



**ANTALYA BILIM UNIVERSITY
INSTITUTE OF POSTGRADUATE
EDUCATION
DISSERTATION/GRADUATION PROJECT
GUIDELINES**

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**REPUBLIC OF TURKEY
ANTALYA BILIM UNIVERSITY
THESIS/DISSERTATION GUIDELINES**

I. OBJECTIVE AND SCOPE

Dissertations and term projects are important elements of undergraduate education. In these studies, students are expected to produce scientific research on a topic of their choice by synthesizing all the knowledge they have acquired throughout their education. They are also expected to carry out this study within a certain framework from beginning to end.

In addition to the fundamental stages of selecting a topic, creating the hypothesis and collecting resources, the writing component constitutes a major part of dissertations and term projects. In order to ensure that students understand which writing techniques should be used and how to implement those techniques, a set of guidelines has been prepared.

These guidelines define the rules and principles that will ensure standardization during the preparation of master's dissertations and term projects that will be conducted by the departments of ABU Institute of Postgraduate Education.

II. GENERAL ORGANIZATION

2.1 Language and Spelling

Simple language should be adopted. Sentences should be brief and to the point. It is important to avoid using outdated words and pay attention to grammar rules. When using abbreviations, the relevant word should be written in brackets after the first use (For example, European Union (EU)). In the rest of the paper, only abbreviations should be used. It is important to avoid starting a sentence with a number. Conjunctions such as “and” and “with” should be written in lower case letters in titles. Personal suffixes should not be used, and passive structures should be used wherever possible. For example, “it has been studied”, should be used instead of, “I have studied.”

2.2 Properties of the Paper

White, high-grade A4 paper (210 mm x 297 mm, 75-80 gr./m²) should be used. Only one

side of the page should be printed on.

2.3 Page Layout

There should be margins of 3.0 cm, 2.5 cm, 3.5 cm and 2.5 cm from the top, bottom, left and right sides of the page respectively. As the total volume of dissertations is larger than that of term projects, students writing dissertations may leave a 4 cm margin on the left side of the page which will allow for binding. There should be 2.5 cm margins on the left and right sides of the cover page . There should be a 2-line spacing before a title and a single line spacing after a title. Each main part should start on a new page, leaving a 2-line spacing from the top. The title of a new topic should not be written on the last line of the previous page. The text should be written with 1.5 line spacing. Information above and below tables and figures should be written with single line spacing. To avoid leaving empty lines, line spacings that correspond with 1.5 and 2-line spacings can be automatically obtained by selecting “6 pt” and “12 pt” for the “before” and “after” spacings (respectively) in the paragraph settings in Microsoft Office Word. By using this technique, all line spacings in the text will be set accordingly. This will not only save time, but also ensure that the writing part of the study is systematically organized and therefore correctly laid out from beginning to end.

Dissertation must be written in a comprehensible way (Turkish or English) in accordance with the dissertation writing rules.

2.4 Font Type and Size

Dissertations should be written using the “Times New Roman” font on a computer. Only one side of the page should be printed on.

Information on the cover should be written in 14p (font size). All titles and texts in the rest of the paper should be written in 12p, and the titles of main parts should be in 14p. Information in tables and figures should be in in 11p, and footer and header notes on tables and figures should be in 10p. Lastly, footnotes should be written in 10p.

2.5 Paragraphs

The whole text should be justified to both sides, including the titles. The first line of the paragraphs should be indented (1.25 cm).

2.6 Binding and Copying

Dissertations and projects should be bound and collected into a book. All copies must be identical.

III. PARTS OF A DISSERTATION/PROJECT

Primarily, scientific research consists of the research topic, analysis, data and findings, and assessment of the results. Working in accordance with form, writing and citation rules is as equally important as content when presenting scientific research. Organization of the research in accordance with those rules provides insight as to how solid and consistent the study is, how much effort has been made and whether the topic has been researched within a certain system. It also makes it easier for readers to understand the content of the scientific research. The following order should be followed when writing a dissertation/project.

3.1. Front Part

- **Outer Cover**
- **Inner Cover**
- **Approval/Feedback Page**
- **Abstract (Turkish) Page**
- **Abstract (English) Page**
- **Preface**
- **Index**
- **Figures**
- **List of Tables and Figures**
- **List of Abbreviations and Symbols**

3.2. Main Part

- **Introduction**
- **Conceptual Framework and Related Research**
- **Method**
- **Findings and Interpretations**

- **Results and Recommendations**

3.3. Back Part

- **Bibliography (Optional)**
- **Appendices**
- **Rear cover**

3.1. Front Part

3.1.1. Outer Cover

The outer cover consists of the University, Institute and Department, Project Title, Type of the Project, Full Name of the Candidate, and Place and Year of Publication, respectively.

Information on the cover should be written in capital letters. However, only the first letters of the words, “term project,” “dissertation” and “advisor;” and the first letters of the title and the first name of the advisor should be written in capital letters.

Information on the outer cover should be centered and written in bold using the “Times New Roman” font in 14p.

3.1.2. Inner Cover

The inner cover consists of the University, Institute and Department, Project Title, Type of the Project, Full Name of the Candidate, Full Name of the Advisor, and Place and Year of Publication, respectively.

Information on the outer cover should be centered and written in bold using the “Times New Roman” font in 14p.

3.1.3. Approval/Feedback Page

The dissertation approval page is a printed form prepared by the Institute. In line with the dissertation defense report of the relevant institute, this form includes the name of the department, the date of the dissertation and titles and names of the jury members who will approve the dissertation.

Prior to the dissertation defense exam, the student should get the dissertation

approval form from the website of the Institute and include it in the study. This page should come right after the inner cover and presumed to be numbered “ii” with Roman numerals. However, the page number should not be written.

If jury members regard the study as a pass after the dissertation defense exam, this form (dissertation approval page) will be signed by the jury members. In term projects, the inner cover should be signed.

3.1.4. Abstract (Turkish) Page

In dissertations and terms projects, the topic in question, methods used in the study and results should be summarized in a maximum of 150 words. The objective and scope of the paper, the methods used, and conclusions obtained should be clearly written. Below the abstract should be added the expression, “Keywords,” with maximum of 5 keywords.

3.1.5. Abstract (English) Page

In dissertations and terms projects, the topic in question, methods used in the study and results should be summarized in a maximum of 150 words in English. The objective and scope of the paper, the methods used, and conclusions obtained should be clearly written. Below the abstract should be added the expression, “Keywords,” with maximum of 5 keywords.

3.1.6. Preface

It is an optional part where the author can write his/her opinions independent of the technical and scientific content of the project. If the project/dissertation has been conducted with the support of an institution, the name of the project and the relevant institution should be written in this part, and if necessary, relevant individuals/institutions should be thanked. The title (if any) and full name of the contributor, the institution where he/she works and his/her contributions to the paper should be stated in a short and clear way.

3.1.7. Index

The title of the index page should be written in capitals and in bold. When preparing the index page, titles should be aligned in a way that is similar to the steps of a staircase (see. Appendix-12). The cover and Approval pages should not include page numbers in dissertations. In dissertations, numbering of the pages with Roman numerals starts with the abstract page, and the abstract page is page number iii. As there aren't approval and feedback pages in projects, the abstract page is page number ii. The text should be numbered using Arabic numerals (1,2,3, ...) starting after the introduction page

3.1.8. List of Tables and Figures

In dissertations, it is required to separate tables, figures, graphics etc. and create lists for each of them. These lists should be presented on separate pages. On the other hand, term projects should include only a table list and a figure list which will include all other graphics.

