**PUBLICATION RULES**

**(The Title Page which includes author information, Turkish and English Article Templates, Copyright Transfer Form is in the "Templates and Forms" section of our journal.)**

International Journal of Unique Glance at Education (IJUGE) is a peer-reviewed journal published electronically twice a year, March and September. Studies submitted to the journal must not have been previously published or not be in the review process. Candidate articles must be written in accordance with the spelling rules of our journal. The publication language of the journal is Turkish and articles in English are also published.

1. APA 7 spelling rules are applied in our journal.

2. Articles will be prepared in "Word" format and uploaded to the journal system. In order to ensure an impartial referee evaluation independent of the author, the digital copy of the candidate article should not include information that would reveal the identity of the author(s), such as name, surname, place of duty. Authors should delete the places where their names and institutions are mentioned in the text (including footnotes etc.).

3. The articles sent for evaluation are subjected to preliminary examination by the Editorial Board of International Journal of Unique Glance at Education (IJUGE; articles that are not within the scope of the journal, have problematic methods, are not prepared using the article writing guide (template), and do not comply with the writing rules of the journal are rejected as a result of the preliminary examination. Articles should be uploaded to the system as full text. On the text of the candidate article, similarity, spelling, etc. should be determined by the Editorial Board. The article is published after the controls are made again and the necessary corrections are made in these texts by the authors. In this direction, in order for the article suggestions to be prepared in accordance with the writing rules of the journal, the writing rules should be examined in advance and the article writing guide (template) file should be used.

4. In the International Journal of Unique Glance at Education (IJUGE, plagiarism control is carried out through the iThenticate package program. The similarity rates of the full texts in the iThenticate program must be below 20%, provided that they are not from the same source and the bibliography is excluded. Similarity (plagiarism) report should be uploaded to the journal system along with the candidate article at the time of application.

5. Among the articles that are pre-examined by the Editorial Board, those that are decided to go to referee evaluation are directed to the field editor to be evaluated in terms of form and content. The candidate article is reviewed by the field editor; If it does not contribute to the field or has visible methodological problems, the field editor may notify the decision of rejecting the candidate article by giving a reasoned report to the Presidency of the Editorial Board of the Journal. The candidate article entering the referee evaluation process is sent to two relevant referees. Referees cannot be from the author's workplace, advisors, or persons with conflicts of interest or interests. In the event that the referee(s) request correction in the article, the responsible author prepares the corrected article and the Article Correction Report, which states which of the referees' correction requests or why they did not, and uploads it to the system again within 15 days at the latest. If the authors do not make the corrections on time without a valid excuse (health problems, etc.) and delay the process, their articles are rejected. If the referee wanted to review the corrected candidate article again, the article is sent to the requesting referee and expected to be re-evaluated.

6. The publication of the articles is decided by the Editorial Board in line with the evaluations of the referees and the opinion of the Field Editor. It is tried to finalize the publication process of the articles that are approved to be sent for peer-review within six months. This period may vary according to the request of the authors to make corrections and to review the referees again.

7. The articles that are decided to be published are put in order by the Secretariat of the Editorial Board according to the application dates, and the article is taken into the final reading process by the Editorial Office, and is reviewed by considering the referee suggestions and publication rules. In addition, the language checks of the articles are made by the language editors of our journal.

8. The articles whose final reading process is completed are sent to their authors and asked to make the necessary corrections. After this process, page editing (layout) phase is started.

9. Layout articles are sent to the responsible author for control. The author(s) makes the corrections (if any) in the articles within 15 days and gives "publication" approval. At this stage, the author(s) name, surname, place of duty, message address, ORCID number, if the article is the thesis-project or the presented paper is indicated by the responsible author in the article. The publication of the articles that are not corrected within this period will be left to the next issues.

10. No fee is charged to the author(s) for the articles that are decided to be published, and no fee is paid to the author(s) and referees. In line with the open publication policy, everyone can access and benefit from our journal free of charge in the electronic environment.

11. The author(s) are fully responsible for the views defended in the articles and the accuracy of the sources.

12. The volume number of the journal is maintained from previous years. Issues published annually are also numbered 1, 2, and 3 respectively.

