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Correspondence

İstanbul Üniversitesi-Cerrahpaşa Hasan Ali Yücel Eğitim Fakültesi
Alkent 2000 Mah. Yiğittürk Cad. No: 5/9/1 Büyükçekmece/İstanbul

Phone: +90 (212) 866 37 00 **Web:** <http://hayefjournal.istanbulc.edu.tr> / www.dergipark/iuhayef

E-mail: haydergi@istanbul.edu.tr / hayefjournal@istanbul.edu.tr



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Büyükdere Cad. 105/9 34394
Mecidiyeköy, Şişli, İstanbul
Phone: +90 212 217 17 00
Fax : +90 212 217 22 92
e.mail: info@avesyayincilik.com

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HAYEF: Journal of Education is an international, scientific, open access periodical published in accordance with independent, unbiased, and double-blinded peer-review principles. HAYEF: Journal of Education started its publication life in 2004 as the Journal of Hasan Ali Yücel Education Faculty (HAYEF). As of October 2017 issue, the title has been changed into HAYEF: Journal of Education. The journal is the official publication of İstanbul University-Cerrahpaşa Hasan Ali Yücel Faculty of Education and published triannually in January, May and September. The journal is published bilingually in Turkish and English. Manuscripts submitted to the journal as of September 11, 2020 will be published in accordance with this principle. It's the author's responsibility to ensure that the manuscript will be translated after its acceptance to be published in upcoming issues. Manuscripts in either French or German are also considered for publication in HAYEF: Journal of Education.

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Editor in Chief: Muhammet Baştug

Address: İstanbul University-Cerrahpaşa, Hasan Ali Yücel Faculty of Education, İstanbul, Turkey

Tel: +90 (212) 866 37 00 / 43392

Fax: +90 (212) 866 38 21

E-mail: mbastug@istanbul.edu.tr

Yayıncı: AVES

Adres: Büyükdere cad, 105/9 34394 Mecidiyeköy, Şişli, İstanbul, Turkey

Tel: +90 212 217 17 00

Faks: +90 (212) 217 22 92

E-mail: info@avesyayincilik.com

Web sayfası: avesyayincilik.com

INFORMATION TO AUTHORS

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HAYEF: Journal of Education aims to contribute to the literature by publishing manuscripts at the highest scientific level in all fields of educational sciences. The journal publishes theoretical and practical original articles and reviews on educational sciences.

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The editorial and publication processes of the journal are shaped in accordance with the guidelines of the Council of Science Editors (CSE), the Committee on Publication Ethics (COPE), the European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal conforms to the Principles of Transparency and Best Practice in Scholarly Publishing ([doaj.org/bestpractice](https://doi.org/10.21956/doi.org.bestpractice)).

Originality, high scientific quality, and citation potential are the most important criteria for a manuscript to be accepted for publication. Manuscripts submitted for evaluation should not have been previously presented or already published in an electronic or printed medium. The journal should be informed of manuscripts that have been submitted to another journal for evaluation and rejected for publication. When using previously published content, including figures, tables, or any other material in both print and electronic formats, authors must obtain permission from the copyright holder. Legal, financial and criminal liabilities in this regard belong to the author(s).

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Manuscripts submitted to HAYEF: Journal of Education will go through a double-blind peer-review process. Each submission will be reviewed by at least two external, independent peer reviewers who are experts in their fields in order to ensure an unbiased evaluation process. If reviewers do not evaluate the manuscript within a month, Editorial Board may send the article to different reviewers for evaluation. Editorial Board decides whether the manuscript will be published, considering the reviewer comments. The editorial board will invite an external and independent editor to manage the evaluation processes of manuscripts submitted by editors or by the editorial board members of the journal. The Editor in Chief is the final authority in the decision-making process for all submissions.

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Ethics committee approval and informed consent from volunteers must be obtained for all experimental human studies, the process of which has been started as of 2020. When the participants are children, the written informed consent must be obtained from the parents of the children. Although permission and consent are not required for each research, the Editorial Board has a right to ask the authors details about the ethical process of their research if they think it is necessary. Information on the consent of the participants/volunteers, the name of the ethics committee, and the ethics committee approval number should also be stated in the Methods section of the manuscript.

The authors are expected to submit researches that comply with the general ethical principles which include; scientific integrity, objectivity, collegiality, data integrity, institutional integrity and social responsibility.

