**ART/icle: JOURNAL of ART and DESIGN**
**PRINCIPLES of PUBLICATION and RULES for WRITING (Rev.01)**

**CHAPTER ONE**
**Purpose, Scope, Content and Definitions**

**Definitions:**

**Journal:** ART/icle: Journal of Art and Design (will be abbreviated as "ART/icle" or "ART/icle Journal" in the rest of the text),
**Owner:** Istanbul Gelisim University (IGU) Rector on behalf of founding Foundation of University,
**Publication Board:** Determined by the Rectorate of IGU who working in the fields of Fine Arts and Design, faculty members who step forward with scientific studies in their field and work in the journal,
**Board of Referees:** Specialized in the field, lecturers from at least five different universities who are selected by the editorial board,
**Editor:** Lecturer and/or lecturers to be appointed by the Rectorate of IGU.
**Assistant Editors:** Lecturers from related departments to be determined by the Rectorate of IGU,
**Editorial Board:** Expression to lecturers determined by Editor.

**Purpose and Scope:**

1. The purpose is to determine the procedures of publication of ART/icle: Journal of Art and Design within Istanbul Gelisim University.
2. The aim of the journal is to create a common academic platform from different disciplines in the fields of fine arts and design. In our journal, scientific articles within the framework of the topics of PLASTIC ARTS, GRAPHIC DESIGN, VISUAL COMMUNICATION DESIGN, COMIC ANIMATION, NEW MEDIA, ARCHITECTURE, INTERIOR ARCHITECTURE, URBAN DESIGN, ART EDUCATION, ART HISTORY, ART PHILOSOPHY and SOCIOLOGY, CINEMA and TELEVISION, GASTRONOMY and CULINARY ARTS, FASHION and TEXTILE DESIGN, STAGE ARTS and articles on art and design other than these topics are accepted.
3. The journal is published twice a year (June and December).
4. Journal is an international peer-reviewed journal.

**Content:**

The articles sent to journal;
1. Should be prepared using appropriate research, methods and models specific to the field and should have the capacity to make a contribution to the field.
2. It can criticize or review a previously published article and have the qualities of research or review that present new and remarkable views in this regard.
3. Articles that discuss, criticize or explain a concept or theory, biography and the review articles, and the the translations that contribute to the scientific field can be included to journal
4. The journal should written in the format suitable for publishing principles.
5. In addition to those listed above, book reviews may also be included in the journal.

**CHAPTER TWO**
**Duties**
**Boards of Journal:**

**1. Duties of Editorial Board:**
a) It meets twice a year except for extraordinary circumstances
b) Publication Board reviews the submitted journal articles, formats and examines them, determines the experts in the field (based on thesis, publications and expertise) and sends for peer review to the referees.
c) According to the result of peer review, decides whether the article will be published or not and arranges the publication order of articles accepted by referee.
ç) Decides for a special issue with absolute majority.

**2. Advisory Board:**

The referees review the submitted articles in terms of method, content and authenticity and decide whether they are appropriate for the publication or not. This may vary in each issue according to the contents of the articles

**3. Editor:**

a) Provides coordination between members of the Publication Board.
b) Invites the Publication Board twice a year to conduct preliminary evaluations of the submitted articles, except for specific periods.
c) Takes editorial responsibility on behalf of the Publication Board.
ç) In exceptional circumstances related to her/his duties, she/he authorizes one of her/his assistants to continue with the process.

**4. Assistant Editors:**

Assist the editor in ensuring the coordination between the editorial board members, following the referee process of the articles, and evaluating the referees' reports.

**5. Publication Board:**

a) Assists the editor for the follow-up of articles and in technical issues
b) Arranges the articles submitted for publication and prepares the journal for printing.

**CHAPTER THREE**
**Evaluation**

1. The articles considered suitable in terms of format and fields by the Publication Board are sent to expert referees for evaluation. If both of the referee evaluations are positive, the article will be accepted for publication. If one is positive and the other is negative, the article is sent to a third referee. The articles to be corrected for publication must be submitted by the authors within 20 days at the latest (including postal mail). The corrected text will be sent back to the referees who request the amendment, if it is deemed necessary by the Publication Board.
2. Submitted articles are published with the final decision of the Publication Board, after the approval of at least two referees "publisable". The author(s) must consider the criticism, evaluation and correction of the referee and the Publication Board. In cases

where the author(s) does not agree, she/he has the right to report them on a separate sheet with the reasons.

