**CHECKLIST FOR WRITING STYLE**

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| **NO.** | **GUIDELINE** | **REMARKS** |
| 1. | Articles should be between 4000 and 10.000 words including the footnotes and bibliography. Book reviews are required to be between 1000-1500 words. |  |
| 2. | The content of the articles submitted to the Journal of Terrorism and Radicalization Studies should be in the following order: title of the study, abstract, keywords, introduction, methodology, results, discussion, bibliography, appendices. Introduction, conclusion and bibliography titles are not numbered. |  |
| 3. | Author’s academic title, position, institutional e-mail address and ORCID number should be stated in a footnote in the first page starting with a “ \* ” 8 points font size. (Ex: Assoc. Prof. Name SURNAME, Hacettepe University Department of Political Science and Public Administration, erhaankara@gmail.org, ORCID: https://orcid.org/0XX0-00XX-3XX5-2XX8.) |  |
| 4. | The ÖZET in Turkish and ABSTRACT headings should be centered on the page, all in capital letters, Times New Roman font with 11 font size (ABSTRACT / ABSTRACT i.e.). |  |
| 5. | ÖZET in Turkish and ABSTRACT in English should be at the beginning of the article and must be written in maximum 200 words, Times New Roman font with 9 font size, spacing 6pt before and after, multiple line space at 1,15. |  |
| 6. | Both ÖZET in Turkish and ABSTRACT in English need to cover the purpose, method, hypothesis and results of the study briefly.  |  |
| 7. | Also in both versions of the articles, at least five (5) or at most seven (7) key words must be added to the abstracts, with a style of Times New Roman font with 9 font size and italic. |  |
| 8. | Articles should be written in Microsoft Word, should have multiple line spacing, 6pt before and after, multiple line space at 1,15, Times New Roman font, 11 font size, paper size A4, (Top 2,5 cm, bottom 2,5 cm, left and right indent 2,5 cm, gutter 0, header 2,5 cm) Text alignment should be set as distribute text format. |  |
| 9. | Your title (in Turkish and English) should be Times New Roman 11 pt, aligned to the center of the page and written bold, all letters should be capitalized (except for conjunctions). The English title should be written before the English abstract. Just below the title, the author's name (in lowercase letters) and surname (in CAPITAL letters) should be written in bold font, aligned to the right. (Erhan CANTÜRK i.e.) |  |
| 10. | Footnotes should be written in Times New Roman, 8 points, 6pt before and after, and multiple, 1.15 line spacing. Numbers 1, 2, 3 should be used for footnotes. If there is a quote or reference to a work in the footnote text, the bibliography should be cited in the same footnote. |  |
| 11. | Tables, figures and illustrations should be numbered (Table 1., Figure 2. ie.). Tables and figures names should be on top of the tables and figures, should be centered, in Times New Roman 10 points. Contents of the tables and figures should be Times New Roman and 9 points font size (can be used as 8 points according to the page layout). Tables, figures and illustrations should be cited. |  |
| 12. | When abbreviations are used for the first time in the text, first the clear pharase and the abbreviation should be written in parentheses. The abbreviation should be used in the following parts of the text, not the open version.Example: Internally Displaced Persons (IDPs) |  |
| 13. | Without numbered to introduction, conclusion and bibliography; sections should be numbered consecutively. Introduction, conclusion and bibliography titles are not numbered.Section headings;**1. FIRST LEVEL SEGMENT (ALIGN LEFT, BOLD, CAPITAL LETTERS)****1.1. Second Level Segment (Align Left, Bold, First Letters are Capital)*****1.1.1. Third Level Segment (Align Left, Bold, Italic, First Letters are Capital)***1.1.1.1. Fourth level segment (Align Left, Only the first letters are capital)*1.1.1.1.1. Fifth level segment (Align Left, Italic, Only the first letters are capital)* |  |
| 14. | **Guideline for Citiations**Citations should be arranged according to the latest version of the American Psychological Association (APA). The cited works should be listed in alphabetical order in the bibliography.  |  |
| 15. | References in the body of your manuscripts should be in (Author, Date) format. When directly quoting from a text, you must include a page number in the citation as well. |  |
| 16. | If you are using more than one reference by the same author/authors, the earlier dated publications should be listed first in the bibliography. If it is published in the same year, authors need to assign letter suffixes after the year i.e.: "Bural (1991a) makes similar claims...". |  |
