

Author Guidelines for Preparing Abstracts and Manuscripts According to the JATSS Article Template

The following rules are prepared to ensure that manuscripts submitted to the *Journal of Applied and Theoretical Social Sciences (JATSS)* comply with the journal's article template. Manuscripts that are not prepared in accordance with this template will be returned to the authors without peer review.

1. General Formatting Rules

- **Font:** Times New Roman
 - **Font Size:** 12 pt
 - **Line Spacing:** Single
 - **Alignment:** Justified
 - **Paragraph Spacing:** Before: 0 pt, After: 8 pt
 - **Page Size:** A4
 - **Margins:** 2.5 cm on all sides
 - **Length:** Minimum 4000 words, maximum 30 pages (excluding abstracts and references)
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2. Title, Author Information, and Abstracts

- **Title:** English and Turkish, centered, bold, title case, 12 pt
- **Author Names:** Do not include titles. Use only capitalized initials (e.g., Ahmet Yilmaz).
- **ORCID:** All authors must provide their ORCID IDs.

Abstracts:

- Both English and Turkish abstracts must be included.
 - Each abstract must **not exceed 250 words**.
 - No citations should be included in the abstract.
 - **Keywords:** 3–6 keywords in lowercase (capitalize proper nouns only)
 - **JEL Codes:** 3–6 codes
 - Paragraphs must be justified, with **single spacing**, 0 pt before and 8 pt after.
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3. IMPORTANT: Keep the ¶ Paragraph Marks Visible to Avoid Breaking the Template

The article template includes **Section Breaks** (especially between English and Turkish abstracts) that are not normally visible. If these breaks are accidentally deleted, it can damage the document's format.

- ✓ To **prevent this**, authors must keep the **formatting marks visible** while editing the document. Follow these steps:

1. Click on the "**View**" tab in the top menu of Microsoft Word.
 2. Click on the "**¶ Show/Hide Paragraph Marks**" icon.
 - This icon looks like a backward "P": ¶
 3. Once enabled, **all hidden formatting elements** will become visible:
 - Paragraph endings
 - Line breaks
 - **Page and Section Breaks**
- ✓ If this setting is not enabled, authors might unintentionally delete section breaks (especially between English and Turkish parts), which will disrupt the document's layout. **Always keep this icon activated during editing.**
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4. Body Text and Heading Levels

Text formatting:

- **Font:** Times New Roman
- **Size:** 12 pt
- **Spacing:** Single
- **Indentation:** First line of each paragraph should be indented (use Tab key)

Heading structure:

1. **Level 1:** Centered, Bold, Title Case
2. **Level 2:** Left aligned, Bold, Title Case
3. **Level 3:** Left aligned, Bold, *Italic*, Title Case
4. **Level 4:** One tab indent, Bold, ends with a period. Text continues on the same line.
5. **Level 5:** One tab indent, Bold, *Italic*, ends with a period. Text continues on the same line.

Heading levels must be used **hierarchically**. Do not skip levels (e.g., Level 1 → Level 3 is incorrect).

5. In-text Citations and References (APA 7)

- Use **APA 7** citation style.
- **In-text citation:**
 - Parenthetical: (Author & Author, Year)
 - Narrative: Author and Author (Year)
- **References section:**
 - Font: Times New Roman, 12 pt
 - Hanging indent: 1.25 cm
 - Line spacing: single, 8 pt after each entry
 - References must be **alphabetically ordered**
 - **Start on a new page** using *Insert > Page Break*

6. Tables and Figures

- Should be embedded within the text if possible.
- Font inside tables/figures: Times New Roman, 10 pt (not italic)
- Titles: Times New Roman, 12 pt, bold
- Notes under tables/figures: Times New Roman, 12 pt
- Figures: Inside diagrams, use Arial 10 pt
- Numbering: Table 1, Table 2 / Figure 1, Figure 2
- If not suitable for placement in-text, they should appear in an "Appendix" after the references.

7. Other Formatting Rules

- Direct quotations under 40 words should be in quotation marks.
- Quotations of 40+ words should be in **block format**, indented, without quotation marks.
- Use the **Equation Editor** (Insert > Equation) for mathematical/statistical expressions.
- Equations must be numbered (e.g., (1)) and spaced before/after.