# İSTANBUL GELİŞİM ÜNİVERSİTESİ

## INSTITUTE OF GRADUATE STUDIES

THESIS / TERM PROJECT

WRITING GUIDE

Istanbul, May-2020

# TABLE OF CONTENTS

## FIRST CHAPTER
## GENERAL PRINCIPLES

1

# FIRST CHAPTER
# GENERAL PRINCIPLES

## 1. PURPOSE

The purpose of this guide is to determine the rules that will enable the integrity in the order and layout of the Master Thesis, Term Projects and PhD Thesis that will be done in the Institute of Graduate Studies of Istanbul Gelisim University. In the following parts of the this guide, the term "thesis" will be used for all the statements of Master Thesis, Term Project and PhD Thesis.

## 2. SCOPE

This guide explains the approaches and methods to be followed by the students in thesis writing with the principles regarding the style and layout of the thesis.

The style and principles specified for the thesis in the content of the guide are valid all the studies and the researches such as research report, seminar which will be written by the students.

## 3. PRINCIPLES

### 3.1. Basic Principles in Thesis Writing

While writing the thesis in Turkish, basic spelling rules determined by Turkish Language Association are applied. In accordance with this, recent Spelling Guideline published by Turkish Language Association is based upon.

Unity is ensured in the terms used in the thesis. Whichever of the term with the same meaning is preferred, only that term should be used in all the thesis. Direct quotations from the other resources excluded from this rule. Consistency of style is applied in these.

Quotations or citations from one or more resources in thesis are not given consecutively within one page or more pages. Alternatively, the critique, comments and explanations of the author of the thesis should be included among the quotations / citations or these kind of quotations should be given in the "Appendix" section of the thesis.

### 3.2. Ethical Violations and Quotations

The author gives a reference to all information he/she uses in the thesis, which belongs to other resources. Direct or indirect citations without giving any reference are not appropriate in terms of scientific ethics.

While making a citation, citation rules are exactly followed. Citations made in an undisciplined and improper way are acknowledged as scientific deviation (deliberate dishonesty) or duplication (plagiarism) without any reference.

Unethical practices; plagiarism (writing without giving any reference), distortion-deviation (altering the subject individually), falsification (fake information), having the thesis done by other persons or changing the thesis of other persons and submitting them as your own thesis are unethical behaviors. In the event that unethical behaviors are found out, thesis is rejected by the relevant boards and legal action is taken.

### 3.3. Identification and Notification of Thesis Topics

Thesis topics are determined by the head of departments getting the opinions of students and thesis supervisors and submitted to the approval of the Administrative Board of the Institute.

Students prepare their opinions according to the "principles of preparing a thesis proposal" expressed in the second chapter and they submit to the relevant head of the department. The head of departments suggest students' proposal to the Administrative of Board of the Institute, the scope of the suggested thesis topic can be extended or limited.

The thesis topic, which is finalized and approved by the Administrative Board of the Institute, is added to the information communication system of the students and announced to the student.

### 3.4. Submitting the thesis to the members of the jury.

The thesis written in accordance with the principles and rules stated in this guideline are copied as much as the number of the jury members and spiral binding is made. Thesis supervisor approval form, example of which can be found in APPENDIX-B is prepared and signed by the thesis supervisor and the head of the department.

The signed thesis supervisor approval form is submitted to the Administrative Branch and official letters written on behalf of the jury members and blank thesis submission documents as much as the number of jury members are received from her. Example of the thesis submission document can be found in APPENDIX-C.

Thesis with spiral binding are submitted to the members of the jury by the students with the cover letter and submission documents received from the Administrative Unit of the Institute. Thesis is submitted with the official cover letter and thesis submission document in the attachment is signed by the member of the jury after the date is written on the document. After it is submitted to all the jury members, submission documents are returned to the Institute. Student must complete the submission of the thesis to the members of the jury within twenty days at the latest from the date written on the official cover letter.

### 3.5. Liability

The student who prepares the thesis is responsible for registering the thesis, writing and recording, printing and reproducing the thesis in a digital environment, submitting the thesis to the Directorate of the Institute on time according to the requested style and amount.

# SECOND CHAPTER
# PRINCIPLES OF PREPARING A THESIS PROPOSAL

Thesis proposals which will be prepared for master and PhD thesis in Institute of Graduate Studies of Istanbul Gelisim University will be presented under the headings given below and within the principles specified for each heading.

In short thesis proposals that will be prepared in determining the thesis topics, the headings "Title of the Thesis", "Problem of the Research", "Purpose of the Thesis", "Temporary Outline" and "Resources" will be used.

### 1. TITLE OF THE THESIS

The title of the thesis should be related with the topic, scope and problem of the thesis besides the research problem. It should not be too long, incomprehensible and too general. They should be able to define the topic. As the research progresses, revisions can be made in the title of the thesis in a way that will not change the general basis with the decision of the Administrative Board of the Institute.

### 2. PROBLEM OF THE RESEARCH

The research is based upon problem-solving. Within this context, the research problem is the section motivating the researcher to conduct a study and in which a case based upon scientific curiosity is suggested in detail. It is limited with specifying how scientific knowledge produced related to the topic to be researched will be examined.

The research problem is considering the criteria, what will be the advantage of solving the problem? (importance), was the problem resolved before? (novelty) and can the problem be solved with the research that will be made? (resolvableness). This is the basic step which will determine the title, purpose, importance and justification of the thesis at the same time. Which resources will be chosen, in which theoretical framework and with which method the topic will be dealt is directly related with the research problem. Therefore, the research problem is the key point of the thesis.

### 3. PURPOSE

The reason and purposes of doing the thesis should be clearly expressed. In the event that thesis has more than one purpose, each purpose should be stated. The sub-purposes of the research can be expressed with "question sentences" or "hyphotheses". Under this heading "rather than what will be done, why it should done" is put forward.

### 4. IMPORTANCE

Here, the fact that why this topic has been chosen rather than another topic is justified. The researcher justifies his purpose.

By referring to the most significant studies which are directly related with the topic of the thesis, to what extent these handle the proposed topic is stated. How will the collected data be used to resolve the problem is expressed. To what extent will these contribute to the science is clearly put forward and their scientific importance is expressed (Their theoretical and practical advantages are expressed.)

## 5. METHOD

In the method section, "what and how will it be done" is expressed. How the points specified in the previous chapter concretely related with the questions of the research or hypotheses will be examined is consecutively expressed. The research method should be given in with appropriate scope and detail that will enable the study to be repeated by another researcher. The points that will help to clarify the method are stated below:

### 5.1. Theoretical / Conceptual Framework

According to which theory or model, what kind of approach will be used while handling the thesis topic is stated. The selection of the theory, model or method will be justified. The concepts and terminology used in the thesis is expressed with the theoretical discussion. In the theoretical framework, the scientific approach adopted in the thesis is theoretically justified. In this section, conceptual basis related to the problem of the thesis is determined and in which frame will the thesis will be handled is discussed.

### 5.2. Assumptions

Assumptions based upon in this Thesis are determined and put forward. For example, the researcher can state that " Turkey is a regional power" and conduct his/her studies based upon this basis The validity of the research results will depend on the accuracy of these judgements acknowledged as " assumptions" , which we initially accept as accurate.

### 5.3. Limitations

These are the factors the researcher wants to do but has to give up due to various reasons. These factors are justified, emphasizing such situations as data, resource, difficulty, time, if any, cost limitations etc. and clarified. For example, in a case handling certain topic within the dimension of history, examining the documents, which belong to only certain period of years, can be a limitation in terms of time and resources.

### 5.4. Data Collection Technique

The techniques, which will be used to collect the required data to answer the questions and test the assumptions are justified. In the research, what kind of (phenomenological, judgmental) data is collected from which resources is stated. The use of such techniques as observation, interview, case study, etc. in empirical thesis is justified and information is given about the statistical processes that will be applied to the collected data.

## 6. STUDY PLAN

Here, time, stages required to prepare the thesis and estimated time determined for these stages are indicated in detail. In other words, how much time will be allocated for each of such stages as resource research, data collection, implementation, evaluation and writing and estimated time of these is written. Normal period is taken as basis in timing specified in the Guideline of the Institute.

## 7. REFERENCES

The resources to be used in the research are given in this section. The section of references can be developed in the following stages of the research. However, attention should be paid in preparation of the references based upon "scientific", "current" and "primary" resources.

## 8. TEMPORARY OUTLINE

The "draft plan" foreseen for this thesis, under this heading is prepared according to the page of table of content (APPENDIX-H). The draft plan is the plan which will be developed and changed throughout the research.

## 9. APPENDIXES

Required information and documents such as chart, photograph, map-sketch, survey, concept explanations can be submitted as the appendixes of the thesis.

# THIRD CHAPTER
# LAYOUT CHARACTERISTICS OF THE THESIS

In this section, the issues such as paper features, page layout, page numbering, writing features, spelling, paragraph, citations, quotations, footnotes, location of the visual objects, etc. are explained.

"The formal rules related to the thesis writing" and the settings stated in the "rules of thesis writing in this Section are Microsoft Word's word processing settings. On condition that the student is close to these standards, he /she can use the word processing program he/she wants.

The students enrolled in post-graduate programs giving education in foreign language need to write their thesis in a foreign language according to the 10th article of the "Regulation related to the Principles that will be Followed in Foreign Language Education and Education in Foreign Language in Higher Education Institutions" of the Higher Education Legislation.

## 1. PAPER FEATURES AND PRINTING

Thesis are written on the computer, printed. In writing the thesis, 21x29,7 cm (A4) page size, in printing, at least 80 grams of first pulp white paper in the same size is used.

The paper size can be changed with the approval of the thesis supervisor in such cases as when the writing field requires for various table, figure, graphic, picture, map, etc. However, these papers in different dimensions should be folded appropriately in binding.

One side of the paper is used in printing and reproducing the thesis. Copies of the thesis which will be submitted to the Institute do not need to be original. Reproductions (photocopy) is acknowledged as original.

## 2. FONT SIZE

The general body of the thesis is written in Times New Roman, in 12 font size, 1,5 line spacing, with vertical and normal letters, with left and right alignments. When necessary, bold or italic style can be used. In tables and figures, if necessary, it can be minimized to 8 font size. The symbols used in the thesis are created in computer environment without any character limitation with regard to the formulas. In writing equation or formula, "Equation" is chosen from "Insert" menu of MS Word and it can be created as given in the example below. For each created equation, number is given consecutively.
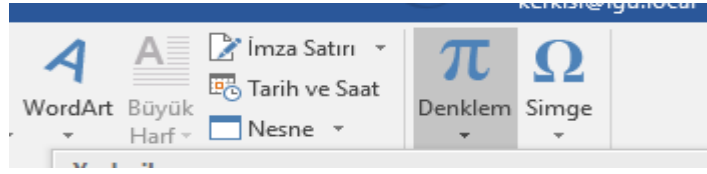
**Example:**

$$\Delta y_{it} = \theta_i \left[ y_{i,t-1} - \lambda'_i X_{i,t} \right] + \sum_{j=1}^{m-1} \xi_{ij} \Delta y_{i,t-j} + \sum_{j=0}^{n-1} \beta'_{ij} \Delta X_{i,t-j} + \varphi_i + e_{it} \qquad (1)$$

In the footnotes under the page, Times New Roman, 10 font and size is used.

