



ÇANKAYA UNIVERSITY
A STYLE MANUAL FOR WRITING GRADUATE THESES AND
DISSERTATIONS

MAY 2021

TABLE of CONTENTS

PART I	2
FORMAT RULES AND SPECIFIC GUIDELINES	2
FOR THE PARTS OF THE THESIS	2
1.1 FORMAT RULES	2
1.1.1 Paper to be Used	2
1.1.2 Format and Page Layout	2
1.1.3 Alignment and Line Spacing	2
1.1.3.1 Margins	2
1.1.3.2 Line Spacing	1
1.1.3.3 Paragraphs.....	1
1.1.3.4 Heading to Heading, Heading to Text Line Spacing and Heading Numbers	1
1.1.3.4.1 Primary Headings (Chapters and Main Headings).....	2
1.1.3.4.2 Secondary Headings	2
1.1.3.4.3 Third Ranking and Lower Ranking Headings	2
1.1.3.4.4 Others	2
1.1.4 Centering.....	2
1.1.5 Word and Text Divisions.....	2
1.1.6 Numbering	3
1.1.6.1 Numbers for Pages, Tables and Visuals	3
1.1.6.2 Page Numbers for Initial Pages.....	3
1.1.6.3 Page Numbers for Text Body.....	3
1.1.7 Additional Volume	3
1.1.8 Binding	4
1.1.9 Multimodal Theses	4
1.2 BASIC PARTS OF THE THESIS	5
1.2.1 Preliminary Pages	5
1.2.1.1 Inner Cover Page.....	5

1.2.1.2 Approval Page	6
1.2.1.3 Non-Plagiarism Declaration Page.....	6
1.2.1.4 Abstract in Turkish	6
1.2.1.5 Abstract in English	6
1.2.1.6 Acknowledgements	7
1.2.1.7 Table of Contents	7
1.2.1.8 List of Tables.....	7
1.2.1.9 List of Figures, Illustrations and Schemes	8
1.2.1.10 List of Symbols / Abbreviations	8
1.2.2 Main Body	8
1.2.2.1 Introduction	8
1.2.2.2 Main Text: Chapters	8
1.2.2.3 Illustrative Material	9
1.2.2.3.1 Illustrative Materials Shorter Than Half a Page.....	9
1.2.2.3.2 Illustrative Materials Longer Than Half a Page	9
1.2.2.3.3 Illustrative Materials Not Fitting in the Left and Right Margins of the Page	10
1.2.2.3.4 Illustrative Materials Longer Than a Page	10
1.2.2.3.5 Formulae.....	10
1.2.2.4 Footnotes.....	10
1.2.2.5 Citations/References.....	11
1.2.2.6 Conclusion	11
1.2.3 The Final Part	11
1.2.3.1 References.....	11
1.2.3.2 Appendices	11
1.2.3.3 Curriculum Vitae	12
PART II	13
2.1 CITATIONS.....	13
2.1.1 Purpose of Citations.....	13
2.1.2 Principles of Citation	13
2.1.3 “Quotation or Reference?	14
2.1.4 Format Rules to be Followed When Quoting	14
2.1.5. The Quoted Text Can Be Shortened Without Distorting its Meaning....	15
2.1.6 Quote Within Quote.....	16

2.2 METHODS OF CITATION.....	17
2.2.1 In-Text Citations.....	17
2.2.1.1 Numerical Method.....	17
2.2.1.2 Author-Date Method.....	17
2.2.1.2.1 Sources with the Author’s Name.....	17
2.2.1.2.2 Sources Without the Author’s Name.....	18
2.2.1.2.3 Citations at the Beginning of a Sentence or Within a Sentence instead of at the End of a Sentence.....	19
2.2.1.2.4 Others.....	19
2.2.1.2.5 Citing Secondary Sources.....	19
2.2.1.2.6 Those who Prefer the Author-Date Citation Method in the Text Can Also Use the Footnote Method.....	20
2.2.2 Footnote Method.....	20
2.2.2.1 Content.....	20
2.2.2.2 Abbreviations in Footnote Method.....	21
2.3 REFERENCES FORMAT.....	21
2.3.1. Format.....	21
2.3.2. Principles.....	22
2.3.3 References.....	23
2.3.3.1 Books.....	23
2.3.3.1.1 Single-Authored Books.....	23
2.3.3.1.2 Books with Two or More Authors.....	24
2.3.3.1.3 Revised and Enlarged Editions.....	24
2.3.3.1.4 Article, Text or Chapter in a Compiled (Edited) Book.....	24
2.3.3.1.5 Translated Books / Translated Book Chapter.....	25
2.3.3.1.6 Books in Multiple Volumes.....	25
2.3.3.1.7 Article with an Unknown Author.....	25
2.3.3.2 Articles.....	25
2.3.3.2.1 Single-Authored Articles.....	25
2.3.3.2.2 Articles with Two or More Authors.....	26
2.3.3.2.3 Article with an Unknown Author.....	27
2.3.3.3 Theses and Posters.....	27
2.3.3.3.1 Unpublished Theses.....	27
2.3.3.3.2 Symposiums, Congresses, Conferences, Panels, Proceedings, Posters	27

2.3.3.4 Digital Sources	27
2.3.3.4.1 Digital Books.....	27
2.3.3.4.2 Digital Articles	28
2.3.3.4.3 Digital Newspaper Articles	28
2.3.3.4.4 Personal - Institutional Websites	29
2.3.3.4.5 Anonymous Works	29
2.3.3.5 Other Sources	29
2.3.3.5.1 Newspaper Articles	29
2.3.3.5.2 Articles or Chapters in Reference Books such as Encyclopaedias or Dictionaries	29
2.3.3.5.3 Newspaper or Magazine Articles With Unknown Authors.....	30
2.3.3.5.4 Institution / Organization Publications, Reports	30
2.3.3.5.5 Fotoğraf, Video	31
2.3.3.5.6 Films, Documentaries, TV Serials	31
2.3.3.5.7 Database (CD Roms, Discs...)	31
2.3.3.5.8 Facebook, Messaging	31
APPENDICES.....	34
APPENDIX 1: Sample Outer Cover Page	35
APPENDIX 2: Sample Inner Cover Page	35
APPENDIX 3: Sample Approval Page	35
APPENDIX 4: Sample Non-Plagiarism Declaration Page	35
APPENDIX 5: Sample Turkish Abstract (Öz/Özet) Page.....	35
APPENDIX 6: Sample Abstract Page	35
APPENDIX 7: Sample Acknowledgements Page	35
APPENDIX 8: Sample Contents Page.....	35
APPENDIX 9: Sample List of Tables	35
APPENDIX 10: Sample List of Figures	35
APPENDIX 11: Sample List of Symbols and Abbreviations	35
APPENDIX 12: Sample Curriculum Vitae.....	35
APPENDIX 13: Sample Heading Levels Page.....	35
APPENDIX 14: Importance and Limits of Citations.....	35
ACKNOWLEDGEMENTS	vi

LIST OF ABBREVIATIONS

ibid.	: Above mentioned work
See;	: See
CD	: Compact Disc
cm.	: Centimeter
Transl.	: Translator
SIS	: State Institute of Statistics
DOI	: Digital Object Identifier
EC	: European Commission
Ed./Eds.	: Editors
DOA	: Date of Access
Sect.	: Section
IPRRIC	: Intellectual Property Rights Research and Implementation Center
Ed.	: Editor
GER	: Graduate Education Regulation
art.	: Article
p./pp.	: Page/ Pages
no.	: Number
TUSIAD	: Turkish Industry and Business Association
nd	: No date
URL	: Uniform Resource Locator
Vol.	: Volume
etc.	: Et cetera
et.al.	: Et alia
etc.	: Et cetera
Y.	: Year
CoHE	: Council of Higher Education
s.n.	: Sine Nomine

INTRODUCTION

According to Article 9, section 1 and Article 22¹, section 1 of the Council of Higher Education (CoHE) Graduate Education Regulation (GER), which was prepared on the basis of Article 44 (c) of the Higher Education Law No. 2547, university senates, are defined as responsible bodies for the task of determining the principles to be followed in university in-house research and publishing them on their websites.

The purpose of this guide, accepted by the Çankaya University Senate, is to ensure that the Master's and Doctoral theses prepared within Çankaya University are prepared in accordance with the same principles and high standards.

In order for the submitted theses to be accepted, they must be prepared in accordance with the formal rules and spelling rules specified in this guide. For the theses prepared, the thesis writing guide should be taken into account, those theses prepared before should not be taken as examples.

In order to prevent the problems that may arise after submission, students should contact with the person in charge at the relevant Graduate School to check the conformity of the thesis with the formal rules and get approval before binding.

In case of hesitation for those issues which no answer can be found in the guide, it is necessary for the student to apply to the relevant Graduate School and obtain the written permission of the Graduate School on how to act.²

¹ CoHE GER article 9, section 1: "A graduate student in a master's programme with thesis writes the outcomes in accordance with the writing rules specified by the Senate." CoHE GER article 22, section 1: A doctoral student writes the outcomes in accordance with the writing rules specified by the Senate."