3. Articles with the approval of the referee are published by the Publication Board in order according to the completion date of the referee reports, based on the subject content of the journal.
4. Any articles submitted to the journal are not returned, whether published or not.
5. The author(s) of articles which are not accepted is informed through e-mail.

## SECTION FOUR
### Rules
**The articles to be included in the journal must bear the rules contained in the following clauses:**

1. The journal is published twice a year, in June and December, in accordance with the status of "International Peer Refereed Journal". If it is necessary, it may also be published as a Special Issue with the decision of absolute majority of the Publication Board.
2. Articles submitted to the journal must not have been published or sent to be published elsewhere.
3. Please visit the website of the journal to submit an article for peer-reviewed evaluation. Website: https://dergiler.gelisim.edu.tr/index.php/article If you have any questions, please contact us at article@gelisim.edu.tr
4. The "**Ethical Declaration and Copyright Transfer Form**" must be completed and uploaded to the system at the time of submission.
5. The articles submitted for publication to the journal:
   **a. Original Research Article:** A study that brings innovation to science, refutes previous theses or brings a new perspective to them, reveals new documents,
   **b. Review Article:** A study on a controversial or ambiguous subject, criticizing the entire bibliography and reaching to a conclusion,
   **c. Book Review:** The journal is open to studies on the review of current and newly published books in the subject area of the journal.
   **ç.** The editorial board will decide whether all works will be published or not.

6. The title page should include the title of the article, the name, surname and titles of the authors, the name and city of the institution where the study was conducted, country, ORCID ID information and the full names of the funds and organizations supporting the study, if any. If the letter sent has been presented at any meeting before, the name, date and city of the meeting should be specified. In the manuscripts produced from graduate thesis studies, the name of the thesis and the institution where it was prepared should be specified and the thesis supervisor should be added as the second author. The name, full address, telephone, fax, mobile phone and e-mail information of the author(s) for the correspondence must also be added to this page
7. The copyright of the articles published in the journal belongs to the journal. The author(s) agrees that the copyright granted to the publication in the journal is all inclusive. There is no fee for submitting an article to our journal. Republishing a published article in another publication is subject to the permission of the journal. There is no article processing fee (APCs) in our journal.
8. For translated articles sent to the journal, the publication permission of the author and the original text are required. In addition, translation works are sent to referee for approval, just like copyright.
9. The opinions in the articles published at the journal are the personal opinions of the author(s); and they do not contain the official view of Istanbul Gelisim University and journal boards.

10. If corrections are requested from the author, such corrections should be made within 20 days at the latest and must be delivered to the Publication Board.
11. The authors must state their titles, the institutions they are employed at, their correspondence addresses, telephone numbers and e-mail addresses.
12. Any non-substantial corrections in the articles to be published may be made by Editorial Board.
13. The author(s) may withdraw the article one day before it is sent to the referees at the latest. In case if the authors want to withdraw the article for which the evaluation process had started, the evaluation costs are to be covered by the author.
14. The plagiarism report of articles submitted to the journal is received by the editorial board. The reports received are evaluated by the editors. Correction may be requested or rejected for those articles above the rate stated below.
15. Plagiarism rate is 20% for research articles (excluding references) and 30% for review articles.
16. If an article receives an acceptance and a rejection in the referee evaluation, the article is sent to a third referee.
17. If the authors do not accept the feedback/criticism from the referees, they should sent their reasons as written to the journal.
18. In the articles that are revised after the referee evaluatiıon and sent back to the journal, the revised texts must be marked in yellow.
19. Articles of the same author(s) can not published in consecutive issues on Art/icle Journal.
20. In an issue of ART/icle Journal, the number of articles with the address of Istanbul Gelişim University cannot exceed 30% of the total number of articles in that issue.
21. The number of review articles in an issue of ART/icle Journal cannot exceed 30% of the total number of articles in that issue.
22. The publication of an issue of the journal in color or without color is decided by the editorial board, depending on the visual density of the articles in that issue.

**Spelling Rules:**

1. Journal contains articles which have original and scientific qualities related with the content of journal as a result of evaluation of referee board.
2. Language of articles in the journal can be Turkish and English. In spelling and punctuation and abbreviations, the latest edition of the Turkish Language Association Spelling Guide is taken as basis. The sentences should be clear and understandable in terms of language and expression and they should be in accordance with scientific measures.
3. Articles submitted for publication should not be more than approximately 8,000 words including summary and bibliography, except in exceptional cases.
4. The graphics used in the text should be sent in a graphics format that can be opened in Windows, the pictures should be sent in JPG format and 300 pixels resolution.
5. Articles containing high level of linguistic and expressive errors will not be evaluated.
6. In Latin languages, the name should be given in its original form. Names in other languages should be used in English or Turkish transliterations.