**3. SECTION HEADING AND SUB-HEADINGS**

All the headings in the text should be bold. The Section Headings should be in 14 font size, all should be in capital letters and bold, centered in the page. First level section headings should be in 12 font size, all should be in capital letters and bold, should be aligned with the paragraph indentation. Second and third level section headings should be in 12 font size, the initials should be in capital letters and bold, be aligned with the paragraph indentation. Fourth level and the following section headings should be in 13 font size, their initials should be in capital letters, italic and aligned with the paragraph indentation.

**Example:**

<div align="center">

**SECOND CHAPTER**

**THEORIES ON ELECTION CYCLES**

</div>

**1. THEORIES ON OPPORTUNISTIC ELECTION CYCLES** (1st Level Heading)

    **1.1. Theory on Traditional Election Cycles** (2nd Level Heading)

    **1.1.1. Assumptions of the Model** (3rd Level Heading)

    **1.1.2. Process of the Model** (3rd Level Heading)

    *1.1.2.1. Short Term Process of the Model* (4th Level Heading)

    *1.1.2.2. Long Term Process of the Model* (4th Level Heading)

## 4. PAGE LAYOUT AND NUMBERING

4 cm margin is left on the left side of the page and 2.5 cm margin is left on the other side of the pages.
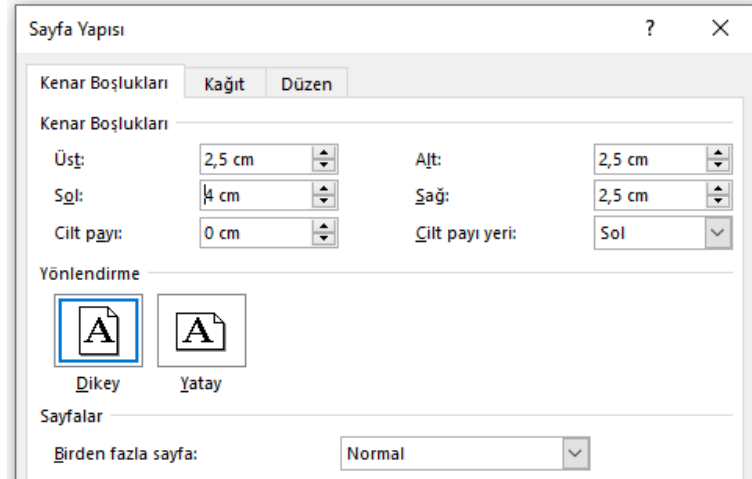


No number is given for the outer cover, blank page, form of thesis introduction, inner cover, acceptance and approval page of the jury members.

Page numbers should be centered and given below the page. Lowercase Roman numbers (i, ii, iii, iv. v ....) should be used in the beginning of the thesis consisting of summary, abstract, preface or acknowledgement, table of contents, list of tables, list of figures and list of abbreviations; normal numbers (1,2...) should be used in the text part consisting of introduction part, other sections, conclusion and /or discussion, references, appendixes. Numbers should be written in Times New Roman, in 11 font size. Throughout the thesis, same numbering system should be used. Before and after the page numbering, characters such as parenthesis, line etc. should not be used.

## 5. STRUCTURE OF THE PARAGRAPH AND LINE SPACING

Paragraphs start 1 cm from the left. There is 1.5 line spacing between lines. For this, style toolbar is used, paragraph structure;

Alignment        : Justify,
Indentation (left and right)  : 0 cm
Indentation (special)    : First line is chosen and value is made as 1cm.
Spacing (before and after)  : 6 pts
Space lining       : 1,5 line spacing

Paragraf

Girintiler ve Aralıklar  |  Satır ve Sayfa Sonu

Genel

Hizalama: İki Yana Yasla
Ana hat düzeyi: Gövde Metni  ☐ Varsayılan olarak daraltılmış

Girinti

Sol: 0 cm    Özel:    Değer:
Sağ: 0 cm    İlk satır    1 cm
☐ Karşılıklı girintiler

Aralık

Önce: 6 nk    Satır aralığı:    Değer:
Sonra: 6 nk    1,5 satır
☐ Aynı stildeki paragrafların arasına boşluk ekleme

Önizleme

## 6. TABLE AND FIGURES

### 6.1. Tables

Tables are composed of four components which are number and heading, frame, content and footnotes. All the tables within the text are numbered and tables are consulted according to this number. The tables are consecutively numbered from the beginning to the end. Tables are numbered with Times New Roman, 12 Font Size, with boldface; such as "Table 1.". Provided that the initial of the heading that will come after Table 1. Number is in capital letter; it is written in lowercase letter. Same and similar data should not be demonstrated in more than one table while making a table; table should not be inserted for the data which can be summarized in a few sentences.

The information (column, heading and data) within the table constitutes the content of the table. Headings of the column and table data are centered and written. Character size can be adjusted according to the table; however, it should not be smaller than 8 font size. Explanations belonging to the table data and reference are given in the footnote of the table. Even if the author calculates or produces the data in the table on his/her own, the original resource of the data in the table should be referenced in the footnote of the table.

**Example;**

**Table 1. Westerlund panel co-integration test results**

Westerlund constant delay (0 1) bootstrap (100)

| Statistics | Value | Value-Z | Value-P | Resistive Value-P |
|---|---|---|---|---|
| $G_t$ | -2,167* | -4,283 | 0,000 | 0,000 |
| $G_a$ | -5,321** | -1,250 | 0,106 | 0,030 |
| $P_t$ | -7,314* | -4,630 | 0,000 | 0,000 |
| $P_a$ | -4,681 * | -4,723 | 0,000 | 0,010 |

* %1 incidates that there is co-integration in significant level.
** %5 incidates that there is co-integration in significant level.
**Source:** Erkişi, K. (2019). İktisadi büyüme ve gelir dağılımı adaleti ilişkisi: Bir panel veri analizi. *Sosyoekonomi,* 28(43), 195.
.

### 6.2. Figures

Graphics, maps, diagrams, plans, photos etc. outside of the table are included within the heading of figures. However, if there are many figures in the type of graphic, maps, diagrams, plans, photos, etc., each group can be numbered separately. For example, if the graphic is used, "Graphic 1" can be used rather than "Figure 1." In this case, a list of preferred statements should be put in the preliminary section of the research. Figures should be consecutively numbered from the beginning to the end. Writing style of the figure is as the same as in the tables, however the figure number should be indicated under the figure.
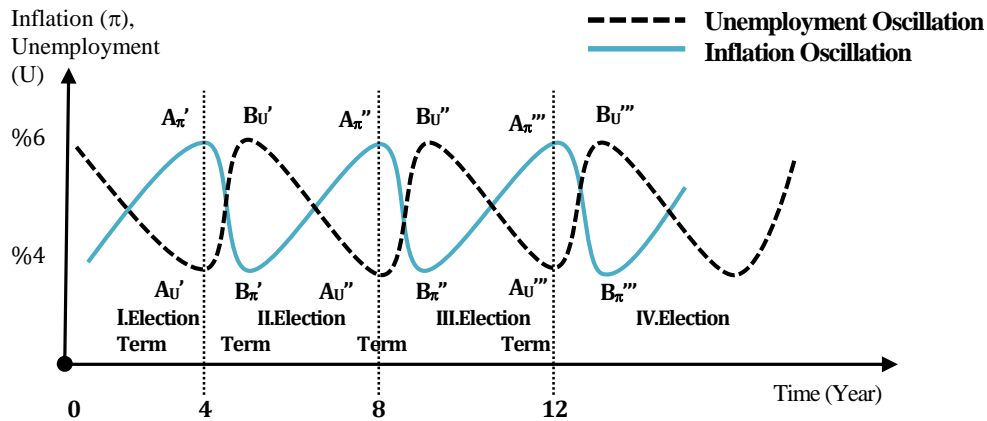


**Graphic 1.** Unemployment Inflation in Political Electoral Cycles
**Source:** Erkişi K, (2019 s. 201)

### 7. APPENDIXES

Appendixes are written or visual documents which do not need to be used in the text section of the thesis, however they expand or express any topic specified in the text and they are complementary documents. These may be table, map, graphics, figure and pictures; besides

13

this, they can be forms related to the text, copies of the rare documents, digital images and voice records, etc.

Appendixes are sequenced using the letters in Turkish alphabet and written in capital and bold letters such as APPENDIX-A, APPENDIX-B, APPENDIX-C, APPENDIX-Ç" in the upper right corner of the page. A heading, which describes the content, is given to the appendixes. The title is written in capital and bold letters in the upper middle of the page. Depending the text of the thesis, one or more than one appendix can be used. If the information given in the appendix is quoted from other resources, these resources should be definitely referenced.

## 8. ABBREVIATIONS

If too many abbreviations are made in the thesis, abbreviations and original versions of the abbreviations such as which organization, institution or statements should be listed. While making an abbreviation in the text, the abbreviated statement should be written in full letters, first and then should be indicated in the parentheses of the abbreviation.

The ABBREVIATIONS page on the front should be organized in capital letters, bold, aligned to the left on the page and in alphabetical order.

## 9. STYLE OF EXPRESSION

While writing, an effort should be made to follow a clear and simple style of expression, and passive third person singular expression type should be adopted.

Short, simple and concise sentences should be used, integrity and consistency of the paragraphs should be ensured and attention should be paid to establish the required expressive connections in the transition from one section to another and between the paragraphs.

# CITATION RULES

In this section, how in-text citations and quotations should be made is explained in detail, how a reference section can be created is emphasized and reference components such as author, date of publication, editor and publisher are referred. While making citation, APA-American Psychological Association should be used [1].

## 1. IN-TEXT CITATION

In this section, different in-text citation styles, how in-text citation will be made according to the type of the study and number of authors is stated, cases that can be encountered while making in-text citation are clarified by giving examples.

