

Author Guide for Book

TÜBA uses APA 7 version reference format for books in social sciences. The citation system, format of footnotes and bibliography of chapters submitted to the book should be prepared in line with American Psychological Association (APA) style.

Attention should be paid to presenting the chapters submitted to the book as follows. If a condition that does not comply with the following rules is detected during the pre-check phase, the chapter is returned to the author without being sent to the referees, and is requested to be framed by the following rules:

General view:

1. Chapters must be submitted in Microsoft Word format.
2. Times New Roman writing style is used in the main text including tables, graphics, figures, maps.
3. The line spacing of the text is 1.15.
4. Paragraphs are separated by space, not with a paragraph indentation.
5. Line spacing can be set as 1 in the tables.
6. The submitted chapters are expected to be at least 4,000 words, including the abstract and references.
7. The main text is written in 10 font sizes.

Titles:

1. Main title should be a title that is compatible with the content, which expresses it best and only the initials of the words should be written in capital letters, in 12 font size and bold.
2. Subtitle in first degree should be a title that is compatible with the content, which expresses it best and only the initials of the words should be written in capital letters, in 11 font size and bold.
3. Subtitle in second degree should be a title that is compatible with the content, which expresses it best and only the initials of the words should be written in capital letters, in 10 font size and bold&italic.
4. Conjunctions (and, for, etc.) should be written completely lowercase.

Name(s) and address(es) of the author(s):

1. The title, name, and institution of the author is 10 font size and centered.
2. The title of the author is not used, and the institution name is written in italics.
3. For other information, a footnote is given next to the name of the author as *.

The title of author, university/institution, faculty/institute/college, department, e mail address, and ORCID are written in the footnote respectively.

Abstract:

1. There should be an abstract written in English, with a font size of 9 and not exceeding 200 words at the beginning of the article.
2. The used sources, figures, and table numbers should not be mentioned in the abstract.
3. Keywords consisting of at least 3 and at most 8 words should be given in English by leaving a blank line under the abstract with a centered style. The title "Keywords" should be written in bold and italic. The keywords should be written in italic.

Tables, Graphics, and Figures:

1. The names of tables, graphics, figures, etc. should be written on the table, graphic, and figure in 9 font size. It can be written in 8 font size if necessary to fit into page.
2. The names of tables, graphics, figures, etc. should be numbered and written perpendicular to the left and bold, with a dot (.) at the end.
3. The name of the table, the graphic, and the figure should be written in small, with only the first letter of the first word capitalized (Example: Table 1. Citation table.).
4. The figures and graphics to be used in the study should be prepared in high resolution suitable for printing.
5. The source should be written in italics, 8 font size, and centered below the table, graphic, or figure. (Example: Source: (TÜBA, 2022)).

Citations:

1. Authors should avoid using footnotes as much as possible.
2. Footnotes should be used only for explanations and numbered automatically.
3. TÜBA Publications does not use endnotes. On the other hand, endnotes should only be used for explanation, and at the end of the text.
4. In order to indicate sources in footnotes, authors should use the principles of in-text citation.
5. Direct quotations should be given in quotes; Quotations less than five lines should be written between the lines, and quotations longer than five lines should be written in 1 point small (9 font size), 1.5 cm from the left and right of the line, in blocks and with 1 line spacing.
6. If there is a general reference in the text and a reference is made to the whole text (surname, year) it is sufficient to write. Example: (Şeker, 2009).
7. If a page is quoted or related ideas are taken from a certain section, the source is written with the page number. Example: (Faroqhi, 1997, p. 67) or (Korkut, 2020, p. 12-14).

APA 7 Citing Rules in Text*

1. If you are citing a work with 1 author, you only need the author's last name comma year in parentheses. Example: (Abrams, 2018)
2. If you are citing a work with 2 authors, connect both authors' last names with & (ampersand) comma and the year. Example: (Wegener & Petty, 1994)
3. If there are 3 or more authors use et al., which means "and others," comma and the year. Example: (Harris et al., 2018)

References:

1. All references (excluding classical texts and personal interviews) used and cited during the manuscript are added to the References.
2. The works that are not cited in the study are not included in the References.
3. The references should be written in 9 font size including the References title at the end of the text, in alphabetical order according to the surnames of the authors.
4. The second and subsequent lines of the referenced work should start 1 cm inwards.
5. References should be listed by the date of publication if an author has more than one publication. DOI numbers, if any, of the cited source are written at the end.