**Format:**
1. There should be 2.5 cm spacing at the right, left, bottom and up of the page.
2. In the main body of the article, the font should be Times New Roman with 12 point, line spacing should be 1.5 lines and aligned to both sides.
3. A paragraph should start a tab (1.25cm) inside.
4. In case of block quotations, the quotation should be inside a tab (1.25 cm). When the quotation is completed, reference should be given (source, year, page number).

**Structure:**
The APA-style text is divided into sections. The main sections are:
Title
Abstract
Introduction
Method
Results
Discussion
Bibliography
Appendix.

**Title:**

1. It will be on the first page. The full title of the text should be written with capital first letters and centered. The name of author/s will be added to the next line in the same format. Finally, the author/s/' institution/s are written in the same writing format. Detailed information of the author/s (*) should be indicated at the bottom of the page with footnotes. Previously published articles in our journal can be examined for examples.
2. By moving down with clicking on Enter twice, information such as the duty of author/s in his/her/they institution/s, any awards received, information about any studies where the article is derived from and contact information of the author/s will be provided from the left (not centered).

**Abstract:**

The article must have an abstract of 150-300 words (in Turkish and English, whichever is the written language of the article, the abstract in that language is put first). Afterwards, there should be an abstract in English and a Turkish abstract respectively. In addition, at least 5 English and 5 Turkish keywords should be included for the article, and keywords should be written inside a tab (1.25 cm).
Subheadings that should be included in the abstract:

**EXAMPLE:**

**Abstract**
● **Introduction and the Purpose of the Study:** In the introduction and purpose part of the research, information should be given in a clear way that will enable the reader to form a clear idea about which question the study seeks to answer, which research question or questions it is based on and why this study is necessary.
● **Literature Review/Background:** In the literature review/background, especially the studies that are directly related to the subject and purpose of the study should be summarized and it should be clearly explained why the work done / being done is important / meaningful in this sense, which gap it will fill, and what additional contribution it can provide.
● **Method**: In the method part of the study, the basic approach used for the research and the main population, sample, data collection method and vehicle and scales with why they are preferred should also be included.
● **Results**: The results or findings achieved in the analysis of data or conceptual studies should be discussed in relation to the conceptual theoretical framework, and the similarities and differences with their reasons should be evaluated.
● **Conclusion:** Depending on the research findings have resulted in this section, the conceptual /theoretical framework and will be associated with or contribute to the literature, it is

considered important issues should be included. After mentioning the expected benefits of the study, recommendations should be written to the practitioners and/or researchers.

## Sub Headings

1.  Level: Centered, Bold, First Letters Capitalized, remaining letters not capitalized
2.  Level: Left Aligned, Bold, First Letters Capitalized, remaining letters not capitalized
3.  Level: A tab inside, Bold, Only the first letter of title Capitalized, remaining letters and words not capitalized, dot at the end.
4.  Level: A tab inside, Italic, Only the first letter of title Capitalized, remaining letters and words not capitalized, dot at the end.
5.  Level: A paragraph inside, Bold, Only the first letter of title Capitalized, remaining letters and words not capitalized, dot at the end.

## Tables, Graphics, Figures and Pictures:

1.  The table, graphic, figure and picture names should be placed under the table. Table, graphic, figure and picture texts and figures should be written with font size 8.
2.  Table, graphic, figure and pictures should be numbered.
3.  The line spacing between the texts in tables and figures should be set as 1.