² As a rule, all theses prepared by the Graduate Schools are open to the public and uploaded to the CoHE Thesis Automation System. The Council of Higher Education brought three exceptions to this rule with the "Directive on Collecting, Arranging and Making Access to Graduate Theses Electronically" dated 18.6.2018:

- (1) Confidential dissertations can be blocked by the decision of the University Administrative Board. (Directive Article 7) By "confidentiality" it is meant that the thesis "is concerned with national interests or security, security, intelligence, defence and security, health, etc. matters". This group of theses are uploaded to the Thesis Automation System if the confidentiality decision is removed.
- (2) Public access of the theses for which a patent application has been made can be postponed for a maximum of two years with the decision of the Graduate School Administrative Board (Directive Article 6/1). During **this period, the thesis is not made available to the public via the Internet by CoHE.**

PART I

FORMAT RULES AND SPECIFIC GUIDELINES FOR THE PARTS OF THE THESIS

1.1 FORMAT RULES

1.1.1 Paper to be Used

To ensure durability, all copies of the thesis must be on good quality white bond paper (A4) and the ink or toner must be permanent, it must not smudge. In case of duplication from the original copy, the print must be as legible as the original and of the same quality.

1.1.2 Format and Page Layout

Only the front pages must be used and the copies must be one-sided.

The font type throughout the text can be Times New Roman (12-point), Arial (11-point) or any standard font type (12-point) which does not look fancy or like hand-writing. The font must be one size smaller (Times New Roman 11- point, Arial 10-point) in tables and figures, and two size smaller (Times New Roman 10-point, Arial 9-point) in footnotes.

The text must be justified (aligned with both margins).

1.1.3 Alignment and Line Spacing

1.1.3.1 Margins

- The left margin must be 4 cm wide to allow binding
- The right margin must be 2.5 cm wide

(3) With the reasoned decision of the Graduate School Administrative Board, the accessibility of the theses, in which new techniques, materials and methods are used, that have not yet been turned into an article or that have not been protected by methods such as patents, and that contain information and findings that may create unfair profit opportunities for the third parties or institutions if shared over the internet, may be postponed **for at most six months**. (Directive Article 6/2)

- The top margin must be 5 cm wide on the first pages with main headings (CONTENTS, BIBLIOGRAPHY etc.) and chapter intros (CHAPTER I). For the pages following main headings, it must be 2,5 cm.
- The bottom margin must be 2,5 cm wide. The page numbers must be contained within the bottom margin.
- Nothing must appear in the margins except for the page numbers. All of the headings, text, tables, figures etc. must be within the area bounded by these margins.
- Since pages with ‘landscape’ orientation are to be bound vertically, their top margins must be 4 cm wide, and other margins must be 2,5 cm wide.

1.1.3.2 Line Spacing

Before starting to write, the following adjustments must be made on the Windows Office programme for the overall thesis;

- Click **Home/Paragraph/Line and Spacing** tabs and select 0 (zero) to adjust the **Before** and **After** settings,
- Select 1,5 in the **Line-spacing** drop-down menu.

1.1.3.3 Paragraphs

The first line of paragraphs must be indented one TAB. The blank space left by TAB must be set to 1,25 by clicking **Home/Paragraph/Indent/First Line** tabs.

No extra spacing is allowed between paragraphs.

1.1.3.4 Heading to Heading, Heading to Text Line Spacing and Heading Numbers

While writing the manuscript, each chapter begins with “Main Heading” and the succeeding subheadings are numbered according to their rankings³. The font type and size for all headings must be consistent throughout the thesis. **Headings are to be in bold.**

Single line-space is included before headings. No space is required after headings.

³ See Appendix-13 for detailed information about heading rankings

Table 1: Heading Levels

Main Heading / Level 1		CENTERED, BOLD, ALL CAPITALS
Level 2	1.1	Left-aligned, Bold, ALL CAPITALS
Level 3	1.1.1	Left-aligned, Bold, First Letters Capitalized
Level 4	1.1.1.1	Left-aligned, Bold, First Letters Capitalized
Level 5	1.1.1.1.1	Left-aligned, Bold, First Letters Capitalized

1.1.3.4.1 Primary Headings (Chapters and Main Headings)

Primary headings begin on a new page with a 5 cm-wide top margin. They are centred between both margins. All the words are capitalized and bold. A single line space is included after primary headings.

1.1.3.4.2 Secondary Headings

No additional space is included after secondary headings. They are aligned to the left. All the words are capitalized and bold.

1.1.3.4.3 Third Ranking and Lower Ranking Headings

No additional space is included after third rankings and lower ranking headings. They are bold and aligned to the left. Use capitals for the first letters of all words and lowercase letters for the rest.

1.1.3.4.4 Others

Line spacing must be set to **1 (one)** not 1.5 while writing the text, footnotes and references in a table.

1.1.4 Centering

All elements used in the thesis –tables, figures etc.- must be centred **between the text margins** not between the paper edges.

1.1.5 Word and Text Divisions

If any hyphenation is to be used, words must be divided correctly by using a standard dictionary and a spelling book.

At the end of a page, words must not be divided from one page to the next.

At least two lines of the paragraph after a heading must appear together on the same page. In case one line is left, it should be transferred with the heading to the following page.

1.1.6 Numbering

1.1.6.1 Numbers for Pages, Tables and Visuals

All page numbers must be centered at the bottom. Pages must be numbered consecutively.

All page numbers must be in the same font and point size used throughout the thesis.

Chapters, tables, figures, illustrations, photographs etc. must be numbered consecutively, too.

1.1.6.2 Page Numbers for Initial Pages

For the initial pages of the thesis, use small Roman numerals (iii, iv etc.). The title page and approval page do not have numbers but count as pages, and numbering starts from the *Non-Plagiarism Declaration* page as 'iii'.

1.1.6.3 Page Numbers for Text Body

Page numbers for thesis body must start with '1' on the *Introduction* page and continue throughout the thesis including *References*, *Appendices* and *Curriculum Vitae*.

The total number indicated on *Turkish Abstract* and *Abstract* pages must cover all pages including the initial ones.

The total page count should match the one stated in the Data Entry Form of Council of Higher Education.

1.1.7 Additional Volume

If the manuscript exceeds 5 cm in thickness, it must be bound in multiple volumes. Volumes must be numbered consecutively, using capital Roman numerals.

Each additional volume contains initial pages. Initial pages are identical in style; however, they include the notation VOLUME I, VOLUME II and so on just below the thesis title. As with the first volume, the inner cover page and approval page

count as initial pages but do not bear page numbers. For example, if the last Roman numeral used in the first volume is 'iv', the inner cover page and approval page of the second volume count as 'v' and 'vi' but do not bear the numbers. The following pages are numbered consecutively as 'vii, viii...'

1.1.8 Binding

Master's theses are to be bound in black cloth, and doctoral theses are to be bound in burgundy colour cloth. Faux leather or a similar cloth can be used for binding. A bound copy of the thesis should measure 21.5 cm by 28.5 cm.

The font type and size on the front cover must be the same with the ones used in the manuscript. All the expressions are to be written in capitals. The diameter of the university's logo image must be 4,5 cm on the cover.⁴

The spine should contain the full name of the author of dissertation and the university's name (NAME-SURNAME and CANKAYA UNIVERSITY) in capitals.⁵

Seminar papers and research reports excluded from the thesis can only be submitted as spiral-bound.

1.1.9 Multimodal Theses

If theses include images, maps, computer programmes, videos or audio recordings, such components are to be submitted on a separate CD and specified (with their names) in the 'Data Entry Form of Council of Higher Education'.

The following formats can be preferred for images, videos and audio recordings:

- Image file formats: GIF (.gif), TIFF (.tiff), JPEG (.jpeg), PNG (.png)
- Video file formats: MPEG (.mpg), Quick Time - Apple (.mov), Audio Video Interleaved - Microsoft (.avi), MP4 (.mp4)
- Audio file formats: Wav (.wav), MP3 (.mp3)

⁴ See Appendix-1 for a sample of university logo image

⁵ See Appendix-1 for a sample of outer cover

1.2 BASIC PARTS OF THE THESIS

All theses have three parts; ‘preliminary pages’, ‘body of manuscript’ and ‘the final part’.

1. Preliminary Pages

- Inner Cover Page
- Approval Page
- Non-Plagiarism Declaration Page
- Abstract in Turkish
- Abstract in English
- Acknowledgements
- Table of Contents
- List of Tables
- List of Figures, Illustrations and Schemes
- List of Symbols / Abbreviations

2. Main Body

- Introduction
- Main Text: Chapters
- Illustrative Material
- Footnotes
- Quatations/Citations
- Conclusion

3. The Final Part

- References
- Appendices
- Curriculum Vitae

1.2.1 Preliminary Pages

1.2.1.1 Inner Cover Page

The font type and size used on this page must be the same with those used for the manuscript.

All the words must be bold and in capital letters, and should begin at 5 cm from the top edge of the paper.