➔ **In-text citation is basically applied in two types:**

**Type of Use- 1**

| | | |
|---|---|---|
| **Example** | : | In her model, Kaldor (1957) argues that the marginal saving tendency of high-income groups is higher compared to low-income groups, and that a high income inequality increases total savings, capital accumulation, and thus growth |
| **Source** | : | Kaldor, N. (1957). A model of economic growth. *Economic Journal,* 67 (268), 591-624. |
| **Citation** | : | Kaldor (1957) |

**Type of Use-2**

| | | |
|---|---|---|
| **Example** | : | Third opinion is related to the loan capacity and it states that only owners of the property have the right to collateralize and only these persons can use investment credits (İsagiller, 2007, p.85). |
| **Source** | : | İsagiller, A. (2007). Income Distribution and Economic Growth. *Sosyal Bilimler Dergisi*, 12(1), 83-94. |
| **Citation** | : | (İsagiller, 2007, p. 85) or İsagiller (2007, p. 85) |

➔ If a study is referenced within a paragraph and **if it is necessary to mention this study again,** it is enough to give the surname of the author, it is not necessary to add the date. If the second reference is made to the different study of the same author in the same paragraph, information of date is added.

---

[1] Bu bölümde İpek Şenca

| Example | : | **Milanovic (2016)** develops this hypotheses further and explains the income distribution inequality experienced in the past and today referring to the term prior to the Industrial Revolution. **Milanovic** calls the changes iin increase and decrease that occurred in the inequality of income distribution in the last five hundred years as "Kuznets Cycles". |
|---|---|---|

➔ **Works with Single Author**

References to studies with single author include the surname of the author and date.

**Example 1:**

| Source | : | Yapraklı, S. (2007). Ticari ve finansal dışa açıklık ile ekonomik büyüme arasındaki ilişki: Türkiye üzerine bir uygulama. *İstanbul Üniversitesi İktisat Fakültesi Ekonometri ve İstatistik Dergisi,* (5), 67-89. |
|---|---|---|
| **Citation** | : | (Yapraklı, 2007, p.70) or Yapraklı (2007) |

**Example 2:**

| Source | : | Ono, S. (2017). Financial development and economic growth nexus in Russia. *Russian Journal of Economics,* 3 (3), 321-332. |
|---|---|---|
| **Citation** | : | (Ono, 2017, p.325) or Ono (2017, p. 325) |

➔ **Studies with two and /or more authors**

For a study with two authors, in each reference, surname of the two authors should be given.

**Example:**

| Source | : | Erkişi, K. ve Boğa, S. (2019). High-technology products export and economic growth: A Panel Data Analysis for EU-15 countries. *Bingöl Üniversitesi Sosyal Bilimler Enstitüsü Dergisi,* 9(18), 669-683. |
|---|---|---|
| **Citation** | : | (Erkişi and Boğa, 2019, p. 675) **or** Erkişi and Boğa (2019, p. 675) |

While making a reference to the studies with three, four and five authors, surnames of all the authors should be given in the first reference within the text. For other references, the surname of the first author is followed with the expression of et al. Example:

| Source | : | Luintel, K., Khan, M., Leon, R. ve Li, G. (2016). Financial development, structure and growth: new data, method and results. *Journal of International Financial Markets, Institutions and Money*, 43, 95-112. |
|---|---|---|
| **Citation** | : | In the first: (Luintel, Khan, Leon ve Li, 2016) **or** Luintel, Khan, Leon ve Li (2016) In the following: (Luintel et al., 2016) **or** Luintel et al. (2016) If necessary, page numbers can be added following the date (Luintel et al., 2016, p. 98) |

➔ **Studies with a Legal Entity**

If the works of legal entities and groups such as associations, companies, government institutions and other working groups are to be cited, the name of the group or institution should be given in a clear and comprehensible way in the text. If the name of the legal entity is long, abbreviation can be understood by everyone or if there is any known abbreviation related to the name, both the explicit and abbreviated version can be used; only abbreviation can be used in the following usages. If the group name is short or if its abbreviation is not comprehensible by everyone, the clear version of it is written in all citations.

**In the reference made at the end of the sentence:**

In the first citation; (Türkiye Bilimsel ve Teknolojik Araştırma Kurumu [TÜBİTAK], 2020)

It should be as follows (TÜBİTAK, 2013) in the second and following citations

**In the reference made within the sentence:**

In the first citation; Türkiye Bilimsel ve Teknolojik Araştırma Kurumu (TÜBİTAK, 2013)

In the second and following citations TÜBİTAK (2013)

➔ **Anonymous Works without an Author**

If the author of a work is unknown, the first few words of the general heading and year are written instead of the surname of the author in in-text citation. In the in-text citations, the heading of the article, the heading of the section or name of the web page are written in double-quote; heading of a journal, book, brochure or report title is written in italic (Şencan ve Doğan, 2017, p.6)

**Example: Web page, section heading**

| | | |
|---|---|---|
| **Source** | : | Hastalıklardan Korunurken Yapılması ve Yapılmaması Gerekenler. (2020). Retrieval address: https://gelisim.edu.tr/duyuru/hastaliklardan-korunma |
| **Citation** | : | ("Hastalıklardan Korunurken", 2020) |

**Example;** Journal, brochure and report heading

| | | |
|---|---|---|
| **Source** | : | Para Politikası Üzerine Görüşler (2020). Ankara: T.C Merkez Bankası. |
| **Citation** | : | (*Para politikası üzerine,* 2020) |

➔ **Making references more than one within the same parenthesis**

If reference is to be made to sources more than one within the same parenthesis, surnames of the authors should be given alphabetically and separated with a semicolon.

**Example;** (Bağcı, 2016; Boğa, 2020; Erkişi, 2018, Yılmaz, 2015)

If the different works of the same author are supposed to be given in the same parenthesis, year sequencing is followed from the past to the current and surname of the author is written once at the beginning of the citation. As for the printed work, it is given in the last order in terms of year (Şencan and Doğan, 2017, p. 7).

**Example;** (Erkişi 2018, 2020)

Works for the same author or the author group in the same name line are divided with a, b, c letters.

**Example;** (Erkişi 2018a, 2018b)

➔ **Secondary Sources**

Secondary sources can only be used in exceptional cases, such as when the original source has been removed from print, the original source cannot be accessed from known sources, and the original language of the primary source is not Turkish or English. If the secondary source is used, the bibliographic information of this source should be given in the references. The citations to the secondary sources should be as follows (Şencan ve Doğan, 2017, p. 8)

**Example;** In the work of Erkişi (transferring Bağcı, 2016), …

It is a secondary source in this example (Bağcı, 2016)

➔ **With classical work**

For the classical works whose publication year is not exactly known, it is used with the abbreviation of trans. and translation year.

**Example;** (Sokrates, trans. 1931)

If the original date of the classical work is known, this is used for the citation, as well.

**Example;** (Hugo, 1840, trans. 1941)

➔ **Personal communication**

Private letters, diaries, e-mails, electronic communication such as discussion lists which cannot be archived, individual interviews; individual communication such as phone calls are referenced, however, as they are not available to others, they are not given in the reference list.

In-text citations to the personal communication ar slightly different in terms of structure as can be seen in the example below (Şencan and Doğan, 2017, p. 8).

**Example**

Z. D. Gündoğdu (personal communication, 23rd April, 2020)

## 2. RULES OF PREPARING REFERENCES

The purpose of making a reference is to enable the sources to be accessed and used. Due to this reason, information given related to the sources should be correct and complete. The number of the sources in the references and used source in the text should be equal to each other (Şencan and Doğan, 2017, p. 8). Also, sources given in the REFERENCES section are listed in alphabetical order. The references part should be given before the appendixes section.

In each source specified in the references, generally, author/s, date of publication and publication should be given. Attention should be paid to quote the names of the journal, date of publication, volume and issue numbers, page numbers and electronic retrieval information completely and spell the proper names and words in foreign language.

General rules to be followed in writing the references section were given below. Examples of it will be given in the following headings.

- The titles of the authors are not given in the sources.
- In the works with more than one authors, the authors are separated with commas and "and "conjunction is used before the last author.
- Book names are written in italic.
- In periodicals, names of the journals are written in italic.
- The names of the publishers cannot be abbreviated.
- In the translation works, the name of the translator is given following the name of the work.
- If publication information is available, it is given in the bracket following the name of the work.
- In the periodicals, volume, issue number and page numbers are given following the name of the journal.
- The abbreviations that can be used while preparing references or in-text citations are given in Table 1.

| Expression | Abbreviation |
|---|---|
| Publication | Ed. |
| Revised publication | Rev. Ed. |
| Editor(s) | Ed. (s) |
| To be Published | Ed. (s) |
| Translator(s) | Trans (s.) |
| No date | n.d. |
| Page(s) | P (s) |

The references page begins with REFERENCES word. It is written in Times New Roman, in 14 font size, in capital letters, bold and centered.  Before writing the resources, adjust the paragraph setting to; Before (12pt), After (12pt), Special (Hanging), Value (1,25) and Space Lining (Single).
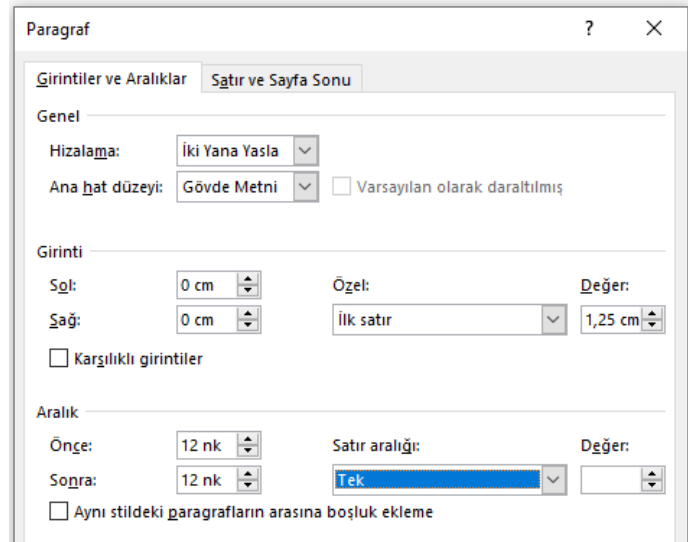


## 2.1.    Order of References

➔ The references should be made in alphabetical order according to the last name of the author. You can use the sequencing function from A to Z you can find in the "Home" section.
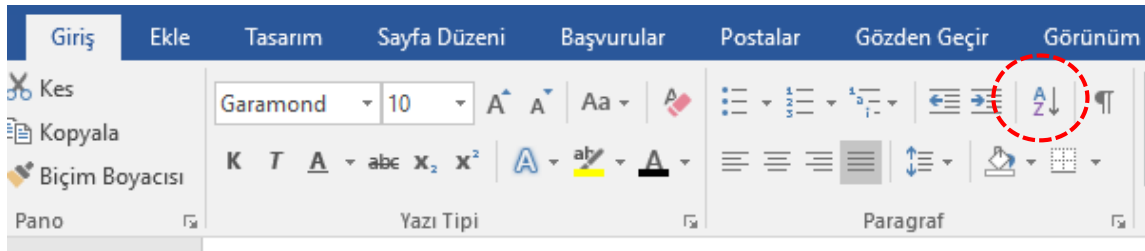


**Example:**

Antonakakis, N., Chatziantoniou, I., ve Filis, G. (2017). Energy consumption, CO2 emissions, and economic growth: An ethical dilemma. *Renewable and Sustainable Energy Reviews*, 68(4), 808-824.

