

ISTANBUL AYDIN UNIVERSITY

INSTITUTE OF GRADUATE STUDIES

THESIS WRITING MANUAL



SEPTEMBER, 2019

CONTENTS

I. RESEARCH OBJECTIVE, SCOPE AND DEFINITIONS	3
A. OBJECTIVE AND SCOPE	3
B. DEFINITIONS	3
C. BASIC PRINCIPLES.....	3
II. THESIS PROPOSAL PREPARATION.....	5
A. GRADUATE PROGRAM.....	5
B. PHD PROGRAM	5
C. COMPONENTS OF THE THESIS PROPOSAL	5
1. Title	5
2. Topic.....	6
3. Research Significance (Objective-Importance)	6
4. Field, Sources of Reference, Location-Duration and Support	6
5. Key Concepts and Definitions.....	6
6. Draft	6
7. Temporary References	6
III. FORMAT AND SPECIFICATIONS OF THE THESIS.....	7
A. PAPER AND TEXT SIZE	7
B. FONT.....	7
C. CHAPTERS, HEADINGS AND SUBHEADINGS	7
D. EXPLANATIONS AND FOOTNOTES.....	8
E. ALIGNMENT AND LINE-SPACING	8
F. PAGE NUMBERING	9
IV. PARTS OF THE THESIS	10
A. FRONT COVER PAGE	10
B. INNER COVER PAGE	11
C. APPROVAL PAGE.....	11
D. DEDICATION PAGE.....	11
E. PREFACE/ACKNOWLEDGMENT PAGE	12
F. ABSTRACT PAGE (TURKISH)	12
G. ABSTRACT PAGE (ENGLISH)	12

H.	TABLE OF CONTENTS PAGE.....	12
I.	ABBREVIATIONS PAGE.....	12
J.	LISTS (FIGURES, TABLES) PAGE.....	13
K.	THESIS BODY-TEXT.....	13
L.	BIBLIOGRAPHY PAGE.....	14
M.	APPENDIX PAGE	14
N.	CURRICULUM VITAE PAGE	15
V.	CITATION	16
A.	IN-TEXT CITATION.....	16
B.	CITATION BY FOOTNOTE	17
VI.	APPENDIX (SAMPLES)	20
VII.	BIBLIOGRAPHY	38

I.RESEARCH OBJECTIVE, SCOPE AND DEFINITIONS

A.Objective and Scope

The purpose of this manual is to regulate the writing principles for graduate theses and projects prepared at the Istanbul Aydın University Institute of Graduate Studies, in accordance with the Graduate Education and Training Regulations of the Istanbul Aydın University. This manual covers the provisions related to the preparation of MS and PhD theses prepared at the Institute of Graduate Studies of the Istanbul Aydın University.

B.Definitions

In this manual;

Institute refers to the Istanbul Aydın University Institute of Graduate Studies,

Senate refers to the Istanbul Aydın University Senate,

Department refers to the Departments with educational programs within the institute,

Thesis refers to Master's thesis and / or doctoral thesis, conducted at the Institute,

Project refers to the term project in non-thesis master's programs conducted at the Institute,

Thesis Writing Manuel refers to this Thesis Writing Manuel.

C.Basic Principles

The conformity of terms used in the thesis should be ensured. For instance, whichever term is preferred to be made use of in the thesis text should be held by instead of using different synonymous terms- such as ‘kanun’/‘yasa’, ‘tabiat’ /’doğa’, ‘teori’/’kuram’ (Exact citations from other sources are exceptions to this rule)

Conformity of style should be maintained in the theses.

In the theses, quotations and citations from one or more sources exceeding an entire page or longer, should not be given consecutively. Either quotations / citations should include criticism,

comments or explanations of the thesis author, or such extended quotations should be shown in the “Appendix” section of the thesis instead.

Scientific ethical rules must be regarded in the theses and plagiarism should be avoided.

The theses should be prepared by making use of an appropriate computer-based software and laser or ink jet-printers should be used for print-outs. Theses written on typewriters and dot-matrix-print-outs are not accepted.

The charts, figures and formulas mentioned in the thesis should be prepared on a computer. The shapes which cannot be created on computer should be drawn according to the principles of technical drawing, script and symbols are to be written with a template.

II.THESIS PROPOSAL PREPARATION

A.Graduate Program

Students who successfully complete the graduate courses and seminars, prepare a thesis proposal by the end of the 4th semester latest, including the subject, aim, importance, method and work plan of the research to be conducted under the supervision of the advisor and present it to the relevant department. The thesis proposal should follow the guidelines at <https://www.aydin.edu.tr/en-tr/academic/enstituler/socialsciences/Pages/bilgi-ve-belgeler.aspx>.

B.PhD Program

Students who successfully complete the doctoral courses and pass the proficiency exams whose thesis monitoring committee (TİK) have been determined are expected to prepare a thesis proposal including the subject, aim, importance, method and work plan of the research to be conducted under the supervision of their advisor within six months at the latest as of the date of their passing their proficiency exam. The thesis proposal should follow the guidelines at <https://www.aydin.edu.tr/tr-tr/akademik/enstituler/sosyalbilimler/Pages/bilgi-ve-belgeler.aspx>

C.Components of the Thesis Proposal

1.Title

A thesis title should be determined which clearly and precisely expresses the subject of the thesis. However, after the thesis proposal is granted accepted, depending on the course of the study, the thesis may be change maximum twice by proposal of the thesis advisor, thesis monitoring committee or the defence jury and by decree of the Board of Directors of the Institute.

2.Topic

This section specifies the subject that the thesis is related to and the field to research. It should be written in an elucidating clear and understandable manner and the margins of the research should be drawn explicitly.

3.Research Significance (Objective-Importance)

The aim of the thesis should be emphasized. In addition, the importance of the research should also be emphasized by mentioning previous studies on the subject whereby the authenticity of the research subject should be indicated.

4.Field, Sources of Reference, Location-Duration and Support

In the research, it should be stated whether archive and field research, literature review, or experimental studies shall be used and the estimated duration of each phase of the study should be indicated.

5.Key Concepts and Definitions

The subjects that the research focuses on are to be taken into consideration and the concepts which they will be based on are to be determined and defined.