**Writing rules**

The spelling rules of the International Journal of Journal of Unique Glance at Education (IJUGE) have been prepared according to the 7th edition of the publication guide published by the American Psychological Association (APA). In this context, the necessary information was taken from the APA (2020) book and the details are given below. The authors who will send articles to our journal use the article writing guide in our journal's Dergipark system, which will make it easier for them to comply with the following features.

**Formal Features**

**Page Layout:** The study should be written on A4 size paper with 2.5 cm margins on all four sides, justified and written in a single column.

**Font and Size:** Times New Roman font and 12 point size should be used in the article.

**Paragraph Structure:** Except for the Abstract and Abstract sections, 1 cm for the first line from the “special” area of ​​the indents section in the paragraph tab in the text; For the spacing section, it should be defined as 6 pt and then 6 pt and single line spacing should be selected.

**Page and Word Limit:** Length of an article; It should not exceed 10,000 words, excluding the abstract, abstract and bibliography.

**Sections of the Article**

**Title:** The title of the article should not exceed 14 words, the first letters of the words should be capitalized, the rest should be written in lowercase and centered. The title should be written in Times New Roman font, size 14, with single line spacing and bold. If the article is produced from a thesis, project or presented as a paper, it should be explained in the footnote section by placing a footnote at the end of the title.

**Names of Authors:** Author names and surnames should be written in capital letters, the rest should be small, in 12-point Times New Roman font and in the middle of the page. The authors' title, institution, place of duty, e-mail address, ORCID number should be indicated as footnotes. During the article application, this information should not be included anywhere in the candidate article. Author information should be placed at the time of publication. The information of the author responsible for the article should also be included in this section.

**Abstract**

Each article must have an abstract in Turkish and English. The abstract should be written in 10 font size, justified and not exceeding 150-250 words. The abstract title should be written as "Abstract" and centered. The abstract of the research should be written as a single paragraph and with a single line spacing without paragraph indentation. The abstract should clearly and concisely reflect the purpose, scope, method, results, highlights and original value of the study.

**Keywords**

Words, phrases or abbreviations that describe the most important aspects of the work. Keywords should be written in lower case except the first letter of the first word and should be given with commas between them. The number of keywords must be at least three and at most seven.

**MAIN TEXT**

Research articles should have “Introduction”, “Methods”, “Findings”, “Discussion, Conclusion and Suggestions” sections-titles. In addition, "References" and "Appendices", if any, are included.

**Introduction**

The basis of the research subject, summary information about the parts of the study, its equivalent in the scientific literature, the importance of the research, the research problem and its aims should be detailed in the introduction.

-Why is the problem addressed important?  
-The connection, original aspects and differences of the research with previous studies in the field,  
-The main and sub-objectives and hypotheses of the research and their connections with the theory, if any,  
-Contribution of the research to theory and practice,  
-The purpose and sub-objectives (questions) of the research should be stated.

**Method**

The type of study, research group, data collection tools, validity and reliability, data collection techniques, data analysis, limitations, ethics committee approval, if necessary, should be detailed in the method section.

-Research model,  
-Basic characteristics and selection process of the universe-sample/study group,  
-If the sample is selected, the sampling method used, the determination of the sample size and the power of the sample to represent the universe,  
-Measuring tools used,  
-If the intervention is an experimental study,  
-Information about the statistical methods used in the analysis of the data and the status of meeting the assumptions of these methods should be included.

**Findings**

The findings obtained in the research; It should be explained with relevant tables, figures, graphics or pictures in a way that supports the purpose and problem of the study and maintains its integrity. The findings of the research should be presented in detail in the order in which the sub-objectives are given. All findings should be mentioned, including findings contrary to the researcher's expectations. Findings that are not statistically significant should also be included. Findings should be presented in full (effect sizes, confidence intervals, level of significance). Tables (charts) can be placed where necessary in the presentation of the findings. In addition, attention should be paid to reporting the necessary descriptive statistics (such as sample sizes, means, correlations and standard deviations) that will facilitate the understanding of the findings.

**Discussion, Conclusion and Recommendations**

After the findings are presented, they should be interpreted in the light of the research hypotheses and within the framework of the relevant literature. Whether the findings are supported by the information in the literature, and if not, the possible reasons should be stated. In addition, based on the findings, the results reached in line with the objectives and suggestions for practitioners and researchers should be included. Discussion, Conclusion and Suggestions can also be given under separate headings by the authors.