The title must not contain any mathematical or chemical formulae, symbols, subscripts or superscripts, Greek letters, or other non-standard abbreviations and characters. Substitutive words must be used instead.⁶

1.2.1.2 Approval Page

The approval page of a thesis must be signed in blue ink. In the hardcopy, **wet-ink signature** is required on this page. For CDs, these pages must be scanned **in color**.⁷

1.2.1.3 Non-Plagiarism Declaration Page

On this page, the author of the thesis declares that the work does not include any plagiarised⁸ content. The page displays the date when all studies for the thesis are completed.⁹

1.2.1.4 Abstract in Turkish

The abstract gives a concise summary of the thesis, including a statement of the problem, methods used, and conclusions.

It must not exceed 250 words. It must definitely include the key words at the end.¹⁰

The expression ‘Key Words’ must be written in bold, and standard typeface is used for the words.

1.2.1.5 Abstract in English

Abstract is the English summary of the thesis. Every thesis must include an Abstract in English and an Abstract in Turkish.¹¹

⁶ See Appendix-2 for a sample Inner Cover Page

⁷ See Appendix-3 for a sample Approval Page

⁸ YÖK Directive on Scientific Research and Publication Ethics, Article 8/1-a defines plagiarism as “*presenting someone else’s ideas, methods, data, practices, writings, figures or works partially or fully as their own and without citing the source in a proper, scientific way*”. See Appendix-14 for additional information on plagiarism.

⁹ See Appendix-4 for a sample Non-Plagiarism Declaration Page

¹⁰ See Appendix-5 for a sample Abstract in Turkish

¹¹ See Appendix-6 for a sample Abstract

1.2.1.6 Acknowledgements

‘Acknowledgements’ is an optional component.

The heading ‘Acknowledgements’ must appear in the centre of text margins with a 5 cm blank from the top edge of the page. There must be one-line space between the heading and the text.¹²

1.2.1.7 Table of Contents

Table of contents lists the title of each chapter and its parts and sections, References, appendices, curriculum vitae and their page numbers. The wording used for the entries of the table of contents must match the ones used in the text. Each entry has a line of leading dots which connects to the corresponding page number. The heading ‘Table of Contents’ appears 5 cm below the top edge of the page. A one-line space is required after the heading.

On ‘The Table of Contents’ page, all titles are indented 0,5 cm from the margin of the preceding higher-ranking heading.¹³

To make a table of contents;

- 1) All headings in the manuscript can be created by using heading styles in the Home tab of Microsoft Word. To do this, a ‘level’ should be chosen in the ‘styles’ group for each heading.¹⁴
- 2) Select a table from the dropdown menu ‘Table of Contents’ in the References tab.
- 3) Finally, click on any dotted part in the table to update the contents.

1.2.1.8 List of Tables

The tables used in the manuscript are listed all together.

List of tables appears after the part ‘Table of Contents’ on a separate page. The heading ‘List of Tables’, like all other main headings, is centred between the text margins and is 5 cm below the top edge of the page. The listing is aligned to the left margin, and there is a one-line space between the heading ‘List of Tables’ and the listing.¹⁵

¹² See Appendix-7 for a sample Acknowledgements page

¹³ See Appendix-8 for a sample Contents page

¹⁴ A detailed information on the ranking of headings can be found in part 1.1.3.4

¹⁵ See Appendix-9 for a sample List of Tables

The numbers and titles used in the tables throughout the thesis are used here without any change. As in the table of contents, each entry must have leading dots connecting to the corresponding page number.

1.2.1.9 List of Figures, Illustrations and Schemes

These lists must appear on separate pages and are to be governed by the same rules as the List of Tables.¹⁶

1.2.1.10 List of Symbols / Abbreviations

The symbols and abbreviations are to be consistent with the commonly acceptable practices in the discipline and are to be governed by the same rules as the List of Tables.¹⁷

1.2.2 Main Body

1.2.2.1 Introduction

In the Introduction part, the front matter which is aimed to be solved in the thesis must be described in detail; the concepts, framework, method and technics used are to be explained. If needed, the Introduction can be numbered as a chapter.

The Introduction of the thesis begins on page number 1.

1.2.2.2 Main Text: Chapters

The main text of the thesis is divided into chapters and subchapters to help the reader comprehend the study. The formatting of the text must be consistent throughout. Headings and subheadings are to be presented in the same way in all chapters. Chapters must be numbered in Roman numerals and capitals: CHAPTER I, CHAPTER II etc.

The chapters have descriptive titles (CHAPTER I, TAXATION AND HUMAN RIGHTS), and these titles are centred, in capitals and 5 cm below the edge of the paper.

¹⁶ See Appendix-10 for a sample List of Figures, Illustrations and Schemes

¹⁷ See Appendix-11 for a sample List of Symbols and Abbreviations

1.2.2.3 Illustrative Material

Illustrative materials may include images, diagrams, figures, tables, photographs, formulas etc. These materials are to be inserted wherever the author feels appropriate; however, they should appear as near as possible to the related parts in the text. Moreover, they must be centred between the text margins.

Each illustrative material is numbered consecutively: 1, 2, 3 etc. or 1.1, 1.2, 1.3 and so on.

The title of an illustrative material is placed above tables, below or above figures, graphics, photographs etc. It is aligned to the left and centred between the margins of related table, figure, graphic etc. The font size must be one level smaller when compared to the font size of the manuscript. The same font size must be used for the layout of illustrative materials.

If citation or explanation is required for an illustration, it must be aligned to the left or centred below, and the font size must be two levels smaller than the font size of the manuscript. No additional space is required between the illustrative material and the title and/or the source.

Table 1: Differences between Product and Brand

Product	Brand
<ul style="list-style-type: none">• Produced at a factory.• It is an object or a service.• Has a form and features.• Can change or can be improved in time.• Provides physical benefits for the consumer.	<ul style="list-style-type: none">• A brand is created.• Perceived by the consumer.• Permanent.• Considered as an indicator of social status by the consumer.• Provides satisfaction in meeting customer needs.

Source: Aktuglu (2010; 15)

1.2.2.3.1 Illustrative Materials Shorter Than Half a Page

If an illustrative material is shorter than half a page, it can be on the same page with the text. In this case, the material must be separated from the text by leaving a one-line space before and after.

1.2.2.3.2 Illustrative Materials Longer Than Half a Page

If an illustrative material is longer than half a page, it should be on a separate page.

1.2.2.3.3 Illustrative Materials Not Fitting in the Left and Right Margins of the Page

An illustrative material not fitting in the left and right margins of the page is rotated 90 degrees counter clockwise and placed horizontally on a page with its title/explanation. When the page orientation is landscape, the top margin must be 4 cm-wide, and the left and right margins must be 2,5 cm-wide each since the page is to be bound vertically. The page number must be the same typeface and appear in the same location as in the rest of the thesis.

1.2.2.3.4 Illustrative Materials Longer Than a Page

Illustrative materials longer than a page are to be on subsequent pages. In this case, the split part of the table on the next page must include the number and caption of the illustrative material e.g. “**Table 1 Continued**”.

1.2.2.3.5 Formulae

Scientific formulae, equations and expressions are to be typeset by using formula editors (e.g. Microsoft Word Equation Editor). Formulae and equations are to be centred, and their numbers must be right-aligned. Any reference to these expressions in the text is to be made by using the numbers of relevant formulae-expressions. The first digit of numbering stands for the chapter number, and the second digit for the formula number in that chapter.

- **Example:**

$$E = mc^2 \tag{1.1}$$

1.2.2.4 Footnotes

Footnotes are notes located at the bottom of each page.

Footnotes must be added automatically by using Microsoft Word not manually. To do this, click where a footnote is required in the text first, and then click ‘**Insert Footnote**’ in the ‘**References**’ tab.

Unlike the main text, line-spacing in footnotes is 1, not 1.5. No additional space is required between each footnote.

Footnotes are to be justified without indenting the first line. The point size is two points smaller than that of the manuscript. (For example, if it is Times New Roman 12 for the manuscript, it is reduced to 10 for footnotes and if Arial 11 to 9.)

Footnotes are numbered starting with 1, and numbering continues subsequently to the end of the work.

1.2.2.5 Citations/References

Detailed information about citations and references can be found in PART II.

1.2.2.6 Conclusion

Whether the research has reached its goal and the hypothesis has been verified or not is stated in the conclusion. The findings, personal evaluations, suggestions and discussions (if necessary) are explained.

The conclusion might be given a chapter number depending on the related Graduate School's procedure.

1.2.3 The Final Part

1.2.3.1 References

Detailed information about References can be found in PART II.

1.2.3.2 Appendices

On some occasions some data can be presented in appendices instead of the manuscript, such as test forms, detailed apparatus descriptions, raw data, computer programmes etc.

If there are multiple appendices, each must be given a different letter or number (Appendix 1, Appendix 2 etc.)

The heading 'Appendices' should be centred between the text margins, 5 cm from the top edge of the page. The font and point size must be the same with the ones used for chapter headings.

