

**English Main Title, 14 Points, Bold, First Letters of Words Should be Capitalized**

*Turkish Main Title, 13 Points, Italic*

**Author name (11 Points, Bold)<sup>1</sup>**

**Abstract**

*There should be an abstract in both Turkish and English at the beginning of each article. This abstract should be written in 12 points, justified, and not exceeding 300 words. You can delete this section and write your own abstract instead without breaking the formatting. It is obligatory to include information about the purpose, method, findings of the study and the evaluation of this findings in this section.*

**Keywords:** *Each article should contain at least 3 and at most 10 keywords. Each keyword should be separated by a semicolon (;). All letters should be lowercase except for the first letter of the first keyword, and a period should be placed at the end.*

**Öz:** *The abstract above will be added in Turkish.*

**Anahtar Kelimeler:** *The keywords above will be added in Turkish.*

**Introduction**

Section titles should be written in capital letters. The general structure of the articles is expected to include introduction, method, findings, and evaluation sections. However, this condition is not required for review articles based on the literature.

All articles should be prepared in A4 format, and margins should be determined as 2.5 cm. Besides, all paragraphs in the article should be written using the paragraph feature of the Word program with before: 0 pt, after: 3 pt, and line spacing: 1.15 pt. The first paragraph after the title should be written without indentation, and each subsequent paragraph should start from the inside.

**Subtitles (Second Level)**

*Third-level titles*

All titles in the articles should be written in 12 points. While first-level titles are written in plain, bold and first letters in capitals, second-level titles are written in italics, bold and first letters are capitalized; third-level titles should be indicated in italics and sentences.

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<sup>1</sup> Author's title, correspondence address and e-mail information

Author's title, correspondence address and e-mail information will be written in English

**Received Date:** To be filled in by the Editors

**Accepted Date:** To be filled in by the Editors

## **The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

### **Citation**

*The International Symposium of Information and Record Management from Tradition to the Future* uses APA 6 as its citation style. Sample bibliography according to APA 6 is given at the end of the text. Moreover, examples of citations are listed below:

- (Altıparmak and Akdeniz, 2014, p.2)
- IFLA (2014) indicates in its report as follows
- In San's (1969, p. 239) study in which he examines the main reasons for censorship
- (Hacettepe University, 2016; Atatürk University, 2016)

All the references made in the text should be included in the bibliography. Similarly, every citation in the bibliography should be mentioned in the text.

### **Tables and Figures**

*The International Symposium of Information and Record Management from Tradition to the Future* also applies APA 6 rules in the display of tables and figures. See Table 1 and Figure 1 for examples. It is highly important that all tables and figures are explained in the articles. Gray colouring can be used to facilitate reading for tables with more rows and columns.

### **Conclusion**

Each article must have an evaluation section. Information about whether the study has achieved its purpose or not should be given in this section. Other names can be used as a title in this section such as "Conclusion and Recommendations", "Conclusion and Evaluation" and "Discussion and Conclusion".

## **EXAMPLES OF REFERENCES AND CITATIONS**

### **Articles:**

#### ***Single Authored Article in Turkish***

Çakın, I. (2005). Cumhuriyet'ten günümüze bilgi profesyonellerinin eğitiminde başlıca yönelişler. *Türk Kütüphaneciliği*, 19 (1), 7-24.

#### ***Citation***

(Çakın, 2005, p. 15)

#### ***Single Authored Article in a Foreign Language***

Anameriç, H. (2006). Stamps as an Information source in the National Library of Turkey. *Library Collections, Acquisitions and Technical Services*, 30 (1/2), 117-127.

#### ***Citation***

(Anameriç, 2006, p. 120)

**The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

***Two Authored Article in Turkish***

Aldemir, A. and Oğuz, E. S. (2006). Sayısal (dijital) kültürün korunması: web arşivleme. *Türk Kütüphaneciliği*, 20 (3), 283-311.

*Citation*

(Aldemir and Oğuz, 2006, p. 17)

***Two Authored Article in a Foreign Language***

Tonta, Y. and Ünal, Y. (2005). Scatter of journals and literature obsolescence reflected in document delivery requests. *Journal of the American Society for Information Science & Technology*, 56 (1), 84-94.

*Citation*

(Tonta and Ünal, 2005, p. 87)

***Three Authored Article in Turkish***

Soydal, İ., Al, U. and Sezen, U. (2005). İçerik tabanlı görüntü erişim sistemleri. *Bilgi Dünyası*, 6 (2), 155-170.