## Rules on In-Text References:

| Type of Reference | Initial reference to the work in the text | Other references to the same work in the text | Initial reference to the work in the text in parenthesis format | Other references to the same work in the text in parenthesis format |
|---|---|---|---|---|
| Single author | Öztaş (2014), | Öztaş (2014) | (Öztaş, 2014, p. 9) | (Öztaş, 2014, p. 9) |
| Two authors | Erdem and Öztaş (2015) | Erdem and Öztaş (2015) | (Erdem & Öztaş, 2015, p. 8) | (Erdem & Öztaş, 2015, p. 8) |
| Three authors | Altun, Şahin and Öztaş (2017) | Altun et.al. (2017) | (Altun, Şahin, & Öztaş, 2017. p. 5) | (Altun et.al.., 2017, p. 5) |
| Four authors | Musso, Weare, Öztaş and Loges (2006) | Musso et.al. (2006) | (Musso, Weare, Öztaş, & Loges, 2006, p. 4-7) | (Musso et.al.., 2006, p. 4-7) |
| Five authors | Öztaş, Myrtle, Chen, Masri and Nigbor (2002) | Öztaş et.al. (2002) | (Öztaş, Myrtle, Chen, Masri, & Nigbor, 2002, p. 8) | (Öztaş et.al.., 2002, p. 8) |
| Six or more authors | Öztaş et.al. (2005) | Öztaş et.al. (2005) | (Öztaş et.al.., 2005, p. 7) | (Öztaş et.al.., 2005, p. 7) |
| Author groups (as understood with abbreviation) | Istanbul Gelisim University (IGU, 2018) | IGU (2018) | (Istanbul Gelisim University [IGU], 2018, p. 11) | (IGU, 2018, p. 11) |
| Author groups (without abbreviation) | Istanbul Gelisim University (2018) | Istanbul Gelisim University (2018) | (Istanbul Gelisim University, 2018, p. 6) | (Istanbul Gelisim University, 2018, p.6) |

If more than one reference is cited in the same parenthesis, the one that should be written first in bibliography should be the first.

If two or more works of the same author are quoted, the letters following the alphabetical order are added to the publication year: For example: (Arıkan, 2009a); (Arıkan, 2009b). The first of these will refer to two different works in bibliography.

If the author of the work is not mentioned, the first few words of the work are used. When referring to that work, the name of the book is written in italics and then the date is specified:

As mentioned in another source (Genel İşletme, 2017) …

As mentioned in Genel İşletme (2017)

If more than one articles with the same author surname is quoted the names of the authors should be indicated in the sentence, even if the publication years of the works are different. For example: Mehmet Ünal Şahin (2015); Muzaffer Şahin (2010). Personal interviews should be mentioned in the text but not in the bibliography.

For example: (Adnan Duygun, personal interview, February 2017).

It is essential to access the primary sources in the studies, but if they could not be accessed due to circumstances, the source quoted or mentioned is specified in the submission. For example: (Cited By: Çelikbilek, 2016, p. 25); (mentioned by Karaca, 2017, pp. 32). The source information is not included in the cited or mentioned work.

**Rules for Bibliography:**

**1.**    The full information of cited reference will be provided. Any works that are not cited will not be indicated in bibliography.

**2.**    Refer to the latest edition of the work.

**3.**    If available, the page number of the article and the volume number of the issue should be added.

**4.**    If the DOI number is present, it must be appended to the last part of the reference.

**A.    Books:**

In the "bibliography", the surname of the author, the initials of author's first name (sometimes the initials of first two names), the year of publication (in brackets), the name of the work, publication information will be specified. Book names are written in entirely small and *italic* letters after the first letter of the title (except for special names).

**a.    Book with single author or editor:**

Surname of the author, Initials of the author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* Printing Place: Publisher.

For example: AYKAÇ, B. (1999). *İnsan kaynakları yönetimi ve insan kaynaklarının stratejik planlaması.* Ankara: Nobel Yayınevi.

Surname of the Editor, Initials of the Editor's name. (Ed.). (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* Printing Place: Publisher.

For example: GÜMÜŞ, İ. (Ed.). (2017). *Genel işletme.* İstanbul: İstanbul Gelişim Üniversitesi Yayınları.

**b.** **Books with two or more authors or editors:**

Surname of the first author, Initials of the first author's name. and Surname of the second author, Initials of the second author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* Place: Publisher.
For example: KÖTEN, E., ERDOĞAN, B. (2014). *Engelli gençler, sosyal dışlanma ve internet.* İstanbul: İstanbul Gelişim Üniversitesi Yayınları.

Surname of the first author, Initials of the first author's name. and Surname of the second author, Initials of the second author's name. and Surname of the third author, Initials of the third author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* Place: Publisher.
For example: KARACA, R. K. ÖZKURT, F. Z. (2017). *New concepts and new conflicts in global security issues.* İstanbul: İstanbul Gelişim Üniversitesi Yayınları

**c.** **Reviewed or extended editions:**

Surname of the author, Initials of the author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* (Reviewed/Extended … Edition) Printing Place: Publisher.
Örneğin: ALPAY, N. (2004). *Türkçe sorunları kılavuzu* (Reviewed
second edition). İstanbul: Metis.

**ç.** **Books with Indefinite Authors:**

The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized. (Year). Place: Publisher.
For example: *The 1995 NEA almanac of higher education.* (1995). Washington DC: National Education Association.

