

**Turkish Psychological Counseling and Guidance Association Psychological Counseling Guidance
Training Program Evaluation and Accreditation Unit (PDR-EPDAB)**

PDR-EPDAB REPORT WRITING RULES

**Turkish Psychological Counseling and Guidance Association
Psychological Counseling and Guidance Training Programs
Evaluation and Accreditation Unit PDR-EPDAB
Korkutreis Mh. Necatibey Cd. No: 20/12, 06590 Çankaya/ANKARA
Tel: 0 (312) 430 36 74 E-mail: akreditasyonpdr@gmail.com
Website: <http://www.https://pdr.org.tr/akreditasyon>**

Version 1.0-04.01.2022

TABLE OF CONTENTS

ARTICLE 1 PURPOSE AND SCOPE	1
ARTICLE 2 SPELLING RULES	1
Writing Rules for PCR-EPDAB Reports (Version 1.0-04.01.2022)	Page i

Turkish PDR Association PDR-EPDAB Reports Writing Rules

ARTICLE 1 PURPOSE AND SCOPE

The purpose of this document is to ensure that the evaluation reports created as a result of the Turkish Counseling and Psychological Counseling Association's PCR-EPDAB accreditation evaluations and submitted to the relevant institution comply with Turkish spelling rules, language unity and text discipline. In this way, the process of turning the draft reports created by the evaluation teams into final reports will be simplified and shortened as much as possible.

In the preparation of the spelling rules, no single source was relied on, various sources were used, and when necessary, the opinions of those who had experience on the subject were utilized. In addition, certain choices have been made in order to develop some solutions to the language-specific difficulties of the PCR-EPDAB reports, based on the experiences of the past years. However, this document is still open to enrichment and improvement and will therefore expand and evolve over time.

ARTICLE 2 SPELLING RULES

1. First of all, long and complex sentences should be avoided in order to use clear, understandable and good language in reports. Care should be taken to write as simply and concisely as possible.
2. The semicolon (;) should be used as little as possible. The semicolon is one of the most commonly misused spelling marks. It can be used to separate two consecutive complete sentences or if the sentence is not short and fluent, if it changes direction, if it goes into explanations, in front of some conjunctions (however, but, but, but, because, however, however, therefore, therefore, however, etc.).
3. Quotations from criteria/standard names and criteria or sub-criteria (program educational objectives, core design experience, ability to work in interdisciplinary teams, etc.) should not be *italicized*.
4. When listing institutional strengths or program strengths, quotations from the previous PCREPDAB report should not be *italicized*. These quotations should also not be enclosed in quotation marks (" ").
5. Unchanged quotations from the previous PCR-EPDAB evaluation report regarding deficiency and observation reports should be enclosed in quotation marks (" "), but should not be *italicized*.
6. Similarly, unmodified quotations from the organization's 30-day response should be enclosed in quotation marks (" "), but not *italicized*.
7. In general evaluations, these words should be written in "bold" in statements of concern, observation, weakness. In interim assessments, the predicate of the sentence in question should also be written in bold. For example: Therefore, the report of **anxiety continues**.
8. In summative assessment reports, when describing any statement of inadequacy (except observation), the requirement of the relevant PCR-EPDAB criterion/standard should be given in the first paragraph. When referring to PCR-EPDAB criterion components whose sub-criteria are numbered (e.g. 2(d), 3(f), etc.), these numbers should be indicated and the word "sub-criterion" should be used when necessary. When referring to an unnumbered criterion component (e.g. computer and IT infrastructure in the infrastructure criterion), the word "component" should be preferred (e.g. related criterion component...). To avoid confusion,

reports should not use other similar words (e.g. element, etc.) when referring to these components.

