

GUIDE FOR AUTHORS

A. Scope of the Journal

Fenerbahçe University Journal of Design, Architecture and Engineering (FBU-DAE) is a peer-reviewed journal published online three times a year in February, June and October.

Within the scope of the journal, original research articles, theoretical articles, design and implementation articles, educational studies and reviews are evaluated in both English and Turkish in the fields of Engineering and Basic Sciences, Architecture and Design.

B. Publication Principles and Article Acceptance Requirements

All authors who submit articles for review and publication approve and agree to abide by the following ethical rules:

- Published papers as an article or in any other format (book, book chapter, printed conference paper, etc.), accepted papers for publication or the papers under review are not accepted for evaluation.
- For the manuscripts having more than one author, the articles that are not approved by each author are not accepted.
- For the manuscripts requiring 'Ethics Committee Approval', the approval document must be submitted with the application.
- The similarity (plagiarism) rate of the submitted articles must be lower than 20%. (Similarity report can be obtained from turnitin.com, plagiarism.net, or ithenticate.com, etc.)
- In case of a revision requirement, the author(s) are requested to complete it within a month, and to deliver the revised manuscript to the editorial board.
- Only one article of an author can be published in the same issue.
- The responsibility of the published articles belongs to the author(s).
- For all materials used in the article of the author(s), permissions must be obtained from the related publication or copyright owner(s). The author(s) are responsible for getting the necessary permission.
- Editorial Board may change the content and style of the article with the author(s)' permission.
- Accepted and published articles cannot be republished without the permission of the publisher.
- Articles are published as open access free of charge at the submission, evaluation, acceptance and publication stages.

C. Article Preparation for Submission

Authors must follow the rules specified in the guide for authors. Applications that do not comply with these rules are returned to the authors without a reviewer evaluation. The related information for the manuscripts and attachments are listed below:

1. Application Letter

In this letter, it should be stated that the manuscript has been read, approved by all authors and that it is an original paper, the signatures should be included with the author(s)' names. It should be stated whether there is a conflict of interest of author(s), institution or organization of the author(s). After the Application Letter is signed, it can be scanned and sent as a soft copy.

2. Ethics Committee Approval Document (if required for original researches)

3. Title Page (identity and biographies of the author(s))

3.1 Information of Author(s)

The Title Page contains the article title, the name of the author(s), institution, city and country information, e-mail address, ORCID id, Turkish and English short biographies as a single "MS Word" file. Biographies should be written as a paragraph and should not exceed 50 words. The information of author(s) should be provided for each authors in case of having multiple authors.

3.2 Acknowledgment and Disclosure

At the end of the title page

- If there are people or institutions contributing to the research, "Acknowledgment" should be presented such as "Supported by TUBITAK [grant numbers xxxx, yyyy]",
- If the related article is produced from a conference paper with an abstract has been presented elsewhere but not published in full text, or from a thesis, then "Disclosure"

should be stated.

4. Manuscript

The sections listed between 4.1 and 4.5 below should be prepared as a separate 'MS Word' file in the order given. This file should not contain any information regarding the identity of the author(s).

The language of the articles submitted for publication can be Turkish or English. Manuscripts should not exceed 6000 words including abstract, figure and table texts, footnotes and references.

In addition, the entire article text must conform to the format stated below:

- The article text should be in "MS Word" format A4 (vertical), in a single column, and page margins should be 2.5 cm. The text should be written justified, with Arial font style and 10 pt. Line spacing should be 1.5 in the main text, 1 in summary, endnotes and references sections.
- Automatic 6 pt. spaces before and after paragraph must be added.

- No indentation should be made at the beginning of paragraph lines.
- The article title, all headings and subheadings should be **bold**.
- Starting with the title and abstract, all pages should be numbered consecutively.
- For reviews, the entire text should contain line numbers, starting from the title and abstract page, and continue where it left off at the end of the previous page.
- Additionally, no special arrangement should be made.

4.1 Title, Abstract and Keywords (Turkish and English)

The article title describing the purpose, scope and main results of the research; an abstract between 150-200 words; 3-5 keywords under the abstract should be provided. References, figures, table numbers and footnotes should not be given in the abstract.

Titles, abstracts and keywords in both languages should be given in all articles. In Turkish texts, first Turkish and then in English; in English first in English and then in Turkish title, abstracts and keywords should be given.

4.2 Main Text

All headings in the main text (such as introduction, methodology, findings, discussion, and conclusion) are consecutively (in the form of 1., 2., 3., ...) and hierarchically (1.1, 1.1.1, 1.1.2, 1.2, etc.). should be numbered. This numbering should also be used for internal cross-reference (as stated in section 1.3, etc.). Each heading should appear on a separate line, with one blank line before it.

4.2.1 Citations

Direct citations in the text should not exceed a certain rate of the whole text. APA Style (<https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>) should be used for in-text citations.

Quotations less than 40 words should be shown in quotation marks by referring the source. Double-quotes are not used for more than 40 words block quotations. Block excerpt is started 1 cm from the left as a paragraph and written in 9 pt. Reference is given at the end of the quote. The sections omitted in the original text in quotations are indicated with three dots, and the author's own views are indicated in square brackets.

4.2.2 In-text reference

APA Style (<https://apastyle.apa.org/style-grammar-guidelines/citations>) should be used for in-text references.

Examples:

As Foucault (1991) argued...

Foucault states that... (1991, p.40).

It appears as general history... (Foucault, 1991, p. 22).