In appendices including original resources, spacing, font style and point size are not required to be the same with those in the thesis.

The table of contents must include the title of each appendix and the main heading 'Appendices'. Numbering of the pages continues subsequently including the appendices.

If an appendix contains photocopied materials, they must be legible and of letter-quality.

1.2.3.3 Curriculum Vitae

‘Curriculum Vitae’ is the professional biography of the candidate, and it includes the place and date of birth, educational institutions attended after high school, degrees and honours won, titles of publications (if applicable), and educational and professional experiences.

The vita is **not given a chapter number**; however, it has page numbers and is included in the ‘Table of Contents’ as **the last item**. The font and point size of the vita are the same with those of the manuscript.¹⁸

¹⁸ See Appendix-12 for a sample Curriculum Vita.

PART II

CITATIONS, CITATION METHODS AND REFERENCES FORMAT

2.1 CITATIONS

2.1.1 Purpose of Citations

The purpose of citation is to borrow a particular sentence, paragraph, or concept from another work for discussion, criticism, or emphasis.

The relevant Graduate School examines the theses electronically through the plagiarism program in terms of the percentage of similarity and sends the result to the student to forward it to the jury members. If there are issues that need to be corrected, the student makes the necessary corrections in line with the knowledge of the thesis advisor. After the student has made all the corrections, the thesis is checked once again before printing.

Considering the sensitivity of the subject, in each thesis prepared, there is a "declaration text stating that there is no plagiarism", which acknowledges that the thesis has been prepared in accordance with the citing rules, which the student must sign.

2.1.2 Principles of Citation

The points to be considered in citations are summarized below:

- ✓ It is essential to reach and cite the first source. Only in cases where the first source cannot be reached due to some difficulties, "second-hand citation" is made. In this case, first the original source of the information is specified. Then, it is necessary to write "Cited by" and the information about the citing source is given.

Example (according to the Author-Date method in the text):

- (Lerche 1961: 19, Cited by Metin 2002: 31)
- ✓ If there are more than one edition of the cited work, the most recent edition is found and cited.
- ✓ There is no need to cite references for topics that are easy to understand and are known to the majority ('general knowledge' or 'generally accepted knowledge'). It

should be noted that the concept of “general knowledge or common knowledge” may vary according to country, culture, region and discipline. If there is doubt about whether it is "general information", reference should be preferred to avoid risk.

Example:

- *There is no need to cite the phrase "The capital of Spain is Madrid". Likewise, there is no need to cite an information saying that “supply and demand determine the price”. However, if there is an opinion “ arguing that supply and demand are invalid in the formation of prices”, reference should be made. (Seyidoglu 2003:197)*

2.1.3 “Quotation or Reference?”

While citing a source, either a "quote" is made or a "reference" is made.

The word “quote” refers to the exact copying of a certain sentence, paragraph or concept of another work without losing its original form.

Example:

- *“...quotes are used to better illuminate the author's own thoughts... The words that are the basis of the asserted argument, parts such as documents or very well expressed sections can be transferred as they are.” (Ataöv 2006: 37)*

“Referencing”, on the other hand, is about reading, understanding and rewriting information and comments of other authors. This method, which allows the author to preserve his own style, also prevents the deterioration of the text flow.

Ataöv's expression above could also be used by referring to instead of quoting. E.g; Ataöv (2006: 37) stated that the "quotation" method can be used for basic words, very beautiful expressions and sentences with document quality.

2.1.4 Format Rules to be Followed When Quoting

- ✓ **Quotations not exceeding two lines** are given in quotation marks within the text. **Italic font** should be used.
- ✓ **Quotations of three lines or more;**
 - As done above, it is separated from the main text and given by indenting 1 TAB (1.25 cm) from the left.
 - Quotations are written in a one font size smaller than the font size used in the thesis text. **(For example: 11 points instead of 12)**

- Quoted paragraphs **are not indented on the first line**. If the citation contains two or more paragraphs, one line space is left between the paragraphs.
 - All quotations are enclosed in **double quotes** ("...").
 - **1.5 line spacing** is used throughout the quoted text.
 - **No spaces are left** before and after the quoted paragraph.
 - **Italic font** should be used.
- ✓ *In citations, mistakes in the letters, sentences, dates, places, etc., including punctuation and translation mistakes in the sources are given in their corrected forms. As mistakes are corrected, the corrected form is also written in parentheses, next to the incorrect form.*

Example:

- *“Spain consisting of nineteen (seventeen) autonomous states”.*

2.1.5. The Quoted Text Can Be Shortened Without Distorting its Meaning

In the thesis, all the information transferred from the source can be given as it is, or only certain parts of the sentence and paragraph information can be used. The need to avoid from full quote may have arisen from the author's desire to preserve the integrity of his writing and remain relevant to its purpose.¹⁹ In this case, the omitted places are indicated by three dots (“...”) to indicate that certain pages, paragraphs, sentences or words are omitted.

For example; in the excerpt below, some sentences in the main text that were deemed unnecessary for the thesis were omitted and the text was shortened:

In the Preamble to the Treaty on European Union:

“... determined to reach a new stage in the process of European integration... desiring to deepen solidarity among their peoples, with respect to their history, culture and traditions... They have decided to establish a European Union.” statements are included.

Again, some clarifications can be made in the quoted text in order to realize the author's purpose and style. Such changes should also be stated in the footnote with expressions such as ***“stated bold/italic/underlined by the author”***.

Some expressions can be written in bold as in the below text given as an example before:

¹⁹ When quoting from the poem, if one or more lines or even a page is to be skipped, only a single line is left for the skipped parts and this line is indicated by punctuation.

Example:

- “...quotes are used to better illuminate the author's own thoughts... **The words that are the basis of the asserted argument, ... parts such as documents or very well expressed sections can be transferred as they are.**” (Ataöv 2006: 37)

In this case, a footnote should be written at the end of the text stating that “*the bold fonts have been used by the thesis author*”.

2.1.6 Quote Within Quote

If there is a quotation within a quote, it is indicated with a **single quotation mark (')**.

Example:

- Researcher Nurettin Bilici, on the 97th page in his work titled *Tax Law, 2020, 50th Edition*, would like to refer to the following decision of the Council of State, which Yılmaz Özbacı (1998) included on page 304 of his work entitled *Tax Procedure Law Comments and Explanations*.

'There are Council of State decisions that the taxpayer's relative, apparently 18 years old but actually 17 years old, can be notified of the tax notice.' (4. D. E. 1984/238, K. 1984/3934)

In such a case, the author must first try to find the original source (the relevant Council of State decision). Only if the original source is not available, the author should cite as follows. (According to the reference method in the footnote)

Dş. 4. D. E. 1984/238, K. 1984/3934, *Cited by ÖZBALCI Yılmaz (1998), Tax Procedure Law Comments and Explanations* (in Turkish), Oluş Publishing, Ankara, pp. 304.

In this way, firstly, the original source is given, and then the cited work is shown with the phrase "Cited by".

Let us repeat; second-hand information (or reference to a second-hand source), also known as "blind citation", can only be used in cases where the original source cannot be reached.

2.2 METHODS OF CITATION

2.2.1 In-Text Citations

In-text citation may vary according to the properties of the study area. Basically, we can classify it as the Numerical Method and Author-Date Method.

2.2.1.1 Numerical Method

In the numerical method, no information about the author is given in the text and sources are represented by numbers in square brackets (e.g., [1]). Detailed information about the author and the source is given in the references section.

The numerical method is shown as follows in the references.

Example:

- [1] TURHAN Turgut and TANRIBİLİR Feriha Bilge (2012), *Citizenship Law* (in Turkish) Third Edition, Yetkin Publications, Ankara.

When the numerical method is used, the References is arranged by the order in which the citations appear in the text, not in alphabetical order.

2.2.1.2 Author-Date Method

In the Author-Date method, information about the source (author, publication date, and the relevant page) is given in the text. This information is written in brackets in the text at the appropriate point. Examples of possible cases are given below.

2.2.1.2.1 Sources with the Author's Name

In all works published with the author's name, the work is cited by providing **the author's surname, publication year, and the relevant page number**. The source can be a book or an article, or a thesis, a research poster, a paper, edited (compilation) book, translated book, encyclopedia, electronic book - journal or - paper.

