

IV. International Mesopotamia Faith, Culture and Gastronomy Tourism Congress Formatting Guidelines

1. Please **read these guidelines carefully**, all formatting specifications are explained in this document, **so you can** prepare your manuscripts accordingly. Failure to comply with these guidelines **may result** in your manuscript **not being published**.
2. All files should be submitted as a **Microsoft Word document** (.doc or docx). Please use **Microsoft Word** to create your manuscript. Please use **US letter** size (8.5in x 11in = 21.59cm x 27.94cm) paper, **NOT** an A4 size.
3. All papers are assumed to be **original** and **not under consideration for publication** elsewhere.
4. The paper must be written in **English or Turkish**. Authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. Please **explain any acronyms or abbreviations** clearly.
5. All papers must be **copy edited** and must be **free of grammatical, spelling, and/or punctuation errors**. Please make sure the paper is thoroughly edited and **proofread** before submission.
6. Papers **may be structured** as follows: **abstract** (max 150 words, followed by max **6 keywords** which define the subject matter and are not included in the title); **introduction; literature review; methods; findings; conclusions, implications, and further research; and references**. Please avoid abbreviations, diagrams, and reference to the text in the abstract.
7. Full paper should be **between 4000-6000 words (including** the reference list, tables, figures, acknowledgements, and appendices if applicable).
8. Please use **APA (7th edition) style** for **in-text citations, tables** (if any), **figures** (if any), and **reference list**.
9. All references cited in the article **must be listed in the references** and the names must be spelt correctly in both places (this is one point that often is overlooked) Please **perform a cross-check** to make sure that all citations used in the manuscript are included in the references and all articles in the references are cited in the manuscript.
10. Please **make sure** that all tables, figures, and charts are complete, accurate, correctly titled, and are correctly referenced in the text. If any table, figure or chart is **taken directly from another publication**, you **need to include** a release (permission to publish) from the original publisher.

11. Manuscripts must be **single-spaced, justified text on both sides** and **12-point Times New Roman** font except:

- Manuscript title: **24-points**
- Author Name(s): **18-points**
- Affiliation(s): **10-points**
- Email Address(es): **10-points**
- Table(s) if any: **Maximum 10-points**
- Reference List: **10-points**
- Sources for table(s) and figure(s) if applicable: **10-points**

12. Paper **margins** should be **1-inch (1 inch = 2.54 cm)** for each margin: **left, right, top and bottom.**

13. Line spacing (find it in layout menu in Word) should be **12-point after** and **0-point left, right and before** **except** between **affiliations and email address(es).**