YAZRALARA NOTLAR
1. Yazıların teslimi
Derğinin diili İngilizce, Makalelerin İngilizce (200 sözük) ve Türkçe (1000 sözük) Türkçe başlık özellikleri verilmelidir. Yazılar, orijinal şekiller ve tablolari içerecek şekilde Microsoft Word ile hazırlanmış bir dijital kopia olarak dergi elektronik posta adresine (az@itu.edu.tr) ve IBM uyumlu CD üzerinde "ITU-AY Yayın Sekreterliği, İstanbul Teknik Üniversitesi, Mimarlık Fakültesi, Taşkışla, Taksim/Istanbul 34437 TÜRKİYE" adresine gönderilmelidir. Tüm yazılara ait isim, adres, kurum, unvan ve telefon (fax, e-mail) yazı temsil ön yazısında bulunmalıdır. Bütün yazılar yazıt isimleri kapalı olarak en az iki hakemin incelemesinde geçirmelidir.

2. Yazıların hazırlanması
- Düzen
Yazılı A4 boyutundaki kağıtların bir yüzüne geniş kenar boşluğunu (4 cm) olarak, iki arabalıklı yazılmalıdır. Bu sayfalara sıra ile sayfa numarası verilmelidir.
- Başlık sayfası (sayfa 1)
Yazının ilk sayfasındaki kısacak ve yeterli bilgi verecek bir başlık, tüm yazılarn isimleri, kurum ve adres (e-mail) içermelidir. Iletişim sağlayacak (yazılarnın yayımlanacağı ve düzenlemeye koyulacağı) yazar belirtilmelidir.
- Başlık, özetler ve anahat kelimeler (sayfa 2)
- Metin
Yazılarnın 7000 sözü göçmenesi beklenmemektedir.
- Notlar
Dipnot ve sonrant kullanılmaması tercih edilmelidir. Ancak kullanılabilecek çağrılmasını (1, 2) şekilde isimlendirmelidir ve yazının sonunda listelenmelidir.
- Kaynaklar
- Tablolardan
Bütün tablolardaki aralar aralıklı olarak hazırlanmalıdır ve metin içinde yer almaları için genellikle mevcut duruma göre belirlenmelidir. Tablolardan adara geçmek gelenek genel numaralanmalı ve bilgi vermek başlıklar bulunmalıdır. Tablolardan içeriği olarak da sınıflandırılmalıdır. Aşağıdaki dipnotlar tablolardan olabildiğince kisa olmalı, tablo içinde * ile belirlenmelidir._tablo ayrıntısı ayrı bir sayfa verilmesi ve tablo başlıkları bu sayfanın başında listelenmelidir.

- Şekiller
Şekiller metin içindeki sıralarına göre numaralandırılmalı ve metin içinde yer almaları için genellikle mevcut duruma göre belirlenmelidir. Şekiller gri tonlanmalı veya siyah-beyaz, 300 dpi çözünürlüğü sarıph JPEG formatında olmalıdır. Şekiller ayrıca ayrı bir dosya verilmesi ve şekil başlıklarında ayrı bir sayfa verilmesi gerekmemelidir.
- Semboller, kısaltmalar ve kalsımlar
- Matematik ifadeler
Matematiksel semboller ve formüller yazılarının karakterleri ile ifade edilmelidir. Sembollerin doğru ifadesi ve karsılıklı olmamasına özen gösterilmelidir. (1) rakami ile (1) harfinin, (0) rakami ile (0) harfinin karşılıklamasına dikkat edilmelidir. Eşitlik numaraları parantez içinde yer almamalı ve adar arada sıralanmalıdır. Eşitlik numaraları her eşitliğin sağında yer almamalı ve metin içinde ilgili numara ile anlamanın gerekmemesi zorunda kalmalıdır.
- Yazarın son teslim şekli
Yazılıarın yazılarnın CD ile elektronik versiyonlarını da testim etmeleri istenmekte, CD üzerindeki yazılı testim kabul edilmiş son hali ile gerekmektedir. CD-de kullanılacak yazılı formatı IBM uyumlu Microsoft Word ve plain text olmalıdır. CD’nin üzerine; derginin ismi, yazarın ismi, yazarın kişiselleştirilmiş başlığı, çalışma sistemleri ve kullanılan yazılım sistemleri ve versiyon numarası yazılmalıdır.
- Kitap eleştirileri ve nollar
- Örnek:
- Kontrol
Son hâline getirilmiş yazılar iletişimi kuracak yazarla kontrol için gönderilir. Kontrol kopyasını bir hafta içinde geri gönderilmenlidir. Yazarlar sadece yazının hatalarını düzeltmelidir, yanı malzeme veya metin eklememelidir.
- 4. Teif hakkı ve özgürlik
Dergiye bir yazı tescili ile, yazılarnın yazının orijinal, daha önce yayınlanmış, başka bir yayın organına yayın içi gönderilmemiş olduğu durumun beyan ettileri kabul edilir. Testim edilen yazılardaki kaynak gösterilen, kullanılan, daha önce yayınlanmış malzeme, metin, tablo, şekil ve benzeri için yazılı izin almak yazarların sorumluluğundadır.