Arouri, M. E. H., Youssef, A. B., M'henni, H., ve Rault, C. (2012). Energy consumption, GDP and CO2 in the Middle East and North African countries. *Energy policy,* 42(2), 342-349.

Aye, G. C., ve Edoja, P. E. (2017). Effect of GDP on CO2 in developing countries: Evidence from a dynamic panel threshold model. *Cogent Economics & Finance,* 5(1), 1379239.

Aytaç, D. (2010). Enerji ve ekonomik büyüme ilişkisinin çok değişkenli VAR yaklaşımı ile tahmini. *Maliye Dergisi,* 158(1), 482-495.

Bozkurt, C., ve Akan, Y. (2014). GDP, CO2 and energy consumption: the Turkish case. *International Journal of Energy Economics and Policy*, 4(3), 484-494.

➔ If an author has more than one work in the same year, a lowercase letter (a, b, c,…) is added immediately after the publication date, starting from "a". While making in-text citation, dates with added letter are used to make a distinction between the sources.

**Example:**

| | | |
|---|---|---|
| **Source** | : | Boğa, S. (2019a). Determinants of foreign direct investment: a panel data analysis for Sub-Saharan African countries. *Emerging Market Journal,* 9(1), 80-87. |
| | | Boğa, S. (2019b). Impact of foreign capital inflows on domestic investments a panel data analysis for selected developing countries. *Sayıştay Dergisi,* 114, 135-155. |
| **Citation** | : | Boğa (2019a) or (Boğa, 2019a, p. 82) |
| | | Boğa (2019b) or (Boğa, 2019b, p. 142) |

➔ If there are two authors whose surnames and initials of their name are same in the references section, name of the authors should be given in the square brackets in the bibliography list, reference should be made to the name and surnames of the authors.

**Example;**

| | | |
|---|---|---|
| **Source** | : | Erkişi, K. [Kemal]. (2018). Financial development and economic growth in BRICS countries and Turkey: A panel data analysis. *Istanbul Gelisim University Journal of Social Sciences,* 5(2), 1-17. |
| | | Erkişi, K. [Kazım]. (2018). Foreign direct investment, trade openness and economic growth: A Case of Turkey. *Akademik Hassasiyetler,* 5(10), 189-202. |
| **Citation** | : | (Kemal Erkişi, 2018) |
| | | (Kazım Erkişi, 2018) |

,

Examples were given below according to the type of publication used in the references section.

### 2.2. Citation Rules According to the Types of Publications

### 2.1.1. Periodicals (Journal, Newspaper, etc.)

Periodicals include scientific journal, magazine, newspaper and newsletters that are published at regular intervals. General citation style of periodicals is as follows:

Author, A. A., Yazar, B. B. ve Author, C. C. (Year). Title of the article. *Title of the Periodical*, Volume( Issue), page numbers. doi:xx.xxxxxxxxxx

➔ **Journal Articles which have DOI numbers**

Turner, S. J. (2010). Website statistics 2.0: Using Google Analytics to measure library website effectiveness. Technical Services Quarterly, 27(2), 261-278. doi:10.1080/07317131003765910

➔ **Journal Articles which do not have DOI numbers**

Al, U. ve Doğan, G. (2012). Hacettepe Üniversitesi Bilgi ve Belge Yönetimi Bölümü tezlerinin atıf analizi. *Türk Kütüphaneciliği*, 26(4), 349-369. Retrieval address: http://www.tk.org.tr/

➔ **Magazin Article**

Semercioğlu, C. (2015, Haziran). Sıradanlığın rayihası. *Sabit Fikir*, 52, 38-39.

➔ **Online Magazine Article**

Dempsey, L. (2006, Nisan). Libraries and the long tail: Some thoughts about libraries in a network age. *D-Lib Magazine,* 12(4). Retrieval Address: http://www.dlib.org/dlib.html

➔ **Newsletter Article with no author**

Adrese Dayalı Nüfus Kayıt Sistemi Sonuçları, 2014. (2015, Ocak). *Türkiye İstatistik Kurumu Haber Bülteni,* 18616. Retrieval Address: http://www.tuik.gov.tr/PreHaber

➔ **Newspaper Article**

Hubbard, B ve Samaan, M. (2015, 25 Haziran). ISIS attacks two towns in northern Syria. *The New York Times*, p. A6

Toker, Ç. (2015, 26 Haziran). 'Unutma' notları. *Cumhuriyet,* p. 13.

➔ **Online Newspaper Article**

Tamer, M. (2015, 26 Haziran). E-ticaret hamle yapmak için tüketiciyi bekliyor. *Milliyet.* Retrieval address: http://www.milliyet.com.tr/

➔ **Official Gazette**

Title. (Year, Day, Month). Official Gazette (Issue: xxx). Retrieval address: http://xxxx

| | | |
|---|---|---|
| **Source** | : | Olağanüstü Hal Kapsamında Bazı Tedbirler Alınması Hakkında Kanun Hükmünde Kararname (2017, 6th January). *Resmi Gazete* (Issue: 29940 (Mükerrer)). Retrieval address: http://www.resmigazete.gov.tr/eskiler/2017/0 |
| **Citation** | : | (Olağanüstü Hal Kapsamında Bazı Tedbirler, 2017)) |

| | | |
|---|---|---|
| **Source** | : | Lisansüstü Eğitim ve Öğretim Yönetmeliği. (2016, 20th April). Resmi Gazete (Issue: 29690). Retrieval address: http://www.resmigazete.gov.tr/eskiler/2016 |
| **Citation** | :, | (Olağanüstü Hal Kapsamında Bazı Tedbirler, 2017) |

➔ **Special issue or chapter in a journal**

Chen, H. (Ed.). (2005). Intelligence and security informatics [Special Issue]. *Journal of the American Society for Information Science and Technology*, 56(3).

Harkness, K. L., Hayden, E. P. ve Lopez-Duran, N. L. (Guest editors). (2015). Stress sensitivity in psychopathology: Mechanisms and consequences [Special Issue]. *Journal of Abnormal Psychology,* 124. Retrieval address: http://www.apa.org/pubs/journals/abn/

➔ **Additional material that can only be retrieved online in a periodical**

Miller, K. J., Sorensen, L. B., Ojemann, J. G. ve den Nijs, M. (2009). Power-Law scaling in the brain surface electric potential [Additional material]. *PLOS Computational Biology*, 5(12), 1-10. doi:10.1371/journal.pcbi.1000609.s00

➔ **Abstract as an original source**

Lamothe, A. R. (2015). Comparing usage between dynamic and static e-reference collections [Abstract]. *Collection Building,* 34, 78-88.  Abstract retrieval address: http://www.emeraldinsight.com/

➔ **Abstract as a secondary source**

Norden, D. J., Lawrence, G. H., ve Lawrence, G. H. (1981). Public terminal use in an online catalog: Some preliminary results. *College and Research Libraries,* 42, 308-316. Abstract has been retrieved from Library and Information Science Abstracts data base (Retrieval No. 8205348).

### 2.1.2. Books, Reference Sources and Book Chapters

This section includes references such as books, encyclopedia, dictionary and reference sources peculiar to the discipline, books published only in electronic environment,  reference

sources that can be retrieved online and freely available/public books, includes out-of-print books accessible from online archives. To cite a book, the following citation styles are used:

Author, A. A. (Year). Title of the book. Place: Publisher

Author, A. A. (Year). Title of the book. Retrieval address: http://www.xxxxxxxxxxx

Author A. A. (Year). Title of the book. doi:xxxxxxxxxxxx Editor, A. A. (Ed.). (Year). Title of the Work. Place: Publisher

The following styles are used for an introduction from a book chapter or reference book:

Author, A. A. ve Author, B. B. (Year). Title of a chapter or an introduction. A. Editor, B. Editor ve C. Editor (Ed.), In Title of the book (s. xxx-xxx) . Yer: Yayıncı.

Author, A. A,. ve Author, B. B. (Year). Title of a chapter or an introduction. A. Editor ve B. Editor (Ed.), In Title of a book (s. xxx-xxx). Retrieval Address: http://www.xxxxxxxxxxx

Author, A. A. ve Author, B. B. (Year). Title of a chapter or an introduction. A. Editor, B. Editor ve C. Editor (Ed.), In title of a book (s. xxx-xxx) . doi:xxxxxxxxxxxx

If there is no page number, title of a chapter or an introduction is sufficient. The following styles are used for an introduction which does not have an author name.

Title of an introduction. (1998). A. Editor (Ed.), Title of a reference source. In (xx ed., Vol.. xx, p. xxx-xxx). Place: Publisher

Title of an introduction (1998). Title of a reference source. Im  (xx ed., Cilt. xx).  Retrieval address: http://www.xxxxxxxxxx

In cases where the author and publisher are same, the publisher name is written in the author section. Books without an author and an editor are arranged in alphabetical order according to the initial/initials. In the in-text citations, the initial words in the title are used rather than the author name. If the title is short, all the title can be used. Editions / press information (such as revised / revised editions), volume numbers and page numbers (such as chapter page range) are given in parentheses immediately after the title and a full stop is put after the parentheses. Example (Revised. 2.ed) or (Vol.2, s.-319-367).

➔ -**Printed version of a book**

Tonta, Y., Bitirim, Y. ve Sever, H. (2002). *Türkçe arama motorlarında performans değerlendirme.* Ankara: Total Bilişim.

➔ **Eelctronic version of a printed book**

Tonta, Y., Bitirim, Y. ve Sever, H. (2002). *Türkçe arama motorlarında performans değerlendirme.* Ankara: Total Bilişim. [Adobe Acrobat Reader version]. Retrieval

address: http://yunus.hacettepe. edu.tr/~tonta/yayinlar/tonta-bitirim-sever-arama-motorlari.pdf

Morville, P,. ve Rosenfeld, L. (2006). *Information architecture for the World Wide Web* (3. bs.). [Adobe Digital Editions version]. Retrieval address: http://shop.oreilly.com/home

➔ **Book which has only electronic version**

O'Keefe, E. (t.y.). *Egoism & the crisis in Western values.* Retrieval address: http://www.onlineoriginals.com/ showitem.asp?itemID=135

➔ **Electronic version of the re-published book**

Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. J. Strachey (Ed. ve Trans.), In *The standard edition of the complete psychological works of Sigmund Freud* (Vol 4, p. 96121). Retrieval address: http://books.google.com/books (Original work was published in 1990).

➔ **A few chapters in a work with multiple volumes**

Cronin, B. (Ed.). (2000-2011). *Annual Review of Information Science and Technology* (Vol. 34-40). Medford, NJ: Information Today, Inc.