6.Draft Plan

The chapters of the thesis form the draft plan of it. The introduction, general information, findings, conclusions and the recommendations sections should appear as main titles in this draft which is to be included in the thesis proposal.

7.Temporary References

In the thesis proposal, the main sources determined after the preliminary research on the chosen subject are to be listed under the header temporary references. These references are to be listed in accordance with the rules of referencing which are specified in this manual.

III.FORMAT AND SPECIFICATIONS OF THE THESIS

Theses conducted in the Departments of the Institute of Graduate Studies should be prepared according to the form requirements listed below.

A. Paper and Text Size

The thesis, which will be delivered to the institute and that is 100 pages and less, is to be printed single-sided on A4 sized (21 x 29.7 cm, 80 g/m²) high-grade white paper. The thesis which is over 100 pages is to be printed double-sided. In the thesis, which will be printed double-sided, the pages that are written with Roman numbers are to be printed single-sided. It is continued double-sided beginning from Introduction chapter. The margins are set to ‘‘Mirror Margins’’ from the ‘‘Page Setup’’ section. The bottom, top, and outside margins are set to 2.5 cm, and the inner margin to 4 cm. Words are not divided by hyphen, text is to be aligned by left and right margins in text of thesis (App-5)

B.Font

The general body of the thesis is written in Times New Roman, 12 font size, 1.5 line spacing, with right and left alignments. 14 font size is used in the thesis in Arabic. Bold letters are used in the headers. *Italic* characters can be used in only necessary cases (name in Latin, abbreviations, theory/description etc.) Fonts can be decreased to size 8 for tables and figures. One character space is left after punctuations. Symbols, formulas, graphics and tables in the thesis are done on computer without any font restrictions; manual corrections are not allowed.

C.Chapters, Headings and Subheadings

All headings such as abstract, acknowledgment, curriculum vitae, contents, list of figures, list of tables, abbreviations’ list should be capitalized, bold, in font size 14 and centered.

- Primary headings should be numbered with capital Roman numerals (I, II, III ...), in font size 14, left aligned, all words should be capitalized, bold and 72 pt space before, 18 pt after every heading.

- Secondary headings are numbered in capital letters (A, B, C ...), in font size 12, left-aligned, bold, and the first letter of each word is capitalized, and if there are any conjunctions such as ‘and’, ‘or’, ‘with’, they should be typed in lowercase and 18 pt space before, 12 pt after heading.

- Third ranking headings are numbered in Arabic numerals (1, 2, 3...), in font size 12, left-justified, bold, and the first letter of each word is capitalized. If there are any conjunctions such as ‘and’, ‘or’, ‘with’, they should be typed in lowercase and 12 pt space before, 6 pt after heading.

- The fourth ranking headings are numbered in lowercase Latin letters (a, b, c...), in font size 12, left-justified, bold, and only the first letter of the first word is capitalized, and 6 pt space before, 6 pt after heading.

- Fifth ranking headings are numbered in lowercase Roman numerals (i, ii, iii...) only the first letter of the first word is capitalized, all bold and in font size 12 and 6 pt space before, 6 pt after heading

- Headings cannot be written as the last line of any page. If 2 lines of text cannot be written after the heading, then the heading is also to be placed next page.

D.Explanations and Footnotes

Footnotes are given with a single line spacing of font size 10 and with a footnote number (1, 2, 3...) on top of the line in the relevant place in the text. Then, in the section separated by a footnote line with the same sequence number under the text, the source of the footnote is stated at the main text level. (i, ii, iii sequence is used for explanation footnotes). It is explained in detail in citation with footnote section.

E.Alignment and Line-spacing

The body text of the thesis is written with a spacing of 1.5 lines, justified on two sides, and 6 pt is left before and after paragraphs. No blank line will be left between paragraphs. The first line of paragraphs must be written from the left to begin with 1 cm. from the inside. But if the integrity of thesis is ruined (in case of poem etc.), with the suggestion of thesis advisor, first

line can be written without space and the body text of the thesis can be written centered or left aligned.

F. Page Numbering

All pages of the thesis are numbered excluding front cover page and inner cover page. Approval page is numbered but not shown. Apparent numbering begins with dedication page (ii). Page numbers are shown in the front part of the thesis with small Roman numerals (i, ii, iii, iv...) and (Beginning from front part of thesis) Latin numerals (1, 2, 3...) on the lower right corner on the pages containing the body text of the thesis. Front part of thesis consist of jury and institute approval page, dedication page, foreword, summary, abstract, contents and if exist abbreviations list, if exist symbols list, if exist figures list, if exist photographs list, and if exist tables list. Thesis must be written according to this sequence.

IV.PARTS OF THE THESIS

Parts of the thesis should be in accordance with the specified order in this section. In addition, a blank page should be added prior to the inner cover as well as after the resume page.

A.Front Cover Page

At the end of the thesis defence exam, a ready-coloured “Outer cover template” determined by the institute is used for the outer cover of a thesis in which all corrections have been completed and which has come to the stage of submission to the Institute. Blue cover is for master; and black is for phd.

- **ISTANBUL AYDIN UNIVERSITY INSTITUTE OF GRADUATE STUDIES** text is written 3 cm. below of upper edge.
- The title of the thesis is to be written between 8 – 11 cm. and fitted into three lines maximum from the upper edge. Font size is to be selected proportional with the title of the thesis.
- From the 15 cm. below of upper edge, “MASTER THESIS”, “DOCTORATE OF PHILOSOPHY”, “PROFICIENCY IN ART THESIS”;
- From the 16 cm. below of upper edge, author’s name and surname with the title which is given by **IAU Senate**
- From the 20 cm. below of upper edge, **Department :**
- From the 21 cm. below of upper edge, **Program :**
- From the 26 cm. below of upper edge, month and year of the delivery date of the thesis is to be written.
- Departments and programs are to be written with their exact names which is in the Institute Organisation Chart. (Food Safety and Nutrition, Food Safety, Business, Business Administration etc.)
- Defense date is written as month,year to the relevant Institute
- All the information on the cover page which will be hardcover must be written gilt.