9. Care should be taken to use whichever word the relevant institution uses between "campus" and "campus". Websites of institutions can be used for this purpose.
10. The name of the faculty and the official name of the department should be written as it is written in the institution's self-evaluation report and website. If this official name is written as, for example, "Faculty of Education", make sure that the name of the faculty is written in the same way wherever it appears in the text.
11. Program official names should be written as they appear in the institution's self-assessment report and on its website. This official name could be, for example, "Guidance and Psychological Counseling" or "Psychological Counseling and Guidance". It should be ensured that these names are written in the same way wherever they appear in the text.
12. Attention should be paid to capitalization. Capital letters should be used in the names of specific universities, faculties, departments and divisions (ABC University, Faculty of Education, Department of Educational Sciences, Psychological Counseling and Guidance, etc.). In the text, when referring to ABC University, the University should be capitalized; when referring to a specific faculty, e.g. the Faculty of Education of ABC University, the Faculty should be capitalized; when referring to a specific department, e.g. the Department of Educational Sciences, the Department should be capitalized; and when referring to a specific department, e.g. the Department of Psychological Counseling and Guidance, the Department should be capitalized.
13. When referring to more than one faculty or department, the capital letters in the words faculty, department and department should be reduced. For example, faculties of education, departments of educational sciences, departments.
14. Capital letters should not be used in unit names (program, undergraduate program, master's program, doctoral program, regular education, secondary education and institution words) that do not have a signboard in the administrative structure. Similarly, capital letters should not be used when referring to the self-assessment report.
15. Capital letters should be used in the names of boards or commissions (Quality Commission, etc.). Also, quotation marks (" ") should not be used.
16. The first letters of the specialty names should be capitalized (Career Psychological Counseling, Family Psychological Counseling, School Psychological Counseling, Clinical Mental Health Psychological Counseling, etc.). Also, quotation marks (" ") should not be used. When writing areas of specialization, the English word "counseling" should be translated as "psychological counseling" and the abbreviation "counseling" should not be used.
17. Except for the official names of the departments, the terms "counseling and guidance" or "counselor education" should be used when referring to the field name or program name in general, and the terms "guidance and counseling" and "counseling and guidance" should not be used.
18. Course titles should be given in capital letters (RPD 312 Psychological Counseling Theories) as they are given in the syllabus. Also, quotation marks (" ") should not be used.

19. When giving numerical information about the institution, these numbers should be written in numbers (for example: 1 2 full-time faculty members, 6 part-time faculty members, 3 teaching assistants, 3 research assistants, 120 undergraduate students, etc.). A numerical breakdown of the teaching staff by title should be avoided, unless specifically required.
20. When separating the digits of a number, leave one digit blank instead of using a period (for example: 12 567). If the number has four digits, it should be written as it is (for example: 1345). Commas should be used to separate decimal parts of numbers (for example: 12,67%).
21. Possessive suffixes to non-private names and suffixes following these suffixes (for example: Our External Advisory Board, Our Department) should not be separated with an apostrophe.
22. The first letters of language names should be capitalized, but suffixes should not be separated by an apostrophe. For example, we should write "The language of instruction in the Department is English", not "English is", because English is itself a word derived with a construction suffix.
23. The conjunction "de" is always written separately because it is a word in its own right. This conjunction should not be confused, as is often done, with the suffix "-de", which indicates the state of being (the -de form of the noun). For example: "Changes to the syllabus..." (nominative case) or "... the syllabus was also changed." (conjunction "de")
24. The words "with" and "if" used as conjunctions and prepositions should be written separately (except "therefore"). Although this spelling is outdated, it is useful for avoiding confusion in report language, especially in the spelling of proper names. However, care should be taken to compound the additional verb "while".
25. Instead of using expressions such as "because it is" or "because it does", expressions such as "because it is" or "because it does" should be used, if possible.
26. The suffixes after the apostrophe in abbreviations are inserted in accordance with the direct pronunciation of the abbreviation, not its explanation. This includes hours. For example: METU (not METU'ne), MEB'in (not MEB'in), IMF'in, TBMM'in, at 11.00.
27. Some affixes to words ending in hard consonants f-s-t-k-k-ç-ş-h-p ("Peanutçı Şahap") undergo a sound change and in this case the consonants in the affixes are also replaced by hard ones. For example: he did (not he did), on campus (not on campus), it was open (not it was open).
28. Month and day names are capitalized if they refer to a specific date. For example: At the meeting held on Tuesday, January 04, 2022.
29. If there is a plural subject, the predicate is singular, unless we want to emphasize that each singular subject in the plural does the same action. For example: "Defne and Fatma came", not "Defne and Fatma came." Not "Many of them believed", but "Many of them believed." 30. In Turkish, the words "konmak", "kon konulmak", "koy koymak", "koyulmak" are often misused. In fact, there is no such word as "konmak" in Turkish, although some dictionaries show it as a synonym for "konmak". Therefore, this word should be avoided. Instead of "XX lesson has been added to the syllabus", we should say "XX lesson has been added to the syllabus".
31. Attention should be paid to the use of verbs such as to do, to make, to be, and the repetition of these verbs in the same sentence should be avoided. Similarly, repetition of the word "assessment" should be avoided, for example. Instead of "In the previous general evaluation ... was identified and a **weakness** was assessed", say "... and a **weakness** was reported".