Before table and figure list titles, there should be a 2-line spacing at the top of the page. After the titles, there should be a single line spacing.

After table and figure names, dots should be written until the end of the line, and page numbers should be added at the end. For information about the organization of table and figure lists.

3.1.9. List of Abbreviations and Symbols

Abbreviations should be written alphabetically with a 1.5-line spacing, and aligned to the left.

Before the abbreviation list title, there should be a 2-line spacing at top of the page. After the title, there should be a single line spacing. For information about the organization of abbreviation lists.

3.2. Main Part

3.2.1. Introduction

In the Introduction part, the scientific problems that are aimed to be solved in the paper should be defined in detail, without repeating what has already been stated in the preface; and the theoretical framework and methods and techniques used in the study should be adequately explained, in addition to providing a short summary of each part.

3.2.2. Conceptual Framework and Related Research

This section should include a summary of the conceptual framework and as well as information about the main problem addressed in the project; the objective, significance and limitations of the research; assumptions that are made in the beginning of the research; and the meanings of the terms used in the project.

3.2.3. Method (If a research is to be carried out within the scope of the dissertation/project, it should be written in the, “Methods and Findings,” part)

This part should start on a new page. The, “methods,” part of the research should include an explanation of the, “research model,” of the scientific approach used in the research, “population and sample,” of the research, “collection of the data,” and “analysis and interpretation of the data.”

3.2.4. Findings and Comments

This part should include a detailed explanation of the analysis results that have been made depending on the collected data, in line with the objectives, subobjectives and hypotheses of the study. In addition, within the scope of the research questions/hypotheses, all questions/hypotheses will be discussed individually or by being grouped together or by maintaining the logical integrity.

3.2.5. Results and Recommendations

This section should include the summary of the study. Following that, problems and proposed solutions should be addressed. While the results section consists of a few pages in term projects, it is usually longer in dissertations.

3.3. Rear Part

3.3.1. Bibliography

Before and after the bibliography title, there should be 2-line and single line spacings respectively. If there are multiple sources used in the study as in dissertations, they should be listed in groups according to their types (such as periodical publications) – starting with books. They should be ordered alphabetically based on last names, and last names of writers should be written in capital letters.

All works used during the preparation of the study should be presented in the bibliography section. There should be a single line spacing between the names of works.

In the bibliography, unlike footnotes, there should be dots between all publishing information, except for the commas placed after last names).

Based on the footnote method used, the bibliography should not include the page numbers which are quoted.

3.3.2. Appendices

Large tables and information such as constitutional articles should be presented in the, “appendix,” section. Each appendix should be presented on a separate page. Numbers and titles of the appendices should be written on the first line of the page and aligned to the left. The index page should only include the title, “appendices.”

3.3.3. Rear Cover

It should have the same properties with the front cover (hardcover), and it should not have anything written on it.

IV. NUMBERING OF THE TEXT

All titles should be numbered. There should spaces of 6 pt and 12 pt before and after titles,

respectively.

First level titles should start on a new page. All letters should be written in capitals and bold and in 12pt, and the text should be centered.

In second level titles, only the first letters of the words should be in capitals; titles should be written in bold using 12p size fonts, and the text should be aligned to the left.

In third level titles, only the first letters of the words should be in capitals; titles should be written in bold using 12p size fonts and indented.

In fourth level titles, only the first letters of the words should be in capitals; titles should be written in bold and italics using 12pt size fonts, and indented.

In fifth level titles, only the first letters of the words should be in capitals; titles should be written in italics using 12pt size fonts, and indented.

1st Level: Centered, Bold, All letters of the title are in capitals (12p)

2nd Level: Aligned to the left, Bold, Only the first letters of the title are in capitals (12p)

3rd Level: Indented, Bold, Only the first letters of the title are in capitals (12p)

4rd Level: Indented, Bold, Italics, Only the first letters of the title are in capitals (12p)

5th Level: Indented, Italics, Only the first letters of the title are in capitals (12p)

V. INTEXT CITATION AND REFERENCING, AND SHOWING FIGURES AND TABLES

The unit of measurement used in a table (such as a million) should be written at the top of the page and aligned to the right. Titles of tables should be written in lower-case letters (except for the first letters) and aligned to the left side of the table. The word, “table,” and the table number are written in bold. The title of the table should not be written in bold. Tables and figures should be centered on the page. The symbol (-) should be written for unknown figures in the table. explanations of tables should be written below them. Between a table and the text that comes

before it, there should be a single line spacing, and between a table and the text that comes after it, there should be a 2-line spacing.

When writing the bibliography of a table, letters should not run over the borders of the table. If the citation is made using the footnote method, publishing information of the cited work should be written below the relevant tables and figures every time. If the APA method is used; the name of the author, publication date and page number are written in brackets. Students of the Law School can only use the footnote method.

If a table exceeds a single page, it should continue on the next page. The title should be, "Table 2, continuing," and written after the table number. Contrary to table figures, figure titles should be written below the relevant figures.

When it is necessary to make an explanation using asterisk, the asterisk should be written both on the relevant table and below the table bibliography, along with the relevant explanation. The space between first lines and titles of chapters and subchapters should be the same as the spaces between paragraphs.

5.1. Intext Citation

In dissertations, when there are direct citations from other sources, the cited source (including texts, tables, figures etc.) must be referred to, and the page number of the sources must be presented (see. Appendix 14).

5.2. Intext Referencing

References should be made within the text. The cited source (text) should be summarized with the author's own sentences (without changing the essence of the text), and the page number of the referenced source should be presented.

5.3. Showing Footnotes Within a Text

Explanations regarding how footnotes should be presented in a text are in Appendix 16.

5.4. Showing Figures Within a Text

The information regarding figures should be written in 12p. If necessary, the font size can be decreased to 10p.

VI. SUBMISSION PROCESS OF THE DISSERTATION/PROJECT

6.1. Dissertation Submission Process

6.1.1. Dissertation Defense

The procedures to be followed by students during dissertation defense are stated in Appendix 19.

6.1.2. Binding of the Dissertation

The outer cover consists of the University, the Institute and Department, Title of the Dissertation, Type of Dissertation, Full Name of the Student, Place and Year of Publication, respectively. For Master students, this information should be written in black on a white paperboard; for PhD students, they should be written in gold on a dark blue paperboard.

6.1.3. Submission of the Dissertation

a) The student, who has completed the organization and edits requested by the Institute and the Jury, must submit at least three bound copies of his/her dissertation, along with the, “Dissertation Submission Form,” and other things that are required in the form, to the Institute within a month after the dissertation exam.

b) A Master’s (with Thesis)/PhD Diploma will be prepared for students whose dissertations are approved in terms of form.

c) The Board of the Institute can extend the deadline for maximum of one month upon request. Students who have not met these requirements cannot receive their diplomas or enjoy their rights as a student until they do. After the maximum period for deadline is over, the student will be

disenrolled.

Documents to Be Delivered to the Institute:

- a) 3 Dissertations (published into a book)
- b) 1 CD's (pdf + word)
- c) 1 YÖK Dissertation Data Entry Forms (printed and signed)
- d) 1 Plagiarism Reports (obtained from the Secretariat of the Institute)
- e) 1 Plagiarism Forms (signed)

6.2. Project Submission Process

6.2.1. Binding of the Project

The outer cover consists of the University, the Institute and Department, Title of the Project, Type of the Project, Full Name of the Student, Place and Year of Publication, respectively. For Master students, this information should be written in black on a white paperback; for PhD students, it should be written in gold on a dark blue paperback.

