INTERNATIONAL STUDENT CONGRESS ON SOCIAL AND ECONOMIC RESEARCH – WRITING GUIDELINES

1. GENERAL FRAMEWORK

- Adhering to writing, punctuation, and citation/reference rules is of great importance to ensure your work is prepared for publication more quickly.
- Papers must be prepared in A4 size using the "Office Word" program.
- The entire paper should be written in Garamond font.
- The general font size should be 11 points throughout the paper. However, there are sections that require 9-point and 14-point fonts (such as the article title, abstract, author information, footnotes, and explanations or sources beneath visual elements).
- Explanations related to these sections will be provided under the following headings.
- Paragraph indentation should be set to 0 (zero) throughout the entire document; no paragraph should begin with an indentation.
- Except for the author name section, all text must be justified (aligned to both left and right margins).
- The text should be written with single line spacing throughout.
- Page margins must be 2.5 cm from the top, bottom, right, and left; the gutter margin should be 0 cm.
- No additional blank lines should be inserted anywhere in the document. Information regarding spacing before and after paragraphs (as "nk values") will be explained in the following sections.
- If your paper is written in English, the article title section should contain the English title, while the "English Title" section should contain the Turkish title. The positions of the abstract and the "öz" (Turkish summary) must be switched accordingly.

2. HEADINGS

- The details and variations regarding the headings to be used in the study are provided in the table below.

Heading	Font Size	Spacing (Before–After)	Numbering	Additional Features
Article Title (in Turkish / language of paper)	14	12-12	None	Sentence case / Colored (Black)
Article Title (in English)	11	12-12	None	Sentence case / Italic
Abstract – Öz	11	12-12	None	ALL CAPS
Introduction – Conclusion	11	12-12	Numbered (1.)	ALL CAPS
Main Heading (Level 1)	11	12-12	Numbered (1.)	ALL CAPS
Subheading (Level 2)	11	12-12	Numbered (1.1.)	Capitalize Each Word
Subheading (Level 3 and below)	11	12-12	Numbered (1.1.1.)	Capitalize Each Word / Italic
References	11	12-12	Yok	ALL CAPS

3. GENERAL TEXT FEATURES

- The main text (starting from the introduction) must be written in Garamond, 11 pt, fully justified, without paragraph indentation, and with single line spacing.
- There must be 0 pt spacing before and 6 pt spacing after each paragraph.

- If space allows, the introduction section should begin on the first page, immediately following the abstract.

- Footnotes may be added anywhere in the paper if necessary. Footnotes must be written in 9 pt, italic.

- Author names must be written in the following format: First name LAST NAME. This section only should be right-aligned, with 12 pt spacing before and after.

- Author information must be added using the automatic footnote function in Word. The footnote must include:
  (Title, University, Department, City, Country / ORCID: 0000-0001-2345-6789, Email: email@uni.edu.tr)

3.1. Abstract and Öz (Turkish Abstract)

- Abstracts help standardize the summary sections of articles in terms of content and quality, making them more useful and time-efficient for readers and researchers.

- The abstract and "öz" should not exceed 250 words.

- The abstract should briefly and clearly state the purpose, methodology, findings, and conclusion of the study.

- The following elements must be included in the abstract:

  - Why was this study conducted? What are the objectives? What methods/approaches were used (theoretical/practical)? What are the main findings of the study/research?n What are the core results and interpretations?

3.2. Visual Elements

- Figure/table captions must start each word with a capital letter, be written in 11 pt, fully justified, with 6 pt spacing before and after.

- Captions should have a format like:
  Example: (Table 1. Required Features of Visual Elements)
  The number and title must be separated by a period and the title should be in bold.

- Any explanation or source below visual elements must be written in 9 pt, with 6 pt spacing before and after.

- When referencing visuals in the main text, avoid using expressions like "as seen below/above." Instead, use direct references like "Table 1," "Figure 1," etc.

- A consistent format must be applied to all visual elements. Tables, figures, graphs, and images must be numbered separately and in sequence.

3.2.1. Tables

- Text inside tables must use 9 pt font and single spacing, with no spacing before or after (0 pt).

- The number of rows/columns can be adjusted as needed.

- The widths of rows/columns may be adjusted, but the "AutoFit to Window" option must be selected.
- Table text should be aligned to center-left, center, or center-right, depending on the content.

3.2.2. Figures and Other Visuals

- Figures and visual elements must not exceed one page (including sources and explanations) and must stay within the page margins.
- If space on the current page is insufficient, visuals must begin on a new page.
- Figures should be grouped together to include all components as a single unit.

4. IN-TEXT CITATIONS

- Every referenced work must be included in the reference list.
- The congress uses an in-text citation system and expects authors to follow it carefully.
- The required citation style is APA 6th Edition.
- The "Citations and Bibliography" tool in Microsoft Word must be used for referencing.
- Citations must not be converted to static text.

5. REFERENCES SECTION

- Only works that are cited in the text should be included in the reference list.
- The required format is APA 6th Edition.
- Use the "Citations and Bibliography" section in Word to create the reference list.
- The bibliography must not be converted to static text.
- Authors are expected to prepare the reference list with care.
- The reference list must begin on a new page.