- First letter of the author's name and surname, name of the thesis and acceptance date is included on the backpack cover. Text must be centered horizontally and vertically on the relevant section. The example below must be used.

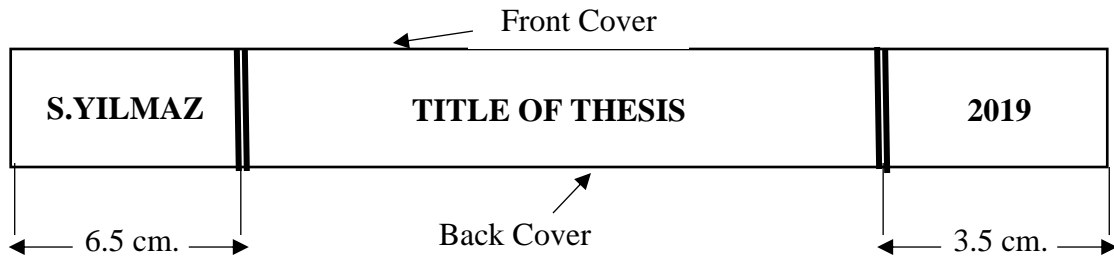


Figure 1 Thesis Backpack Example

B.Inner Cover Page

The inner cover of the thesis must be exactly the same as the outer cover and the same paper which was used in writing the thesis should be used. The text shown in **App- 4** is only to be found on the inner cover.

- Defense and submitted date is written as month and date to the relevant Institute.
- From the 17 cm. below of upper edge, (Student No)
- From the 23 cm. below of upper edge, Supervisor: (title with name and surname)
- After the inner cover page an additional Turkish inner cover page is to be added, which contains the same information, to the thesis that are written in English.
- On the inner cover page, student number is to be added below of student's name

C.Approval Page

This document, in which the name of the advisor is stated primarily, is followed by the names of the other jury members in order of the ranking of their titles. This document is added to the thesis after obtaining the written approval of the director of the institute and is signed. (**App- 6**)

D.Dedication Page

The candidate states that his/her work has been written by him/her without recourse to any assistance which is contrary to scientific ethics and traditions, and that he/she has demonstrated all the sources of his work in the bibliography and vouches for it with his/her dignity. (**App- 7**)

E.Preface/Acknowledgment Page

It is a page that can be included in the thesis by the joint decision of the researcher and his/her advisor. On this page, the researcher provides very short information on the thesis and thanks the people or organizations who have significant contributions to the thesis. Additionally, persons or organizations to which thesis is dedicated can be mentioned in this section. (App- 8)

F.Abstract Page (Turkish)

This page should contain the subject, problem area, method and results of the research and should consist of 250 words at least and 400 at most. This text, which is the abstract and summary of the thesis, does not include footnotes, figures and titles. The word “Keyword:” is written at the end of the summary in bold and five keywords are written, which should be separated by commas. In the thesis that are not in Turkish, abstract in original language should be written first, later abstract in Turkish follows. (App- 9)

G.Abstract Page (English)

This page consists of the translation of the summary text and keywords into; English for the thesis that are written in Turkish, Turkish for the thesis that are written in English and Arabic. Recognition of the research in international academic circles is ensured through this text abstract. (App- 10)

H.Table of Contents Page

This is an ordered list of all sections, chapters, titles and subtitles of the thesis wherein page numbers are stated. The table of contents in this manual which can be found in appendix section can be used as an example. It is to be written using the font size 12, in bold and with a spacing of 1.5 lines. Only first ranking headings are shown in bold. See also (App-11)

I.Abbreviations Page

All kinds of abbreviations used in the thesis text are to be stated on a page which is inserted in front of the thesis using clear expressions. When preparing abbreviations, 1 tab is left between

the abbreviation and its description, and 1.5 line spacing is used. The abbreviation is in bold, the description is written in the normal colour. (**App-12**)

J.Lists (Figures, Tables) Page

In Thesis/Report figure, photo and table, if used, a separate directory is created for each one. In thesis all maps, diagrams, pictures is to be classified as figure. Each table, diagram, map, etc., without the section number, must take a number within the order (Figure1, Figure2),(Table 1, Table 2...). Tables and figures, with satisfying page layout basics, must be placed on the page that they first mentioned or next page in the text. Explanation and number of every figure as well as photo is written below, but every table's is above. The following sample must be used. 6 pt space must be left before and after explanation text. (**App-12, App-13**)

In the thesis 6 pt space is left before and after equations. Numbering of equations is again given, without the section number, centered, within the numeral sequence (Equation 1, Equation 2...)

Table 1 Sample Table

Sample Table	Column1	Column2	Column3	Column4
1	Line A	Line A	Line A	Line A
2	Line B	Line B	Line B	Line B

K.Thesis Body-text

Every symbol will be defined on the page that is first mentioned. In the thesis, first person narration will not be used excluding preface and footnotes.

Introduction: In the introduction section, scientific problems intended to be solved in the study should be defined thoroughly and the theoretical framework, short description of the sections, methods and techniques should be adequately explained.

Chapters: After the introduction, sections of the thesis are included. Sections of the thesis, depending on the level of detail required, reveal the knowledge and explanations that will lead to the conclusion of the thesis in accordance with the order of thought.