6.2.2. Submission of the Project

a) The student must register to the relevant course for the semester during which the term project is undertaken and submit a written project and/or report at the end of the semester. Completed term projects should be delivered to the Institute.

b) A Non-Thesis Master's Diploma will be prepared for students whose projects are approved in terms of form.

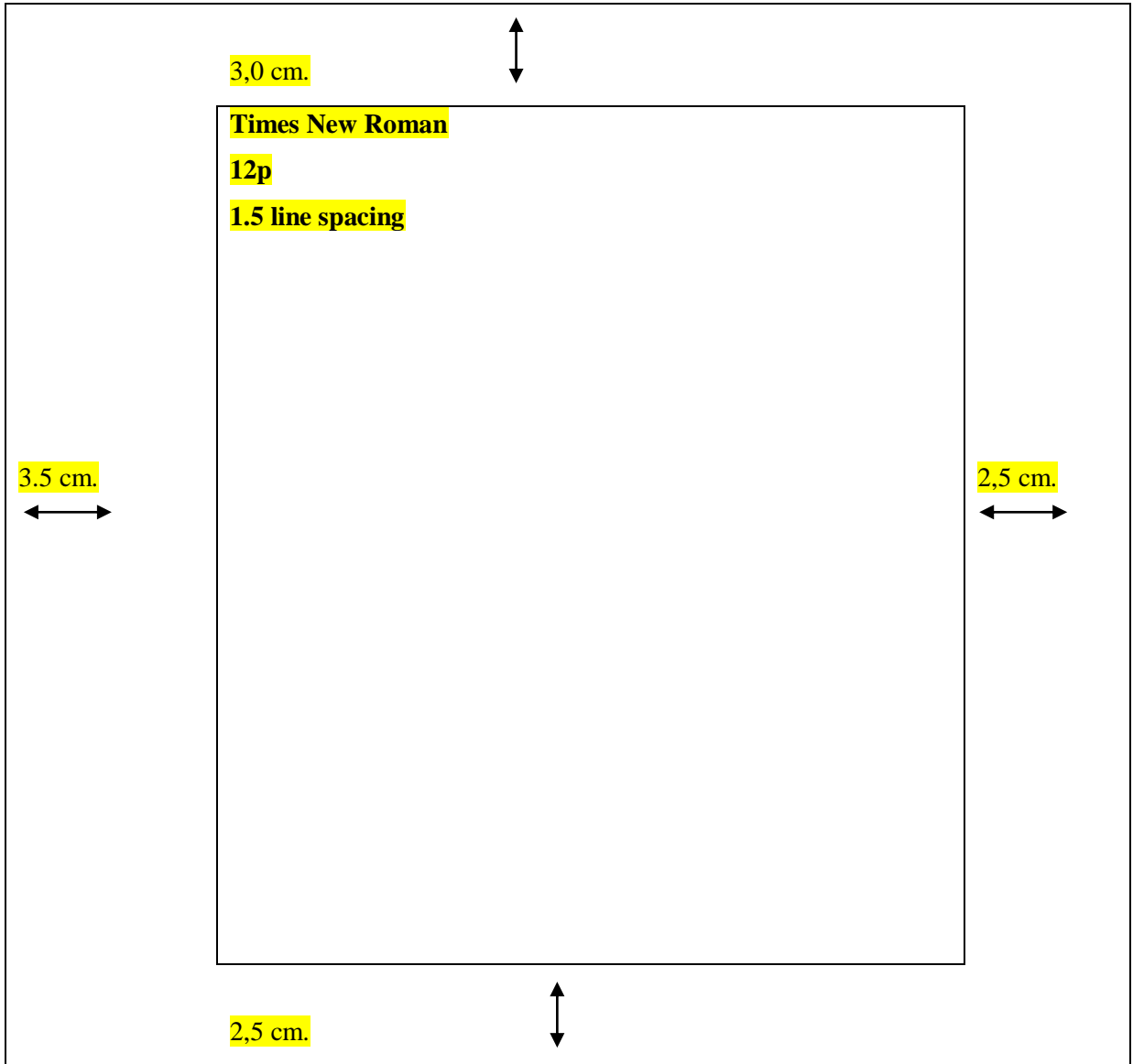
c) The maximum completion period for a Non-Thesis Master's program is minimum of 2 semesters and maximum of 3 semesters (regardless of whether the student has registered in each semester), starting from the semester when the registered courses start. Students who have failed or

not completed the program will be disenrolled.

Documents to Be Delivered to the Institute:

- a) 2 Projects (published into a book)
- b) 1 CD (in pdf format)

APPENDIX-1: Sample of a Page Layout



APPENDIX 2: Sample of an Outer Cover

T.R.

ANTALYA BILIM UNIVERSITY

INSTITUTE OF POSTGRADUATE EDUCATION

NON-THESIS MASTER'S PROGRAM OF BUSINESS ADMINISTRATION

THE IMPACTS OF LEADERSHIP TYPES ON EMPLOYEE MOTIVATION

DISSERTATION / TERM PROJECT

Prepared By

Emre YILMAZ

ANTALYA – 2017

APPENDIX 3: Sample of an Inner Cover Page

T.R.

ANTALYA BILIM UNIVERSITY

INSTITUTE OF POSTGRADUATE EDUCATION

NON-THESIS MASTER'S PROGRAM OF BUSINESS ADMINISTRATION

THE IMPACTS OF LEADERSHIP TYPES ON EMPLOYEE MOTIVATION

DISSERTATION / TERM PROJECT

Prepared By

Emre YILMAZ

Dissertation/Project Advisor

Prof. Dr. Ahmet Nizamettin AKTAY

ANTALYA - 2017

APPENDIX 4- Sample of an Inner Cover Page (for works supported by an Institution)

T.R.

ANTALYA BILIM UNIVERSITY

INSTITUTE OF POSTGRADUATE EDUCATION

NON-THESIS MASTER’S PROGRAM OF BUSINESS ADMINISTRATION

THE IMPACTS OF LEADERSHIP TYPES ON EMPLOYEE MOTIVATION

DISSERTATION / TERM PROJECT

Prepared By

Emre YILMAZ

Dissertation/Project Advisor

Prof. Dr. Ahmet Nizamettin AKTAY

This dissertation was supported by

.....
through the project number

ANTALYA – 2017

APPENDIX-5: Preface**PREFACE**

The hereby master's dissertation of Business Administration covers the issue of drug addiction, which is one of the most significant problems of the younger generation. Within the framework of this study, a literature review has been made and various studies regarding the topic have been analyzed. I would like to thank my dissertation advisor Dr. Ü. Orkun BAYRAM for guiding me during the preparation of this study and our department head, Dr. Ü. Işılal TALAY who shared her thoughts and suggestions with me during various stages of the study. I also would like to thank my wife and son for supporting me.

.... / / 20

Full Name

Signature

APPENDIX 6: Approval Form

**APPROVAL/NOTIFICATION FORM
ANTALYA BİLİM UNIVERSITY
INSTITUTE OF POST-GRADUATE EDUCATION**

MUHAMMAD SANWAL, a master student of Antalya Bilim University, Institute of Post Graduate Education, Electrical and Computer Engineering with student ID 181212014, successfully defended the thesis/dissertation entitled “A HYBRID RECOMMENDER SYSTEM”, which he prepared after fulfilling the requirements specified in the associated legislations, before the jury whose signatures are below.