**Referances**

The first letter of the word "Referances" should be written in capital letters and the rest should be written in a new page and centered at the top of the page. In-text references and references should be given in accordance with the language of the full text. The principles and procedures of citing references in Turkish for the full text in Turkish, and the procedures and principles of citing references in English for the full text in English should be taken into account.

**Appendices**

If there is only one appendix in the research, it should be titled "Appendic". If there is more than one annex, these annexes should be numbered according to the order in which they are mentioned in the main text (such as Appendic 1, Appendic 2). Each appendix must have a title and appendices must be mentioned with these titles in the text. Each Appendices should start on a separate page. The title of the appendices should be centered at the top of the page, the first letter of the words should be capitalized and the others should be written in lower case.

**Title levels**

Headline style in research consists of five possible levels. In a research, the title of the research and the main titles (Introduction; Method; Findings; Discussion, Conclusion and Suggestions) are accepted as the first level title. Formal features related to title levels are given in Table 2.

**Table 1.** *Levels and Formal Characteristics of Titles Used in Researches*

|  |  |
| --- | --- |
| **Title Level** | **Writing Format** |
| 1 | **Centered, Bold, and Initials Only Capital Title** |
| 2 | **Left Justified, Bold, and Initials Only Caps** |
| 3 | ***Left Justified, Bold, Italic, and Initials Only Capital Cap*** |
| 4 | **A tab-started, bold paragraph title that only capitalizes the first letter of the word and ends with a period.** |
| 5 | ***A paragraph title that begins with a tab, bold, italic, capitalized only, and ends with a period.*** |

**Tables and Figures**

All tables and figures should be numbered in bold in the order they appear in the text (**Table 1.**). Tables should be mentioned by their numbers in the text, and expressions such as "table above" or "table on page 12" should not be used. Formal features should be consistent in all tables in the study. A short, clear and descriptive title should be used for each table. The title of the table should be written after the table number and the first letter of the words should be capitalized and italicized. Table binding should not exceed the table. Each column in the table must have a header. If the data in the table contains decimal values, the representation of all decimal values ​​must be consistent in terms of the number of digits (two digits after the period, 3.27). Vertical lines should not be used in the table. If the table is taken from another source, the source should be indicated. According to the source type used, the APA-7 source should be examined for sample table and figure references (citations).

Figures can be placed where necessary in the article. However, the figures should not repeat the expressions in the text, they should only show the important factors. All figures in the research should be consistent. All representations such as graphics, maps, models, images should be named as figures in the article. The superscripts of the figures should be numbered according to the order in which the figure appears in the text (**Figure 1.**). Figure and number should be written vertically and in bold. As in the table, the title of the figure should be written after the figure number and the first letter of the words should be written in uppercase and italic. The figure name should not exceed the boundaries of the figure. If the figure is taken from another source, the source should be cited.

All tables and figures in the text must be in their actual size and centered. Tables and figures should be 10 pt as title and content.

**REFERENCES**

APA-7 should be taken into account in the preparation of the bibliography and in the in-text reference. In a research, the author has to cite all kinds of information, data and opinions that do not belong to him. Every reference given in the text should also be included in the bibliography.

Direct and indirect quotations can be made in the text. Direct quotations of less than forty words can be included in the text by giving them in quotation marks. If the quotation is in the middle of the sentence, the quotation should be written in quotation marks after the source and year are given, and the page number should be written after the quotation is closed. If the quotation is at the end of the sentence, the source and page number should be given in parentheses after it is given in quotation marks.

If 40 or more words are used in direct quotations, this quotation should be given as a separate set (block) in the text and quotation marks should not be used. Such a set of quotations should start on a new line and be typed inside, aligned with the paragraph indentation from the left edge of the page. The set (block) citation should be finished one inch in from the ending border of the main text. After putting a period at the end of the cluster (block) citation, the cited source and page or paragraph number should be written in parentheses. If the cited source is in the sentence before the citation, it is sufficient to include only the page or paragraph number at the end of the citation. Direct quotations must be exactly the same as the original text. Direct quotations (Cluster/block quotations) using 40 or more words should be written in 10 font size and single line spacing should be used.

**References in the Text**  
References in the text are indicated by the author-date system.  
***Example:*** In the study of Taş (2022) …. (The apostrophe should come right after the author's name.)  
Multiple references (citations) given in parentheses should be listed alphabetically.  
When citing a work without an author, the title of the work and the year of publication should be stated.  
***Example:*** … … … (Compulsory Education, 2019), the book called Capitalist Education (2018).