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Manuscripts can only be submitted through the journal's online manuscript submission and evaluation system, available at <https://mc04.manuscriptcentral.com/hayef>. Manuscripts submitted via any other medium will not be evaluated.

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Original Articles: The main text of original articles should be structured with Introduction, Method, Results, Discussion, and Conclusion and Recommendations subheadings.

Review Articles: Reviews prepared by authors who have extensive knowledge on a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are welcomed. These authors may even be invited by the journal.

Tables

Tables should be included in the main document, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations used in the tables should be defined below the tables by footnotes (even if they are defined within the main text). Tables should be created using the "insert table" command of the word processing software and they should be arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should be supporting the main text.

Figures and Figure Legends

Figures, graphics, and photographs should be submitted as separate files (in TIFF or JPEG format) through the submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labeled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legends. Like the rest of the submission, the figures too should be blind. Any information within the images that may indicate an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100 × 100 mm). Figure legends should be listed at the end of the main document.

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Title Levels

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References

While citing publications, preference should be given to the latest, most up-to-date publications. Authors are responsible for the accuracy of references. Both in-text citations and the references must be prepared according to the American Psychological Association (APA) 7th edition.

The reference styles for different types of publications are presented in the following examples.

Author Type	Parenthetical citation	Narrative citation
One author	(Gonzalez, 2019)	Gonzalez (2019)
Two authors	(Gonzalez & Jones, 2019)	Gonzalez and Jones (2019)
Three or more authors	(Gonzalez et al., 2019)	Gonzalez et al. (2019)
Group author with abbreviation: First citation	(American Psychological Association [APA], 2020)	American Psychological Association (APA, 2020)
Subsequent citations	(APA, 2020)	APA (2020)
Group author without abbreviation	(University of California, 2020)	University of California (2020)
No author	("New drug," 1993) Use an abbreviated version of the title.	

Journal Article: Watkins, D. A., Hui, E. K., Luo, W., Regmi, M., Worthington, E. L., Jr., Hook, J. N., & Davis, D. E. (2011). Forgiveness and interpersonal relationships: A Nepalese investigation. *The Journal of Social Psychology, 151*(2), 150-161.

Journal Article with more than one author: Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of "Dr. House." *PLoS ONE, 13*(3), Article e0193972. <https://doi.org/10.1371/journal.pone.0193972>

Turkish Article: Akin, Ü., Akin, A., ve Abacı, R. (2007). Öz-duyarlık Ölçeği: Geçerlik ve güvenirlik çalışması [Self-Compassion Scale: The Study of Validity and Reliability]. *H. U. Journal of Education, 33*(1), 1-10.

Books

By a Single Author: Kimmel, M. S. (2007). *The gendered society*. Oxford University Press.

By Two or More Authors: DiFonzo, N., & Bordia, P. (2007). *Rumor psychology: Social and organizational approaches*. American Psychological Association.

By a Corporate (Group) Author: American Sociological Association. (1975). *Approaches to the study of social structure*. Free Press.

Edited Book: Rhodewalt, F. (Ed.). (2008). *Personality and social behavior*. Psychology Press.

Book Chapter with Editor(s): McCormack, B., McCance, T., & Maben, J. (2013). Outcome evaluation in the development of person-centred practice. In B. McCormack, K. Manley, & A. Titchen (Eds.), *Practice development in nursing and healthcare* (pp. 190-211). John Wiley & Sons.

Dissertation or Thesis: Valentin, E. R. (2019, Summer). *Narcissism predicted by Snapchat selfie sharing, filter usage, and editing* [Master's thesis, California State University Dominguez Hills]. CSU ScholarWorks. <https://scholarworks.calstate.edu/concern/theses/3197xm925?locale=en>

No Author: *The universal declaration of human rights*. (1974). U.S. Catholic Conference, Division of Latin America.

Web sites: Sparks, Dana. (2018, September 12). Mayo mindfulness: Practicing mindfulness exercises. Mayo Clinic.

In the seventh edition, up to 20 authors should now be included in a reference list entry. For sources with more than 20 authors, after the 19th listed author, any additional authors' names are replaced with an ellipsis (...) followed by the final listed author's name: Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., . . . Author, Z. Z.

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When submitting a revised version of a paper, changes made according to the reviewers' comments should be highlighted in the revised document. Revised manuscripts must be submitted within 30 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be canceled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 30-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author and their publication approval is requested within 2 days of their receipt of the proof.

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