- If the source has **one author**, citation is written as "Surname date: page number".
(Ataöv 2006: 37)
- If the source has **two authors**, citation is written as "Surname and Surname date: page number".
(Karakaş and Sonsuzoğlu 1998: 217)

- If there are **three or more authors**, use the phrase et al. (Latin for "and others") after the surname of the first author.
(Gerçek et al. 2014: 91)
- **When citing multiple works by the same author published in different years**, write the author's surname and different publication years. No confusion will arise.
- **When citing multiple works by the same author published in the same year**, add letters "a", "b" ... next to the year to avoid confusion. For example, a student citing two separate works of Gillespie published in the same year will cite as follows.
(Gillespie 1997a: 25), (Gillespie 1997b: 58)
- If there are **more than one work by authors with the same surname** in the References, use the authors' names as well.
(Yılmaz Ali 2005: 157), (Yılmaz Bahri 2010: 27)
- **When citing two or more works parenthetically**, arrange the entries alphabetically by the initials of the authors' surnames.
(Doğru 2000: 198; Karaman 2014: 430)
- **When referencing a whole work**
In cases when the author is influenced by a whole work or the general structure of this particular work is criticized, evaluated, or discussed (that is, when the whole work is referenced), only write author's surname and publication year (do not provide any page number).
(Tan 2004)

2.2.1.2.2 Sources Without the Author's Name

- In **sources with no author name (book, article, newspaper article, etc.)**, cite the name of the book, journal, or newspaper.
(The Lottery 1923: 50); (Economist 2003: 36); (New York Times 2003: 23)
- When citing publications such as institutional reports or books, write the name of the institution, publication year, and the page number. (DİE 2016: 93)²⁰
- When **citing encyclopedias**, use the format (Grand Larousse 2002 Volume 7: 339)

²⁰ DİE: State Institute of Statistics

2.2.1.2.3 Citations at the Beginning of a Sentence or Within a Sentence instead of at the End of a Sentence

- According to David and Clifford (2003: 129)...
- According to Türmen (2004: 39), “*the right to a fair trial is the main element of the rule of law principle.*”
- Çağan (1980) stated that democratic development began in Turkey at a later time compared to the Western countries.
- There are various studies (Tan 2004; Günday 2003; Candan 2005) on the issue of human rights.
- As to performance, Williams et al. (1983) ...

2.2.1.2.4 Others

- Citations to **photographs**: For sources in the references written as “ADAMS Ansel (1927), Monolith, the face of Half Dome, Yosemite National Park [Fotoğraf]. Art Institute, Chicago.”, in-text citations are as follows: (Adams 1927),
- Citing **Facebook** posts: (Tonta 2014)
- Citing **Twitter** posts: (Glushko 2014)
- Citing a **movie**: (The Maltese Falcon 1941)
- In citations from **Internet sources**, use short form with author’s surname (institution), publication year and page number (if any). If there is no surname, use information such as document title or file name. InReference entries as “ŞİRİN.....http://www.kamuhukukculari.org/upload/dosyalar/TA_Bildiri.pdf, 2012. ET. 13.04.2014.” are cited in the text as (Şirin 2012).

2.2.1.2.5 Citing Secondary Sources

As stated before, as a rule secondary sources are not cited. This is only used in exceptional cases when it is not possible to reach primary sources.

Citation is done as follows:

First, give “author’s name publication year, page number” for the unavailable source, then write “Cited by” before giving the present source’s author’s name publication year, page number.

Example:

- (Lerche 1961: 19, Cited by Metin 2002: 31)

2.2.1.2.6 Those who Prefer the Author-Date Citation Method in the Text Can Also Use the Footnote Method

Applying “*in-text citation method*” does not mean that **footnote is not allowed**.

In necessary cases, footer is used for particular issues we need to explain in footnotes.

- As in references to works with more than two authors or more than two works at the same place, **the citation can be given in the footnotes in cases when in-text citation will take up too much space**.

Moreover, **various details about the reference or the author** (such as date of birth/death, title, area of expertise), **explanations, or notes are shown in footnotes**.

- Footnotes can also be used to define a concept used in the text.²¹

2.2.2 Footnote Method

2.2.2.1 Content

Footnotes include all the information related to the cited source mentioned in the references section. The source to be cited is transferred to footnotes in the way it is shown in the references. As in the references;

- Author’s surname is capitalized
- If there is more than one author, all authors are shown with their names and surnames.
- The name of the source is italicized.

There are two differences compared with the references:

- Author’s name is written first,
- The number of the cited page is included.²²

Example:

Citation to the work which includes the following statement “*Democratic prigrress started late in Turkey compared to Western countries.*” is given as follows;

- STROOP John (1935), “Studies of Interference in Serial Verbal Reactions, *Journal of Experimental Psychology*, Volume 18, No 6, pp. 643-662.

²¹ This practice is also named as “**explanatory footnote**”. See [Atabek Ümit (2005), **Kaynak Gösterme Yöntemleri**, <http://www.umitatabek.net/rapor.html>., ET. 26.5.2006.]

²² There may be sources without a page number **as in citations in digital environment**. In such cases, no page number is given. However, all the information we have explained in the referencing section (including retrieval date) is provided

- Nami ÇAĞAN (1980) “Taxation in a Democratic Social Law State” (in Turkish), *Journal of Ankara University Faculty of Law*, Vol. XXXVII, No. 1-4, p. 132.

This work appears in the references as follows:

- John STROOP (1935), “Studies of Interference in Serial Verbal Reactions, *Journal of Experimental Psychology*, Volume 18, No 6, pp. 643-662

2.2.2.2 Abbreviations in Footnote Method

To avoid repeating citing the exact same citation every time in the main body of your text:

- Use *ibid.* (abbreviation for the Latin word *ibīdem*) **if you consecutively cite the same source without citing another source.** Example: *ibid.* p. 168.
- **When citing a previously cited work, but with other references intervening,** write author’s Name SURNAME publication year, *ibid.*, page number.

Example:

- Turgut TAN 2004, *ibid.* p. 29.
- When referencing your own thesis, use the expression “*supra*” for materials cited in earlier pages of the thesis (example: *supra* 20) and “*infra*” for materials coming later in the thesis (example: *infra* 52).

2.3 REFERENCES FORMAT

2.3.1. Format

All references cited in the text are displayed on a new page titled "References". The References is located just before the **APPENDIX**.

The References title is placed 5 cm below the top of the page and centered, and the list itself is written with one line space from the title.

Each reference is written with 1.5 line spacing, as in the thesis text. The first line is left justified, while subsequent lines start from a TAB inside. No spaces are left when moving from one source to another.

References can be created **automatically in Microsoft Word during the writing of the thesis in two ways:**

1. Click on “Manage Resources” on the “References” tab in Microsoft Word. In the tab that opens, the sources used are added one by one by clicking on the “New” section.

2. While writing, "Add Citation" is clicked on the "References" tab after each citation, and "Add New Source" is selected. In the tab that opens, information about the source used is entered and saved. In this way, sources are added to the system as they are used.

After the work has finished, clicking on "References", "Add References" from "References", all cited sources are displayed at the end of the document.

2.3.2. Principles

Common rules to consider when creating a References are as follows:

- ✓ No chapter number is given to the References List.
- ✓ References are listed alphabetically according to the surnames of the authors. If there is no author's name, the name of the institution or the work is taken as the basis.

If the Numerical Method is used while citing a resource, the resources are listed according to the numbers given while citing.

- ✓ All information about a source takes place on the same page, it is not divided into the following page.
- ✓ Sources that are not cited in the text are not included in the References.
- ✓ If more than one work of an author is used, the sources are listed according to the year they were published (in chronological order, with the previous years first).
- ✓ If the same author's both single-authored work and multiple-authored work have been used, the single-authored work is written first.
- ✓ If more than one work of an author published in the same year is used, the references are placed in alphabetical order of the titles of the work. Sorting is done using the letters (a, b, c, ...) after the publication date (for example, “2019a”, “2019b”).
- ✓ Texts related to legislation such as laws, regulations, directives used in the study are not shown in the References.
- ✓ The total number of pages for books is not specified in the References, however when citing numerically, the cited page or page range is specified. In articles,

the pages between which the article is located must be specified in the References. In addition, the year, issue and volume number of the journal are added. If available, the DOI number is also given.²³

2.3.3 References

- ✓ It is preferred to write the surname of the author in capital letters both in the References and in the footnote citations. If desired, the initial letter of the author's surname can be written in capital letters and the rest in lowercase.
- ✓ It is preferred that the author's name be written clearly, without abbreviations, in the References and footnote citations. If desired, the name of the author can be shortened using only the initials.
- ✓ It is preferred that the names of sources such as books, journals and thesis are written in italics in the References and footnote citations. These names can be written in bold characters if desired.
- ✓ While the sources with more than one author are shown in the References, the second author and the continuation can be written as name-surname instead of surname-name.
- ✓ The publication year of the work is given in parentheses immediately after the author's name. If desired, it can be given at the end of the citation (before or after the publication or before the page range).
- ✓ It is not preferred to specify the place of printing in the journal references. If desired, the place of printing can be specified.

2.3.3.1 Books

2.3.3.1.1 Single-Authored Books

The information about the book is as follows; It is shown as "SURNAME Name (publication year), *book name*, publisher and place of publication". The title of the book is written in italics. If the book used is a book with additional printing, such as a second or third edition, this is also noted.

Example:

- NAKİP Mahir (2005), *Introduction to Marketing Research (SPSS Supported)* (in Turkish), Second Edition, Seçkin Publications, Ankara.

²³ DOI: Digital Object Identifier.

- ÇÖRTOĞLU İbrahim Sahir (1982), *Environmental Effects and Consequences of Using Immovable Ownership in Neighborhood Law* (in Turkish), Ankara Academy of Economics and Commercial Sciences Publications, Ankara.

