., pp. 1-101). New York: Wiley.

Entry in an encyclopedia

Moore, C. (1991). Mass Spectrometry. In *Encyclopedia of chemical technology* (4th edition) (Vol. 15, pp. 1071-1094). New York: Wiley.

Master's thesis

Bastolla, R. (1994). *Whole language and Basal readers*. Master's thesis, Kean College

Doctoral dissertation

Clark, J. L. (1983). *Values and academic achievement among rural Indian high school students in North Dakota*. Doctoral dissertation, University of North Dakota.

Unpublished conference paper

Shaw, C. L. M. (1997, November). *Customer satisfaction: communication training and the help-desk hot-line*. Paper presented at the annual meeting of the National Communication Association, Chicago, IL.

Published conference paper

Lucas, L. A. (1998). Issues in the creation and coordination of an academic computing help desk. In *Association of Small Computer Users in Education: Proceedings of the ASCUE Summer Conference*, North Myrtle Beach, SC (pp. 87-92).

Published Proceedings

Barlow, D. H., Chorpita, B. F., & Turovsky, J. (1996). Fear, panic, anxiety, and disorders of Emotion. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 43. Perspectives on anxiety, panic, and fear* (pp. 251-328). Lincoln: University of Nebraska Press.

Posters

Raspe, P. D. (1991, April). *Relationship among given names in the Scilly Isles*. Poster session presented at the annual meeting of the American Association of Physical Anthropologists, Milwaukee, WI.

Article in a popular magazine retrieved from a web site

McGinn, D., & Springen, K. (2007, July 30). Express-lane medicine. *Newsweek*. Retrieved from <http://newsweek.com/nw-srv/printed/us/so/a54599-2000jan23.htm>

Article in a newspaper retrieved from a web site

Heinlein, G. (2007, July 24). Michigan smoking ban takes big step. *Detroit News*. Retrieved from <http://www.detnews.com>

Individual web page with personal author

Landis, B. (1996). *Carlisle Indian Industrial School history*. Retrieved September 20, 2001, from <http://home.epix.net/~landis/histry.html>

Individual work/document/web page available on university program or department Web site

Trapp, Y. U. (2005). *Multiple intelligences: The learning process in our students*. Retrieved July 1, 2006, from Yale University, Yale-New Haven Teachers Institute Web site: <http://www.yale.edu/ynhti/curriculum/units/2001/6/01.06.10.x.html>

Master's thesis retrieved from a database

Saarivirta-Kolpack, M. (2006). *A history of early teacher training practices at Northern (Michigan University), 1899-1953*. Retrieved from ProQuest Dissertations & Theses. (AAT 1439820)

Dissertation retrieved from institutional/university web site

Bartel, T. M. C. (2005). *Factors associated with attachment in international adoption* (Doctoral dissertation, Kansas State University, 2005). Retrieved from <http://krex.ksu.edu/dspace/bitstream/2097/131/1/TeresaBartel2005.pdf>

Conference presentation slides

Clumpner, K. E. (2007, April). *Interdisciplinary blog for liaisons* [PowerPoint slides]. Paper presented at the annual conference of the Wisconsin Association of Academic Librarians, Wisconsin Dells. Retrieved from <http://www.wla.lib.wi.us/waal/conferences/2007/postconference/clumpner.pdf>

Personal Communication

M. Strahan (personal communication, January 19, 2000).