4.2.3 Tables

Tables should be numbered according to their order in the text. Tables will be formed formally similar to the example given in **Table 1**, as required by their own content. The table number will be left justified at the top, **bold** and next to the table name. Notes section will be written in smaller font size at the bottom of the table.

Referring the tables in the text should be made in the form of (**Table 1**), if it is mentioned in the sentence, it should be written in **bold** as **Table 1**.

Table 1. Table Example

Xxxxxx	xxxxxx	xxxxx
Xxx	0000	00000
Xxxx	0000	0000
Xxx	0000	0000
Xxx	0000	00000

Notes: Explanations of the table should be written in this section. (8 pt.)

4.2.4 Figures

Figures (pictures, drawings, plans, maps, graphics, photographs, etc.) should be numbered according to their order in the text. The figures will be similar to the example given in **Figure 1**. The figure number will be left justified, bold at the bottom, and the figure name will be written next to it. References should be given same as the in-text reference representation.

In-text referring to the figures should be made in the form of (**Figure 1**), if it is included in the sentence, it should be written in **bold**, again as **Figure 1**.

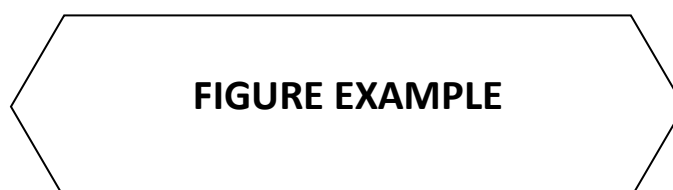


Figure 1. Figure Example (Reference, 2020).

4.2.5 Other in-text notations

Symbols, abbreviations and definitions should conform to the international system of units (SI). If there are units other than these, their equivalents should be given in SI.

Abbreviations should be defined in parentheses after the first occurrence in the text. It should be ensured that abbreviations are consistent throughout the article.

Equations, typesetting, and notation marks should be preferred in mathematical notation. Equation numbers should be numbered consecutively in parentheses on the right.

4.4 References / Endnotes

The citations are used to give additional information to the discussion in the text and to make side expansions. References in the text should be kept minimum. References are marked with numbers in square brackets at the end of the relevant sentence in the text according to their order, as [1], [2], [3]. Citations are placed, and references are listed at the end of the text in accordance with the order specified in the text. The references list should be numbered as 1., 2., 3. without square brackets at the end of the text. References that cited in the manuscript are shown same as in-text references.

4.5 Reference list

The reference list should be provided at the end of the text. Every reference cited in the text should be included in the reference list. Similarly, every reference mentioned in the reference list should be in the text. References should be listed alphabetically by the authors' names and in chronological order for each author.

"APA Style" reference formatting should be used for reference list and in-text citation displays. More detailed information on "APA 7th Edition" reference formatting, some of which are given below, is available at <https://apastyle.apa.org>.

Examples:

Book:

Surname, N. (2015). *Book Title*. City of Publication: Publisher.

Journal Article:

Surname, N., & Surname, N. N. (2012). Article Title. *Journal Name*, 12(4), 187–195.
<https://doi.org/10.000/000000>

Conference Paper:

Surname, N., & Surname, N. N. (2014). *Conference Paper Title*. Conference Name, City of Conference.

Thesis:

Surname, N. (2016). Thesis Title (Unpublished Doctoral Thesis). Institution, City.

Web Site:

The BBC (<http://www.bbc.co.uk>).

Surname, N. (2013). Document Name [Format]. Retrieved from: <http://URL> Access Date: 09.10.2018

5. Visual Documentation

All tables and figures (pictures, drawings, plans, maps, graphics, photographs, etc.) should be placed in the text of the article (in MS Word file) with their explanations in low resolution.

All these visuals should be sent separately, numbered as "S01" for figures and "T01" for tables, in print quality, 300dpi resolution with at least 10 cm short edge, according to the order of use in the text. Drawings and tables should be legible in case of a zoom out. Drawings and tables should be sent in "pdf" or "tiff" / "jpeg" format, suitable for printing and readable when it is reduced, if they are in Word format or produced via other programs.

D. Evaluation of Articles and Publication Process

Manuscripts sent for publication are reviewed by the editor-in-chief and editors, and then evaluated by the Journal Editorial Board in terms of compliance with publication principles and quality. The Journal Editorial Board has the right to publish or not to publish a submitted article. As a result of the preliminary examination, the article that is not suitable for publication is not included in the evaluation process and the author is informed. If there is a revision requirement, they are returned to the author for correction and resubmission. The article found suitable for publication is evaluated by two referees of the relevant field. Referees examine the submitted articles in terms of method, content and originality and decide whether they are suitable for the publication. If there is difference opinions of the referees regarding the acceptance of the article, the opinion of a 3rd referee is taken. Manuscripts that are not accepted for publication by the referees are returned to their authors.

Manuscripts returned to the authors for improvement and / or correction in line with the preliminary review and referee evaluation are sent back to the journal within one month at most after fulfilling the necessary corrections.

According to the results of the referee reports received within the specified period, the editorial board has the authority to decide whether the article should be published or not. Articles are scheduled for publication by the Editorial Board in an appropriate issue, and then the author is informed.

The accepted articles to be published after the evaluation process are regarded as to transfer the copyright to Fenerbahçe University. With the "Article Copyright Transfer Form", the author declares with a signature that s/he has transferred the copyrights. The scientific, ethical and legal responsibilities of the opinions and translations in the articles published in the journal belong to their authors. Quotations can be made from texts and photos by indicating the source. However, published articles cannot be republished elsewhere (in print or on the internet) without the written permission of the journal management. All authors who submit articles to the journal are deemed to have accepted these principles.