➔ **Electronic version of a book chapter in a volume in a series**

Author, Y. (Year). Title of the Chapter. E. Editor (Series Ed.), Name of the Series: Vol. 1. In *Name of the volume* (p. 1-3). doi: xxxxxxxx

Strong, E. K., Jr. ve Uhrbrock, R. S. (1923). Bibliography on job analysis. L. Outhwaite (Dizi Ed.), *Personnel Research Dizisi*: Vol. 1. In Job analysis and curriculum (p. 140-146) . doi:10.1037/10762-000

Stewart, D. (1965). Introduction. O. E. Allen (Series Ed..), *Life World Library*: Vol 34. Turkey (s. 1-2). ABD: Time-Lif

➔ **Printed version of a book chapter**

Wouters, P. (2014). The citation: From culture to infrastructure. B. Cronin ve C.R. Sugimoto (Ed.),In *Beyond bibliometrics: Harnessing multidimensional indicators of scholarly impact* (s. 47-66). Cambridge, Massachusetts: The MIT Press.

Book chapter translated to English from another re-published source

| | | |
|---|---|---|
| **Source** | : | Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier ve J. Langer, Trans.). K. Richardson ve S. Sheldon (Ed.), In *Cognitive development to adolescence: A reader* (s. 3-18) . Hillsdale, NJ: Erlbaum. (It was re-published from Manual of child psychology, p. 703-732, P. H. Mussen, Ed., 1970, New York, NY: Wiley ) |
| **Citation** | : | (Piaget, 1970/1988) |

If the English translation of a non-English work is used as a source, a reference is made to the English translation of it.

Eğer İngilizce olmayan bir eserin İngilizce çevirisi kaynak olarak kullanıldıysa, İngilizce çevirisine atıf yapılır. The English title of the work is written without parentheses, and then the name of the translators are given in parentheses.

➔ **Reference source**

Hançerlioğlu, O. (2000). *Felsefe sözlüğü* (Developed and extended new edition). İstanbul: Remzi Kitabevi.

➔ **Online reference source**

van den Bergh, S. (2015). Abad. P. Bearman, Th. Bianquis, C.E. Bosworth, E. van Donzel ve W.P. Heinrichs (Ed.), In *Encyclopaedia of Islam* (2. ed.). Retrieval address: http://referenceworks. brillonline.com/entries/encyclopaedia-of-islam-2

➔ **Online reference source with no author and editor**

Sempozyum. (n.d.). In *Türk Dil Kurumu güncel Türkçe sözlük.* Retrieval address: http://www.tdk.gov.tr/ index.php? option=com_gts&view=gts

Information. (Statement 2a). (n.d.). In *Merriam-Webster online dictionary*. Retrieval address : http://www.merriam-webster.com/dictionary/information

### 2.1.3. Technical Reports and Research Reports

As in the journal articles, technical reports and research reports generally include original articles, they can be peer-reviewed or non-refereed. Technical reports and research reports are sometimes acknowledged as the part of grey literature. The citation style used for technical reports and research reports are almost the same with the style for book citations.

Author, A. A. (1998). Title of the Study (Report No. xxx). Place: Publisher

If editing is done assigning a number to the report (for example, such as report no, contact no, monograph no), the number is given right after the title in the parenthesis.

➔ State report with legal author

T.C. Kalkınma Bakanlığı, Bilgi Toplumu Dairesi. (2015). *2015-2018 Bilgi toplumu stratejisi ve eylem planı* (Publication No. 2939). Retrieval address: http://www.kalkinma.gov.tr/Lists/Yaynlar/Attachments/649.pdf

➔ **Online reports prepared by a definite work team with a legal author**

Türkiye Bilişim Derneği, *Bilişim Kentleri Çalışma Grubu*. (2013). Bilişim kentleri kılavuzu (5. sürüm). Erişim adresi: http://www.tbd.org.tr/usr_img/raporlar/BK-KILAVUZ - SON.pdf

➔ **Reports which are prepared by non-government organizations and which have an author**

Aslan, D., Vefikuluay, D., Zeyneloğlu, S., Erdost, T ve Temel, F. (2008). *Ankara'da iki hemşirelik yüksekokulunun birinci ve dördüncü sınıflarında okuyan öğrencilerinin flört şiddetine maruz kalma, flört ilişkilerinde şiddet uygulama durumlarının ve bu konudaki görüşlerinin saptanması araştırması (Technical Report)*. Retrieved from the web page of Hacettepe University Women's Research and Implementation Center. http://www.huksam.hacettepe.edu.tr/Turkce/Sayfa Dosya/flort_siddeti.pdf

### 2.1.4. Meetings and Symposiums

Meeting and symposium papers can be published within a style of a book or a periodical. While making a reference to the papers published in the book, book or book chapter is used. While making a reference to the papers published at regular intervals, style of periodical is used. The following formats are used for papers / poster presentations or contributions to the symposium which have not been officially published:

Presenter, A. A. (Year, Month). *Title of a paper or a poster.* A paper or poster presented in a meeting of Institution Name, Place.

Information related to the month and year of the meeting/symposium is given for the contributions made to the symposium ot paper/poster presentations which have not been officially published.

➔ **Symposium Contribution**

Çınar, M., Doğan, D. ve Seferoğlu, S. S. (2015, February). *Eğitimde dijital araçlar: Google sınıf uygulaması üzerine bir değerlendirme* [Abstract]. A paper presented in the Conference of Akademik Bilişim, Anadolu University Eskişehir. Retrieval address: http://ab2015.anadolu.edu.tr /index.php?menu=5&submenu=27

➔ **Papers published online regularly**

Pervushin, N. (2015). Internet as a new space for life: Phenomenological view. Procedia - *Social and Behavioral Sciences,* 91, 227-233. doi:10.1016/j.sbspro.2015.04.940

➔ **Papers published in book format**

Schneider, R. (2013). Research data literacy. S. Kurbanoğlu and et al. (Ed.), *Communications in Computer and Information Science*: *Vol. 397.* In *Worldwide Communalities and Challenges in Information Literacy Research and Practice* (s. 134-140). Cham, İsviçre: Springer. doi:10.1007/978-3-319-03919-0

### 2.1.5. PhD and master thesis

PhD or master thesis can be retrieved from electronic databases, institutional archives or personal web pages. If a thesis is retrieved from ProQuest PhD and master degree thesis data

base or other source, this information should be given in the reference. The following citation style is used for a PhD or master thesis available in a data base:

Author, A. A. (Year). *Title of the PhD or master thesis* (Master thesis/PhD thesis). Retrieved from .....data base (Retrieval or Order No).

The following citation style is used for an unpublished PhD thesis or master thesis:

Author, A. A. (Year). *Title of a PhD or a master thesis.* (Unpublished PhD thesis / master degree). Institution Name, Place.

➔ **Master or PhD thesis in a commercial data base**

Van Brunt, D. (1997). *Networked consumer health information systems* (PhD Thesis). Retrieved from ProQuest Dissertations and Thesis data base. (UMI No. 9943436)

➔ **Master or PhD thesis in an institutional data base**

Yaylalı Yıldız, B. (2014). *University campuses as places of potential publicness: Exploring the politicals, social and cultural practices in Ege Universit*y (PhD Thesis). Retrieval address: http://library.iyte.edu.tr/tr/hizli-erisim/iyte-tez-portali

➔ **Master or PhD thesis from Web**

Tonta, Y. A. (1992). An analysis of search failures in online library catalogs (PhD Thesis, California University, Berkeley). Retrieval address : http://yunus.hacettepe.edu.tr....

### 2.1.6. Review and Criticism

Review of books, cinema movies and other information or entertainment products can be published in various platforms such as periodicals, web pages and blogs. Some publications are published as an answer to the criticism of the reviewer or multiple evaluations of the same product.

Reviewer, A. A. (2000). Title of the review article *[... titled,* A. A. Author review of the book *]. Journal name, xx, xxx-xxx.*

If the review is untitled, those written in the square bracket are used instead of a title; it is stated in the square bracket that this is a definition of the content, it is not a title. Type of the material (book, television program, cinema movie etc.) reviewed is given in the square bracket. If the reviewed material is a book, author name(s) is/are stated by inserting a comma after the title of the work. If the reviewed material is a film, DVD or another media, the release date is given by inserting a comma after the name of the study.

➔ **Book review**

Hammarfelt, B. (2015). Review of beyond bibliometrics: Harnessing multidimensional indicators of scholarly impact [Review of the book titled as Beyond bibliometrics:

*Harnessing multidimensional indicators of scholarly impact* edited by B. Cronin ve C. R. Sugimoto]. *Journal of Documentation*, 71, 416 - 418. doi:http://dx.doi.org/10.1108/JD-09-2014-0132

➔ **Video review**

Schaefer, J. C. (2015). Must we burn Hitchcock? (Re)viewing trauma and effecting solidarity with the Birds (1963) [A review of the *Birds* movie produced and directed by A. Hitchcock, 1963]. *Quarterly Review of Film and Video*, 32, 329-343. doi:10.1080/10509208.2015.999220

➔ **Critique of an article**

Sokolova, I. V. (2004). The power of gender biases [A critique made by I. V. Sokolova for the article entitled as "Why women are more susceptible to depression: An explanation for gender                differences"].                Retrieval                address: http://www.personalityresearch.org/papers/mule.html#sokolova

### 2.1.7.    Visual – Audial Environment

Visual /audial environment includes static objects such as cinema movies, sound or television broadcasts (including the podcasts), maps, photographs and artistic works. A cinema movie should be referenced as follows:

Producer, A. A. (Producer) ve Directer, B. B. (Directer). (Year). *Name of the cinema movie* [Cinema movie]. Country of origin: Studio.

The main contributors in the author position are listed and their contributions are described in the parenthesis.  Version of a book format is used for a chapter from television or radio series but script writer and director is given in the author section, the producer is given in the editor section. A music record should be referenced as follows:

Author, A. A. (Copyright Year). Title of the Song [Recorded by B. B. If the singer is different from the lyricist]. *Name of the album* [Recorded environment: Such as CD, record, cassette]. Place: Tag. (Record year– if the copyright year is different from the record year)

➔ **Video**

Akan, T. (Director). (2011). *Köy enstitüleri/Bir meçhul öğretmen* [DVD]. Available at: http://www.dr.com.tr/

➔ **Podcast)**

Radyo ODTÜ (Producer). (2015, 13 Nisan). *Modern sabahlar* [Podcast]. Retrieval address: http://www.radyoodtu.com.tr/

➔ **Single episode from a television series**

Shore, D. (Scenarist), Jackson, M. (Scenarist) ve Bookstaver, S. (Director). (2012). Runaways [Episode of a television series]. *In* D. Shore (Executive Producer), *House M.D.* New York, NY: Fox Broadcasting.