Conclusion and Proposals: The last part of the text section carries the title "Conclusion and Proposals". Here, starting with the statement of purpose and/or hypothesis of the thesis, described in the introduction, the conclusion reached in the thesis within the framework of the

limitations of the thesis is explained based on the obtained results in various chapters of the thesis. These explanations are supported by a variety of suggestions that will shed light on later work if possible or necessary. In addition, if there are any unresolved problematic in the research conducted, information about how they might be resolved in the future is suggested. (App- 11)

L.Bibliography Page

Bibliography heading should be first level. About the sources that are cited in the thesis, the full bibliographic identities given in the footnotes on the references are reflected under six headings, each of which is in accordance with the alphabetical order in itself. Also, in the bibliography, there should be a 6 pt. space between the subheadings. In addition, even if reference is given via the APA (in-text citation) method, references are given in detail in the bibliography. However, in the bibliography, the surname of the authors of the sources is written in capital letters. In the bibliography, the name of the book (in bold letters), the place of publication, the institution/publisher and the year of publication are written. If the translation is a book, the name of the translator is also included between the book name and the place of publication. If the author is uncertain, the name of the book is given in bold letters later publisher and year of publishing. After the surname and name of the author, the name of the article in quotes, the name of the magazine (in bold letters), volume, number, year and page numbers are given. For books in bibliography, page numbers are not given. However, the articles are specified in which pages of the magazine the article is published. The electronic sources in the bibliography section, of which their author is uncertain, should be written as URL-1, URL-2 the page order according to the sequence in the thesis. (App- 15)

M.Appendix Page

In the main body of the thesis, additional information and documents, such as drawings, plans, drawings, questionnaires, tables, figures, maps, archives, agreements and research subjects, which are too long and large to be given in the form of footnotes, direct quotations, figures or tables, are presented in this chapter.

In the figures that are more than one page, same figure number and caption should be written on the second page. Between the figure number and caption, (devam) should be written in parenthesis for the thesis that are written in Turkish; (continued) or (cont.) should be written for English thesis.

N. Curriculum Vitae Page

This page consists of a short biography with the researcher's curriculum vitae, educational and professional background, achievements, awards and publications. (**App- 16**)

V.CITATION

A.In-Text Citation

In the thesis, quotations from other sources are either transferred exactly or are paraphrased in the by the thesis authors own words, provided that the content remains unchanged. In both cases, the source of reference (including text, tables, figures etc.) must be stated.

Citation in Text: the in-text reference style, known as the APA method, is referred to in the following order; the last name of the author of the cited work, the publication date of the work, and the corresponding page number of the work by using parentheses (brackets).

When an in-text citation is to be made, immediately at the desired commencement of citation, -within the sentence or after the sentence is completed- the parentheses is opened and the author's surname (capital letter) is stated followed by a comma and then the date of publication (or when the work was written) is specified; after stating the information of the date follows a colon (:) and the corresponding page number of the citation is given right before the parentheses is closed. If the citation is made after the sentence has been completed, the period comes after the parenthesis and then a new sentence is commenced. If the reference corresponds to an entire work, only the surname of the author and the year of publication of the work are to be stated within parentheses (brackets). If there is no date of the referred work available, the abbreviation n.d (no date) is indicated instead of a date. If there are multiple authors, only the name of the first author is stated followed by the abbreviation et al. is use which stand for “and others” or etc. If more than one work of an author published in the same year is used, letters such as ‘a’, ‘b’, ‘c’ are placed on the right side of the publication year. In indefinite books, the author is given in parentheses with the publication year and page number, with the book name enclosed in quotation marks instead of the author. The name of an institution referred to for the first time should be written out completely whereas an abbreviation (such as TDK and TTK) can be used for further reference. For translations, just like for other texts, references are indicated by stating the main author, not the translator of the book. In this case, the translator is not mentioned in the text but in the bibliography, which is the end of the thesis. References to encyclopaedias, articles and book chapters are also referred to by stating the last name of the

relevant articles, articles or sections author. (**App- 1**). Then, detailed information about the source of the relevant article, article and section (full citation) is stated in the bibliography (**App- 15**). References to internet sources should be in the form of only stating the domain address and access date if referred to within the text body. Then, the full address should be stated in the bibliography. A court decision referred to for the first time within the thesis is shown in a detailed manor, for further reference it may be indicated as abbreviation.

For music and other audio recordings, the last name of the songwriter, the name of the song, and the year of copyright are stated in parentheses (brackets). If the author and commentator are different: the last name of the presenter is taken into account. In this case, in the bibliography, it should be stated in the order as follows; the Artist/Composer, the album name (CD, Record, DVD, Cassette), Recording Place: Name of the Music Company (recording date). (**App- 1**)

The bibliography notation is the same in both APA and the footnote method. It should be in accordance with the samples in (**App- 13**).

B.Citation by Footnote

The Place and Numbering of the Footnote in the Text

Footnotes are placed at the bottom of the last line of the text on each page, and this section is separated from the text with a short line starting from the left side of the page. Footnotes are placed in this section in accordance with a consecutive numbering order. The footnotes should be numbered starting with 1 from the beginning of the thesis and followed though by consecutive number giving till the conclusion and proposals chapter. Except for those given for reference or explanation, only footnotes given to illuminate a concept are indicated with symbols such as *, ** instead of numbers.

Citation Footnotes: If the citation footnotes are referred to the relevant source for the first time, this reference includes all available bibliographic information about the work and the referencing order is as follows; author name and surname, work name, publication drafter (or editor), translator or illustrator name and surname, volume, number of prints, serial name, place of publication, publishing house, date of publication), volume number and page numbers. If the source given in the next footnote is the same as the previous source, “op. cit.” is the abbreviation for “a fore mentioned work”

Author Name: In the footnote, the author’s name is stated first, and then follows the surname, as given on the inner cover of the source book.

In works with two or three authors, the name of each author is stated in the order given on the inner cover of the work by placing commas between the names. For works with more than three authors, only the name and surname of the primary author is stated after which the abbreviation “etc.” is used to indicate the other authors meaning “and others”.

If there is no author name available on the inner cover of the cited work and the author / name of the work cannot be determined from other pages and sources, then the footnote begins with the title of the work. If the author's nickname is used in the inner cover, the name is also given in the footnote.

Book Name: The name of the book is given as it is on the inner cover of the attributed work. However, if the book name consists of both the principal name and the complementary second and/or third names, then colons are placed between the principal name and the complementary middle name, even if not on the inner cover. Thus, the mixture of the original and complementary name is prevented.

In footnotes, book names are written in bold letters and a comma is placed immediately after the book name.

Periodical Publication Names: Like book names, they are written in bold. Names of the Editor, Translator, Illustrator, etc: After the titles of the works such as books and articles, if any, the person (s) mentioned above is indicated by a colon. If desired, these function names can also be abbreviated as ‘Ed., Trans, ill’.

Volume, Printing and Publishing Information: In footnotes, the volume, printing, and publication information are given in a certain order after the name of the author, the name of the work, the names of the people who translate, draw, and prepare.