32. Not "whether ... or ...", but "whether or ..." is correct. Similarly, instead of "whether ... or ...", let's use "whether ... or ...".

33. Apostrophe (')

- a. Possessive, case and declarative suffixes brought to proper names are separated by an apostrophe: War of Independence, Atatürk, Turkey, Fatih Sultan Mehmet, Muhibbi, Gül Baba, Ascension Period, Republican Period Turkish Literature, etc.
- b. In case of abbreviated pronunciation in proper nouns indicating location, an apostrophe is used before the suffix: From Hisar, from the Bosphorus, etc.
- c. When a certain law, by-law or regulation is meant, an apostrophe is used when the words law, by-law or regulation are capitalized: Paragraph c of Article 17 of this Law... According to Article 2 of the above-mentioned Regulation... etc.
- ç. When an explanation is made for proper names in brackets, the apostrophe is used before the bracket: Yunus Emre (1240-1320), Yakup Kadri (Karaosmanoğlu), etc.
- d. The European Union is used with an apostrophe when it is added: The member states of the European Union...
- e. WARNING: When a possessive suffix other than this suffix is added to a proper name with a 3rd person possessive suffix at the end, no apostrophe is used: The beauty of our Bosphorus Bridge, the vegetation of our Amik Plain, the harbor in Kusadasi, etc.
- f. WARNING: Suffixes to the names of institutions, organizations, boards, meetings, sessions, and workplaces are not separated by a truncation: Turkish Grand National Assembly, Turkish Language Institution, Turkish Petroleum Corporation, Department of Turkish Language and Literature, Council of Ministers, Advisory Board, Executive Board, 2nd Session of the 112th Session of the Grand National Assembly of Turkey, Blue Corner Grocery, etc.
- g. WARNING: Words such as Prime Ministry, Rectorate, etc. are written as Prime Ministry, Rectorate, etc. when they are prefixed with a vowel.
- ğ. WARNING: Construction suffixes, plurality suffixes and other suffixes that come after them are not separated by truncation: Türklük, Türkleşmek, Türkçü, Türkçülük, Türkçe, Müslümanlık, Hristiyanlık, Avrupa, Avrupaalaşmak, Aydınli, Konyalı, Bursalı, Ahmetler, Mehmetler, Yakup Kadri, Türklerin, Türklükün, Türkleşün, Türkleşmekte, Türkçenin, Müslümanlık, Dutch, Christianity, Atatürkçülükün etc.
- h. WARNING: When a suffix beginning with a vowel is added to proper names such as Ahmet, Çelik, Halit, Şahap; Bosnia-Herzegovina; Kerkük, Sinop, Tokat, Zonguldak, which have one of the consonants p, ç, t, k at the end, the final sound is softened and pronounced as "Ahmedi", "Halidi", "Şahabı", "Bosnia-Herzegovina", "Kerkük", "Sinobu", "Tokadı", "Zonguldak" despite the apostrophe.
- ı. WARNING: The pronoun "it" used instead of proper names is not capitalized in sentences and the suffixes that follow it are not separated by an apostrophe.
- i. It is used to separate the suffixes brought to words of respect and titles that come after personal names: Nihat Bey, Ayşe Hanım, Mahmut Efendi, Enver Pasha; President of the Turkish Language Association, etc.