Academic Title, Name-Surname, Signature

Jury Member(Chairman) :,

Jury Member :,

Jury Member :,

Thesis Submission Date :

Thesis Defence Exam Date :

Director of The Institute :,

APPENDIX 7: Sample of an Abstract in Turkish**ÖZET****NEO-LİBERAL DÖNEMDE MÜLKİ İDARE**

Bu çalışmanın konusunu, Türkiye’de ülke topraklarının yönetiminin temelinde yer alan, “mülki idare sistemi” oluşturmaktadır. Bu çalışmayı, kapitalizmin aşamalar biçiminde ilerlemesine, her aşamada yeni bir sermaye birikim rejimi ve düzenleme biçimi ile kendisini yeniden üretmesine koşut olarak, Türkiye’de devletin ve buna bağlı olarak mülki idare sisteminin yeniden biçimlendiği savı yönlendirmiştir. Bu sav doğrultusunda, Türkiye’de mülki idare sisteminin geçirdiği evrim süreci ve özellikle Post-Fordist aşamadaki değişim incelenmiştir.

Araştırmanın tutarlı bulgu ve sonuçlara ulaşabilmesi için, Türkiye ile benzer yönetim geleneğine sahip bir ülke olan Fransa’nın mülki idare sistemi, karşılaştırmalı yaklaşım bağlamında ele alınmıştır.

APPENDIX 8: Sample of an Abstract in English**ABSTRACT****TERRITORIAL ADMINISTRATION IN THE NEOLIBERAL PERIOD**

The subject of this study is the provincial administration which constitutes the backbone of the territorial administration of Turkey. The main argument of this study is that the provincial administration system in Turkey has been reformed in accordance with the re-development of capitalism each of in stages which are marked with a new way of capital accumulation regime and mode of production. In line with this argument the transformation of provincial administration in post-Fordist stage of production has been analyzed.

In order to achieve consistent findings and conclusions, the analysis has been conducted through comparison of the transformation provincial administrations in Turkey and France.

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APPENDIX 11: Abbreviations**ABBREVIATIONS**

UN	: United Nations
FYDP	: Five-Year Development Plan
WB	: World Bank
WHO	: World Health Organization
ISO	: International Standards Organization
RPA	: Research on Public Administration
GBE	: Government Business Enterprises
NGOs	: Non-Governmental Organizations
IPATME	: Institute of Public Administration for Turkey and the Middle East

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APPENDIX 13: Preparation of the Bibliography

BIBLIOGRAPHY

The Bibliography page starts with the word, “BIBLIOGRAPHY,” written in capitals, bold, centered and with a single spacing from the top (Times New Roman, 12p etc.).

Authors are ordered by their last names, starting 2 lines below the title, “Bibliography,” (Times New Roman, 12p, **bold** etc.). Sources are written after a 1.5 line spacing.

Before writing the sources, the paragraph settings should be set as following; Before (6pt), After (6pt), Special (1.25 cm) and Line Spacing (1.5).

The bibliography section should be written in accordance with the following examples:

1. Works by a Single Author

If the work has been published more than once, the number of editions should be presented in brackets.

Formula: Surname of the author, First letter of the name of the author. (Year). *Name of the book* (Number of editions). Place of Publication: Publishing House)

Example:

Kızılören, T. (2001). *Teaching technologies* (2nd Edition). Ankara: Imge Publishing House

Witt, S. (2005). *The pursuit of race equity in American academy* (2nd Ed). New York: Praeger.

2. Works by Two Authors

The conjunctions, “ve,” and “and,” should be used for publications in Turkish and English, respectively.

Formula: Surname of the first author, First letter of the name of the first author. and Surname of the second author, The first letter of first name of the second author. (Year). *Name of the book*. Place of Publication: Publishing House.

Example:

Karagülle, İ. and Pala, Z. (2008) *Macro economy*. Ankara: Türkmen Publishing House

Wolfe, B. and Scrivner, S. (2003). Providing universal preschool for four-year olds. Washington DC: Brookings Institution Press

3. Works by Three to Seven Authors

In works by more than one author, the conjunctions, “ve” and “and” should be used before the last author for publications in Turkish and English, respectively.

Formula: Surname of the first author, First letter of the name of the first author., Surname of the second author, First letter of the name of the second author. and Surname of the third author, First letter of the name of the third author. (Year). *Name of the book*. Place of Publication: Publishing House

Example:

Ateş, F., Ersel, H., Sabuncu, Y., Yılmaz, G., Kuru, F., Curacı, P. and Göktürk, M. (2007). Leadership and decision making. Istanbul: Yapı Kredi Publishing House

Karagülle, İ., Dinler, Z. and Pala, Z. (2000) *Macro economy politics*. Ankara: Türkmen Publishing House.

4. Works by Eight or More Authors

For publications in Turkish and other languages, Names of first six authors should be written and the last author should be added after ellipsis (triple dot).

Example:

Alev, F., Ersel, H., Sabuncu, Y., Yılmaz, G., Kuru, F., Curacı, P.,... Göktürk, M. (2007). *Leadership and decision-making process*. Istanbul: Yapı Kredi Publishing House

Reiss, A., Duncan, H., Hatt, P., North, S., Sharer, R., Harland, H.,... Jones, R. (1961). *Occupations and social status*. New York: Free Press of Glenceo

5. Reports or Books by an Institution or Company

Formula: Name of the Institution. (Year). *Name of the publication*. Place of Publication: Publishing House

Example:

Hasan Kalyoncu University. (2011). *Gaziantep culture*. Gaziantep: Hasan Kalyoncu University Publishing House

6. Book Chapter

In publication in English, the phrase, “In,” should be used before the first letter of the name of the editor. In publications with two editors, the conjunctions, “ve” and “and” should be used in Turkish and English, respectively.

Formula: Surname of the author, First letter of the name of the author. (Year). Name of the chapter. First letter of the name of the editor. Surname of the editor. (Ed.), *Name of the book* (page range of the chapter). Place of Publication: Publishing House.

Example:

Acan, F. (1996). Women academicians in Turkey. In H. Coşkun (Ed.), *Women in academic world* (pp. 75-87). Ankara: Turkish-German Cultural Affairs Publications

Karagülle, I. (2000). Compensation policies. In M. Ertürk and Berberoglu, C. (Eds.), *Macroeconomics* (pp. 105-113). Ankara: Turkmen Publishing House.

Kuhn, T.S. (2007). The priority of paradigms. In M. Tuner. (Ed), *The structure of scientific revolutions* (pp. 43-52). Chicago: The University of Chicago Press.

Niemann, Y. (2003). The psychology of tokenism: Psychosocial realities of faculty of color. In A. Burlew and L. Leong (Eds.), *Handbook of racial and ethnic minority psychology* (pp. 100-118). Chicago: The University of Chicago Press.

7. Printed Papers in a Conference Book

In works by two authors, the conjunctions, “ve,” and “and,” should be used for publications in Turkish and English, respectively.