**d.** **Books with two or more volumes:**

Surname of the author, Initials of the author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized* (Volume ....) Printing Place: Publisher.
For example: TINMAZ, H. (2015). *Engelsiz bilişim 2013 sempozyumu bildirileri* (2. cilt). İstanbul: İstanbul Gelişim Üniversitesi Yayınları

**e.** **Translated Books:**

Surname of the author, Initials of the author's name. (Year). *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized.* (Initials of Name of Translator, Surname of Translator, Trans.) Printing Place: Publisher.
For example: LUECKE, R. (2008). *Girişimcinin el kitabı.* (Ü. Şensoy, Çev.) İstanbul: Türkiye İş Bankası Kültür Yayınları.

**f.** **An article in a complied book:**

Surname of the author, Initials of the author's name. (Year).  Title of article. *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized* (pp. pages) Printing Place: Publisher.

For example: SAYAN, S. (2002). Dünya Ekonomisi ve Türkiye: Globalleşme, Liberalizasyon ve Kriz. *Yerel ekonomilerin sürdürülebilir kalkınması ve Çanakkale örneği* (ss. 33). Ankara: Türkiye Ekonomi Kurumu.

### g. Chapter or Article in Reference Books:

Surname of the author, Initials of the author's name. (Year). Title of article. *The title of the book is italic, and after the first letter (except for special names) all letters will be not capitalized* (pp. pages) Printing Place: Publisher.
For example: TOY, H., ELMACI, D. (2015). Cumhuriyetin ilanı. *Kronolojik Türkiye tarihi ansiklopedisi* (ss. 6-9). İstanbul: Karma Kitaplar.

### h. Papers in the Published Conference-Symposium-Congress Books:

Author's Surname, Author's Initials. (Year). The title of the paper is in italics and after the first letter (except for proper names) in lower case. Editor's Name Initials. Editor's Last Name (Ed.), Symposium / congress book name in italics and all lowercase after the first letter (except for proper names) (Page Numbers) in the figure. Place of Publication: Publisher.
For example: Game, A. (2001). Creative ways of being. J. R. Morss, N. Stephenson ve J. F. H. V. Rappard (Ed.), *Theoretical issues in psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference* içinde (s. 3-12). Sydney: Springer.

### B. Articles:

For Journal Articles:
Surname of the author, Initials of the author's name. (Year, and month, if any.) The title of article will be with capitalized first letter of first word, and the remaining letters will not be capitalized, if not a private name. *Name of Journal and Initial Letter of Each Word in Capitalized, Volume, Italic (Issue).* Page Numbers. doi: xxxxxx
For example: ÖZDEN, K., ERDOĞDU, D. & GÜL, S. (2017, Ekim). Kriz yönetiminde üretim yönetimi stratejileri ve politikalarının kullanılmasıyla ilgili bir alan araştırması. *İstanbul Gelişim Üniversitesi Sosyal Bilimler Dergisi, Cilt 4* (2), 23-50. doi:10.17336/igusbd.348761

### C. Other Resources:

### a. Movie

Surname of the Director, Initials of the Director's name. (Director). (Year). *Name of the Movie in Italic format.* Production city: Name of production company.
For example: TYLDUM, M. (Yönetmen). (2014). *The Imitation Game*. ABD: Black Bear Pictures.

### b. Internet Sources:

Surname of the author, Initials of the author's name. (Date of publication of article). *The title of article will be italic and with capitalized first letter of first word, and the remaining letters will not be capitalized, if not a private name.* Date of Access: Day Month Year, link to the article.
For example: Yükseköğretim Kurulu (YÖK). (10.01.2018). *Akademisyenlere yurt dışı imkanı. Date of Access: 15.01.2018, https://www.cnnturk.com/turkiye/_akademisyenlere-yurt-dişi-imkanı*

**c. Unpublished Graduate Theses:**

Surname of the author, Initials of the author's name. (Year). *The title of thesis will be italic and with capitalized first letter of first word, and the remaining letters will not be capitalized, if not a private name* (Unpublished Graduate Thesis).  Name of Institution, Location of Institution. For example: SELİMLER, H. (2006). *Türk bankacılık sektöründe sorunlu kredilerin varlık yönetim şirketlerince tasfiyesi, seçilmiş ülkeler ve Türkiye uygulaması* (Yayımlanmamış Doktora Tezi). Marmara Üniversitesi Bankacılık ve Sigortacılık Enstitüsü, İstanbul.