Volume Information: Volume information applies to books cited in general. If a book is only one volume, no volume information is given. If the book consists of more than one volume, a comma is added after the number of volumes is given, and if any, the number of prints are given.

Print information: If the cited work is the first edition, the number of prints is not indicated in the footnote. However, if the 2nd or later editions of the work have been used, then the number of editions is indicated as 2nd edition, 3rd edition.

Publication Information: This information consists of the place of publication of the cited work, the organization that published the work and the date of publication of the work. A comma is placed between the publishing place and the publisher. If there is no place of publication in the cited work, this is indicated by the abbreviation ‘s.l.’ (no publishing place), if there is no name of the publishing house, this is indicated by the abbreviation “ s.n.” (no

publisher), and if there is no date of the publication, this is indicated by the abbreviation “ n.d. ’(no date) unless the publication date is specified.

Transfers from the Second Source: Information should be in the form of Surname of the author, First Name of the author, Title of the Book, (number of editions), Publisher, Place and Year of the publishing, Page number.

Article name: A comma is placed after the name of the article author (s).After the comma, the article name is given in double quotes. A comma is placed after the article name.

Thesis Name: Names of unpublished theses are given in double quotes such as article name.

Names of Encyclopedia Articles: It is given as an article name.

Volume and Page numbers: In order to show which volume of books, periodicals, encyclopedias and thesis are quoted in footnotes, the related volume number is given with a capital Roman number. A comma is then placed, followed by a quoted number, comma, year of publication, comma, number of pages.

Citations to Archive Documents: In the footnotes given for such references, the disclosure, document date, archive and if any file numbers are indicated. Citations to Newspaper Articles or News: In the references to newspaper articles and news, the rules specified for periodicals are applied. However, in both cases, after the article or news title, the name, day, month, year and page of the relevant newspaper are indicated.

Footnotes on Electronic Resources: Internet address is given. Later source is given in detail on bibliography page.

Research report: The sequence is Author's Name and Surname, Title of the Report, Place and Year of Publication.

Court verdicts: the sequence is: Name of verdict-making authority, Date of verdict, verdict basis, verdict number.

Music and other audio recordings: the sequence is: The name of the songwriter, the surname, the name of the song, the year of copyright.

Other Rules: In the citation footnotes, the bibliographic information is abbreviated when the second or more references to the same source are required. Author's last name, comma, said article) or said work, comma, page number is given in the form. If another work of the same author enters between the same work or article, the author's surname, comma, appropriately abbreviated name, comma, page number are given. The preferred abbreviation method is applied throughout the thesis. (App-2)

VI.APPENDIX (SAMPLES)

Appendix-1: Examples of citations in the text

a) Reference to a single author book;

(Mahmutoğlu, 1987), as stated in each section of the state, including minorities in their own language education has been given the opportunity.

Every section, including minorities within the state, has been given the opportunity to education in their own language (Mahmutoğlu, 1987: 97-99).

b) Reference to books with more than two authors;

Canterbury Tales is one of the first examples of English literature (Evans et al., 1967: 150).

c) Citation from the second source;

Yıldırım (2011, Karaca, 2018: 138) described how to defend the city against Gilgamesh attacks by the king of the city of Uruk

d) Translation book;

According to Baines (1986: 38), the most important reason for the defeat of the Egyptians against the Hyksos was that they were technically behind their enemies with bronze and iron weapons and armor.

e) Encyclopedia article, compilation and chapter in the book:

The tradition of statism in Ancient Turks was very developed. (Kosar, 2005: 520)

f) Showing multiple sources together:

The issue of straits is described in detail in many sources (Jia, 1998: 112; Rozakis, 1987: 98).

g) Anonymous or author undetermined book

... (French Effects in Turkish Literature”, 1967: 59).

h) The book published on behalf of the Institution:

The first time... (Turkish Aeronautical Association, 2005: 24)...; in the next... (TAA 2005: 24)...

The first time... (Turkish Language Association, 2005: 23)...; in the next... (TLA 2005: 23)...

i) Citing multiple books of the same author:

Ekrem (2006a: 12, 2006b: 34) examined the Middle East policies of the Republic of China in detail.

Gündüz's studies (2005: 56, 2008: 70) provide basic information about international law in detail.

j) Research report

(Can, 1971)

k) Court verdict

The verdict of the 10th Criminal Chamber of the Supreme Court of Appeals dated 16.02.1995 and numbered 1995/1201 Principal and 1995/2033 is given as follows: (Court of Appeals, 10.16.02.1995 T., 1995/1201 E .; 1995/2033 N).

l) Archive document (year, archive no.):

(State Planning Organization, 1990: 3)

m) Interview (newspaper, television and radio):

(China Daily, 2004)

As Karakoç (Face-to-face interview, 01.05, 1986) makes it clear that “.....”
In his article “China’s Dangerous Game Smith (The Wall Street Journal 12.11.2004), Smith ...
As stated in Iran State Radio (26.06.2007) ...

n) Film, TV series and television programs:

Crowe (2014) deals with the Gallipoli War from a different angle in his film “Last Hope”.

(Examination, “Crazy Heart” 1998: b. 11)

o) Electronic Source:

(Chinadaily.com.cn, 2012)

p) Single author article:

(Kaya, 2006:71)

q) Articles with more than two authors:

(Kaya, et al., 2006:64)

r) Translation article:

According to White (1967: 15), J.J. Rousseau's social pact is one of the important ideas that led to the French Revolution.

s) Music and other sound recordings:

(Kayahan, Benim Penceremden, 1995)

t) Papers and posters published in the proceedings:

(Erdem,2005: 54-63)

u) Unpublished papers and posters:

(Kaya, 2006: 58)

v) Unpublished postgraduate thesis:

(Yıldırım, 1993: 75)

Appendix-2: Examples of Citation Under Text

a) Reference to the book;

Desmond Dinan, **European Union History**, Istanbul, Kitap Publishing, 2008, p.52.

