**WRITING RULES**

**WRITING RULES FOR V. INTERNATIONAL MOUNT ARARAT AND NOAH'S ARK SYMPOSIUM**

* Microsoft Office Word and The Times New Roman font (Font Size 12) must be used for papers. However, the font size 10 must be used for writing abstract, footnotes, tables and bibliography.
* Top, bottom, left and right margins of the page must be 2.5 cm. Header and footer space must be 1, 25 cm.
* There should not be space among paragraphs that is written in single line spacing; indentation: 0 cm, spacing: initially 6 nk - following: 6 nk.
* Text of paper should not go beyond 15 pages.
* Heading; In capital letters, bold and centred. Name and surname must be written under heading as justified on both sides. At the unnumbered footnote (asterisk-star) which is at he bottom of the page academic title, institution and e-mail adress should be written respectively.
* Following heading and writer’s name; abstract which is written in Turkish and in an European Language with Font Size 10 and must be between 600-700 words. Keywords must be indicated in Turkish and in second language.
* If the abstract is in an European Language, the title and profession of the author must be written in same language under abstract.
* Photo, drawing, graphics, map etc. visual materials must be defined as figures and they must be referred in text to determine where to use them. Each figure must have a separate number, explanation and reference with Font Size 10. Descriptions of figures must be written at the bottom and description of tables must be written at the top.
* Images in the text must be saved in a separate folder. Each figure’s size has to be more than 1MB and in JPG or TIF format.
* For in-text citations; surname of author, year and page number must be indicated parenthetically (Çaycı, 2002, p.520). For footnote citations; name-surname of author, book name (italic), (italic journal name for essay), publisher, place of publication, year and page number must be indicated respectively. The references must be listed at the end of the text in alphabetical order according to the surname and must be given in accordance with the following examples.

**REFERENCES**

**Books & eBooks**

Cochrane, A. (2007). *Understanding urban policy: A critical approach*. Malden, MA: Blackwell.

**In-text** (Author’s Last Name, Year, Page or Paragraph number)

**Book, Organization as Author**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC.

**In-text** (The conclusion reached in a recent study (Cochrane, 2007) was that…)

**Book, Two Authors**

Palmer, G. R., & Short, S. D. (2010). *Health care and public policy: An Australian analysis* (4th ed.). South Yarra, VIC: Palgrave Macmillan.

**In-text** (Palmer and Short (2010) maintain that…)

**Book, Three to Five Authors**

Seeley, R., VanPutte, C., Regan, J., & Russo, A. (2011). *Seeley’s anatomy & physiology*. New York, NY: McGraw-Hill.

**In-text (**First Quote: In a recent study, Seeley, VanPutte, Regan, & Russo (2011) concluded that…) (Subsequent Quote: It was reported by Seeley et al. (2011) that ….)

**Book, Six to Seven Authors**

Bulliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L., & Northrup, D. (2011). *The earth and its peoples: A global history* (5th ed.). Boston, MA: Wadsworth.

**In-text** Direct Quote: “The Russian Revolution may never have succeeded if there hadn’t already been widespread discontent among the Russian populace” (Bulliet et al., 2005, p. 768).

**Book, Edited**

Zairi, M. (Ed.). (1999). Best *practice: Process innovation management*. Oxford, England: Butterworth-Heinemann.

**Book, Second or Later Edition**

Peters, T. (2001). *The elements of counselling* (2nd ed.). Brisbane, Australia: Macmillan.

**Book, Edited with Chapters and Author**

Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), *Australia in a global world* (pp. 29-43). North Ryde, Australia: Century.

**In-text**  (A discussion about Australia’s place in today’s world (Richards, 1997) included reference to…)

**Book, No Author**

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster

**Encyclopedia Entry**

Lott, B. (2001). Gender development: Social learning. In *Encyclopedia* of women and gender (Vol. 1, pp. 537-549). San Diego, CA: Academic Press.