➔ **Music record**

**Source** : Say, F. (2009). In Galata Kulesi. *İstanbul senfonisi* [CD]. İstanbul: Ak Müzik.

**Citation** : "Galata Kulesi" (Say, 2009, piece 9)

➔ **Map retrieved online**

Maden Tetkik ve Arama Müdürlüğü, Kızılcahamam Bölge Müdürlüğü. (2015). Ankara geology map [Map]. Retrieval address: http://www.mta.gov.tr/v2......

Saygılı, R. (Kartograf). (2015). Ankara map [Map]. Retrieval address: http://www.cografyaharita. com/haritalarim/4l_ankara_ili_haritasi.png

### 2.1.8. Data sets, Software, Measurement Tool and Equipment

This category provides information how raw data and tools, which will facilitate data analysis or measurement, can be cited. No citation is necessary in the references list for the standard software and programming languages such as Microsoft Word, Excel, Java, Adobe Professional, SPSS and SAS. It is enough to give the accurate/full name of the software with the version number in the text. For computer programs or software produced for a specific purpose and limited distribution, citation style in the references section should be indicated as follows:

Title holder, A. A. (Year). Name of the Program (Version number) [Definition of the Form/Figure]. Place: Name of the Producer

If an individual has ownership rights on the software, name of the person is given as the author. Otherwise, it will be acknowledged as a work without any author. The names of software, programs or programming languages are not written in italics, but the title of the data set is written in italics. If there is a version no, it is written right after the title in parenthesis. Type of the source (computer programming, programming language, software) is defined in the square bracket right after the title or version number. No full stop is used between the title and information within the square bracket.

If the name and place of the institution producing the work is appropriate, it is given in the position of publisher. If the program can be downloaded or ordered from Web, related link should be given as the supply address.

➔ **Data Set**

Pew Research Center. (2012). 2012 National survey of Latinos [Data set and coding schedule]. Retrieval address: http://pewhispanic.org/datasets/

➔ **Measurement Tool**

Friedlander, M. L., Escudero, V. ve Heatherington, L. (2002). E-SOFTA: System for observing family therapy alliances [Software and Education Videos]. Unpublished measurement tool. Retrieval address : http://www.softa-soatif.com/

➔ **Software**

QSR International. (2015). NVivo (Version 10.2) [Sofware]. Victoria, Australia: QSR International. Available at: http://www.qsrinternational.com/

➔ **Equipment**

Tobii X2-60 Eye Tracker [Ekipman]. (2015). Stockholm, Sweden: Tobii Pro

### 2.1.9.    Unpublished or Unofficially Published Works

Unpublished works include the works that are still on-going, studies which have been submitted to be published or studies which are completed; however, which have not been submitted for application. This category includes the studies which have not been officially published or which can be retrieved from institutional web site, electronic data base such as ERIC or preprint archive.

Author, A. A. (Year). *Title of the article.* Unpublished article [or "Text which has been submitted to be published "or "Text in preparation"].

If the work can be retrieved from an electronic data base, this information is given at the end. Before the study is published, the references section is frequently updated. If possible, the last versions of the resources are cited.

➔ **Unpublished text related with the university**

Çakın, İ. (2011). *Bilgi ve belge yönetimine giriş.* Unpublished lecture note, Department of Information Management, Hacettepe University, Ankara. Retrieval Address: http://egitim.bilgiyonetimi.net /course/view.php?id=34

➔ **On-going studies or studies which have been submitted for publication**

Bauer, J., Leydesdorff, L. ve Bornmann, L. (in press). Highly-cited papers in Library and Information Science (LIS): Authors, institutions, and network structures. *Journal of the Association for Information Science and Technology.* Retrieval address: http://arxiv.org/ftp/arxiv /papers/1504/1504.02576.pdf

If the study has not been accepted yet, the name of the journal or publisher applied for publication is not given. For a work which has been accepted however has not been published in print, this situation is stated in the parenthesis after the author. The same format is used for

a draft or on-going work however the statement of " On-going" as the last sentence in the citation. In the in-text citation, year information of the referenced draft is used.

➔ **Raw data of the unpublished work without any title**

Örnek Doğan, G. (2011). [Bibliographic information of the postgraduate thesis done in the Departments of Information Management in Turkey]. Unpublished raw data

➔ **Unofficially published or individually archived study**

Tonta, Y. (2014). *Akademik performans, öğretim üyeliğine yükseltme ve yayın destekleme ölçütleriyle ilgili bir değerlendirme*. Retrieval address: http://yunus.hacettepe.edu.tr...

### 2.1.10. Web Site

Internet provides various options such as blogs, news groups, online forums and discussion groups and electronic messaging lists for all the people in the world to take part in the discussions in certain topics.

| **Source** | : Hacettepe Üniversitesi. (t.y.). Misyon, vizyon ve değerler. Retrieval address: http://hacettepe.edu.tr/hakkinda/misyonvizyondegerler |
| --- | --- |
| **Citation** | : ("Hacettepe Üniversitesi", t.y.) |

| **Source** | : İnternette 1 saniyede neler oluyor?. (2017, 4ᵗʰ January) Retrieval address: http://www.ntv.com.tr/galeri/teknoloji/internette-1-saniyede… |
| --- | --- |
| **Citation** | : ("İnternette 1 saniyede", 2017) |

➔ **Internet message boards, electronic messaging lists and other online communities**

Internet provides various options such as blogs, news groups, online forums and discussion groups and electronic messaging lists for all the people in the world to take part in the discussions in certain topics.

Author, A. A. (Year, Day Month). Title of the Post [Definition of the Style]. Retrieval address: http://xxxx

If only the nickname of the author is accessible, the author entry is made to the entry. Full date of the post is given. After the date, the topic of the message is given and it is not written in italics. Following the title, explanation related to the message is given in a square bracket. Also, URL address should be given related to the archived version of the message. If the name of the

list message is sent is not part of the URL address, name of the list is also included in the references list.

➔ **Message sent to a news group, online forum or discussion group**

Öztürk, O. (2015, 29th May). Answer: General information for the students who will choose the Deparment of Information Management [News group comment]. Retrieval address: http://www.bbyhaber.com/bby/2012/07/22/ bilgi-vebelge-yonetimi-bolumunu-tercih-edecek-ogrenciler-icin-genel-bilgiler/#comment-15752

➔ **Message sent to the electronic messaging list**

Pauli, J. (2014, 19th December). PHP 5.5.20 is available [Electronic messaging list message]. Retrieval address: http://news.php.net/php.announce/138

➔ **Blog article/post**

Yılmaz, D. (2010, 16 Mart). İntihal suç mu? [Blog article]. Retrieval address: http://bilkentasistan.blogspot. com.tr/2010/03/intihal-suc-mu.html

The style of a citation to blog comment is as follows:

İzafiyet. (2010, 22 Mart). Yorum: İntihal suç mu? [Blog article]. Retrieval address: http://bilkentasistan. blogspot. com.tr/2010/03/intihal-suc-mu.html

The name that appears on the screen (nick name) is used as the name of the author in citation to the blog comment.

➔ **Video blog psot**

Madran, O. (2015, 16th April). BBY262 Web tasarımı dersi uygulaması [Video]. Retrieval address: https://www.youtube.com/watch?v=rfsQHHi3tPE

### 2.1.11. Social Media

In this section, citation rules for posts/sources in social media environments such as Facebook, Twitter.

➔ **Facebook**

| | | |
|---|---|---|
| **Source** | : | Künye Tonta, Y. [Yaşar]. (2014, 8th November). Vatikan yazmaları açık erişim: http://t.co/dUKv03jC9G Kraliçe de yazmalarını erişime açıyor mu diye merak edenlerin kulakları çınlasın [Facebook status update]. Retrieval address: https://www.facebook.com/ya... |
| **Citation** | : | (Tonta, 2014) |
| **Source** | : | Künye Okul Kütüphanecileri. (2015, 24th June). Türkiye Adresli Tezlerden Belge Sağlama Hizmeti Verilmeye Başlanmıştır. TÜBİTAK ULAKBİM CABİM bünyesinde yürütülen Belge Sağlama |

çalışmaları kapsamında, YÖK Tez Merkezi Veri Tabanında [Facebook Status update]. Retrieval Address: https://www.facebook.com/okulkutuphanecileridernegi/posts...

**Citation** : (Okul Kütüphanecileri, 2015)

Only change made for the video, photo or infographics shared on Facebook is that the statement within the square bracket is changed according to the type of the share [Video], [Photo], [İnfographic]

➔ **Twitter**

**Source** : Glushko, B. [rjglushko]. (2014, 10th November). Our Discipline of Organizing book, named BOOK OF THE YEAR by @asist_org, has 1/2 price sale this wk at @OReillyMedia http://oreil.ly/10yJ8nY [Tweet].Retrievaladdress: https://twitter.com/rjglushko/status/5319....

**Citation** : (Glushko, 2014)

**Source** : H.Ü. Bilgi Topluluğu. [bilgi_toplulugu]. (2015, 27th March). Hacettepe University Department of Management is one of the members of iSchools any more. Congrats :)... http://fb.me/1ODcKmVwO [Tweet]. Retrieval address: https://twitter.com/bilgi_toplulugu/status/5815...

**Gönderme** : (H.Ü. Bilgi Topluluğu, 2015)

# PARTS OF THE THESIS

## 1. SEQUENCING

The following sequencing is followed in compiling and binding the thesis.

(1) External Cover

(2) Blank Page

(3) Thesis Introduction Form

(4) Inner Cover

(5) Declaration

(6) Acceptance and Approval Page of the Jury Members

(7) Abstract (Turkish and English, consecutively, which do not exceed 2 pages)

(8) Table of Content

(9) Abbreviations (If any)

(10) List of Tables (If any)

(11) List of Maps (If any)

(12) List of Graphics (If any)

(13) List of Figures (If any)

(14) Lift of Images (If any)

(15) List of Appendixes (If any)

(16) Preface

(17) Text (Introduction, Chapter, Conclusion)

(18) References

(19) Appendixes (If any)

(20) Resume (Optional)

(21) Blank Page

## 2. EXTERNAL COVER

As an outer over, bright (Bristol) cardboard is used. On the cover; name of the institute, original name of the thesis, the department, type of the thesis, name and surname of the author, name and surname of the supervisor, the department and the program, the publication city and date.

Times New Roman 16 font size bold letters are used for the name of the thesis, Times New Roman 14 font size letters are used for other texts. Texts are printed on the computer or with appropriate printing letters of the same size.

Name of the thesis, surnames of the author and supervisor are written with the capital letters, all other words are written in lowercase letters providing that initials are in capital letters.

Example of external cover has been indicated in APPENDIX-E. As indicated in the example, apparent and measured gaps are left between the text groups on the cover.

