**Formatting Guidelines:**

**Title in Arial 14, Bold and Left Alignment**

**Author Name SURNAME1, Author Name SURNAME2,**

**(Arial 11 pt, Bold)**

1st Author’s e-mail: 10 point type

2nd Author’s e-mail: 10 point type

## Abstract

*The extended abstract should be located under the authors’ information. It must be written in English, in Arial 11, italic and justified. It should be 200 to 250 words.*

**Keywords**: *Up to 5 keywords; Written in Arial 10, italic; Justified to the left; First letter capitalized; Separated by semicolon*

# Introduction

The aim of this document is to provide guidelines for your full paper. Following these instructions facilitates preserving your original paper layout in the RAC 2023 Proceedings. To simplify the formatting task, we recommend you to substitute these instructions with your original work. Please keep in mind that the deadline for submission is **August 7, 2023**.

To facilitate the editorial work, full papers must be submitted to the indicated website **(https://mim.iku.edu.tr/tr/rac)** in .doc or .docx format. The name of this file will be PaperID.doc (or docx). Papers that do not follow the requirements or those saved as **PDF will not be accepted**.

# 1. Document Layout

For Full Paper, a minimum of **3000 and a maximum of 4000 words** in A4 size will be assigned per publication.

## 1.1. Margins

Each top, left, right and bottom margins should be 2 cm. Please do not use page number or footnotes.

## 1.2. Text

Please use **Normal Arial 11** for body text and single space between paragraphs. *Italics* must be used only to emphasize names, technical terms, or words in other languages. “Only direct quotes should be in quotation marks, **Arial 11** (neither bold nor italics), and without numbering.” Details about citations are described in the *citation* section.

# 2. Sections and Subsections

The heading of the main sections of the paper such as introduction, methodology, results and conclusions should be in Arial 12, bold with the initial letters of each word capitalized. Note that short words such as *the*, *for*, or *and* are not capitalized.

# 3. Tables and Figures

Place the reference above the table. Please number the tables or figures from 1 to 6, as the example below.

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**Table 1:** A description should be placed below the table, in Arial 8, justified to the left. Text inside tables should be Arial 8.

## 3.1. Figures

**Figure 1:**

The description should be located below the figure, Arial 8.

Lee and Lee (1991) rated the paper as “the best in its field” (p.14)

For final publications, original images should be uploaded independently of the paper. Original images should be saved in \*.jpg format (higher quality), and a resolution of 300 dpi. For editing your images, please keep in mind that papers presented at the RAC’23 Symposium will be published in an e-book format. Image files must be named as following:

* PaperID-01.JPG
* PaperID-02.JPG

Figures should be inserted into the document as **reference only.** The figures need to be fitted in a width of 17 cm.

# 4. Citations

We will use APA 6th citation guide for formatting references. You are encouraged to use *Endnote* Reference Software (or similar) to automate the citation task and avoid errors. Citations should be in parenthesis indicating the author last name and year of publication separated by commas (Author, Year). Please, find the four types of citations in context below:

1. Indirect Quotation with Parenthetical Citation: Description of the content (Lee, 2007).
2. Indirect Quotation with Author as Part of the Narrative: Lee (2007) shows that…
3. Direct Quotation with Parenthetical Citation:

“Quotation” (Lee & Lee, 1991, p. 14).

1. Direct Quotation with Author as Part of the Narrative: Lee and Lee (1991) rated the paper as “the best in its field” (p.14)

If one or more articles must be referenced in one citation, please separate them by semicolons (Author 1, year; Author 2, year). If you reference two or more publications of the same author, published in the same year, please add a letter after the year, for example (Author 1, 1998a; Author 2, 1998b).

References must be at the end of the text, in the References section (after the endnote section). They must be previously mentioned in the text.

References should be ordered alphabetically (followed by year), without numbering them. Journals, chapter of books, and online sources have different references formats, all detailed in the References section.

# 5. Endnotes

# Endnotes are used to introduce a lateral argument to the main idea in the text, to provide additional information or in some cases, to directly indicate a reference.

# Endnotes should be used if necessary. Endnotes are denoted by the numbers (1) (2)(3) which are printed bold in parentheses at the end of the relevant sentence.

Endnotes must definitely not be written under or beside the page of text with which they are associated. They must be numbered in such consecutive order as 1.,2.,3..., and listed at the end of the main text in accordance with the general format of the text. References used in endnotes should follow the same format of presentation as in the text.

# 6. Acknowledgements

We thank the Scientific Committee for providing the basis of this formatting style.

# References

**[For Journals, magazines, newspapers in print format:]**

Williams, J. H. (2008). Employee engagement: Improving participation in safety. Professional Safety, 53(12), 40-45.

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. Social Services Review, 81, 453- 484.

**[For Magazine Articles:]**

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. Newsweek, 145(20), 58-59.

**For Books:**

Alexie, S. (1992). The business of fancydancing: Stories and poems. Brooklyn, NY: Hang Loose Press.

American Psychiatric Association. (1994). Diagnostic and statistical manual of mental disorders (4th ed.). Washington, DC: Author.

Dorland’s illustrated medical dictionary (31st ed.). (2007). Philadelphia,

PA: Saunders. (Anonymous Author)

**[For Chapter in a Book:]**

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), Handbook of peer interactions, relationships, and groups (pp. 490-507). New York, NY: Guilford Press.

**[For Online Journals, Magazines, Newspapers and Databases:]**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Name of Journal, xx, xxx-xxx. doi:xxxxxxxxxx

Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. Journal of Drug Issues, 38, 1105-1137. Retrieved from http://www2.criminology.fsu.edu/~jdi/

**For Online Report:**

APA 6th citation guide for formatting references. (n.d.) Retrieved fro[m http://www.calstatela.edu/library/guides/3apa.pdf](http://www.calstatela.edu/library/guides/3apa.pdf)