- j. It is used to separate the suffixes brought to abbreviations: TBMM'nin, TDK'nin, UN, USA, TV, etc.
- k. It is used to separate suffixes to numbers: In 1985, 8th article, 2nd floor; 7.65, 9.65, 657, etc.
- l. It is used to separate suffixes to month and day names that indicate a specific date: Applications will be accepted until December 17th. Monday, July 12, 2010, the day the database of the Guide to Foreign Words was put into service on the General Network, was of great importance for TDK.
- m. It is used to show that the sounds fall due to meter and pronunciation.

Suspicion crept into Shams' eyes: "My friend, what's wrong? Is everything all right?"
(Elif Shafak)

Your beauty is worthless
If it were not for the love in me (Ashiq Veysel)

- n. It is used to separate the suffixes following an affix or letter: from a to z, words made with *lik* in Turkish.

34. Uppercase

- a. The sentence begins with a capital letter: A silver lining is for a rainy day.
- b. Sentences enclosed in quotation marks or brackets begin with a capital letter and end with the appropriate punctuation mark (period, question, exclamation, etc.):

Atatürk says: "The strength you need is in the noble blood in your veins!"

WARNING: Explanation sentences between two lines do not start with a capital letter:

Once upon a time - and these times are not so distant, ten, twelve years ago - the material borders of the Turkish sultanate were so vast that they could be called vast.
(Yakup Kadri Karaosmanoğlu)

- c. Sentences following a colon begin with a capital letter:
Interest is like a chair: If you carry it on your head it makes you smaller, if you put it under your feet it makes you higher. (Cenap Şahabettin)

WARNING: When sentences and examples that are not proper names are listed after a colon, they are not capitalized:

You have seen this oldness in many houses: nails in the walls, nail places, stains...
(Memduh Şevket Esendal)

WARNING: In sentences beginning with a number, if the word after the number is not a proper name, it does not begin with a capital letter: In 2007, we celebrated the 75th anniversary of the Turkish Language Association.

- ç. In sentences beginning with exemplary words, the first letter is capitalized: Hundreds of words such as "bank, budget, state, hazelnut, sofa, violet, umbrella" are now the property of our language, although their origins are foreign.
- d. The lines begin with a capital letter:

Do not be afraid! The red flag that floats in these dawns will never fade
The last hearth that smokes above my homeland before it goes out. (Mehmet Akif Ersoy)