*The First Citation*

(Soydal, Al and Sezen, 2005, p. 158)

*The Second and Subsequent Citations*

(Soydal et al., 2005, p. 165)

***Three Authored Article in a Foreign Language***

Al, U., Şahiner, M. and Tonta, Y. (2006). Arts and humanities literature: bibliometric characteristics of contributions by Turkish authors. *Journal of the American Society for Information Science & Technology*, 57 (8), 1011-1022.

*The First Citation*

(Al, Şahiner and Tonta, 2006, p. 1017)

*The Second and Subsequent Citations*

(Al et al., 2006, p.191)

***Four or Five Authored Article in Turkish***

Küçük, M., Al, U., Alır, G., Soydal, İ. and Ünal, Y. (2004). Türkiye'de kütüphanelerarası işbirliği üzerine bir değerlendirme. *Türk Kütüphaneciliği*, 18 (2), 119-134.

*The First Citation*

(Küçük, Al, Alır, Soydal and Ünal, 2006, p. 123)

*The Second and Subsequent Citations*

(Küçük et al., 2006, p. 128)

**The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

***Four or Five Authored Article in a Foreign Language***

Juntunen, A., Ovaska, T., Saarti, J. and Salmi, L. (2005). Managing library processes: collecting data and providing tailored services to end-users. *Library Management*, 26 (8/9), 487-493.

*The First Citation*

(Juntunen, Ovaska, Saarti and Salmi, 2005, p. 489)

*The Second and Subsequent Citations*

(Juntunen et al., 2006, p. 491)

***Six and More Authored Article***

Erkan, S., Tuğrul, B., Üstün, E., Akman, B., Şendoğdu, M., Kaygı, E. et al. (2003). Okul öncesi öğretmenliği öğrencilerine ait Türkiye profil araştırması. *Hacettepe Üniversitesi Eğitim Fakültesi Dergisi*, 23, 108-117.

*Citation*

(Erkan et al., 1993, p. 110)

**Books:**

***Single Authored Book in Turkish***

Yılmaz, E. (2005). *Bilgi merkezlerinde Toplam Kalite Yönetimi*. Ankara: Alp Yayınevi.

*Citation*

(Yılmaz, 2005, p. 215)

***Single Authored Book in a Foreign Language***

Sider, D. (2005). *The library of the Villa dei Papiri at Herculaneum*. Los Angeles: J. Paul Getty Museum.

*Citation*

(Sider, 2005, p. 77)

***Two Authored Book in Turkish***

Özdemirci, F. and Odabaş, H. (2005). *Yazışma yönetimi ve dosyalama işlemleri*. Ankara: Alter Yayıncılık.

*Citation*

(Özdemirci and Odabaş, 2005, pp. 17-18)

***Two Authored Book in a Foreign Language***

Sullivan, F. and Wyatt, J. C. (2006). *ABC of health informatics*. Malden, Mass.: BMJ Books/Blackwell Pub.

*Citation*

(Sullivan and Wyatt, 2006, p. 21)

**The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

***Three Authored Book in Turkish***

Tonta, Y., Bitirim, Y. and Sever, H. (2002). *Türkçe arama motorlarında performans değerlendirme*. Ankara: Total Bilişim.

*The First Citation*

(Tonta, Bitirim and Sever, 2002, p. 45)

*The Second and Subsequent Citations*

(Tonta et al., 2002, p. 105)

***Three Authored Book in a Foreign Language***

Selwyn, N., Gorard, S. and Furlong, J. (2006). *Adult learning in the digital age: information technology and the learning society*. London; New York: Routledge.

*The First Citation*

(Selwyn, Gorard and Furlong, 2006, p. 19)

*The Second and Subsequent Citations*

(Selwyn et al., 2006, pp. 23-24)

***Book Written by Legal Entity***

Türk Kütüphaneciler Derneği. (1995). *2000'e 5 kala kütüphaneciliğimiz ve bilgi hizmetlerindeki sorunlarımıza çözüm önerileri*. Ankara: Yazar.

*The First Citation*

(Türk Kütüphaneciler Derneği [TKD], 1995, p. 12)

*The Second and Subsequent Citations*

(TKD, 1995, p. 16)

***Translated Book***

Bloomberg, M. and Evans, G. E. (1989). *Kütüphane teknisyenleri için teknik hizmetlere giriş* (N. Tuncer, Trans.). Ankara: Türk Kütüphaneciler Derneği. (The original has been published in 1985).