APA 7 in References*

1. Journal Article:

Ashing-Giwa, K. T., Padilla, G., Tejero, J., Kraemer, J., Wright, K., Coscarelli, A., Clayton, S., Williams, I., & Hills, D. (2004). Understanding the breast cancer experience of women: A qualitative study of African American, Asian American, Latina and Caucasian cancer survivors. *Psycho-Oncology*, 13(6), 408-428. <https://doi.org/10.1002/pon.750>

2. Online News/Magazine Article:

Rogers, O. (2021, July 9). Why naming race is necessary to undo racism. *Psychology Today*. <https://www.psychologytoday.com/us/blog/who-am-i-who-are-we/202107/why-naming-race-is-necessary-undo-racism>

3. Book:

Schmidt, N. A., & Brown, J. M. (2017). *Evidence-based practice for nurses: Appraisal and application of research* (4th ed.). Jones & Bartlett Learning, LLC.

4. Book Chapter with Editor(s):

McCormack, B., McCance, T., & Maben, J. (2013). Outcome evaluation in the development of person-centred practice. In B. McCormack, K. Manley, & A. Titchen (Eds.), *Practice development in nursing and healthcare* (pp. 190-211). John Wiley & Sons.

5. Web Page:

Centers for Disease Control and Prevention. (n.d.). *Preventing HPV-associated cancers*. https://www.cdc.gov/cancer/hpv/basic_info/prevention.htm/

6. Online Report:

Los Angeles County Department of Public Health. (2017, January). *Key indicators of health by service planning area*. <http://publichealth.lacounty.gov/ha/>

7. Dissertation or Thesis:

Valentin, E. R. (2019, Summer). *Narcissism predicted by Snapchat selfie sharing, filter usage, and editing* [Master's thesis, California State University Dominguez Hills]. CSU ScholarWorks. <https://scholarworks.calstate.edu/concern/theses/3197xm925?locale=en>
* <https://libguides.csudh.edu/citation/apa-7#s-lg-box-22358980>

Short Biography:

1. Authors should submit a short biography not more than 200 words in 10 font size.
2. Title, Name and Last Name, Affiliation, E-mail, ORCID should be written on the biography in 10 font size and bold.

Ex:

Assoc. Prof. Cem Korkut | Ankara Yıldırım Beyazıt University | ckorkut@aybu.edu.tr | ORCID: 0000-0002-1104-5330

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent tempor elit vel pulvinar volutpat. Proin pretium vitae ante in rutrum. Maecenas laoreet arcu at enim dictum interdum. Nunc eget suscipit ante. Integer imperdiet consectetur orci, ac vulputate ex scelerisque eget. Aliquam erat volutpat. Quisque eu congue elit, in bibendum nibh. Sed egestas quis odio nec aliquam. Donec rhoncus facilisis enim dapibus aliquet. Sed fermentum euismod elit non scelerisque. Praesent ornare libero a justo porta pretium in vel nibh. Vestibulum sed pretium quam, quis vestibulum nisl. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nulla suscipit eros eu tincidunt gravida. Suspendisse eget metus sed massa semper placerat. Cras aliquet dignissim odio quis sagittis. Phasellus quis nunc sit amet ante placerat tempus. Morbi scelerisque, velit quis scelerisque rutrum, augue quam finibus ipsum, ut aliquam massa est a ex. Phasellus auctor in elit nec placerat. Nam dui magna, hendrerit a posuere a, tristique ut leo. In non dui ultricies, semper metus et, aliquam libero. Maecenas consectetur ultrices aliquet. Curabitur interdum aliquet aliquet. Suspendisse in erat ante. Duis placerat ultrices posuere. Ut ut condimentum velit. Phasellus cursus quis metus quis sagittis. Nullam elementum felis massa, ut commodo nisl feugiat.