- e. Proper names begin with a capital letter:
- i. Personal names and surnames begin with a capital letter: Mustafa Kemal Atatürk, İsmet İnönü, Kâzım Karabekir, Ahmet Haşim, Sait Faik Abasıyanık, Yunus Emre, Karacaoğlu, Âşık Ömer, Wolfgang von Goethe, Vilhelm Thomsen etc.
 - ii. Nicknames also begin with a capital letter: Muhibbi (Süleyman the Magnificent), Demirtaş (Ziya Gökalp), Tarhan (Ömer Seyfettin), Aka Gündüz (Hüseyin Avni, Enis Avni), Hedgehog (Refik Halit Karay), Deli Ozan (Faruk Nafiz Çamlıbel), Server Bedi (Peyami Safa), etc.
 - iii. Titles, words of respect, rank names and nicknames that come before and after personal names begin with a capital letter: President Mustafa Kemal Atatürk, District Governor Erol Bey, Dr. Alâaddin Yavaşca; Mr. Prof. Dr. Hasan Eren; Mustafa Efendi, Zeynep Hanım, Mr. Ali Çiçekçi; Field Marshal Fevzi Çakmak, Captain Cengiz Topel; Mimar Sinan, Fatih Sultan Mehmet, Young Osman, Mad Peter, etc.
 - iv. Words used as names of relatives, nicknames or titles begin with a capital letter: Baba Gündüz, Uncle Kemal, Hala Sultan, Nene Hatun; Gül Baba, Susuz Dede, Telli Baba etc.
WARNING: Words indicating kinship begin with a lower case letter: I went to see my sister Tülay. Aunt Ayşe's cake is very good.
 - v. Words of authority or title used instead of a proper name in a sentence begin with a capital letter: The Governor received the delegation from the Far East yesterday.
 - vi. Words following words expressing respect and words expressing authority, position and title begin with a capital letter:
Mr. Minister,
Mr. President,
Mr. Rector
Mr. Governor
 - vii. In letters and official correspondence, addresses should be capitalized.
begins: Dear Brother, Dear Friend,
Dear Listeners
 - viii. Proper names for animals begin with a capital letter: Bead, Hazelnut, Minnie, Snow, etc.
 - ix. Names of nations, tribes and clans begin with a capital letter: German, Arab, English, Japanese, Russian, Turkish; Kazakh, Kyrgyz, Oghuz, Uzbek, Tatar; Hacımusalı, Karakeçili etc.
 - x. Language and dialect names begin with a capital letter: Turkish, German, English, Russian, Arabic; Oghuz, Kazakh, Kyrgyz, Uzbek, Tatar, etc.
 - xi. State names begin with a capital letter: Republic of Turkey, Turkish Republic of Northern Cyprus, United States of America, Saudi Arabia, Azerbaijan, Autonomous Republic of Crimea, etc.

xii. The names of religions and sects and the words denoting their members begin with a capital letter: Islam, Muslim; Christianity, Christian; Judaism, Jewish; Buddhism, Buddhist; Hanafism, Hanafi; Catholicism, Catholic, etc.

xiii. Proper names related to religion and mythology begin with a capital letter: God, Allah, Deity, Gabriel, Zeus, Osiris, Cybele, etc.

WARNING: The words "God, Allah, Deity" begin with a lower case letter when they are not used as proper names: Ancient Greek gods. The deity of the music world.

"In America, smuggling has gods." (Tarik Buğra)

xiv. Names of planets and stars begin with a capital letter: Mercury, Neptune, Saturn; Halley, etc.

WARNING: The words earth, sun, moon start with a lowercase letter when they are used in a non-planetary sense:

The world changed a lot while we lived apart from it. (Hüseyin Cahit Yalçın)

xv. The first letters of the words east and west are capitalized when they refer to thought, lifestyle, politics, etc: Western civilization, Eastern mysticism, etc.

WARNING: These words are written in lower case when they indicate direction: East of Bursa, West of Ankara, etc.

xvi. Place names (continent, region, province, city, district, village, neighborhood, etc.) begin with a capital letter: Africa, Asia; Southeastern Anatolia, Central Anatolia; Istanbul, Tashkent; Turgutlu, Ürgüp; Akçaköy, Çayırbağı; Bahçelievler, Kızılay, Sarıyer etc.

xvii. In place names, the second names that come after the first name and denote sea, river, lake, mountain, strait, etc. begin with a capital letter: Mount Ararat, Lake Aral, Asian Side, Dardanelles, Tigris River, Aegean Sea, Mount Erciyes, Euphrates River, Suez Canal, Danube River, Lake Van, Zigana Pass, etc.