If the author of a work is only stated as "Untitled", when referring to this work in the text, the word Anonymous should be used, followed by a comma and the year should be specified.

***Example:*** (Untitled, 2022). If the article is written in English (Anonymous, 2022).  
When citing two or more works written by the same authors in the same bracket, they should be listed from smallest to largest, taking into account the year of publication.

When referring to works published in the same year by the same author, after showing the year, lettering in the form of a, b, c should be used and the year should be repeated each time. This lettering is determined in the alphabetical order of the bibliography.

***Example:*** In some studies (Minaz, 2022a, 2022b…).  
In the use of secondary sources, the primary work should be indicated in the text and a phrase should be included for the secondary source. The source used as the citation should be written in the bibliography section.

***Example:*** Taş and Kıroğlu's (2018) (cited in Minaz, 2022) …, Taş and Kıroğlu's study (2018) (as cited in Minaz, 2022). In this case, Minaz, (2022) should be added to the bibliography.  
If personal communications (letters, notes, electronic communications, individual interviews, telephone conversations, etc.) are used, such sources should be given in text only. These types of sources are not included in the bibliography list because they are not available again.

***Example:*** Ali Güneş (personal communication, December 15, 2022), (Ali Güneş, personal communication, December 15, 2022).  
If there are two studies with the same surname and the same date, which can be confused with each other, in order to distinguish these studies, the authors are written until the different author surname is followed, and then “et al.” statement should be added.  
Information on the display of first and subsequent citations in the text is given in Table 3 according to the number of authors.

**Tablo 2.***Metin İçinde İlk ve Sonraki Atıfların Gösterimine İlişkin Bilgiler*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Atıf tipi** | **Metin içindeki ilk atıf** | **Metin içinde sonraki atıf** | **Ayraç içinde, metindeki ilk atıf** | **Ayraç içinde, metindeki sonraki atıf** |
| Tek yazarlı | Karasar (2000) | Karasar (2000) | (Karasar, 2000) | (Karasar, 2000) |
| İki yazarlı | Taş ve Minaz (2022) | Taş ve Minaz (2022) | (Taş & Minaz, 2022) | (Taş & Minaz, 2022) |
| Üç yazarlı | Taş, Minaz ve Zorba (2021) | Taş ve diğ. (2021) | (Taş, Minaz & Zorba, 2021) | (Taş ve diğ., 2021) |
| Dört yazarlı | Minaz ve diğ. (2020) | Minaz ve diğ. (2020) | (Minaz ve diğ., 2020) | (Minaz ve diğ., 2020) |
| Beş yazarlı | Kıroğlu ve diğ. (2018) | Kıroğlu ve diğ. (2018) | (Kıroğlu ve diğ., 2018) | (Kıroğlu ve diğ., 2018) |
| Altı veya daha fazla yazarlı | Lincoln ve diğ. (2020) | Lincoln ve diğ. (2020) | (Lincoln ve diğ., 2020) | (Lincoln ve diğ., 2020) |
| Grup yazarları (Kısaltmayla tanımlananlar) | Milli Eğitim Bakanlığı (MEB, 2022) | MEB (2022) | (Milli Eğitim Bakanlığı [MEB], 2022) | (MEB, 2022) |
| Organisation for Economic Co-operation and Development (OECD, 2020) | OECD (2020) | (Organisation for Economic Co-operation and Development [OECD], 2020) | (OECD, 2020) |
| Grup yazarları (Kısaltma kullanılmadan) | Sakarya Üniversitesi (2022) | Sakarya Üniversitesi (2022) | (Sakarya Üniversitesi, 2022) | (Sakarya Üniversitesi, 2022) |

**References**  
Each of the references should be written in single line spacing with a 1 cm hanging indent and before and after the spacing section in 6 pt. In listing the references, alphabetical order should be followed according to the first letter of the surname of the first author. If there is more than one source taken from the same author group, the order should be done in order of oldest first. A single-author source takes precedence over other sources with the same author.

If the works of the same author or authors on the same date will be given as a source, the names of the studies are put in alphabetical order. Articles such as A and The are not taken into account in English sources.