Christos L. Rozakis and Petros N. Stagos, **The Turkish Straits**, Martinus Nijhoff Pub., 1987

Mahmut Belik, **Legal Status of the Turkish Straits**, Sermet Printing House, Istanbul, 1962

Selami Kuran, **International Maritime Law**, Turkmen Bookstore, Istanbul, 2009, p.23

Richard C. Hall, **Balkan Wars 1912-1913, Rehearsal of World War I**, Trans. M. Tanju Akad, Istanbul, Homer Publishing, 2003, p.38.

Communication in 20th Century Society, Varlık Publications, 1962, p.234-235.

b) Citing the article in the periodical,

Aslan Gündüz, "Aegean Sea Continental Shelf and Some Thoughts", **International Law and International Private Law Bulletin**, volume 3, number 2, 1983, p.69.

Anıl Kaya, Aslan Gündüz et al., "The Great Middle East Project and North Africa", **National Strategy Magazine**, volume 2, number 1, 2006, p.34.

Yayci Jihad, "Sharing the Marine Jurisdiction Issue and Turkey in the eastern Mediterranean," **Wise Strategy**, Volume 4, Number 6, 2012, p.11.

c) Transfer from the second source,

Recep Yildirim, **Ancient History and Civilizations**, Izmir, Yildiz Publications, 2011, p.73, Baris

Ozdal transferred, **Diplomatic History I**, 3. Bsm., Dora Publications, Bursa, 2018, p.138.

d) Reference to the encyclopedia,

Mehmet Ali Koşar, "Structure of the State in Ancient Turks", **History of Turkish State**, III. Vol. Mustafa Selim, Istanbul, IQ Publications, 2005, p.520.

e) Reference to electronic source,

<http://www.chinadaily.com.cn/china/2011-10/10/content.13859447.htm>,

<http://www.ntvmsnbc.com/id/25164086>

f) Research report:

Tevfik Can, "Republic of China Foreign Trade and Turkey's Place" SPO: 1076-IPD: Report No. 318, SPO publishing, July, 1971.

g) Archive document:

State Planning Organization Archive, SPO: 1076- IPD: 318 report

h) The book published on behalf of the Institution:

For the first time:

New Writing Guide, (6th Edition), Turkish Language Association, Ankara 1980, p. 120.

When it's cited later: TDK, 1980, p. 120.

j) Citation in the source (book, article) repetition under the text,

If no other work of the same author has been inserted or only one work is cited

Belik, **op. cit.**, p.20. , Gündüz, **op. cit.**, p. 127.

If another work of the same author has been inserted,

Belik, **Türk Boğazlarının Hukuki Statüsü**, p.230

k) Interview, newspaper, etc. reference,

Ekrem Oğuz, Sadık Karakoç ile yüz yüze mülakat, Sabah Gazetesi, 01. 05. 1986

İran Devlet Radyosu, 26 June,2007.

J. Smith, "China's Dangerous Game", The Wall Street Journal, 12.11.2004

"Smile Diplomacy", The Economist, 31 March 2007.

Vatan Gazetesi, 09 August 2003.

l) TV show, series, movies ...

Russel Crowe, "Son Umut", Motion Picture, 2014.

K.S. Bright, "Friends", TV Series, İstanbul, DIGITURK, Dizi Max, 1994.

m) Court Decision:

When it's cited first time: Decision of the 10th Criminal Chamber of the Supreme Court of Appeals dated 16.02.1995 and numbered 1995/1201 and 1995/2033.

When it's cited later: Y.10.16.02.1995 T., 1995/1201 E.; 1995/2033 K.

m).Music and other audio recordings:

Kayahan, Benim Pencereyden, İstanbul, Raks Müzik Yapım San. Ve Tic. A.Ş, 01.01.1995.

n) Unpublished graduate thesis:

(Mustafa Yıldırım, "The Role of T.S. Elliot in English Poetry", University of Cambridge, 1993,p.75)

o) Translated book or article:

Jack London, “The Road”, (Trans. Mert Hüseyin Ergül), Maviçatı publishing, 2016, p.23

p) Papers and posters published in the proceedings:

Mehmet Erdem, “A General Review of the Verdicts of European Court of Human Rights between the years 1990-1999”, Akademi ve Hukuk Journal, İstanbul, 2005, pp.54-63

r)Unpublished paper or poster:

Mehmet Kaya, “National Economy Policies in the Years 1930-1940”, 9th National Economy Meeting, 2006, p.25

Appendix-3: Front Page Sample

**T.C.
ISTANBUL AYDIN UNIVERSITY
INSTITUTE OF GRADUATE
STUDIES**



**THESIS TITLE
IF REQUIRED SECOND LINE
IF REQUIRED THIRD LINE, FIT IN THREE LINES**

Only name and
surname will be
stated,
title will not be
stated.

This is a note,
please delete it
before printing

MASTER'S THESIS/ TERM PROJECT

Student Name SURNAME

The first letters
of each word is
capitalized and
other letters are
in lowercase.

This is a note,
please delete it
before printing

**Department of Business
Business Administration Program**

MONTH/YEAR of THESIS DEFENSE

Appendix-4: Inner Page Sample

**T.C.
ISTANBUL AYDIN UNIVERSITY
INSTITUTE OF GRADUATE
STUDIES**



**THESIS TITLE
IF REQUIRED SECOND LINE
IF REQUIRED THIRD LINE, FIT IN THREE LINES**

Only name and
surname will be
stated,
Title will not be
stated.

This is a note,
please delete it
before printing

The information
here will be
available only on
the innercover.
This is a note,
please delete it
before printing

MASTER'S THESIS/ TERM PROJECT

**Student Name SURNAME
(Student Number)**

Department of Business

Business Administration Program

Thesis Advisor: Prof. Dr. Name SURNAME

**Department:
Program:**

MONTH/YEAR of THESIS DEFENSE

The first letter
of each word is
capitalized and
other letters are
in lowercase.