**In-text**  (Merriam-Webster's Collegiate Dictionary, 1993)

**Brochure, Electronic**

Elections Nova Scotia. (2013, March 31). How *do I get on the Nova Scotia list of electors [Brochure]*? Retrieved from <http://electionsnovascotia.ca/about/brochures>

**In-text**  (Elections Nova Scotia, 2013)

**eBook without DOI**

Niemann, S., Greenstein, D., & David, D. (2004). *Helping children who are deaf: Family and community support for children who do not hear well.* Retrieved from <http://www.hesperian.org/publications_download_deaf.php>

**eBook with DOI**

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722

**Secondary Sources**

Roberts, M., Jones, R. L., & Munroe, N. (2014). *Children and cognition and the development of language. Psychological Reports*, 19(7), 412-419.

**In-text**  (In Warkinton’s study, (as cited in Roberts, Jones & Munroe, 2014), children’s cognitive growth and development …)

**Journal Articles**

Reference with DOI

Author, A. A., & Author, B. B. (Year of Publication). Title of article. *Title of Journal, volume number*(issue number), page range. doi:0000000/000000000000

**In-text**  (Author’s Last Name, Year, Page or Paragraph number)

Reference without DOI

Author, A. (Year of Publication). Title of article. Title *of Online Periodical, volume number*(issue number), page range. Retrieved from http://www.homepage of journal.com/full/url/

Journal Article with DOI

Johns, E., & Mewhort, D. (2009). Test sequence priming in recognition memory. *Journal of Experimental Psychology: Learning, Memory and Cognition*, 35, 1162-1174. doi: 10.1037/a0016372

Journal Article without DOI

Ramalho, M., Da Silva, G., & Dias, L. (2009). Genetic plant improvement and climate changes. *Crop Breeding and Applied Biotechnology*, 9(2), 189-195. Retrieved from <http://www.sbmp.org.br/cbab>

Use URL of database (where there is no journal home page)

Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. *Trends in Health Care, Law and Ethics*, 10, 105-118. Retrieved from http://www.proquest.com

**Magazines & Newspaper Articles**

Reference with DOI

Author, A. A., & Author, B. B. (Year, Month Day or Season of Publication). Title of article. *Title of Magazine or Newspaper, volume number(issue number)*, page range. doi:0000000/000000000000

**In-text**  (Author’s Last Name, Year, Page or Paragraph number)

*Reference without DOI*

Author, A. (Year, Month Day or Season of Publication). Title of article. *Title of Online Magazine or Newspaper, volume number(issue number)*, page range. Retrieved from http://www.homepage of magazine.com/

**In-text**  (Author’s Last Name, Year, Page or Paragraph number)

**Magazine Article, Print**

Waterford, J. (2007, May 30). Bill of Rights gets it wrong. *The Canberra Times*, p. 11.

**Newspaper Article, Retrieved from a Database**

Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. *Sydney Morning Herald*. Retrieved from <http://www.smh.com.au>

**Newspaper Article, Print**

McKenna, B. (2011, July 4). Newfoundland pulls ahead of Maritimes with oil and mining boom. *The Globe and Mail*, pp. B1-B2.

**In-text**  (McKenna, 2011)

**Websites, Internet Message Boards, Electronic Mailing Lists & Social Media**

Author, A. A. (Year, Month Day of Publication). Title of document [Format]. Retrieved from <http://www.URLofdocument.com>

**In-text**  (Author’s Last Name, Year, Page or Paragraph number)

**Website, Organization or Government**

American Kennel Club. (1994, March 31). AKC meet the breeds: Labrador Retriever. Retrieved from <http://www.akc.org/breeds/labrador_retriever/index.cfm>

**Website, No Author or Date**

Egyptian cobra. (n.d.). Retrieved from http://www.kwintessential.co.uk/articles/article/Egypt/ Egyptian- Cobra---------/3252

**Wikipedia**

Canada. (n.d.). *In Wikipedia*. Retrieved September 11, 2015, from <https://en.wikipedia.org/wiki/Canada>

**Facebook Page or Note**

Ende, R. [Rein]. (2016, October 8). Traditional Estonian cooking and eating [Facebook page]. Retrieved October 19, 2016, from <https://www.facebook.com/groups/estoniancooking/>

**Twitter Update or Tweet**

Obama, B. [BarackObama]. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit/ly/gcTX7 [Tweet]. Retrieved from <http://twitter.com/BarackObama/status/2651151366>

**In-text**  (Obama, 2009)

**Audiovisual Media (Includes motion pictures, audio/television broadcasts, maps, artwork, photography)**

(DVDs, Video Files, Video Recordings)

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of motion picture* [Format]. Country of Origin: Studio.