Formula: Surname of the author, First letter of the name of the author. (Year). Name of the Paper. *Name of the Conference Book* (page range of the chapter). Place of Publication: Publishing House

Example:

Aksoy, Y. and Baytok, Z. (2001). Significance of the design of outer spaces for the planning of urban universities. *New orientations in higher education* (pp. 112-125). Ankara: YÖK Publishing House

Aslan, H. (2011). Fair and courageous finance policies. *New orientations in higher education* (pp. 78-92). Ankara: YÖK Publishing House

Shobhadevi, Y. (2004). Possession phenomena: As a coping behavior. *Applying Psychology: Lessons from Asia-Oceania* (pp. 83-95). Carlton: Australian Psychology Society.

Shobhadevi, Y. and Bidarakoppa, G. (2004). Possession phenomena: As a coping behavior. *Applying Psychology: Lessons from Asia-Oceania* (pp. 83-95). Carlton: Australian Psychological Society.

8. Articles in Periodicals

Printed edition. In works by two authors, the conjunctions, “ve,” and “and,” should be used for publications in Turkish and English, respectively. In works with three to seven authors, relevant conjunctions should be used before the name of the last author. In works with eight and more authors, the names of first six authors should be written, and ellipsis should be used before the last author.

Formula: Surname of the author, First letter of the name of the author. (Year). Name of the article. *Name of the Periodical* (issue of the periodical), page range.

Example: Artan, E. and Börü. H. (2006). Cultural dimensions in employee motivation: Employee of the Month Application. *Öneri Journal*. 7(25), 1-7.

Berger, M., Kostal, T. Benson, C. Blau, F. Card, D., Krueger, A.,... Cohn, E. (2002). Financial resources, regulation and enrollment in public higher education. *Economics of Education Review* 21(2), 101-110.

Gibbs, M. (2005). The right to development and indigenous peoples: Lessons from New Zealand. *Journal of World Development*, 33(8), 1365-1378.

Gottfredson, N., Panter, A., Daye, C., Allen, W., Wightman, L. Cohn, L. and Deo, M. *Journal of Diversity in Higher Education*, 1(2), 80-94.

Gölpek, F. (2011). Financial policies in higher education in Turkey in terms of the principle of justice: Who Benefits? Who Pays? *Journal of Anatolian University Social Sciences*, 11(3), 149-176.

Harland, L., and R. Reiter. (2005). Leadership behaviors and subordinate resilience. *Journal of Leadership & Organizational Studies*, 11(2), 1-13.

9. Electronic Articles

DOI: Digital Object Identifier. In works with a DOI code, written by two authors, the conjunctions, “ve,” and “and,” should be used for publications in Turkish and English, respectively.

Formula: Surname of the author, First letter of the name of the author. (Year). Name of the article. *Name of the journal*, volume (issue), page range. DOI: doi number

Example:

Akif, Y. (2003). Physical activities: What do high school students think? *Adolescence Psychology*, 39(3), 328-338. Doi: 10.1016/j.jadohealth.1000314

Akif, Y. and Zeynel, R. (2003). Physical activities: What do high school students think? *Adolescence Psychology*, 39(3), 328-336. Doi:10.1016/j.jadohealth.1000314

In publications without a DOI code, volume and issue (if available) should be stated, and in books with more than one edition, edition number, place of publication (city) and the publishing house should be stated.

Formula: Surname of the author, First letter of the name of the author. (Year). Name of the article. *Name of the Journal*, volume (issue), page range. Name of the database.

Example:

10. Popular Journal Article

Formula: Surname of the author, First letter of the name of the author. (Day-month-year). Name of the article. *Name of the journal*, issue, page number.

Example:

Goodwin, D. (4 February 2011). European Union is collapsing. *Aktüel*, 159, 12-14. Newspaper Article (Printed)

Formula: Surname of the author, First letter of the name of the author. (Day-month-year). Title of the article. Name of the newspaper, page number.

Example:

Batur, A. (14 June 2011). Those devastated by the earthquake. *Milliyet*, 8-9.

11. Newspaper Article (From a database)

Formula: Surname of the author, First letter of the name of the author. (Day-month-year). Title of the article. *Name of the newspaper*, link to the database.

Example:

Cumming, G. (5 April 2003). Cough that shook the world. *The New Zealand Herald*.
<http://www.newztext.com.au>

12. Newspaper Article Without an Author

Formula: Title of the article. (Day-month-year). *Name of the newspaper*, page number.

Example:

The decision will not affect the election. (24 January 2007). *Radikal*, p. 6.

Dissertation (In Turkish or in a Foreign Language)

Formula: Surname of the author, First letter of the name of the author. (Year). *Name of the dissertation*. Unpublished master's/Doctoral dissertation, Name of the university, City.

Example:

Cowan, L. (2006). *An examination of policies and programs used to increase ethnic and racial diversity among faculty at research universities*. Unpublished doctoral dissertation, University of Columbia, New York.

İpek, C. (2007). Organizational culture and teacher-student relationships in private and state high schools. Unpublished master's dissertation, Uludag University, Bursa.

13. Web Pages

Formula: Name of the institution. (Year). *Name of the Work*. Web address. (Citation Date).

Example:

The Higher Education Council. (2007). *Reform in Universities*. <http://www.yok.gov.tr> (01.06.2017)

14. Translated Books and Periodicals

In works by two authors, the conjunctions, “ve,” and “and,” should be used for publications in Turkish and English, respectively. In works by three to seven authors, relevant conjunctions should be used before the name of the last author. In works with eight and more authors, names of the first six authors should be written, and ellipsis should be used before the last author.

Formula:

Surname of the author, First letter of the name of the author. (Year). *Name of the book*. (First letter of the name of the translator. Last name of the translator, Tra.) Place of Publication: Publishing House

Surname of the author, First letter of the name of the author. (Year). *Name of the article*. (First letter of the name of the translator. Last name of the translator, Tra.) *Name of the Periodical*, volume (issue of the periodical), page range.

Example:

Chevallier, T. and Eicher, J. (2011). *Higher education funding: A decade of changes*. (F. Gölpek, Tra.). *Liberal Thought* 16(61-62), 203-217.

Stiglitz, J. E. (1994). *Public sector economy* (Ö.F. Batirel, Tra.). Istanbul: Marmara University Press No. 549

15. Internet Document with No Stated Date

Formula: *Name of the work*. Download date, web address

Example:

Use of surveys. 8 May 2011, <http://www.cc.gatech.edu/anket/survey1997-10/>

16. Encyclopedia or Dictionary Article

Formula: Surname of the author, First letter of the name of the article. (Year). Name of the article. *Name of the encyclopedia*, volume: page range. Place of Publication: Publishing House

Example:

Seyidoğlu, H. (1999). National income. *Encyclopedia dictionary for economy terms*, 1:304. Istanbul. Can Publishing House.

APPENDIX 14: Intext Citation

1. Certain rules should be applied when placing direct citations into the text. If the citation consists of three lines or less, it should be provided in quotation marks within the text.

Example

Şahin (2004:11), “Sources that are required to provide welfare for the society forms the basis of this line of thought,” so...

2. In direct citations, if the cited part consists of three lines or more, it should be presented outside the text, by indenting at both sides, using less spacings (indentation should be made 1 cm from the left and 1 cm from the right).

Example:

Justice is a mental impression regarding ethical and justifiable distribution of rewards and punishments. In short, justice is about giving individuals things that are thought to be deserved by them. In this sense, it can be applied to the distribution of all values in the society, such as freedom, rights, power, welfare, spare time or opportunities (Heywood, 2011: 34).