On the back of the outer cover; the surname of the author, original name of the thesis and publication year is written as stated for the cover in a manner that can be read from the left to the right when the book is held horizontal providing that cover is on the top. However, font size can be changed depending on the length of the thesis name and thickness of the book. Example of book cover has been indicated in APPENDIX-F.

### 3. THESIS INTRODUCTION FORM

Thesis introduction form is prepared in accordance with the example in APPENDIX-G.

### 4. INNER COVER

The page layout and content of the inner cover is totally the same as the outer cover, except for the paper that will be used. The inner cover is printed on the normal paper which is used for thesis writing.

### 5. DECLARATION

Thesis/Graduation Project is prepared in accordance with the example in APPENDIX-2.

### 6. ACCEPTANCE AND APPROVAL PAGE OF THE JURY MEMBERS

Acceptance and approval page covering the statements and signatures which certify that thesis is accepted by the chair and member of the jury and Institute Director is arranged as indicated in APPENDIX-Ğ.

Upper part of the lines in the same alignment with the chair and members of the jury are left blank for signature. Below the line, academic title, name and surname of the thesis supervisor/s are written. Below the name and surname of the thesis supervisor/supervisors, (Supervisor) is written within a curved brackets.

In the middle bottom of the page, check box covering the date of approval, blank space for signature, title, name and surname of the Institute Director.

### 7. SUMMARY PAGES

Summary pages are consisted of pages in which the scope and content of the thesis are summarized in a way which does not exceed 750 words and written in English. In maximum, two pages are used for each language.

The words "ÖZET" in Turkish and "SUMMARY" in English are written in capital and bold letters in the upper middle part of the abstract pages.

## 8. TABLE OF CONTENTS

In the upper middle part of the page, "TABLE OF CONTENTS" is written in bold and capital letters. Below the heading, the chapters in the content of the thesis are written by specifying the heading and page numbers in accordance with the sequence of main and subheadings.

In the page of Table of Contents, starting from the summary page, chapters and the sub-headings of the chapters in the first level should be indicated. It depends upon the choice of the author to indicate the sub-headings in second level and lower levels.

The example of arranging the page of table of contents is in APPENDIX-H.

## 9. ABBREVIATIONS

Abbreviations for frequently repeated words, terms or proper names in the thesis text are listed on this page as a list. "ABBREVIATIONS" heading is written in capital and bold letters on the upper middle part of the page. The abbreviations used in the thesis are consecutively listed in alphabetical order. The long versions of the abbreviations are specified in the opposite side.

The example of the abbreviations page has been indicated in APPENDIX-I.

## 10. TABLE, MAP, GRAPHIC, FIGURE AND IMAGE LISTS

If any in the thesis text, table, map, graphic, figure and images are consecutively listed here. In the upper middle part of the pages, their titles are written with capital letters as "TABLES, MAPS, GRAPHICS, FIGURES or IMAGES ". Below this, tables, maps, graphics, figures or images are consecutively listed in numerical order. It is specified in the alignment of the page number with heading and content. The list of figures is example for this guide for arranging the table, map, graphic, figure and images.

## 11. LIST OF APPENDIXES

If any, the appendixes of the thesis are listed. In the upper middle part of the page, the heading of "LIST OF APPENDIXES" is written with capital and bold letters. Below this, appendixes and headings are alphabetically listed. The list of this guide is example for the list of appendixes.

## 12. PREFACE

The preface page is inserted after the acceptance of the thesis by the jury. This page includes the opinions of the author, challenges encountered in preparing the thesis, acknowledgement for the person and /or institutions who contributes to the preparation of the

thesis without the scientific and technical details of the thesis. It should be short and concise and should not be exceed one page.

In the upper middle part of the page, PREFACE "is written in capital and bold letters, below the heading, name of the name and surname is right-aligned and written.

## 13. PART OF THE TEXT

Thesis text is comprised of three components, which are "Introduction", "Chapters" and "Conclusion".

### 13.1.    Introduction

In the introduction part, the scientific problem aimed to be solved in the study or the topic of the research is defined in detail. The purpose of the research, hypotheses, importance, assumptions and limitations, used method and concepts are described. The introduction part should include the fundamental information which will enable the reader to understand and evaluate the thesis without having to read other publications on the subject, but it should not be too long. Details that do not contribute to the comprehensibility of the thesis should not be included.

### 13.2.    Chapters

The introduction part is followed by the chapters of the thesis. In the chapters of the thesis, findings collected from the research and statements are put forward in a required level of detail and a logical flow that will finalize the thesis. Between the introduction and conclusion, at least two chapters should be created. The chapter headings should be chosen by the author in accordance with the topic.

### 13.3.    Conclusion

The text part is completed with the conclusion following the thesis chapters. In the conclusion part, the results of the thesis that have been reached are explained within the frame of the points stated in the introduction part. The solutions for the research of the problem are explained. The gained results are interpreted in parallel with the validity of the suggested hypotheses. Solutions for the research problem are explained and various suggestions can be made, when necessary, which will shed light for the following studies. Also, if there are problems that are unsolved in the conducted research, information should be given about which kind of or which researches can resolve these in future. The conclusion should not be acknowledged as the repetition of the thesis. The collected results should be presented in a short and concise manner.

## 14.  REFERENCES

Heading of "REFERENCES"   or "SOURCES" are written in capital and bold letters in the upper middle part of the references page.   The works under the heading are listed

alphabetically according to the surname of the author, without itemization. Separate sequence number is not assigned for the sources, the title of the author is not used, page numbers are not specified. Each cited source in the text should be given in the references list, each source in the references should be definitely cited in the text. In the references list, only the sources cited in the text are included, therefore the source that is not cited within the text should not be given in the references.

As method of citation, APA is used. Statements and examples related to the citation are given in the section of Citation Rules.

# SIXTH CHAPTER
# PREPARATION AND SUBMISSION PROCESS OF THE THESIS

### 1. FIRST PHASE: Preparation of the Thesis

(1)  The student of the master program with thesis writes the thesis study in accordance with the thesis writing rules of the Institute of Graduate Studies.

(2)  Completing the thesis, the student copies the thesis in CD in Word and Pdf version for the plagiarism rate to be determined and submits it to the institute with the thesis supervisor form.

### 2. SECOND PHASE: Determining the Thesis Jury

(3)  The Institute send the result of the thesis plagiarism software program to the supervisor. According to the result of plagiarism report and approval form of thesis supervisor, thesis jury is assigned with the suggestion of the department head of the institute and approval of the administrative body of the institute.

(4)  The master thesis defense jury is assigned with the suggestion of the department head of the institute and approval of the administrative body of the institute. The jury consists of three or five faculty members, one of whom is the student's thesis supervisor and at least one is not affiliated with the same university. In the event that the jury is consisted of three persons, second supervisor cannot be a jury member.

(5)  Following the approval of Thesis Submission and Jury Approval Form by the Administrative Body of the Institute, jury documents of the student are prepared.

### 3. THIRD PHASE: Thesis Defense

(6)  The student submits one book with spiral bind, cd and invitation letter delivered by the institute to the determined jury members.

(7)  Jury members meet within one month at the latest from the date the thesis is submitted to them and admit the student to the thesis defense. The member/members who will not be able to attend the jury due to their valid and reasoned excuses inform the directorate of the institute about the justification of their non-attendance in a written way within a week at the very latest as of the delivery of the thesis.

(8)  For thesis defense, at least 10 days must pass after the submission of the thesis to the jury members. The date and hour of the thesis defense is determined by the head of the department under the coordination of the thesis supervisor and it is notified to the IGU Institute of Graduate Studies at least one week before. The institute announces the information related with the thesis defense.

(9)  The jury members gather under the coordination of the thesis supervisor at the date notified to themselves and admit the student to the thesis defense. Thesis defense is held out in an environment open to the attendance of the participants who are comprised

of faculty members, post-graduate students and experts of the field. Exam is comprised of the defense of the thesis and following question and answer section. The duration of the thesis defense is at least 45 minutes.

(10) After the thesis defense is completed, the jury decides on the thesis for the acceptance, rejection or correction with absolute majority. This decision is notified to the IGU Institute of Graduate Studies within three days following the thesis by the head of the department. The student whose thesis is acknowledged as unsuccessful and due to this reason, rejected is dismissed from the university. The student who is requested to correct the thesis completes the revisions within three months at the very latest and defends it again in presence of the jury. The student who does not attend the thesis defense with a valid justification and whose thesis is acknowledged as unsuccessful and rejected as a result of this defense is dismissed from the university.

(11) In the event the student whose thesis is rejected makes a request or providing that a similar non-thesis master program or bearing the same title, which will be regarded as appropriate by the administrative board, is available in the body of the institute; the student is given a degree of non-thesis master program on condition that he/she fulfills the requirements of the non-thesis master program.

4. **FOURTH PHASE: The Other Obligations of the Student who Had a Successful Thesis Defense**

(12) Thesis are prepared in electronic environment, bound and turned into book. Following the last control in the institute, the "Admission Approval of the Jury Members" page should be inserted in the book and it should be with wet signature (a pen with blue color) (3 copies).

(13) -Thesis Data Entry and Publishing Permission Document: Thesis Data Entry and Publishing Permission Document are available at https://tez.yok.gov.tr/UlusalTezMerkezi). In order to fill in the form, it is necessary to be registered to the system. After the form is filled in, REFERENCE NUMBER will be given. Thesis Data Entry and Publishing Permission Document (3 copies) will be copied to CD in WORD and PDF version (Reference Number will be used to name the files in CD.) and will be submitted to the institute. For detailed information, read the " Obligations of the Students" in the Thesis Guide available at https://tez.yok.gov.tr/UlusalTezMerkezi/.

5. **OTHER INFORMATION THAT SHOULD BE PAID ATTENTION**

i. In thesis/project submission dates, academic calendar is based upon for spring and fall terms.

ii. In minimum, 10 days should pass for thesis defense after the date of submission to the jury members. Jury members gather and admit the student to the thesis defense within a month at the very latest as of the delivery date of the thesis.

iii.     Date and hour of the thesis defense is determined by the thesis supervisor. It is notified to the Institute one week in advance at the very latest.

iv.     The decision of acceptance, rejection or revision made in thesis defense is notified to the IGU Institute of Graduate Studies within three days with a written report.

v.     The student who was decided to be given revision in the thesis, makes the revisions and submits the last version of the thesis to the institute within 3 days at the very latest.

vi.     The student who was decided to be given important revision has to defend his/her revised thesis in front of the jury again at the end of the time given by the jury (determined by the jury).

vii.     The results of TURNITIN similarity report should be below 20% in general and a similarity rate from one source should not exceed 2%.