*Citation*

(Bloomberg and Evans, 1985/ 1989, p. 182)

***Book with Editor***

Kaya, E. and Yılmaz, E. (Ed.). (2006). *Türkiye'de bilgi hizmetleri ve yeni yaklaşımlar: 42. Kütüphane Haftası bildirileri (27 March – 2 April)*. Ankara: Türk Kütüphaneciler Derneği.

*Citation*

(Kaya and Yılmaz, 2006)

**The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

***Book Section***

Bayram, Ö. (2007). Bilginin depolanması ve organizasyonuna giriş: Dijital kütüphane rafları. H. Odabaş and H. Anameriç (Ed.). *Bilgi...içinde* (pp. 45-53). Ankara: Referans Yayınevi.

*Citation*

(Bayram, 2007, p. 47)

**Book without an Author**

*Ansiklopedik ekonomi sözlüğü*. (2006). (9th ed.). İstanbul: Dünya Kitapları.

*Citation*

(Ansiklopedik, 2006)

***Published Academic Paper***

Alkan, N. (2006). Bilgi merkezlerinde kullanıcı-kütüphaneci ilişkisi. E. Kaya and E. Yılmaz (Ed.), "*Türkiye'de Bilgi Hizmetleri ve Yeni Yaklaşımlar*": 42. *Kütüphane Haftası bildirileri: between 27 March-2 April* (pp. 199-221). Ankara: Türk Kütüphaneciler Derneği.

*Citation*

(Alkan, 2006, p. 209)

**Electronic Resources:**

***Standalone Web Page***

Yee, I. H. (2003, 21 January). *Cataloging and metadata education: a proposal for preparing cataloging professionals of the 21st century*. Accessed from <http://www.loc.gov/catdir/bibcontrol/> on 26 June 2005.

*Citation*

(Yee, 2003)

***Electronic Book with Printed Version***

Başar, H. (1999). *Sınıf Yönetimi* [Electronic version]. İstanbul: Milli Eğitim Bakanlığı.

*Citation*

(Başar, 1999, p.175)

***Electronic Article***

Altun, A. (2003). E-okuryazarlık. *Milli Eğitim Dergisi*, 158. Accessed from <http://www.meb.gov.tr/index800.htm> on 10 Aralık 2003.

*Citation*

(Altun, 2003)

***Electronic Newspaper Article***

**The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

Çongar, Y. (2006, 24 December). Kütüphane kültürü. *Milliyet*. Accessed from <http://www.milliyet.com.tr/2006/12/24/pazar/yazcongar.html> on 26 Aralık 2006.

*Citation*

(Çongar, 2006)

***Electronic Academic Paper***

Ergun, C. (2002, 19-21 December). *Metadata ve kütüphanelerde kullanımı*. Academic paper presented at the VIII. Internet Conference in Turkey. Accessed from <http://inet-tr.org.tr/inet/conf8/bildiri/86.doc> on 9 Aralık 2003.

*Citation*

(Ergun, 2002, p. 3)

***E-mail Sent to a Communication List***

Yar, M. A. (2007, 22 January). Sesli kütüphane görme engellilerin gözü oldu. E-mail sent to the Kutup-L list, archived at <http://mailman.metu.edu.tr/mailman/private/kutup-l/2007-January/msg00123.html>.

*Citation*

(Yar, 2007)

**Other Publication Types:**

***Encyclopedia Articles***

Ersoy, O. (1973). Kağıt ve kağıtçılık. in *Türk Ansiklopedisi* (vol. 21, pp.112-115). Ankara: Milli Eğitim Bakanlığı.

*Citation*

(Ersoy, 1973, p.113)

***Reports***

Türk Sanayicileri ve İş Adamları Derneği. (1999). *Türkiye’de mesleki ve teknik eğitimin yeniden yapılandırılması* (Report No: TY/184/1999). İstanbul: Türk Sanayicileri ve İş Adamları Derneği.

*The First Citation*

(Türk Sanayicileri ve İş Adamları Derneği [TÜSİAD], 1999, p. 32)

*The Second and Subsequent Citations*

(TÜSİAD, 1999, p. 37)

***Unpublished Thesis***

Candan, B. (2006). *Türkiye’de cumhuriyet döneminde yayıncılık ve kütüphanecilik etkileşimi*. Unpublished master’s thesis, Ankara Üniversitesi, Ankara.

**The International Symposium of Information and Record Management from Tradition to the Future: On the 50th Anniversary of His Death, Adnan Ötügen**

*Citation*

(Candan, 2006, p. 61)

*Official Newspaper*

Kütüphane Haftasını Kutlama Yönetmeliđi, *T.C. Resmi Gazete* (17625, 6 March 1982).

*Citation*

(Kütüphane, 1982).