APPENDIX 15: Intext Referencing

INTEXT REFERENCING

1. Making a reference to a book or article by an author whose surname is Çelik;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (Çelik, 2001: 135).

2. Making a reference to a book or article by two authors;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (Durmaz and Çelik, 2015: 208).

3. Making a reference to a work by more than two authors;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (Çelik et al., 199: 78).

4. Making a reference to more than one book or article;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (Durmaz, 2009: 56; Yıldırım, 2013: 65; Çelik, 2014: 48).

5. Making a reference to a reference from a different study;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (From Organ [1983] Cited by Çelik, 2011: 120).

6. Making a reference to a whole book or article;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (Yıldırım, 1998).

7. Making a reference to more than one work of an author published within the same year;

Example:

Letters, ‘a’, ‘b’, ‘c’, ‘d’ should be put after the publication year. In bibliography, the same method will be used;

Example: Business enterprises without a strategic mind will also face problems in effective use of resources (Çiftçi, 2004a: 11; Çiftçi, 2004b: 217; Çiftçi, 2004c: 134; Çiftçi, 2004d: 66).

Please Note: If the cited work does not have a date, “n.d.” should be written instead of the date.

APPENDIX 16: Showing Footnotes Within a Text

1. REFERENCES (Referment, Attribution)

In dissertations, quotations from different sources can be either directly conveyed, or summarized or interpreted by the student, using his/her own words, provided that the essence of the cited section is not changed. In both cases, the cited source (including texts, tables, figures etc.) must be referred to. Following procedures should be applied when making references:

- a.** Exact quotations from other sources should be provided in quotation marks (“...”). Quotations where the form (not the essence) of the information is changed by the student should be provided without quotation marks. In both types of citation, the cited source must be referred to, and each citation should be given consecutive numbers.
- b.** In dissertations, while it is possible to provide all information as extracted from the source, it is also possible to present only certain sections of the information extracted from various paragraphs or pages. In these cases, it should be made obvious that some words, sentences, paragraphs or pages were skipped by using ellipsis on the relevant parts.
- c.** When quotations from other sources are directly cited, all letters, sentences, dates, places etc. should be exactly repeated, including typos, translation errors and punctuation marks. If the student wants to correct the mistake, it should be done so using brackets after the erroneous part.
- d.** If exact quotations from other sources are not longer than a single sentence, they should be provided within the dissertation text. In longer citations, there should be at least 2 line-spacings between the dissertation text and the first and last lines of the citation so that they can be distinguished. For this kind of citations, a smaller font size should be used than those used for the dissertation text.
- e.** References to other sources should be made in the form of reference footnotes as shown below:

APPENDIX 17: Showing footnotes Within a Text

2. FOOTNOTES

2.1. Place of Footnotes Within the Text and Their Numbering

Bottoms of pages in dissertation texts contain footnotes to provide references, citations which are not included in the text, or descriptions, comparisons or comments regarding some information on the relevant page.

a. Footnotes should be separated from the text by leaving a space below the last line of the text, using a short line that starts at the left side of the page. Below the short line, which is between the left and right margins of the page, should be a single line spacing. Footnotes should be written in this part, with consecutive numbers. Footnote numbers should start from 1 and go on until the end of the chapter. The numbering should restart in each chapter.

b. Symbols, “*,” and, “**,” can be used instead of footnote numbers to illustrate a notion, apart from those provided to make references or making explanations.

2.2. Rules Regarding Reference Footnotes

If the relevant sources are referred to for the first time, all bibliographic information regarding the work should be provided with the following order:

Author’s surname and name, name of the work, editor, translator’s or illustrator’s name and surname, edition, printing and publishing information (number of volumes, number of publications, number of editions, serial name, place of publication, publishing house, publication date), volume number and page numbers.

a. Author’s name: An author can be a natural or legal person (institutions etc.). The surname and name (first name and [if any] then second name) of the author should be written respectively.

b. In works by two or three authors, surname and name of each author should be written with commas in the order used in the inner cover.

c. If there are not any names on the inner cover of the referenced work or if the work’s author/authors have not been obtained from other pages or sources, the footnote should start with the name of the work. However, if the names of the authors have been accurately obtained from other pages or

sources, these names should be written in brackets to show that they have not been obtained from the inner cover of the referenced source.

d. If a pseudonym has been used on the inner cover, it should also be presented in the footnotes. If the author's real name is known or has been obtained, it can be presented in brackets or square brackets after the pseudonym.

e. Book name: The book name should be presented as it is done on the inner cover of the referenced work. However, if the book name consists of both a real name and a complementary second and/or third name, a colon (:) should be placed between the real name and the complementary name (even if it does not exist on the inner cover). Therefore, any confusion regarding the real name will be avoided.

f. In footnotes, a comma should be put after the book name.

g. Names of editors, translators, drawers, illustrators etc.: After writing the names of books, articles etc., aforementioned persons should be presented (if any) with colons, following the phrases, "editor, prepared by, translator," etc. It is also possible to present them in abbreviations, such as, "pre., ed., tra., ill."

h. Article name: Surnames and names of the author(s) of articles should be followed by a comma. After the comma, the name of the article should be written. Another comma should be placed after the article name. It should be followed by the name of the periodical, written as in book names.

i. Dissertation name: Names of unpublished dissertations should be presented as in articles names.

j. Names of encyclopedia articles: They should be presented as in article names.

k. In footnotes regarding electronic sources,

- If the work has been published in print before, the reference footnote of the primary source, the phrase, "online," (in brackets), and the website of the electronic source and the date of use should be added, respectively.

- If the work has not been published in print before, surname and name of the author (if any), name of the work, the phrase, "online," the website incorporating the work and date of use should be presented, respectively.

I. Volume, Edition, Printing and Publishing Information: Footnotes include the surname and name of the author, name of the work, translator, drawer, editor and information about the number of volumes, number of editions, number of prints, serial name, place of publication, publishing house and publication date, respectively.

- **Volume Information:** The volume information mentioned above is generally used for books that are referenced to. If a book has only one volume, volume information is not provided. If the book has been published in more than one volume, the number of volumes should be presented (for example, 4c.). The volume number should be followed by a comma and (if any) number of editions and prints.

- **Edition and Print Information:** If the referenced work is the first edition, the edition number is not provided in footnotes. If the second or later editions have been used, the edition number should be provided as 2nd ed., 3rd ed. etc.

If the number of prints is also known (in addition to the number of editions), it should be provided after the edition information, using a comma (For example, 3rd ed., 12th print).

- **Publishing Information:** This information should consist of the place of publication, publishing house and date of publication (For example, Istanbul, Remzi Publishing House, 1999). A comma should be placed between the place of publication and the publishing house.

If there is no information about the place of publication, publishing house or the date of publication, it should be shown with the abbreviations, “npp” (no place of publication), “nph” (no publishing house) or “ndp” (no date of publication).

If there is no date of publication on the inner cover of the work, but the copyright date (the date provided after the symbol, ©) is present on the back of the inner cover, this date should be presented as the date of publication in footnotes.