This is a note,
please delete it
before printing

Appendix-5: Page Format Sample (Double Sided Print)

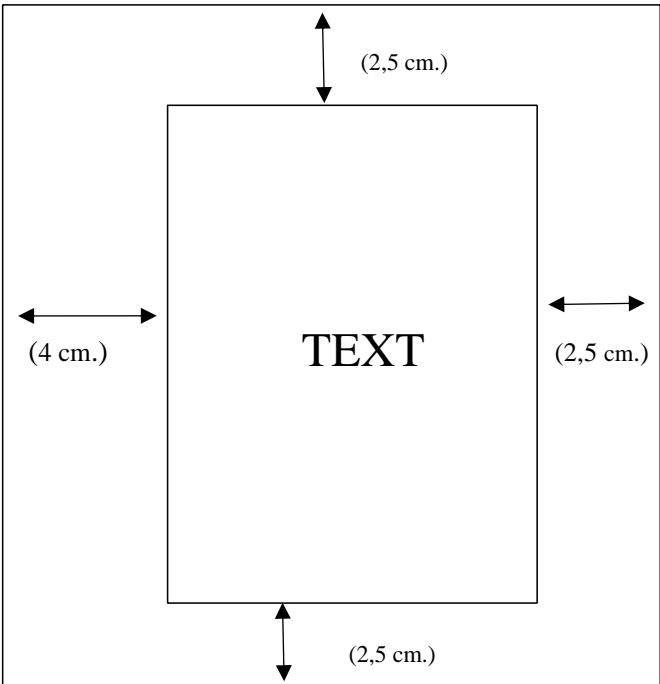


Figure 2 Front pages of thesis

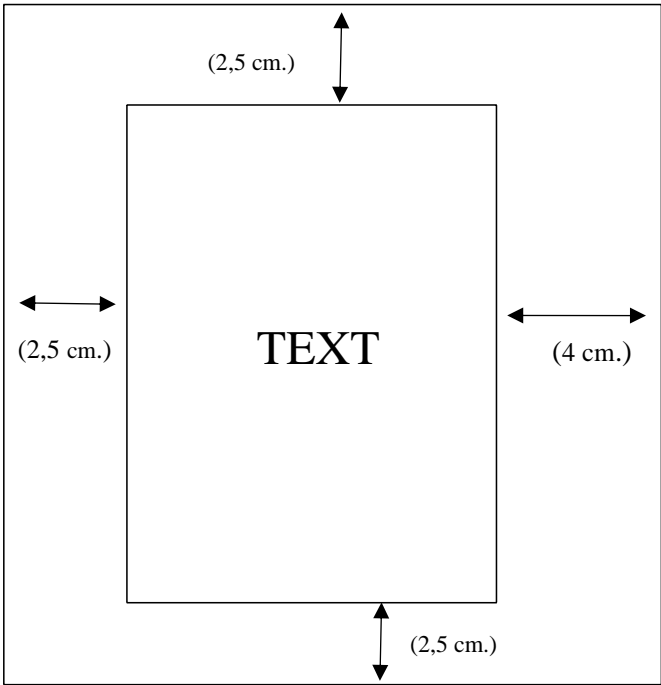


Figure 3 Back pages of thesis

Appendix-6: Master / PhD Thesis Acceptance and Approval Page (5 Persons Jury)

....., Master/Phd Student of IAU, Institute of Graduate Studies
numbered has successfully presented his/her thesis titled as
“.....” after fulfilling all the requirements stipulated by the relevant
regulations in front of the jury.

Thesis Advisor: **Prof.Dr. Name SURNAME**
Istanbul Aydın University

Co-Advisor : **Prof.Dr. Name SURNAME**
(If available) Istanbul Aydın University

Jury Members : **Prof.Dr. Name SURNAME**
Istanbul Aydın University

Prof.Dr. Name SURNAME
Istanbul Aydın University

Prof.Dr. Name SURNAME
Istanbul University

Prof.Dr. Name SURNAME
Istanbul Aydın University

(If available)

This is the
date when the
first white-
covered thesis
was
submitted.

This is a note,
please delete
it before
printing

Due Date: **15 August 2019**

Defense Date: **1 September 2019**

Appendix-7: Dedication Page Sample

DEDICATION

I hereby declare with respect that the study “.....”, which I submitted as a Master / PhD thesis, is written without any assistance in violation of scientific ethics and traditions in all the processes from the Project phase to the conclusion of the thesis and that the works I have benefited are from those shown in the Bibliography. (.../.../20...)

Candidate / Signature

Appendix-8: Preface Sample

PREFACE

The texts in the Preface section are written with 1.5-line spacing. The preface, written as the first page of the thesis, does not exceed two pages.

The institutions that support the thesis and those who help them are given credit in this section. Under the preface text, first and last names are written right aligned and the date, in the form of month year, left aligned. These two elements are aligned.

Septetmber 2019

Name Surname

Appendix-9: Abstract Page in Turkish

THESIS TITLE IN TURKISH IS WRITTEN ABSTRACT

This page should contain the subject, problem area, method and results of the research and should not exceed 300 words. This text, which is the essence and summary of the thesis, does not include footnotes, figures and titles. At the end of the abstract, “Keywords:” is written in bold and the keywords are written between three and five words separated by commas

Keywords: Word 1, Word 2, Word 3...

Appendix-10: Abstract Page in English

THESIS TITLE IN ENGLISH HERE ABSTRACT

This page consists of translation of the summary text and keywords into a foreign language (usually English). It should be prepared according to the same rules as the Turkish abstract. The recognition of the research in international academic areas is obtained through this text abstract.

KeyWords: Word1, Word2, Word3...

