Makale Başlığı

Birinci Yazar, İkinci Yazar\*

**ÖZ**

*These instructions give you guidelines for preparing papers for Acta INFOLOGICA. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing formulas in the title. Do not write “(Invited)” or similar expression in the title. Full names of authors are preferred in the author field, but are not required. The abstract must be a concise yet* comprehensive reflection of what is in your article. In particular, the abstract must be self-contained, without abbreviations or footnotes. It should be a microcosm of the full article. The abstract must be between 150–250 words. Be sure that you adhere to these limits; otherwise, you will need to edit your abstract accordingly. The abstract must be written as one paragraph, and should not contain *displayed mathematical equations or tabular material. The abstract should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines. Ensure that your abstract reads well and is grammatically correct. Keywords must be defined by taking into consideration authorities like “TR Dizin Anahtar Terimler Listesi”, “Medical Subject Headings”, “CAB Theasarus”, “JISCT, “ERIC”, etc.*

***Anahtar Kelimeler: Birinci kelime, ikinci kelime, üçüncü kelime.***

Paper Title

**ABSTRACT**

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***Keywords: First word, second word, third word.***

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1. INTRODUCTION

This document is a template for Microsoft Word versions 6.0 or later. If you are reading a paper or PDF version of this document, please download the electronic file from the Acta INFOLOGICA web site at www.dergipark.gov.tr/acin so you can use it to prepare your manuscript. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

To insert images in Word, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “float over text” unchecked).

Acta INFOLOGICA team will do the final formatting of your paper.

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces. Do not use abbreviations in the title unless they are unavoidable. Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm3,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm2.” The abbreviation for “seconds” is “s,” not “sec.” Use “Wb/m2” or “webers per square meter,” not “webers/m2.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.” Use “,” instead of “.” as decimal sign in Turkish submission.

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”) in English submission. But in Turkish, use passive sentence structure. Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your paper.

The word “data” is plural, not singular. The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.” Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

2. TABLES, FIGURES, AND EQUATIONS

Most charts, graphs, and tables are page wide (181 millimeters / 7.16 inches / 43 picas). The maximum depth a graphic can be is 216 millimeters (8.5 inches / 54 picas). When choosing the depth of a graphic, please allow space for a caption. Figures can be sized between column and page widths if the author chooses, however it is recommended that figures are not sized less than column width unless when necessary.

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M,” not just “M.” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (103 A/m).” Do not write “Magnetization (A/m) × 1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m.

Multipart figures should be combined and labeled before final submission. Labels should appear centered below each subfigure in 8 point Times New Roman font in the format of (a) (b) (c).

Tables should contain only the body of the table (not the caption).

When referencing your figures and tables within your paper, use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables should be numbered with Latin Numerals.

Equations must be shown with Math Editor in Microsoft Word. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

|  |  |
| --- | --- |
|  | (1) |

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is … .”

4. DISCUSSION AND CONCLUSION

A conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

If it is necessary, it can be added “Method”, “Findings”, “Acknowledgement”, “Annex(s)” etc. sections.

REFERENCES

APA 6 style is recommended for all submissions. When references cited in text, they appear on the line, in parenthesis with surname and publication year like “(Akadal, 2018)”. If you use surname in text, you must give the publication year in parenthesis like “Akadal (2018) said …” Multiple references must seperated with semicolon in parenthesis. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference.

In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use them all; use et al. only if names are not given. Use commas around Jr., Sr., and III in names. Abbreviate conference titles. When citing an article, provide the issue number, page range, volume number, year, and/or month if available. When referencing a patent, provide the day and the month of issue, or application. References may not include all information; please obtain and include relevant information. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference.

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