2.3.3.1.2 Books with Two or More Authors

If the referred book has two or more authors, the conjunction "and" (ve) is used before the last author.

Example:

- TURHAN Turgut and TANRIBİLİR Feriha Bilge (2012), *Citizenship Law* (in Turkish), Third Edition, Yetkin Publications, Ankara.
- ÇAKMAK Erol, H. DUDU Hasan ve ÖCAL Nadir (2008), *Efficiency in the Turkish Agricultural Sector: Method and Quantitative Analysis at the Household Level* (in Turkish), Tepav Publications, Ankara

2.3.3.1.3 Revised and Enlarged Editions

The number of the edition given after the title of the book is written together with the "revised/expanded" note.

Example

- BİLİCİ Nurettin (2020), *Tax Law* (in Turkish), Gözden Geçirilmiş Revised 50th Edition, Savaş Publishing House, Ankara.

2.3.3.1.4 Article, Text or Chapter in a Compiled (Edited) Book

For the books in which more than one author's articles are brought together through the editor, first the SURNAME of the used author(s) (publication year) and the name of the article "in quotation marks" are written. The title of the book in italics with the phrase "In" followed by "Ed." with the abbreviation, name-surname of the editor (compiler), page range, publisher, and place of publication.

Example:

- ÖZTÜRK ÇOBANOĞLU Ebru (2018), "An Evaluation on the Social Effects and Results of the 15 July Coup Attempt" (in Turkish), *In, 15 July and Turkish Higher Education*, Ed. Bülent Arı, pp. 25-38, TDV Publishing, Ankara.

- BAYKAL Yahya Kemal (2016), “Optical Propagation in Unguided Media”, In: *Optical Wireless Communications: An Emerging Technology*, Ed. Murat Uysal, Carlo Capsoni, Zabih Ghassemlooy, Anthony Boucouvalas, Eszter Udvary, pp. 25-45, Springer, Switzerland.
- GÜNALP Burak and DİNÇER Oğuzhan (2010), “The Optimal Government Size in Transition Countries”, In, *Progress in Economics Research*, Volume 15, Ed. Albert Tavidze, pp. 153-169, Nova Science Publishers, New York.

2.3.3.1.5 Translated Books / Translated Book Chapter

SURNAME of the author of the original work Name (Year), title of the book, “Trans.” abbreviated SURNAME of the translator, Publisher, Place of Publication.

Example:

- BILLINGTON David (1975), *Reinforced Concrete Shell Structures* (in Turkish), Trans. KABATAŞ Hasan and PULTAR Mehmet, ITU Faculty of Architecture Publications, Istanbul.

2.3.3.1.6 Books in Multiple Volumes

Immediately after the title of the book is given, the volume used is written.

Example:

- GÖZLER Kemal (2009), *Administrative Law* (in Turkish), *2nd Volume*, Ekin Publishing House, Bursa.

2.3.3.1.7 Article with an Unknown Author

The work is indicated by the title of the book. The title of the book is capitalized, as in the name of the author. Then other information is given.

Example:

- THE LOTTERY (1923), Watts John, London.

2.3.3.2 Articles

2.3.3.2.1 Single-Authored Articles

SURNAME Name (publication year), article name in quotation marks, *journal name*, volume and issue information of the journal, “pp.” the page range in which the

article is located in the journal are written. The name of the journal is written in italics.²⁴

Example:

- NAKİP Mahir (1999), “Segmenting the Global Market by Usage Rate of Industrial Products, *Journal of Industrial Marketing Management*, Vol. 28, No. 2, pp.177-195.
- UZUNDEMİR Özlem (2001), “Searching for Dialogue Between East and West, Past and Present in My Name is Red” (in Turkish), *Doğus University Journal*, No. 3, pp. 112-119.
- ÇETİNKAYA Ferda Can (1994), “Lot Streaming in a Two-stage Flow Shop with Set-up, Processing and Removal Times Separated”, *Journal of the Operational Research Society*, No. 45, pp. 1445–1455.

2.3.3.2.2 Articles with Two or More Authors

If the article has two authors, it is indicated by using the conjunction "and" (ve) between the names of both authors.

Example:

- GÖNCÜ Aslı and SÜMER Nebi (2011), “Rejection sensitivity, self-esteem instability, and relationship outcomes: Mediating role of responsibility attributions”, *European Psychologist*, Vol. 16, No. 4, pp. 303-313
- JARAD Fahd and ABDELJAWAD Thabet (2020), “Variational principles in the frame of certain generalized fractional derivatives”, *Ame. Ins. of Math. Sci.*, Vol.13, No. 3, pp. 695-708.

If there are three or more authors, a comma is placed between all authors, and the conjunction "and" is used before the last author.

Example:

- TAŞ Ayşegül, ERGİN Elif, KURTULMUŞOĞLU Bahar and ŞAHİN Ömer (2019), “Tackling Service Quality in The Telecommunication B2B Market”, *Journal of Business and Industrial Marketing*, Vol. 34, No. 7, pp. 1580-1591.

²⁴ Sometimes, articles may be published stand-alone other than the work in which they are published. In this case, the phrase "separate edition" is included in the information for the article

- ÖZDEMİR Mustafa, İDER Sıtkı Kemal and GÖKLER Mustafa İlhan (2015), “Parametric analysis of an anti-whiplash system composed of a seat suspension arrangement”, *Journal of the Brazilian Society of Mechanical Sciences and Engineering*, No. 37, pp. 777–784.

2.3.3.2.3 Article with an Unknown Author

The work is indicated by the name of the article. The name of the article is written in capital letters, as in the name of the author. Then other information is given.

2.3.3.3 Theses and Posters

2.3.3.3.1 Unpublished Theses

When unpublished theses are shown, one of the appropriate expressions such as "unpublished master's, doctorate or associate professorship thesis" is written next to it, depending on the situation²⁵. If it is downloaded from YÖK, the URL address is added to the end of the information.

Example:

- KÖKSAL Serhat (2021), *Design and Analysis of Mine Resistant Ambush Protected Vehicle Rollover Simulator* (Unpublished Master's Thesis), Çankaya University Graduate School of Natural and Applied Sciences, Ankara.

2.3.3.3.2 Symposiums, Congresses, Conferences, Panels, Proceedings, Posters

Example:

- KALEMÇİ R. Arzu (2018), Invited Speaker, “Women in International Business” Panel, *Academy of International Business US- Midwest Chapter Meeting*, Chicago, USA.

2.3.3.4 Digital Sources

2.3.3.4.1 Digital Books

For the sources on the Internet, depending on the type of the source (books, articles, reports, newspapers, etc.) in addition to the information described above, the

²⁵ Unpublished lecture notes cannot be used as a source. Therefore, it is out of question to show them in the bibliography.

Internet address (URL: Uniform Resource Locator), the date of publication and the access date (DoA) are written. If available, the "digital object identifier" (DOI) number should also be specified.

In the absence of the publication date of the work, it is sufficient to write the access date.

Example:

- O'KEEFE Edvard (2017), *Egoism&Thecnsts in Western Values*.
<http://www.onlineoriginals.com/showitem .asplitem I 135>, DoA. 15.01.2017.
- FREUD Sigmund (1953), "The method of interpreting dreams: An analysis of a specimen dream", In, *The standart edition of the complete psychological works of Sigmund Freud*, Vol. 4, pp. 96-121, Ed. Strachey James,
<http://books.google.com/books>, DoA. 25.4.2017.

2.3.3.4.2 Digital Articles

Example:

- AKALIN Şükrü Haluk (1998), "The World of Turkology on the Internet", (in Turkish), *Turkish Language*, p.556, www.tdk.org.tr/hall.html, DoA. 2.7.2012.
- CONWAY Paul (2003), "Truthand Reconciliation: The Road not Taken in Nambia", *Online Journal of Peace and Conflict Resolution*, 5(1),
http://www.trinstitute.org/ojpcr/5_1conway.htm, DoA. 25.12. 2003.
- DOĞAN Seyhun (2002), "Development of Tax Burden in Turkey, From 1980s to 2000" (in Turkish), *Journal of Tax World*, February 2002, No. 246,
<http://www.vergidunyasi.com.tr/Dergilcerik.aspx?ID=2936>, DoA. 27.7.2009.
- VONLEBEDUR Sidonia (2007), "Optimizing knowledge transfer by new employees in companies", *Knowledge Management Research&Practice*, Advance online publication, DOI: 10.1057/palgrave.kmrp.8500141, DoA. 20.7.2012.

2.3.3.4.3 Digital Newspaper Articles

Example:

- AYDIN Mustafa (2003), "What does USA Want from the World" (in Turkish), 23 March 2003, <http://www.haberaliz.com/detay.php?detayid=325>, DoA. 25.12.2003.

- ÇETİN Özmen (2010), “Our television habits will change with IPTV”, (in Turkish), Hürriyet Newspaper, 21 January 2010, www.hurriyet.com.tr, DoA. 02.03.2017.