WARNING: Words such as city, province, district, town, town, village, etc., which are not included in the proper name but form a phrase, begin with a lowercase letter: Trabzon province, Şalpazarı district, Fidanbaşı village, etc.

xviii. In the names of neighborhoods, squares, boulevards, avenues, streets, the words neighborhood, square, boulevard, avenue, street begin with a capital letter: Halit Rifat Paşa Mahallesi, Yunus Emre Mahallesi, Karaköy Square, Zafer Square, Gazi Mustafa

Kemal Boulevard, Ziya Gökalp Boulevard, Nene Hatun Street, Cemal Nadir Street, etc.

xix. All words of building names such as palace, mansion, inn, castle, bridge, tower, monument etc. begin with a capital letter: Dolmabahçe Palace, Çankaya Mansion, Horozlu Han, Ankara Castle, Alanya Castle, Galata Bridge, Mostar Bridge, Beyazıt Tower, Victory Monument, Bilge Kagan Monument, etc.

xx. In the case of abbreviated pronunciation of proper nouns denoting a place, the first letter of the place name is capitalized: Hisar'dan, Boğaz'dan, Köşk'e, etc.

xxi. Each word of the names of institutions, organizations and boards begins with a capital letter: Grand National Assembly of Turkey, Turkish Language Association,

Faculty of Language and History-Geography, State Supply Office, National Library, Child Protection Agency, Atatürk Forest Farm, Çankaya High School; Anatolia Club, Blue Corner Grocery Store; Turkish Quarry, Green Crescent Association, Association of Combat Veterans, Emek Construction; Council of Ministers, Turkish Language Journal Editorial Advisory Board, Board of Education and Instruction Presidency; Turkish Language and Literature Department etc.

- xxii. Each word of the names of laws, by-laws, regulations, directives, circulars starts with a capital letter: Civil Code, Turkish Flag Regulation, Copyright Publication and Sale Regulation, etc.
- xxiii. The words institution, organization, board, center, ministry, university, faculty, department, law, statute, regulation and authority begin with a capital letter when they refer to their originals:

The Grand National Assembly of Turkey convenes every year on October 1st. This year, the Parliament will start the new term early.

The Turkish Language Association continues its work meticulously. The Dictionary of Proverbs and Idioms was put into use at a meeting organized by the Institution in Kars on May 21, 2009.

Law 2876 is being reviewed this year.

The royalties to be paid to authors are regulated by the Regulation on Copyright Publication and Sale. The action taken is in violation of Article 4 of the Regulation.

- xxiv. Every word of books, magazines, newspapers and works of art (paintings, sculptures, compositions, etc.) begin with a capital letter: Nutuk, Safahat, Kendi Gök Kubbemiz, Anadolu Notes, Sinekli Bakkal; Türk Dili, Türk Kültürü, Varlık; Resmi Gazete, Hürriyet, Milliyet, Türkiye, Yeni Asır; Turtle Trainer; Yorgun Hercules; Saraydan Kız Kaçırma, Tenth Year Anthem etc.

WARNING: Words such as newspapers, magazines, tables, etc. that are not included in the proper name do not start with a capital letter: Milliyet newspaper, Turkish Language magazine, Carpet Weaving Girls painting, etc.

WARNING: When the first letters of the words in the proper names of books, articles, theater works, names of institutions, etc. are capitalized, the question suffix and, with, or, or, yahut, ki, da, de, and the words mi, mi, mu, mu are written in lower case: Mai ve Siyah, Crime and Punishment, Leyla ile Mecnun, Turfanda mi, Turfa mi?, They say, The Second

Coming to Earth or Mystery in a Secret, Either Devlet Başa ya Kuzgun Leşe, Ben de Yazdım, Atatürk Culture, Language and History High Institution, etc. When the entire proper name is capitalized, the words and, ile, ile, ya, ya, or, yada, yahut, ki, da, de and the question suffix mi, mi, mu, mü are also capitalized: FACULTY OF LANGUAGE AND HISTORY-COGRAPHY, etc.