If the work is designated as "Untitled", the word "Anonymous" ("Anonymous" for English) should be given as a title to the work and the word "Untitled" should be placed in alphabetical order as if it were a real name. If there is no author information, the name of the work should be written instead of the name of the author and the work should be put in alphabetical order according to the first letter of the name.

If a hyphen is used in the author's name, the hyphen should also be used in the bibliography.  
If the date of the study is not specified, no date (n.y.) should be written in parentheses. (n.d. for English)

**EXAMPLES OF REFERENCES DISPLAY**

**Manuscript**

Taş, H. & Kıroğlu, K. (2018). 2017 ilkokul sosyal bilgiler dersi öğretim programının öğretmen görüşlerine göre değerlendirilmesi. *İlköğretim Online, 17*(2), 697-716. https://doi.org/10.17051/ilkonline.2018.419041

Taş, H. & Minaz, M. B. (2022). The Acquisition level of 21st century skills in the primary education 4th grade social studies curriculum. *Education Quarterly Reviews*, 5(2), 600- https://doi.org/611. 10.31014/aior.1993.05.02.517

Ergenekon, Y. & Aldemir-Fırat, Ö. (2018). Uygulamacılar için öğretimde farklı bir bakış açısı: Gömülü öğretim. *Ankara Üniversitesi Eğitim Bilimleri Fakültesi Özel Eğitim Dergisi*. Erken Çevrim İçi Yayın. https://doi.org/10.21565/ozelegitimdergisi.328444

Taş, H. (2021). Mesnevî’de değerler ve Mesnevî’nin değerlere bakışı. *Milli Eğitim Dergisi, 50*(230), 745-767. https://doi.org/10.37669/milliegitim.672051

**Books**

**Printed Book**

Karasar, N. (2022). *Bilimsel araştırma yöntemi.*(37. baskı)*.* Nobel Akademi Yayıncılık.

**Edited Book**

Editör Soyadı, A. (Ed.). (Yıl). *Kitap başlığı.* Yayıncı

**Translation Book**

Dewey, J. (2019). *Okul ve toplum* (H.A. Başman, çev.). Pegem Akademi Yayıncılık

**Online Published Book**

Güven, D. (2014). *Ortaokul matematik 6.* http://www.eba.gov.tr/ekitap?icerik-id=4602

**Book Chapter**

Taş, H. (2020). Development of writing awareness skills in children and preparation for first reading and writing. In G. Uludağ & T. Durmuş (Eds.), *Early Literacy Education*(pp. 91-108). Nobel Academic Publishing

Taş, H. & Minaz, M. B. (2019). İlkokul dördüncü sınıf öğrencilerinin meslek seçimlerine etki eden faktörler. E. İslamoğlu & S. Yıldırımalp (Ed.), *Sosyal Bilimlerde Yeni Araştırmalar*içinde (ss. 315-330). Berikan Yayınevi

**Book written by a group of authors or committees**

Joint Committe on the Standards for Educational and Psychological Testing. (2014). *Standards for educational and psychological testing.* American Educational Research Association.

**Presentation**

**Oral Presentation**

Tavşancıl, E., Uluman, M., & Furat, E. (2012, Eylül). *Görme engelli öğrencilerin üniversite giriş sınavında karşılaştığı sorunlar ve çözüm önerileri.* (Sözlü sunum)*.* III. Eğitimde ve Psikolojide Ölçme ve Değerlendirme Kongresi, Abant İzzet Baysal Üniversitesi, Bolu.

**Poster Presentation**

Karasel Ayda, N. & Altınay, Z. (2018, Nisan). *İlköğretim kademesinde “evrensel değerlerin” çocuklara kazandırılmasına yönelik öneriler.*(Poster sunumu]*.* 27. Uluslararası Eğitim Bilimleri Kongresi, Side Starlight Resort Otel, Antalya.

**Published Presentation**

Taş, H. (2020). Covid-19 sürecinde uygulanan uzaktan eğitime ilişkin öğretmen görüşleri. S. Yalçınalp (Ed.), In *The 3rd International Conference on Distance Learning and Innovative Educational Technologies (DILET2020)*(pp. 78-88). Ankara, Dilet yayınları.

Çakmak, T. & Körpeoğlu, H. (2012). Web content management within the organizational identity framework: A Study for Hacettepe University Department of Information Management web content management system*. BOBCATSSS 2012 Information in E-motion 23-25 Ocak 2012* içinde (ss. 91-93). Amsterdam, Hogeschool van Amsterdam.