2.3.3.4.4 Personal - Institutional Websites

Example:

- DEMİREL Özcan (2017), *Prof. Dr. Özcan Demirel*, <http://yunus.hacettepe.edu.tr/demirel/>, DoA. 26.2.2017.
- MİLLİ KÜTÜPHANE (2017), <http://www.mkutup.gov.tr>, DoA. 28.8.2017.

2.3.3.4.5 Anonymous Works

When the author of the work is not known, the publishing institution, the name of the work and the date of access are written.

Example:

- EC (2008), European Commission, Taxation and Customs Union, *Taxes in Europe*, 2008, Bruxelles, http://ec.europa.eu/taxation_customs/taxinv/getcontents.do?mode...VERITY_IT+Motor+vehicles+tax, DoA. 27.07.2009.
- HACETTEPE UNIVERSITY (2006), *Citation Principles in Scientific Publications* (in Turkish), Ankara, <http://www.hacettepe.edu.tr>, DoA. 21.11.2006.

2.3.3.5 Other Sources

2.3.3.5.1 Newspaper Articles

The name of the newspaper covering the article is written in *italics*.

Example:

- BİLİCİ Nurettin (2010), “Is Our Unemployment Rate 12% or 40.7%?” (in Turkish), *World Newspaper*, 25 December 2010, p. 11.

2.3.3.5.2 Articles or Chapters in Reference Books such as Encyclopaedias or Dictionaries

Right after the name of the author, the title of the article in the reference book is written in quotation marks. Then the other information such as the name of reference book, page numbers and publication place is given.

Example:

- AKÜN Ömer Faruk (1992), “Divan Literature” (in Turkish), *Diyanet Foundation Encyclopedia of Islam*, pp. 398-422, Turkish Diyanet Foundation, İstanbul
- BALKANS: HISTORY (1987), *Encyclopaedia Britannica*, 15. Edition, Vol. 14, pp. 570-588, Chicago Encyclopaedia Britannica.
- GERRYMANDER (2003), *Merriam-Webster’s collegiate dictionary*, 11. Edition, Springfield, MA: Merriam-Websters.

2.3.3.5.3 Newspaper or Magazine Articles With Unknown Authors

First, the name of the newspaper or magazine is written in capital letters. Then the title of the article and the date and page number in the newspaper are written.

Example:

- ECONOMIST (2003), “The United States and the Americas: One History in Two Halves”, 13 December 2003, p. 4.
- CUMHURİYET (2003), "Prime Minister is going to Washington" (in Turkish), 22 December 2003, p. 7.
- NEW YORK TIMES (2003), “Strong After Chocks Continue in California, 26 December 2003, p. 13.

2.3.3.5.4 Institution / Organization Publications, Reports**Example:**

- SIS (1972), State Institute of Statistics, *1970 Buildings Census* (in Turkish), Publication no. 647, State Institute of Statistics Printing House, Ankara.
- THE MINISTRY OF FINANCE (2010), *2011 Budget Rationale* (in Turkish), Ankara.
- TÜSİAD (2003), *TÜSİAD Report 2003: State of Law and Judicial Reform in the Light of European Convention on Human Rights and Fair Trial Principle in Terms of Constitutional Law, Administrative Law and Criminal Law* (in Turkish), Turkish Industry and Business Association, İstanbul.

2.3.3.5.5 Photo, Video

Example:

- ADAMS Ansel (1927), *Monolith, the face of Half Dome*, Yosemite National Park [Fotoğraf], Art Institute, Chicago.
- PALMER Amanda (2013), *The art of Asking* [Video file]. Retrieved from, https://www.ted.com/talks/amanda_palmer_the_art_of_asking (DoA. 26.5.2013).

2.3.3.5.6 Films, Documentaries, TV Serials

The production country-city of the series is also added.

Example:

- BEKTAŞ İlksen (Producer), UÇAKAN Mesut (Director) (1988), *Mr. Chief*, (in Turkish), Moroğlu Film, Turkey.
- DÖKER Hamdi (Producer), ÖRNEK Tolga (Director) (2005), *Gallipoli*, (in Turkish), Ekip Film, Distributor company: Özen Film.
- HURRAN Nick (Director) (2004), *Little Black Book*, Columbia Tristar, ABD.
- ÇAKMAKLI Yücel (Director) (1984), *Young Agha* (in Turkish), Turkish Radio and Television Corporation, Turkey.

2.3.3.5.7 Database (CD Roms, Discs...)

Example:

- YEPREM Saim (2010), *Library (CD)*, Marmara University Faculty of Theology, İstanbul.

2.3.3.5.8 Facebook, Messaging

Example:

- TONTA Yaşar (2014), “To those who wonder if the Queen is making her manuscripts accessible?” (in Turkish), *The Open Access Vatican Manuscripts*, <http://t.co/dUKv03jC9Ghttps://www.facebook.com/yasartonta/posts/10152885884812668>, DoA. 08 November 2014.
- GLUSHKO Bob (2014), “Our Discipline of Organizing Book, Named Book of the Year”, 10 November 2014, <https://twitter.com/rjglushko/status/531917048134135808>, DoA. 18 November 2014.

- ARROYO Gloria Macapagal (2003), “A time for Prayer”, A conversation with Michael Schuman, *Time*, 28 July 2003, <http://www.times.com/time/nation/article/0,8599,471205,00.html> 9, DoA. 13 January 2004.

REFERENCES

- ATABEK Ümit (2005), *Reference Methods* (in Turkish), <http://www.umatatabek.net/rapor.html>, DoA. 26.5.2006.
- ATAÖV Türkkaya (2006), *Handbook of Scientific Research* (in Turkish), Alkım Publication, İstanbul.
- BİLİCİ Nurettin (2020), *Handbook of Scientific Research* (in Turkish), 3. Edition, Savaş Publication, Ankara.
- ERKUŞ Adnan (2005), *Scientific Research* (in Turkish), Seçkin Publication, Ankara.
- SEYİDOĞLU Halil (2003), *Handbook of Scientific Research and Writing* (in Turkish), Expanded 9. Edition, Güzem Can Publication No: 20, İstanbul.


APPENDICES

LIST OF APPENDICES

- APPENDIX 1: Sample Outer Cover Page
- APPENDIX 2: Sample Inner Cover Page
- APPENDIX 3: Sample Approval Page
- APPENDIX 4: Sample Non-Plagiarism Declaration Page
- APPENDIX 5: Sample Turkish Abstract (Öz/Özet) Page
- APPENDIX 6: Sample Abstract Page
- APPENDIX 7: Sample Acknowledgements Page
- APPENDIX 8: Sample Contents Page
- APPENDIX 9: Sample List of Tables
- APPENDIX 10: Sample List of Figures
- APPENDIX 11: Sample List of Symbols and Abbreviations
- APPENDIX 12: Sample Curriculum Vitae
- APPENDIX 13: Sample Heading Levels Page
- APPENDIX 14: Importance and Limits of Citations

APPENDIX 1: Sample Outer Cover Page

(This cover is prepared by the bindery. A hardbound thesis measures 21.5 x 28.5 cm)

<p>NAME SURNAME</p> <p>ÇANKAYA UNIVERSITY</p>	 <p>TITLE OF THE THESIS</p> <p>NAME SURNAME</p> <p>MAY 2021 The date of the thesis jury's assembly (Month/Year)</p>
---	--

ÇANKAYA UNIVERSITY

GRADUATE SCHOOL OF SOCIAL SCIENCES

DEPARTMENT OF PRIVATE LAW

PRIVATE LAW MASTER'S THESIS

TITLE OF THE THESIS

NAME SURNAME

MAY 2021

APPENDIX 3: Sample Approval Page

Title of the Thesis: XXXXXXX

Submitted By: Name SURNAME

Approval of the Graduate School of XXXXX

Prof. Dr. XXXXX XXXX

Director of the Graduate School

I certify that this thesis satisfies all the requirements for a Master's/PhD degree.

Prof. Dr. XXXX XXXX

Head of Division

Examined and approved as a Master's/PhD thesis.

Prof. Dr. XXXX XXXX

Supervisor

Examination Date: 17.05.2022

Examination Jury Members:

Prof. Dr. XXXX XXXX

Çankaya Uni.

Assoc. Prof. XXXX XXXX

Yıldırım Beyazıt Uni.

Assoc. Prof. XXXX XXXX

Çankaya Uni.

**TO THE GRADUATE SCHOOL OF XXXX
ÇANKAYA UNIVERSITY**

I hereby certify that all the information in this thesis has been gathered and presented in accordance with academic rules and ethical conduct. I also declare that as required by these rules and conduct, I have cited and referenced all the data, ideas and results which are not my own.

Name- SURNAME: XXXXX XXXXX

Signature:

Date:

ABSTRACT IN TURKISH

TITLE OF THE THESIS IN TURKISH

SURNAME, Name

Name of the Graduate Programme Master's /Ph. D Thesis

Supervisor: Prof. Dr. XXXXX XXXXX

April 2020, 104 pages

Press TAB and indent the first line. Use the same font type and size as in the manuscript. It must be justified between the left and right margins with a 1.5-line spacing. Use the same line-spacing applied throughout the thesis between the paragraphs. No additional space is required.