- **Volume and Page Numbers:** In order to show which volume of a book, periodical, encyclopedia, dissertation etc. has been used to make a citation, the relevant volume number should be provided in Roman numerals. It should be followed by a comma, the volume number, comma, year of publication, comma, relevant page and page numbers (For example, V:IV, No:4, 1995, p.1)

m. References to Archive Documents: The footnotes about these references should include an explanation stating the nature of the document, document date, archive and (if any) folder numbers.

n. References to Newspaper Articles or News: The rules to be used for periodicals should be applied to references to newspaper articles or news. In both cases, the name of the newspaper, day, month, year and page number should be provided after the title of the article or news.

o. In references to classical works in Latin or Ancient Greek, names of the works and volume numbers should be presented using Roman numerals, and chapter and page numbers should be presented using Arabic numerals.

2.3. Other Rules Regarding Footnotes

In reference footnotes, when there is a second or third reference to the same source, the bibliographic information should be provided in abbreviations with the order below: Surname of the author, comma, abbreviated name of the work, comma, page number. One of the international and Turkish abbreviations listed below should be used for this; the preferred abbreviation method should be applied in the whole dissertation.

Examples

a. First Reference to a Work:

Deliduman, Seyithan, Collection of Debt in Bankruptcy Liquidation, Ankara 2002, p. 63.

a. Other References to the Same Work:

- Making a reference to another page in a work after it is shown in footnotes for the first time (without any other footnotes to other works in between):

¹Ertek, Tümay, Basic Economics (Examples from Press), Istanbul, Beta Publishing House, 2006, p. 20.

²Ertek, Basic Economics (abbreviated name of the work), p. 94.

- Making another reference to the same page after a work is shown in footnotes for the first time (without any other footnotes to other works in between):

¹Ertek, Tümay, Basic Economics (Examples from Press), Istanbul, Beta Publishing House, 2006, 94.

²Ertek, Basic Economics (abbreviated name of the work), p.96.

a. Making another reference to a page after a work is shown in footnotes for the first time (with reference(s) to other works in between):

¹Bagirkan, Semsettin, Basics of Demography, Demographic Structure of Turkey, International Demography, Istanbul, Set Publishing House, 2003.

²Ergenekon, Cagatay, Financing of Retirement, Istanbul, TUGIAD, Publishing House, p.125.

³Bagirkan, Basics of Demography (abbreviated name of the work), p.54.

c. More than One Author with the Same Surname:

⁵Güran, Tevfik, Research on Agriculture in the 19th Century Ottoman Empire, Istanbul, Eren Publishing House, 1998, p.91.

¹¹Güran, Nevzat, Exchange Rate Systems and Economic Balance, Izmir, Dokuz Eylül University Publishing House, 1987, p.62.

d. Same Author with More than One Work:

⁵Seyidoglu, Halil, Scientific Research and Writing Guideline, 7th print, Istanbul, Guzem Publishing House, 1997.

⁹Seyidoglu, Halil, International Economic Theory, Politics and Application, Istanbul, Beta Publishing House, 1999, p.25.

¹²Seyidoglu, Scientific Research and Writing (abbreviated name of the work), p. 32.

e. Examples of Special Footnotes:

- Single Author:

¹Türkay, Orhan, Micro Economic Theory, 9th Print, Ankara, Imaj Publishing House, 2000, p.44.

- Two Authors:

¹Eğilmaz, Mahfi / Kumcu, Ercan, Economy Politics: Theory and Turkish Economy, Istanbul, Remzi Publishing House, 8th Print, 2004, p.151.

- Three Authors:

¹Isguden, Tamer / Ercan, Fuat / Türkay, Mehmet, Developmental Economics: Theory-Critical Interpretation, Istanbul, Beta Publishing House, 1995, p.20.

- More than Three Authors

¹Ilhan, Cemalcılar / Isguden, Tamer / Ercan, Fuat / Turkey, Mehmet., Business Knowledge, Eskisehir, Anadolu University Publishing House, 2000, p.75.

- Institution as an Author

¹IKV, Kopenhag Economic Criteria and Turkey, Istanbul, 2005, p.6.

- No Author Name

¹Language Learning in Europe, Europe, December, 1978, p.15.

- Compiler

¹Berk, Metin / Gorun, Fikret / Ilkin, Selim (comp.), Economic Development, Collections, Ankara, METU Publishing House, 196, p.64.

- Periodicals (Article)

¹Alkin, Kerem, “Although the World Economy is Hopeful for Growth, Worries Cannot be Dispelled”, Itovizyon Journal, Y.5, no. 55 (August 2007), p.35.

- Articles in an Edited Book

¹Yenturk, Nurhan, “The Impacts of the Economy Politics in Turkey on the Dependency of Exportation on Importation: A Review Using the Input-Output Technique”, Gulden Kazgan’a Armagan, comp. Hilal Akgul and Fahri Aral, Istanbul, Istanbul Bilgi University Publishing House, 2004, p.422.

- Congress/Conference Papers:

¹Dogruel, Suut, “Expected and Unexpected Impacts of EU and the Customs Union”, 6th National Social Sciences Congress, METU, Ankara, 17-19 November 1999, p.32.

- Reports:

¹ISO, Turkish Economy 2007, Istanbul, 2007, s.3.

- Personal Interview

¹Bell, George, Personal Interview, 2002.

- Newspapers:

¹Financial Forum, 25.08.2002, p.7.

²Alkin, Kerem, “Balloon Operation from Chiene in Fear of Overgrowth”, Istanbul Commerce Journal, Y.51, No.2461, 08.06.2007, p.2.

- Unpublished Dissertations

¹Gur, Betul, “Impacts of Global Agriculture Politics on Developing Countries and the Example of Turkey”, (Unpublished Doctorate Dissertation in the Department of Fiscal Policy at the MU Social Sciences Institute), Istanbul, 2004, p.60.

- Encyclopedia:

¹Bohannan, Paul, “Law and Legal Institutions,” International Encyclopedia of Social Sciences, Vol.IX, ed. by. David L. Shils, W. Place, McMillan and Free Press, 1968, pp.73-77.

- Dictionaries:

¹Encyclopedic Fiscal Dictionary, Istanbul, Dunya Publishing House, 1987.

²Seyidoglu, Halil, Fiscal Terms Encyclopedic Dictionary, 3rd Print, Istanbul, Guzem Publishing House, 2002.

- Court Decisions:

¹Constitutional Court’s Decision dated 10.05.2001 and no:E.2001-24, K.2001.33 (Journal of Constitutional Court Decision, p5, p.400).

²Supreme Court H.G.K. 19.05.1963.E. 4-39, K.59 (Justice Journal, March-April 1964), p.3.

- Facsimiles

¹Kasgarli Mahmut, Divan-I Lugat-it Turk, 1047, Facsimile, Ankara, TDK Publishing House, 1941, p.140.

- A Preface Written by a Different Author

¹Kaplan, Mehmet, Preface to the Principles of Turkism, 1000 Fundamental Works Series, Istanbul, MEB Publishing House, 1970, pp.iii-v.

- Opening Speeches, Statements and Personal Interviews:

¹Opening Speech titled, “Development of the Exportation of Industrial Products,” organized by UNIDO and the Minister of Industry, Orhan Alp, Ankara, 4 December 1978.

- Official Reports

¹Grand National Assembly of Turkey Official Reports Journal, Term 15, Meeting 2, Vol.18 (May 1967), p.245.

- Using Internet Documents

¹Hill, John, "International Marketin", Marketing Review, 1996, Vol.2, No.3, (Online) <http://www.marketing.org/hpertext/DataSource/Hill.html> (Access Date:25.01.2006), p.5

²Crowley, Bill / Brace, Bill, "A Choice of Futures: Is It Libraries Versus Information?", (Online) <http://www.epnet.com/ehost>, (Access Date:30.03.2000), par.3.