Taş, H. & Minaz, M. B. (2018). Sınıfında kaynaştırma öğrencisi bulunan öğretmenlerin sınıf yönetimine ilişkin bilgi düzeylerinin çeşitli değişkenler açısından incelenmesi. Ç. Kaya, Y. İ. Yorulmaz, E. I. Püsküllüoğlu & B. T. Anasız (Ed.), *3. Uluslararası felsefe, eğitim, sanat ve bilim tarihi sempozyumu*içinde (ss. 612-636). Giresun, Felsefe Yayınları

**Thesis**

Taş, H. (1999). *Yaratıcı örgüt kültürü ve yönetim*. (Yayımlanmamış yüksek lisans tezi). İnönü üniversitesi, Malatya.

Taş, H. (2016). *Mesnevi destekli değerler eğitiminin ilkokul 4. sınıf öğrencilerinin tutumlarına etkisi.* (Yayımlanmamış doktora tezi). Ondokuz Mayıs Üniversitesi, Samsun

Garavalia, B. J. (1994). *Development of international education policy in higher education: A case study of the illinois higher education international education act of 1992*. (Unpublished doctoral dissertation), Southern Illinois University, Illinois.

**Official Gazette and Regulations**

*Milli Eğitim Temel Kanunu*(1739 SK, 14.06.1973). *Resmi Gazete*, 14574, 24.06.1973.

**Technical Reports and Research Reports**

**Institutional authored government report**

Bilim Sanayi ve Teknoloji Bakanlığı Strateji Geliştirme Başkanlığı. (2018). *2017 yılı performans programı* (Yayın No. Ocak, 2018). https://strateji.sanayi.gov.tr/DokumanGetHandler.ashx?dokumanId=69dae118-a4e6-499a-8e16-66cc4192ee38

**Mission report published online with institutional author**

American Psychological Association. (2007). *Report of the APA task force on the sexualization of girls*. American Psychological Association http://www.apa.org/pi/women/programs/girls/report-full.pdf

**Report of a private organization**

Eğitimde Görme Engelliler Derneği. (2015). *Üniversitelerde engellilere yönelik erişilebilirlik hususunda mevcut durum analizi 2014-2015.* Eğitimde Görme Engelliler Derneği.

**Information Retrieved from the Internet**

Eğitimde Ölçme, Seçme ve Yerleştirme Merkezi (2017). *Açık uçlu sorular hakkında bilgilendirme ve açık uçlu soru örnekleri*. http://www.osym.gov.tr/TR,12909/2017-lisansyerlestirme-sinavlari-2017-lys-acik-uclu-sorular-hakkinda-bilgilendirme-ve-acikuclu-soru-ornekleri-05012017.html

UNESCO. (2013). *World Heritage list*. http://whc.unesco.org/en/list

**Ethics Committee Decision**Ethics committee information should be included in the article. This information should be included in the method section of the article, leaving a line after the bibliography, under the title of "Ethics Committee Decision" presented in the first level heading. For research articles, the ethics committee decision should include the name of the university to which the ethics committee of the study is affiliated, and the number and date information.

**Other Situations**

A paragraph in the article should contain at least three sentences.  
One-digit numbers in the text should be written in writing, two-digit numbers should be written in numbers if they are not at the beginning of a sentence. Sentences should not start with numbers. All numbers should be written in numbers under the "Abstract" heading of the article.

In cases where a unit of measurement is mentioned and information about mathematical or statistical functions (such as fractions, decimals, percents, quartiles) is given, and all numbers used in the names of tables, figures and graphics should be written in numbers. One-digit numbers should be written in writing, and two-digit numbers should be written in digits unless they are at the beginning of a sentence. Numbers related to date, age, universe-sample/study group and subjects, scale scores, units used in scale scoring and monetary values ​​should be written in numbers.

The decimal notation should use a period and the decimal part should be rounded to two digits, except in special cases (where a statistical significance value (p) will be given). If a coefficient related to statistics or mathematics will be given and this coefficient cannot take a value greater than 1, only the point and decimal part (such as .65) should be written in the representation of this decimal number.  
If the abbreviation of a concept or the name of an organization/organization/institution (MEB, TSK) is to be used in the article, its full name is written in the first place where it is mentioned, its abbreviation is given in parenthesis, then the abbreviation is used.