

## WRITING GUIDE

1. Articles not published or submitted for publication elsewhere are accepted in either Turkish or English.
2. Manuscripts should be prepared according to APA style, 6<sup>th</sup> ed., except for the additional requirements of numbering the sections, as described below:

Manuscript should be divided in to clearly defined and numbered sections. Subsections should be numbered 1.1. (then 1.1.1., 1.1.2., ...), 1.2., etc. (the abstract is not included in section numbering). This numbering should also be used for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

3. Page layout requirements:

- 2,5 cm left, top, right and bottom margins,
- Each paragraph should have the first line intended (1.25 cm),
- The text should be justified
- Manuscripts should be consistently spaced throughout with 1.5x line spacing between the lines. However, single spacing is used for:
  - Centered or side-margin subheadings of two or more lines,
  - Direct quotations,
  - Table and figure titles of two or more lines,
  - Within each reference or note of any type.
- Manuscripts should be typed with 12 point font Times New Roman. Except:
  - Title of the manuscript should centered and typed with 14 point bold font,
  - Footnotes and references should be typed with 10 point font.

4. The first page should include:

- the title of the manuscript,
- the name(s) of the author(s),
- institutional affiliation(s) of the author(s),
- e-mail(s) of the author(s),
- abstract of not more than 150 words,

- field codes if available,
  - keywords.
5. The list of references should only include works that are cited in the text and that have been published or accepted for publication. All references should be cited in the text (not in footnotes), and consistent with the following examples:
- ...exhibits increasing returns to scale as in Romer (1989).
  - ...developed by Pagano (1993) is presented ...
  - ...technique is observed in latest studies (Choong et al., 2010; Azman-Saini et al., 2010; Kyaw and Macdonald, 2009) for its...

Reference list entries should be alphabetized by the last names of the first author of each work. Order multi-author publications of the same first author alphabetically with respect to second, third, etc. author. Publications of exactly the same author(s) must be ordered chronologically.

6. Equations should be displayed on a new line and numbered consecutively using Arabic number in parenthesis near the right margin.
7. All tables should appear as close as possible to corresponding text. The title "Table" should be placed above the corresponding table, flushed left, followed by an Arabic numeral. A table title should appear flush left on the next line, Title Case, italicized.
8. Figures include all types of illustrations (i.e., graphs, maps, charts, photographs, drawings, etc.). A figure should be labeled "Figure" and appear flush left below the figure, followed by an Arabic numeral and period, all in italics. The caption and/or legend, a concise explanation of the figure and/or the symbols used, appears after the figure label, flush left.
9. References should appear in the Reference list in the following formats:

**Books:**

Barro, R. and X. Sala-i-Martin (1995). *Economic Growth*. New York: McGraw-Hill.

**Periodicals:**

Barro, R.J. (1991). Economic growth in a cross-section of countries. *Quarterly Journal of Economics*, 100(2), 407-443.

Gourinchas, P.O. and O. Jeanne (2013). Capital flows to developing countries: The allocation puzzle. *Review of Economic Studies*, 80(4), 1484-1515.

Choong, C.K., Baharumshah, A. Z., Yusop, Z. and M.S. Habibullah (2010). Private capital flows, stock market and economic growth in developed and developing countries: A comparative analysis. *Japan and the World Economy*, 22(2), 107-117.

**Articles in edited books:**

Romer, P. (1989). Capital accumulation and the theory of long-run growth, in R. Barro, Ed., *Modern business cycle theory*. Harvard University Press, Cambridge, Mass.

**Online sources:**

To cite an entire website, include the full URL in text:

Central Bank of Republic of Turkey (<http://www.tcmb.gov.tr/wps/wcm/connect/tcmb+en/tcmb+en>)

To cite a page or a particular document on a website, use the following example:

Gotter, A. (2017, April 20). How to Conduct a Social Media Audit [Blog Post]. Retrieved from <http://www.socialmediaexaminer.com/how-to-conduct-social-media-audit/>

To cite online reference without an author and date:

Available Deposits and Withdrawals – Turkey (2017, May 17). Retrieved from <https://spectrocoin.com/en/bitcoin-in-Turkey.html>

**Other sources:**

Favara, G. (2003). An empirical reassessment of the relationship between finance and growth. *International Monetary Fund Working Paper Series*, WP/03/123, 1-46.

Gheeraert, L. and J.M. Mansour (2005). On the impact of private capital flows on economic growth and development. *CEB Working paper 05/003*, Centre Emile Bernheim, Research Institute in Management Sciences.