Key words: The total number of key words should not be less than three and more than six. Key words must start with capitals.

ABSTRACT

TITLE OF THE THESIS

SURNAME, Name

M.Sc. / M.A. / Ph. D. / MBA in Program Name

Supervisor: Prof. Dr. XXXXXX XXXXX

April 2010, 104 pages

.....
.....
.....
.....
.....
.....

Keywords: Occupational Safety,

ACKNOWLEDGEMENTS

I would like to acknowledge my supervisor, Prof. Dr. Xxxxx XXXX who has spared his/her valuable time for me and never left my questions unanswered, who has kindly solved all the problems I faced, guided and informed me throughout this study with his/her support and contributions, and whose footsteps I follow for a successful future career.

TABLE OF CONTENTS

NON-PLAGIARISM DECLARATION PAGE.....iii
ABSTRACT IN TURKISH.....iv
ABSTRACTv
ACKNOWLEDGEMENTS..... vi
CONTENTS vii
LIST OF TABLES x
LIST OF FIGURES xiii
LIST OF ABBREVIATIONS xiv
INTRODUCTION 1
CHAPTER I
CONCEPTUAL EVALUATION OF PURCHASING TENDENCIES OF
CUSTOMERS AND CONSUMER BEHAVIOUR 2
1.1 CONSUMER BEHAVIOUR AND CONSUMER BEHAVIOUR
MODELS 2
1.1.1 Consumption and Consumer 2
1.1.2 Consumer Behaviour in Marketing 3
1.1.3 Consumer Behaviour Model 5
1.1.3.1 Classic Consumer Behaviour Model 5
1.1.3.1.1 Mashall’s Economic Model 6
1.1.3.1.2 Veblen’s Social Model 6
1.1.3.1.3 Maslow and Pavlov’s Psychological Models 7
1.1.3.2 Contemporary Consumer Behaviour Models 11
1.1.3.2.1 Nicosia Model 12
1.1.3.2.2 Engel, Kollat and Blackwell Model 12
1.1.3.2.3 Howard and Sheth Model 14
1.2. PURCHASING BEHAVIOURS OF CONSUMERS 15

LIST OF TABLES

Table 1: The number of accidents in European Countries in 2015..... 3

Table 2: Hazards for Office Workers..... 16

Table 3: Administrative System..... 54

Table 4: Emergency Numbers..... 58

Table 5: The Number of Workers on Construction Site 61

Table 6: Age Distribution of Workers 62

Table 7: Workers’ Opinions on Sufficiency of Workplace Safety on Construction.. 64

Table 8: The History of Workplace Accidents of Workers 64

Table 9: The Percentage of Injury Leave due to Workplace Accidents in 65

Table 10: The Percentage of Workplace Safety Training..... 65

Table 11: Hazards on Work Sites..... 65

LIST OF FIGURES

Figure 1: The Number of Active Employees in Turkey 2

Figure 2: The Number of Workplace Accidents in Turkey 2

Figure 3: The Number of Workplace Accidents in Europe 3

Figure 4: The Number of Fatal Accidents at Work in Turkey 4

Figure 5: Negligence of Work Safety 8

Figure 6: Managing Hazard 8

Figure 7: Inspection of Work Safety 9

Figure 8: Construction Site Entrance Sign 11

Figure 9: Stabilized Road Base 12

Figure 10: Accommodation 13

Figure 11: Misoperation 19

Figure 12: Working at Heights 20

Figure 13: Interior Scaffolding 21

Figure 14: Mobile Facade Platforms 22

Figure 15: Mobile Facade Platform Floor 23

Figure 16: Tunnel Form 24

Figure 17: Bracket Staging 25

Figure 18: Tower Crane Live Load 26

Figure 19: Tower Crane 27

Figure 20: Builder’s Winch 28

Figure 21: Equipment Loading with Mobile Crane 29

Figure 22: Work Area 30

Figure 23: Radius of Work Area 31

Figure 24: Boom Mobile Crane 31

LIST OF SYMBOLS/ABBREVIATIONS

Symbols

cm	: Centimetre
m	: Metre

Abbreviations

OHS	: Occupational Health and Safety
OHSU	: Occupational Health and Safety Unit
PPE	: Personal Protective Equipment
JHSU	: Joint Health and Safety Unit
SSI	: Social Security Institution
TMA	: Turkish Medical Association

APPENDIX 12: Sample Curriculum Vitae

CURRICULUM VITAE

PERSONAL INFORMATION

SURNAME, Name: : XXXXX, Xxxxx
Nationality : T.C.
Date and Place of Birth: : 4/4/1990 / ANKARA
Marital Status: Married
E-mail address : xxxxx@gmail.com

EDUCATIONAL BACKGROUND

DEGREE	INSTITUTION	YEAR OF GRADUATION
High School		
Bachelor's		

WORK EXPERIENCE

YEARS WORKED	PLACE OF EMPLOYMENT	POSITION
2013–2014		
2015–2016		
2016–Present		

CHAPTER I

PRIMARY HEADING

1.1 SECONDARY HEADING

Secondary headings are to be written after a one-line space following the Chapter Heading. All letters must be in capitals and bold with 12 font size. No additional space is required between secondary headings and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

A new paragraph begins without an additional space between the paragraphs.

1.1.1. Third Ranking Heading

No space is left between Third Ranking and Secondary Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the third ranking heading and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

A new paragraph begins without an additional space between the paragraphs.

1.1.1.2. Fourth Ranking Heading

No space is left between Fourth and Third Ranking Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the fourth ranking heading and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

1.1.2.5.3 Fifth Ranking Heading

No space is left between Fifth and Fourth Ranking Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the fifth ranking heading and the text. The

APPENDIX 13: Sample Heading Levels and Numbering of Headings

text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

1.1.1.2.5.3 Sixth Ranking Heading

No space is left between Sixth and Fifth Ranking Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the sixth ranking heading and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

CHAPTER II

PRIMARY HEADING

2.1 SECONDARY HEADING

Secondary headings are to be written after a one-line space following the Chapter Heading. All letters must be in capitals and bold with 12 font size. No additional space is required between secondary headings and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

A new paragraph begins without an additional space between the paragraphs.

2.1.1 Third Ranking Heading

No space is left between Third Ranking and Secondary Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the third ranking heading and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

A new paragraph begins without an additional space between the paragraphs.

2.1.1.1 Fourth Ranking Heading

No space is left between Fourth and Third Ranking Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the fourth ranking heading and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

2.1.1.1.1 Fifth Ranking Heading

No space is left between Fifth and Fourth Ranking Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the fifth ranking heading and the text. The text

APPENDIX 13: Sample Heading Levels and Numbering of Headings

must begin indented on the first line by pressing the TAB key. It must be justified to the left.

2.1.1.1.1 Sixth Ranking Heading

No space is left between Sixth and Fifth Ranking Headings. The first letters of all words are capitalized, and the other letters are in lower case and bold. No additional space is required between the sixth ranking heading and the text. The text must begin indented on the first line by pressing the TAB key. It must be justified to the left.

THE IMPORTANCE AND LIMITS OF CITATION

1. The Importance of Citation

It is natural to make use of other people's knowledge and opinions. **Each study is based upon the accumulation of knowledge that occurs before.** In this way, **researchers can benefit from the prior knowledge accumulation and use what has been written before as the basis of their own theses or criticism.**

Citation is regarded as a requirement of scientific ethics.

This is not only an indication of academic honesty toward prior studies, but also a qualification of your work that will increase your credibility, because your references show you have investigated others' studies and work in your research area.

In this way, researchers show the sources on which they depend, criticize, or discuss when forming their own theses.²⁶

2. Citation Limits are not To be Exceeded

Plagiarism occurs when you use others' opinions and findings but claim that they are your own. Plagiarism is a morally reprehensible and illegal act. Within this scope;

- ✓ Researchers cannot use others' sentences, opinions **as if they have written them themselves.**
- ✓ Forming a significant part of your work with too frequent and long citations can also be deemed as plagiarism. Such a deed will raise doubts as to the scientific competence, power of synthesis, and writing skills of the author.

It is **the student and the advisor's responsibility** to ensure there are no cases of plagiarism in theses. The author must comply with the ethical rules of science.

Theses in which plagiarism is detected will not be accepted by the Graduate School.

²⁶ The book "Bilimsel Araştırma El Kitabı" (3. Edition, Savaş Yayınevi, 2020, Ankara) by Prof. Dr. Nurettin Bilici was used when writing this section

Inappropriate citation results in committing the offense of **plagiarism** as per the Law of Intellectual Property Rights. Plagiarism might result in a lawsuit against those who have plagiarized. If these people are employed, they may face losing their jobs and/or titles.

For these reasons, it is mandatory to meticulously abide by citation rules **to prevent citations from becoming plagiarism.**