| 17. | To indicate the page number cited in the text, after the author's name and the year of the work, p. for a single page, pp. for more pages. expression should be used.(Özgül, 1988, p. 19) or (Özgül, 1988, pp. 195–204). |  |
| 18. | Academics (Birhan and Karmer, 1996, p.45; Tarhun, 2005a, pp.31-35; Erkin, 2001, p. 44) explain why radicalization has reached such an important level today.  |  |
| 19. | Baysal (1992) explains the main activities of the organization are to destroy the monasteries, to prevent the debt recovery of ………………… (p. 1). |  |
| 20. | In addition to the historical perspective, in the name of legitimizing their political violence and themselves …… ………….. (Baysal, 1982, pp.19). |  |
| 21. | According to Erkmen's study in 2004 ………………………………. (p. 14). |  |
| 22. | If author is directly quoting from a work, then it will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. |  |
| 23. | If the author is quoting more than 40 words, it is required to start the quotation on a new line, indented two tabs from the left margin, i.e. in the same place one would begin a new paragraph. |  |
| 24. | In case of citing a periodic publication without a specific author name, the name of the publication can be used instead of author name. (Daily News, 2009 i.e). |  |
| 25. | In case of parenthetical citation including two or more authors, it is required to order them alphabetically, separated by a semi-colon. (Erkmen, 2010; Serhat and Bural, 199-89). |  |
| 26. | In case the source quotes or refers to another source, indirect sources should be cited as (Bural, 1994 cited in Ardıç, 2013) |  |
| 27. | Online articles follow the same guidelines for printed articles. Citiations should include all information the online host makes available. |  |
| 28. | **Guideline for Reference List**The bibliography will be arranged in 11 pt, 6nk before and after, and 1 line spacing, and in alphabetical order of surnames. |  |
| 29. | The bibliography should be set 1 cm from the second line. >- For detailed information about bibliography, see APA's (American Physchology Association) scientific writing criteria, Publication Manual of American Psychological Association or Journal Park Authoring Rules.https://apastyle.apa.org/products /publication-manual-7th-editionhttp://dergipark.gov.tr/busad/page/2914 |  |
| 30. | In the bibliography, only the first letter of the surname of the author is capitalized, the first letter of the name will be written as in the examples given below. |  |
| 31. | If the DOI number exists, it will be added to the last part of the reference. |  |
| 32. | **Books**Tunalı, V. (2016). *Sosyal ağ analizine giriş.* Nobel Yayıncılık.Beyit, S. ve Vancı, P. (2018). *Dünyada yöneticilik*. (Ü. Şensoy, Çev.) İş Bankası Yayınları. Tripathy, B.K., Sooraj, T.R. ve Mohanty, R.K. (2018). Big data techniques in social network analysis. Panda, M., Abraham, A. ve Hassanien, A.E. (Ed.). *Big data analytics: A social network approach* içinde. (ss.47-67). CRC Press. |  |
| 33. | **Web Page**McFadden, C. (02 Temmuz 2020). *A chronological history of social media*. Erişim tarihi: 11 Nisan 2021. https://interestingengineering.com/a-chronological-history-of-social- media. |  |
| 34. | **Article**McIntyre, K. E. (2014). The evolution of social media from 1969 to 2013: A change in competition and a trend toward complementary, niche sites. *The Journal of Social Media in Society*, 3(2): 5-25. |  |
| 35. | **Electronic Article**Morris, D.R. (2009). Surprise and terrorism: A conceptual framework. *Journal of Strategic Studies,* 32(1): 1-27. https://doi.org/10.5703/1288284316979. |  |
| 36. | **Encyclopedia**Andaç, O. (1985). Meydan Larousse Ansiklopedisi içinde (c. 2, ss.125-135). Neşriyat Yayınları. |  |
| 37. |  **YouTube Video**MSB. (7 Mart 2021). *Eğitim ve öğretim* [Video]. Youtube. https://www.youtube.com/watch?v=9\_5wHw6l11o |  |
| 38. | **Interview**Nihat Ali Özcan, Ankara, 10 Ekim 2019, interview. |  |
| 39. | **Newspaper Articles**Sedat Ergin. (23 Eylül 2020). *Dışişleri Bakanı’ndan Mısır’a sıcak mesajlar var*, Hürriyet.NTV. (23 Eylül 2020). *AB dışişleri bakanları Belarus yaptırımlarında anlaşamadı*.  |  |
| 40. | **Unknown Authored Reports***The Berlin Conference on Libya Conference Conclusions*, Berlin, 19 Ocak 2020. |  |
| 41. | **Unpublished Papers**Ahlat, C. (2020). *Uluslararası siyaset*. (Yayımlanmamış Doktora Tezi). Gazi Üniversitesi, Ankara.  |  |
| 42. | **Conference Proceedings**Semih, G. ve Akçalı, U. (2011). *Türkiye’de terörizm*. Kantar, G. (Ed.), 1.Uluslararası Terörizmle Mücadele Kongresi bildiriler kitabı içinde (ss. 110-114). İstanbul: ASOS. doi:10.21733789654781.445 |  |