Örnek:
- Kontrol
Son hâline getirilmiş yazılar iletişimi kuracak yazarla kontrol için gönderilir. Kontrol kopyasını bir hafta içinde geri gönderilmenlidir. Yazarlar sadece yazının hatalarını düzeltmelidir, yanı malzeme veya metin eklememelidir.
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NOTES FOR CONTRIBUTORS

1. Submission of manuscripts
The language of the journal is English. For national contributors, the submission must be in English and abstracts in English (200 words) and in Turkish (1000 words) must be provided. The digital copy of the manuscript, prepared by Microsoft Word, together with original figures and tables must be submitted to the journal e-mail (az@itu.edu.tr) and also an IBM compatible CD must be sent to "ITU- ATATÜRK UNIVERSITY, İstanbul Teknik Üniversitesi, Mimarlık Fakültesi, Taşkınpaşa, Taksim/Istanbul 34437 TÜRKİYE". The name, mailing address, position, affiliation and telephone (fax, e-mail) of each author must be supplied in a cover letter. All papers will be blind reviewed and assessed by at least two referees.

2. Preparation of manuscripts
- Layout
The manuscript should be typed in double spacing with wide margins (4 cm). All pages should be numbered consecutively.
- Title page (page 1)
The first page of the manuscript must contain a concise and informative title. Names of authors should be typed in block letters. The name of the corresponding author (who will be responsible for correspondence and correcting proofs) should appear on the title page. The names of all authors, and identify the corresponding author (who will be responsible for correspondence and correcting proofs).
- Title of paper, abstract and keywords (page 2)
The abstract must be concise (not exceeding 200 words), informative and must present the major results of the paper. It should be placed at the beginning of the manuscript.
- Articles
Articles should not exceed 7000 words.
- Notes
Avoid the use of footnotes and endnotes, if unavoidable, label as (1), (2) and list all together at the end of the paper.
- References
The APA referencing style must be used for the manuscripts. References in the text should give the surname of the author and the year of publication in brackets, for example, Stone (1980) or (Stone, 1980), followed by a, b, ... when two or more references work by one author are given for the same year. Page numbers should be given for quotes (Stone, 1980:25). At the end of the text the references should be listed in alphabetical order of authors’ names and in chronological order for each author, initial and final page numbers of articles and papers should be given. The names of books and periodicals should be given in full, and the publisher and the town of publication should be given for books; conference proceedings, etc. Details of availability should be given for unpublished conference papers. Full references should also be given for legal judgments, act of parliament, statues, government publication, etc. Examples of reference citation are given below:
- Tables
Each table must be typed; double spaced and must be embedded in the text. They must be consecutively numbered and should have a brief informative title. Tables should be understandable without reference to the text. Explanatory footnotes should be brief, placed beneath the table and indicated by ". Tables also must be provided in a separate sheet and at the beginning of that sheet, table titles should be listed.
- Figures
Figures must be numbered consecutively throughout the paper and must be embedded in the text. Figures must be in grayscale or in black-and-white with minimum 300 dpi resolution as JPEG format. Figures also must be provided in a separate file and figure captions should be listed on a separate sheet.
- Symbols, abbreviations and conventions
Symbols, abbreviations and conventions in papers must follow the recommended SI Units. Numerals should be used for all numbers two or more digits, and for single digits when attached to units of measure. Abbreviations must be defined in brackets after their first mention in the text in accordance with internationally agreed rules.
- Mathematical expressions
Mathematical symbols and formulae should be typed. Particular care should be exercised in identifying all symbols and avoiding ambiguities. Distinction should be made between the number one (1) and letter (i) and between the number (0) and the letter (O). Equation numbers should appear in parentheses and numbered consecutively. All equation numbers must appear on the right hand side of the equation and should be referred to within the text.
- Medium of final submission
Authors should submit electronic versions of their paper on CD. The CD version must be sent with final accepted version of the paper. The format of the CD should be IBM compatible using Microsoft Word and plain text. CDs must be labeled with journal title, authors’ name, short title of article, operating system and word-processor used, including version number.
- Book reviews and notes
A book review should normally run between 500-1000 words, which gives scope for an assessment of the book(s) and its contribution to knowledge and discussion within the broad field of architecture, planning and design. Reviews should be typed with double spacing on one side of A4 paper. Two copies should be submitted with a photograph of book cover. The heading should include the title, author, origin, publisher, date, number of pages, price and ISBN number in the following example:
The Search for Form in Art and Architecture
Eliel Saarinen, 1985
Dover Publications Inc., New York
354 pp 8.95 US $ Paperback
ISBN 0-486-24907-7
Name, affiliation and address (e-mail) of reviewer should be given.

3. Control
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