- xxv. The names of national, official and religious holidays and days of commemoration and celebration begin with a capital letter: Republic Day, National Sovereignty and Children's Day, May 19 Commemoration of Atatürk, Youth and Sports Day, Eid al-Fitr, Eid al-Adha, Eid al-Nawruz, Miraç Kandili; Mother's Day, Teachers' Day, World Theater Day, Hıdırellez, etc.

- xxvi. The first letter of each word is capitalized in the names of meetings such as congress, information feast, workshop, open session, etc: VI. International Turkish Language Congress, Information Feast on the Use of Turkish in Mass Media, Karamanli Turkish Research Workshop, etc.
- xxvii. Names of historical events, eras and periods begin with a capital letter: War of Independence, National Struggle, Polished Stone Age, First Age, Tulip Period, Ignorance Period, Glacial Period, National Literature Period, Tanzimat Period, etc.
- xxviii. All words derived from proper names begin with a capital letter: Türklük, Türkleşmek, Türkçü, Türkçülük, Türkçe, Avrupa, Avrupaalaşmak, Asyalılık, Darvinci, Konyalı, Bursalı etc.

WARNING: A proper name does not start with a capital letter if it has acquired a new meaning other than its own meaning: acem (a pitch in Turkish music), hicaz (a makam in Turkish music), nihavent (a makam in Turkish music), ampere (a unit of intensity in electric current), joule (a unit of work in physics), allahlık (a pure, harmless person), donkishotluk (an attempt to show heroism when it is not necessary), etc.

WARNING: Currencies do not start with a capital letter: euro, dinar, dollar, lira, kurus, liret, etc. WARNING: The pronoun "it" used instead of proper names is not capitalized in sentences.

WARNING: The names of makam and genres used in music do not begin with a capital letter: acemashiran, acembuselik, bayati, hicazkâr, türkû, varsağı, bayatı, etc.

- xxix. In compound words formed with place, nation and person names, only proper names begin with a capital letter: Pistachio, Brussels sprouts, Frankish shirt, coconut, wrench, Japanese rose, Maraş ice cream, Van cat, etc.
- e. Month and day names that indicate a specific date begin with a capital letter: Tuesday, May 29, 1453, October 29, 1923, inaugurated on December 28, 1982. Tulip Festival will start on June 25.
- f. Month and day names that do not indicate a specific date start with a lower case letter: Schools usually start teaching in the second week of September. We hold Executive Committee meetings on Thursdays.
- ğ. The words on signs, plates and signs in the nature of signs begin with a capital letter: Entrance, Exit, Manager, Cashier, President, Doctor, Bus Stop, Dolmus Stop, Long Distance Telephone, 3rd Floor, 4th Class, 1st Block, etc.
- g. In books, papers, articles, etc., all the words in the main title and only the first letters of the words in the sub-titles are capitalized.
- 1. Explanatory texts under pictures, charts, tables, etc. in books, magazines, etc. begin with a capital letter. If the explanatory text is not a sentence, a period is not placed at the end.

36. Let's pay attention to the spelling of the following words:

increase	(not increase)
many	(not many)
Department	(not by the Department)
Therefore	(not by reason)
education and training	(not education and training)

Regarding	(not in the form "with respect to")
as of	(not as of)
laboratory	(not laboratory)
language of instruction	(not language of instruction)
Preferably	(preferably not)
as well as	(not besides)
Semester	(not half year)
30-day response	(not a 30 day response)
located in	(not located)

35. In reports, let us prefer to use new words instead of the old ones given below:

in other words	instead of	In other words.
period	instead of	Semester
during	instead of	during
Activity	instead of	Event
except	instead of	except
Regarding	instead of	about
possibility	instead of	opportunity
from, since	instead of	since
strengthen	instead of	strengthen
as a result	instead of	as a result
although	instead of	whereas
only	instead of	only
in the form of	instead of	in the form of