Appendix-11: Table of Contents

CONTENTS

DEDICATION PAGE	ii
PREFACE.....	iii
ABSTRACT.....	iv
ABSTRACT (TURKISH).....	v
CONTENTS.....	vi
LIST OF FIGURES	vii
LIST OF TABLES	viii
I. INTRODUCTION (FIRST RANKING HEADING– BOLD AND CAPITAL LETTERS).....	1
A. Second Ranking Heading (All First Letters in Capital)	2
B. Second Ranking Heading	2
II. NEW CHAPTER	7
A. Second Ranking Heading	7
1. Third ranking heading (Only first letter in capital)	17
a. Fourth ranking heading (Only first letter in capital).....	18
2. Third ranking heading	19
a. Fourth ranking heading	19
b. Fourth ranking heading	19
III. NEW CHAPTER.....	35
A. Second Ranking Heading (All First Letters in Capital)	35
B. Second Ranking Heading	40
1. Third ranking heading	41
V. CONCLUSION AND PROPOSALS.....	101
VI. BIBLIOGRAPHY.....	111
APPENDIX.....	112
CURRICULUM VITAE.....	112

Appendix-12: List of Figures Sample

LIST OF FIGURES

Figure 1 Thesis Backpack Example 11

Figure 2 Front pages of thesis.....28

Figure 3 Back pages of thesis28

Appendix-13: List of Tables Sample

LIST OF TABLES

Table 1 Sample Table 13

Appendix-14: Abbreviation Sample

LIST OF ABBREVIATIONS

AIC	: Akaike Information Criteria
ANN	: Artificial Neural Network
App	:Appendix
BP	:Back propagation
CGI	: Common Gateway Interface
ESS	: Errorsum-of-squares
GARCH	: Generalized Autoregressive Conditional Heteroskedasticity
GIS	: Geographic Information Systems
HCA	: Kmeleme Analiz
Mbps	: Megabits per second
St	:Station

Appendix-15: Reference Sample

VII.BIBLIOGRAPHY

BOOKS

ARMAOĞLU Fahir, **19. Yüzyıl Siyasi Tarihi (1789-1914)**, İstanbul, Alkım Publishing House, 6th Edition, 2010.

BAYUR Yusuf Hikmet, **Türk İnkılabı Tarihi**, Vol. 2, Ankara, Turkish Historical Society Press, 3rd Edition, 1991.

“Dünyadaki Yeni Güç Çin Tek Kutuptan Çift Kutuba”, IQ Publications, İstanbul, 2005.

EVANS David C. and PEATTIE Mark R., **Kaigun: Strategy, Tactics and Technology in the Imperial Japanese Navy, 1881-1941**, Annapolis, Naval Institute Press, 1997.

HALL Richard C., **The Balkan Wars 1912-1913, Prelude to the First World War**, Translated by M. Tanju Akad, İstanbul, Homer Publishing House, 2003.

ARTICLES

MICHALOPOULOS Dimitris, “The Salonica Issue and The Balkan Wars”, **Journal of Balkan Research Institute**, Vol. 1, Issue 1, December, 2012, Pages 57-65.

SHICHOR Yitzhak, “Unfolded Arms; Beijing’s Recent Military Sales Offensive”, **Pacific Review**, Vol. 1, 1988, p.43.

TURAN Şerafeddin, “1829 Edirne Antlaşması”, **Journal of Ankara University Faculty of Languages, History and Geography**, Vol. 9, Issue 1-2, March-June 2001, p.11,p.151.

ENCYCLOPEDIAS

KOŞAR Mehmet Ali, “Eski Türklerde Devlet Yapılanması”, **Türk Devlet Tarihi**, 3rd Ed. Mustafa Selim, İstanbul, IQ Publications, 2005, p.520

ELECTRONIC SOURCES

ABBASOV, T., “Benzersiz Özellikleri ve Uygulamalarıyla Manyetik Sıvılar”, Bilim ve Teknik, <http://www.bilimteknik.tubitak.gov.tr/makale/benzersiz-ozellikleriyle-ve-uygulamalariyla-manyetik-sivilar>, (Access Date: 19 July 2019).

URL-1 “100 million farmers to move to urban areas next decade”, China Daily, <http://www.chinadaily.com.cn/china/2011-10/10/content.13859447.htm>, (Access Date: 1 March 2012).

URL-2 “Suriye’ ve Rumlardan Kızdıracak Anlaşma”, 24 December 2010, (Online) <http://www.ntvmsnbc.com/id/25164086>, (Access Date: 1 January 2010).

DISSERTATIONS

YILDIRIM Mustafa, “The Role of T.S. Eliot in English Poetry”, (Unpublished PhD Thesis), Department of Literature, Cambridge University, 2003.

OTHER SOURCES

CAN Tevfik, “Çin Halk Cumhuriyeti Dış Ticareti ve Türkiye’nin Yeri”, DPT: 1076-İPD: Report No 318, DPT Publishing, July 2002.

CROWE Russell, “The Water Diviner”, Cine Film, USA - Australia, 2014.

10th Criminal Chamber of the Supreme Court Ministerial Decree dated 16.02.1995 and no. E. 1995/1201 and K.1995/2033: Ministerial Dec

KAYAHAN, Benim Pencereyden (From My Window), İstanbul, Raks Music Production Industry and Trade Inc. Company, 1995, January 1.

OĞUZ Ekrem, Face-to-face Interview with Sadık Karakoç, Sabah Newspaper, 1986, May 1.

Appendix-16: Curriculum Vitae Sample

CURRICULUM VITAE

Name Surname :

Date and Place of Birth :

E-mail :

EDUCATION :

- ☐ **Bachelor** : Graduation year, University, Faculty, Department
- ☐ **M.A** : Graduation year, University, Department, Program

PROFESSIONAL EXPERIENCE AND AWARDS:

PUBLICATIONS FROM DISSERTATION, PRESENTATIONS AND PATENTS:

- ☐ Ganapuram S., Hamidov A., Demirel, M. C., Bozkurt E., Kindap U., Newton A., 2007. Erasmus Mundus Scholar's Perspective On Water And Coastal Management Education In Europe. *International Congress - River Basin Management*, March 22-24, 2007 Antalya, Turkey. (**Presentation sample**)
- ☐ Satoğlu, Ş.I., Durmuşoğlu, M. B., Ertay, T. A., 2010. A Mathematical Model And A Heuristic Approach For Design Of The Hybrid Manufacturing Systems To Facilitate One-Piece Flow, *International Journal of Production Research*, 48(17), 5195-5220. (**Article Sample**)
- ☐ Chen, Z., 2013. Intelligent Digital Teaching And Learning All-In-One Machine, Has Projection Mechanism Whose Front End Is Connected With Supporting Arm, And Base Shell Provided With Panoramic Camera That Is Connected With Projector. Patent number: CN203102627-U (**Patent Sample**)

OTHER PUBLICATIONS, PRESENTATIONS AND PATENTS