# TEMPLATE OF PAGE LAYOUYT
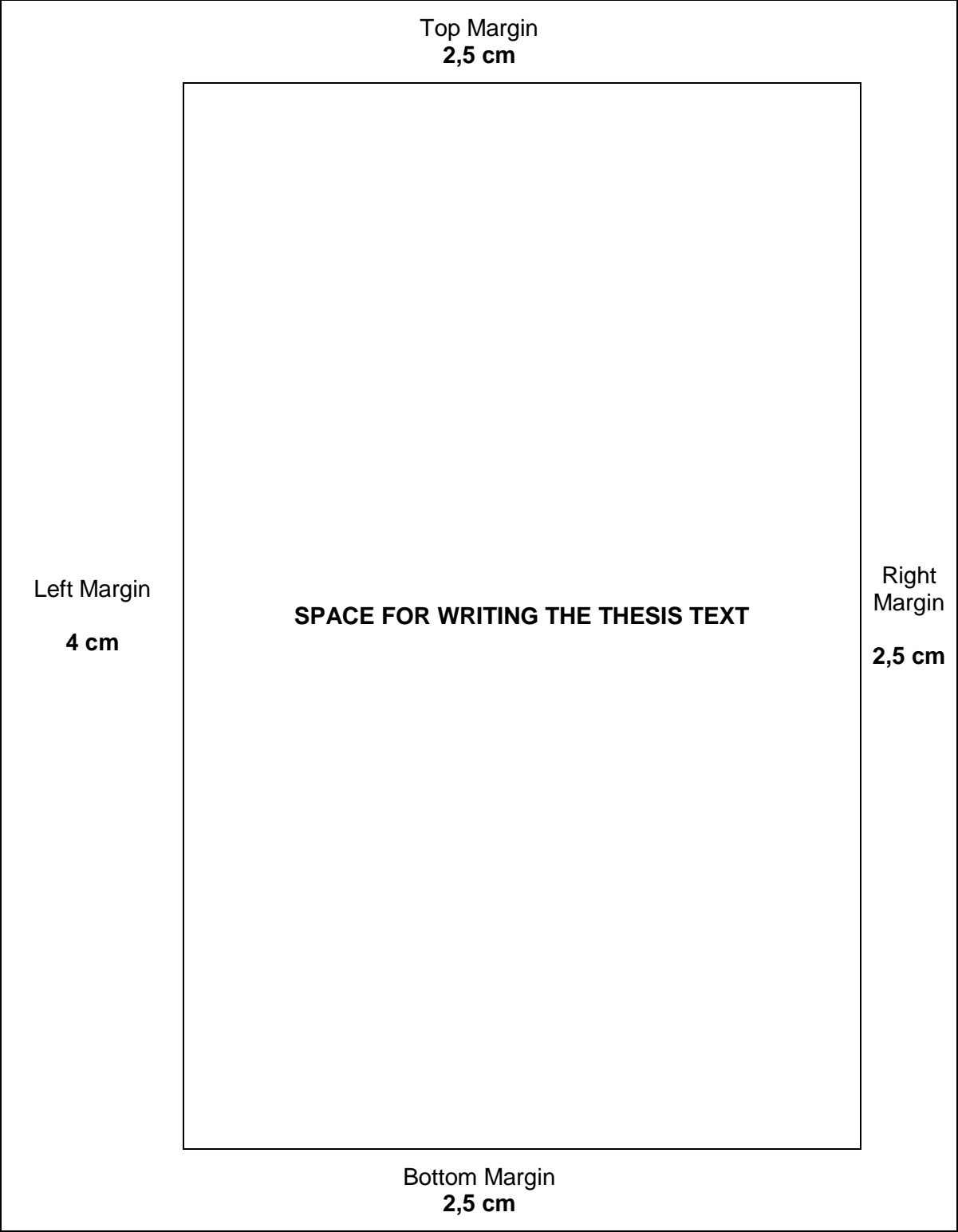
Top Margin
**2,5 cm**

Left Margin

**4 cm**

**SPACE FOR WRITING THE THESIS TEXT**

Right
Margin

**2,5 cm**

Bottom Margin
**2,5 cm**

**T.R**
**ISTANBUL GELISIM UNIVERSITY**
**INSTITUTE OF GRADUATE STUDIES**

Department of Economy and Finance
Field of Economy and Finance

**TITLE OF THE THESIS**

Master Thesis / Term Project

**Name SURNAME of the student**

Supervisor
Prof. Dr. Name SURNAME

**Istanbul – 2020**

BACK COVER

UPPER

Times New Roman, Bold, 14 Font

7 cm.

**Name SURNAME**

**TITLE OF THESIS/PROJECT**

3 cm.

**2020**

BOTTOM

**THESIS INTRODUCTION FORM**

| | | |
|---|---|---|
| **NAME AND SURNAME OF THE AUTHOR** | **:** | Name SURNAME |
| **LANGUAGE OF THE THESIS** | **:** | Turkish |
| **NAME OF THE THESIS** | **:** | International Organizations and Their Impacts on Turkey |
| **INSTITUTE** | **:** | Istanbul Gelisim University Institute of Graduate Studies |
| **DEPARTMENT** | **:** | Economy and Finance |
| **TYPE OF THE THESIS** | **:** | Master |
| **DATE OF THE THESIS** | **:** | 13.05.2020 |
| **PAGE NUMBER** | **:** | 169 |
| **THESIS SUPERVISORS** | **:** | 1. Prof. Dr. Name SURNAME<br>2. Assoc. Prof. Dr. (If any) |
| **INDEX TERMS** | **:** | |
| **TURKISH ABSTRACT** | **:** | |
| **DISTRIBUTION LIST** | **:** | 1. To the Institute of Graduate Studies of Istanbul Gelisim University<br>2. To the National Thesis Center of YÖK (Higher Education Council) |

*Signature*

*Name SURNAME*

## PROJECT INTRODUCTION FORM

| | | |
|---|---|---|
| **Name and Surname** | : | Name SURNAME |
| **Language of The Project** | : | English |
| **Name of The Project** | : | International Organizations and Their Impacts on Turkey |
| **Institute** | : | Istanbul Gelisim University Institute of Graduate Studies |
| **Department** | : | Economy and Finance |
| **Date of The Project** | : | 13.05.2020 |
| **Number of Total Page** | : | 169 |
| **Supervisors** | : | 1. Prof. Dr. Name SURNAME<br>2. Assoc. Prof. Dr. (If any) |
| **Index Terms** | : | |
| **Distribution List** | : | 1. To the Institute of Graduate Studies of Istanbul Gelisim University<br>2. To the National Thesis Center of YÖK (Higher Education Council) |

*Signature*

*Name SURNAME*

**DECLARATION**

I hereby declare that in the preparation of this thesis / project, scientific ethical rules have been followed, the works of other persons have been referenced in accordance with the scientific norms if used,  there is no falsification in the used data, any part of the thesis /project has not been submitted to this university or any other university as another thesis/project.

Name Surname

DATE

TO ISTANBUL GELISIM UNIVERSITY

THE DIRECTORATE OF SOCIAL SCIENCES INSTITUTE

The thesis study of... .................... ...................titled as...................has been accepted as MASTER/PhD THESIS in the department of ECONOMY AND FINANCE by out jury.

*Signature*

Director ————————————

*Prof.Dr. Name SURNAME*

*Signature*

Member ————————————

*Prof.Dr. Name SURNAME*

(Supervisor)

*Signature*

Member ————————————

*Prof.Dr. Name SURNAME*

*Signature*

————————————

Member *Assoc. Prof. Dr. Name*

*SURNAME*

*Signature*

Member ————————————

*Dr. Name SURNAME*

(If any, Second Supervisor)

APPROVAL

I approve that the signatures above signatures belong to the aforementioned faculty
members.... / ... / 2020

*Signature*

*Title, Name SURNAME*

Director of the Institute

**İSTANBUL GELİŞİM UNIVERSITY**
**INSTITUTE OF GRADUATE STUDIES**


**NON-THESIS MASTER PROJECT REPORT**

| Student's | |
|---|---|
| Name and Surname | |
| Number | |
| Department | |

| Project | |
|---|---|
| Title | |
| Starting Date | |
| Completion Date | |

The project of the non-thesis graduate student whose name is written above was investigated in accordance with the Education and Examination Regulations of Institute of Graduate Studies of Istanbul Gelisim University by the advisor on …… /… / ……. at … : … and it was concluded that the project is

☐ **Successful,**

☐ **Unsuccessful,**

**Advisor's**

Title, Name and Surname:

Date:

Signature:

**(TEMPLATE OF ENGLISH SUMMARY PAGE)**

## SUMMARY

Summary pages are consisted of pages in which the scope and content of the thesis are summarized in a way which does not exceed 750 words and written in Turkish and English. In maximum, two pages are used for each language. Turkish version is in the first sequence, which is followed by English summary.

The words "ÖZET" in Turkish and "SUMMARY" in English are written in capital and bold letters in the upper middle part of the abstract pages.

**Key Words:** Thesis, Spelling

**(TEMPLATE OF TURKISH SUMMARY)**

## ÖZET

Summary pages is consisted of pages in which the scope and content of the thesis are summarized in a way which does not exceed 750 words and written in Turkish and English. In maximum, two pages are used for each language. Turkish version is in the first sequence, which is followed by English summary.

**Keywords:** Thesis, spelling

# TEMPLATE OF TABLE OF CONTENTS

## TABLE OF CONTENTS

## FIRST CHAPTER
## PURPOSE OF THE THESIS

## SECOND CHAPTER
## FIGURES AND CHARTS

## THIRD CHAPTER
## TEXTS

# ABBREVIATIONS

| | | |
|---|---|---|
| **APB** | **:** | Abnormal Personality Behaviour |
| **ÇFLA** | **:** | Çok Faktörlü Liderlik Anketi |
| **ESP** | **:** | Extra Sensory Perception |
| **ETA** | **:** | En Az Tercih Edilen İş Arkadaşı Anketi |
| **HRM** | **:** | Human Research Management |
| **KLA** | **:** | Karizmatik Lider Anlayışı |
| **LBDQ** | **:** | Leader Behaviour Description Questionnaire |
| **LPC** | **:** | The Least Preferred Co-Worker |
| **MLQ** | **:** | Multifactor Leadership Questionnaire |
| **NŞA** | **:** | Normal Şartlar Altında |
| **TLA** | **:** | Technical Leadership Analysis |
| **YSÜ** | **:** | Yeni Sanayileşen Ülkeler |

**(TEMPLATE OF TABLE /GRAPHIC/FIGURE)**

## LIST OF TABLES

# LIST OF GRAPHICS

# LIST OF FIGURES

# RESUME

**Personal Information**

| | |
|---|---|
| Surname, name | : |
| Nationality | : |
| Birth date and place | : |
| Telephone | : |
| Fax | : |
| e-mail | : |

**Education**

| Degree | Education Unit | Graduation Date |
|---|---|---|
| Master | | |
| Bachelor | | |
| High School | | |

**Work Experience**

| Year | Place | Title |
|---|---|---|
| | | |

**Foreing Language**

**Publications**

**Hobbies**