APPENDIX 18: Presenting Figures/Tables within the Text

Formula: Text + (A space [12pt]) + Figure + Text on the Figure (centered) + Source (centered) + (A Space [12pt]) + Continuing the Text

Example:

The working principle of the EFQM Perfection Model can be summarized as such in accordance with basic criteria. The place and weighting of Perfection criteria is shown in

Figure 1.

(A Space [12 p])

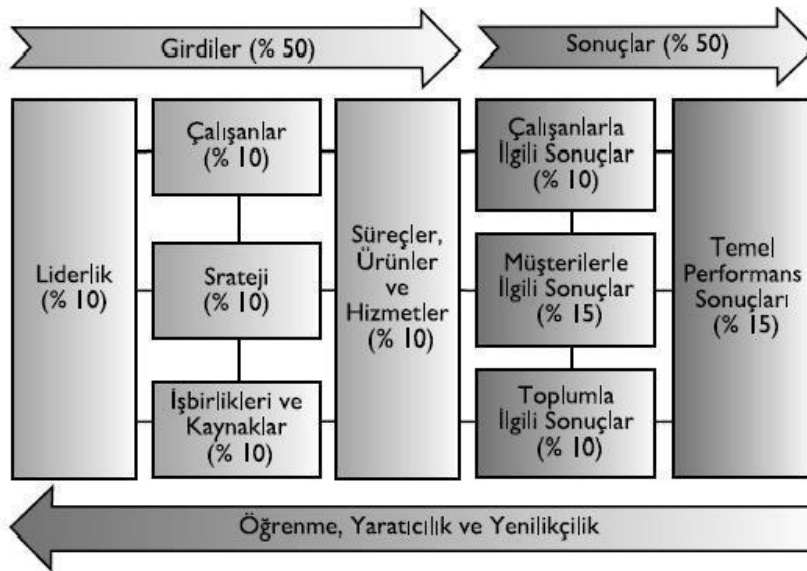


Figure 1. EFQM Perfection Model

Source: KalDer, 2011: 31.

(A space [12 p])

It can be concluded from Figure 1 that the criteria are divided into two main categories as inputs and outputs.

APPENDIX 19: Things to Be Done by the Student at the Stage of Completing the Project

A student receiving education in a non-thesis Master's program should write the obtained results in accordance with the writing rules determined by the Senate.

1. The project will be scanned in a Plagiarism Software by the Advisor. The Plagiarism ratio should not be above 30%, excluding the citations.

a) If the plagiarism ratio is above 30%

The student makes corrections in relevant parts and resubmits the project to the advisor to be rescanned. If the plagiarism ratio is above 30% again, the student makes more corrections. This process will continue until the plagiarism ratio is below 30%.

b) If the plagiarism ratio is below 30%

The student gets a plagiarism report from the advisor. Then, the "Dissertation/Project Plagiarism Report Form" (Appendix 20) is filled out (2 copies), signed by the Advisor and submitted to the Institute.

2. Things to be Done by the Student at the Stage of Submitting the Project to the Institute

a) The student, after completing the organization and edits required by the Institute and the Advisor, should submit 2 bound copies of the project to the Institute.

b) A Non-Thesis Master's diploma will be prepared for students whose project has been approved in terms of form.

3. Documents to Be Delivered to the Institute

- a) 2 Projects (published into a book)
- b) a CD (in pdf + word formats)
- c) a Plagiarism Report (obtained from the Advisor)
- d) Form of Oath/Permission
- e) Dissertation-Project Data Entry and Sharing Form
- f) Term Project Evaluation Form

APPENDIX 20: A student receiving education in a Master’s program with thesis should write the obtained results in accordance with the writing rules determined by the Senate and defend it orally in front of a jury.

1. The dissertation will be scanned in a Plagiarism Software by the Advisor. The Plagiarism ratio should not be above 20%, excluding the citations.

a) If the plagiarism ratio is above 20%

The student makes corrections in relevant parts and resubmits the project to the advisor to be rescanned. If the plagiarism ratio is above 20% again, the student makes more corrections. This process will continue until the plagiarism ratio is below 20%.

b) If the plagiarism ratio is below 20%

The student gets a plagiarism report from the advisor. Then, the “Dissertation Plagiarism Report Form” is filled out (2 copies), signed by the Advisor and submitted to the Institute.

2. The Student delivers a copy of the dissertation to the Institute to be examined in terms of form. Then he/she will make the edits required by the Institute.

3. The student will fill out the, “Dissertation Jury Notification Form,” with the Advisor, have it signed by the head of the relevant department and submit it to the Institute.

Dissertation jury consists of at least three academic members including the student’s advisor and at least one academic member from another higher education institution. The form should be filled out in accordance with the availability of the Jury members in terms of the date/time of the jury defense. The date and time should be reminded to the jury members at least a few days prior the defense day by the advisor and the student.

4. The student whose jury members have been determined will get his/her assignment papers from the Institute

The student should submit 3 copies of the dissertation, along with the necessary documents, to the jury members.

5. The student should get 3 copies of the Dissertation Submission Form and 3 copies of the Dissertation Exam Official Report Form from the Institute on the day of dissertation defense.

6. After the Dissertation Defense;

a) If the dissertation is deemed to be a pass by the jury:

The student will submit the, “Dissertation Exam Official Report Form,” (3 copies) and the, “Dissertation Submission Form,” (3 copies) to the Institute. Relevant documents will be examined and signed by the jury members.

b) If the student is required to make corrections in the dissertation by the jury

The student should submit the, “Dissertation Exam Official Report Form,” (3 copies) and the, “Dissertation Submission Form,” (3 copies) to the Institute. The student who is required to make corrections should edit the dissertation within 3 months and defend the dissertation *in front of the same jury*. Before the defense, the documents *reedited* for the dissertation defense should be obtained from the Institute. The student whose defense is deemed to be a fail will be disenrolled. The student will submit the reedited documents to the Institute.

c) If the dissertation is deemed to be a fail by the jury

The student whose dissertation is deemed to be insufficient by the jury will be disenrolled. Upon *the student’s request*, he/she will be given a non-thesis Master’s diploma, provided that relevant requirements are met such as course credits, project writing etc. The student will submit the documents reedited for dissertation defense to the Institute.

8. Submission of the Dissertation to the Institute

a) The student, who has completed the organization and edits requested by the Institute and the Jury, must submit at least three bound copies of his/her dissertation, along with the, “Dissertation Submission Form,” and other things that are required in the form, to the Institute within a month after the dissertation exam.

b) A Master’s (with Thesis)/PhD Diploma will be prepared for students whose dissertations are approved in terms of form.

c) The Board of the Institute can extend the deadline for maximum of one month upon request. Students who have not met these requirements cannot receive their diplomas or enjoy their rights as a student until they do. After the maximum period for deadline is over, the student will be disenrolled.

Documents to Be Delivered to the Institute:

- a)** 3 Dissertations (published into a book)
- b)** 1 CD's (pdf + word)
- c)** 1 YÖK Dissertation Data Entry Forms (printed and signed)
- d)** 1 Plagiarism Reports
- e)** Form of Oath/Permission
- f)** Dissertation-Project Data Entry and Sharing Form
- g)** Dissertation Exam Official Report Form
- h)** Dissertation Submission Form