**In-text**  (Producer & Director, Year) / (Colson & Boyle, 2008

**DVD**

Colson, C. (Producer), & Boyle, D. (Director). (2008). *Slumdog millionaire* [DVD]. United States: 20th Century Fox Home Entertainment.

**Videos, Online (Streaming Videos)**

Impress at job interviews: *Cutting edge communications success at work series* [Video file]. (2014). Retrieved from <http://fod.infobase.com/PortalPlaylists.aspx?wID=107751&xtid=60581>

**Videos, Online (YouTube, Vimeo)**

Apsolon, M. [markapsolon]. (2011, September 9). Real *ghost girl caught on Video Tape 14* [Video file]. Retrieved from <http://www.youtube.com/watch?v+6nyGCbxD848>

**In-text**  (*Impress at job interviews*, 2014)

**Basic Format: Music**

Composer, A. A. (Copyright year). Title of song [Recorded by B. B. Artist if different from composer]. On *Title of album* [Medium of recording: CD, cassette, podcast, etc.]. Place of publication: Label. (Recording date if different from song copyright date)

**Music**

Mitchell, J. (1974). Jericho. *On Miles of aisles* [CD]. New York, NY: Asylum.

**In-text**  (Mitchell, 1974)

**Basic Format: Television Series, Single Episode**

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). *Title of episode* [Television Series Episode]. In P. Producer (Producer), *Series title*. City, State of origin: Studio or Distributor.

**In-text**  (Writer & Director, year)

**Television Series, Single Episode**

Halley, J. (Writer), & Johnson, F. (Director). (2000). Air traffic control [Television series episode]. In J. Lieberman [Producer], *The News Hour*. New York, NY: American Broadcast Company.

**Television Program – Broadcast**

Kimball, C. (Presenter). (2009, September 4). *Stateline* [Television broadcast]. Canberra, Australia: ABC TV.

**Work of Art**

Thompson, T. (1915). *Fire-swept hills* [Painting]. The Hudson’s Bay Company Gallery: Toronto, ON.

**In-text**  (Thompson, 1915)

**Image, Online**

Nishinaga, S. (2007). *Small intestine blood vessels* [Image]. Retrieved from <http://science.nationalgeographic.com/science/enlarge/small-intestine-blood-vessels.html>

**In-text**  (Nishinaga, 2007)

**Photograph, Online**

Vernon, T. (Photographer). (2009). *Magnolia tree, Middleton* [Photograph]. Retrieved from <http://bitdesign.ca/nature.html>

**In-text**  (Vernon, 2009)

**Basic Format: Map, Chart, Figure, Table, Graph**

Author, A. (Date). *Title* [Format]. Scale. Place of publication: Publisher.

**In-text**  (Author, Year)

**Map, Single**

Bujak, J. P., & Donohoe, H. V. (1980). *Geological highway map of Nova Scotia* [Geology map]. 1:633,600. Halifax, NS: Atlantic Geoscience Society.

**Map, Online**

Natural Resources Canada. (Cartographer). (2011). *Significant earthquakes of the 20th century* [Intensity map]. Retrieved from <http://earthquakescanada.nrcan.gc.ca/histor/20th-eme/signif-eng.php>

**Personal Communication (Includes letters, emails, personal interviews, telephone conversations, memos, instant messenger, Skype)**

Cite personal communications in text only. Because they do not provide recoverable data, personal communications are not included in the reference list.