



**BAHÇEŞEHİR  
ÜNİVERSİTESİ**

T.C.  
BAHÇEŞEHİR UNIVERSITY  
NON-THESIS GRADUATE PROGRAMS  
PROJECT WRITING GUIDE

2012

## CONTENTS

<b>1. CHAPTERS OF THE PROJECT</b> .....	<b>1</b>
<b>1.1 FRONTPAGES</b> .....	<b>1</b>
<b>1.2 MAIN TEXT</b> .....	<b>2</b>
<b>1.3 BACK PAGES</b> .....	<b>2</b>
<b>2. LAYOUT OF THE PROJECT AND CONTENT INFORMATION</b> .....	<b>2</b>
<b>2.1 LAYOUT OF FRONT PAGES</b> .....	<b>2</b>
<b>2.1.1 Outer Cover</b> .....	<b>2</b>
<b>2.1.2 Inner Cover</b> .....	<b>3</b>
<b>2.1.3 Page of Approval</b> .....	<b>3</b>
<b>2.1.4 Preface and / or Acknowledgments Page</b> .....	<b>4</b>
<b>2.1.5 Turkish Abstract</b> .....	<b>4</b>
<b>2.1.6 English Abstract</b> .....	<b>4</b>
<b>2.1.7 Contents</b> .....	<b>5</b>
<b>2.1.8 List of Tables</b> .....	<b>6</b>
<b>2.1.9 List of Figures</b> .....	<b>6</b>
<b>2.2 MAIN TEXT</b> .....	<b>6</b>
<b>2.2.1 Introduction</b> .....	<b>6</b>
<b>2.2.2 Data and Methodology</b> .....	<b>7</b>
<b>2.2.3 Findings</b> .....	<b>8</b>
<b>2.2.4 Discussion</b> .....	<b>8</b>
<b>2.2.5 Conclusion</b> .....	<b>8</b>
<b>2.3 BACK PAGES</b> .....	<b>9</b>
<b>2.3.1 References</b> .....	<b>9</b>
<b>2.3.1.1 References index spelling rules</b> .....	<b>10</b>
<b>2.3.1.2 References sample</b> .....	<b>20</b>
<b>2.3.2 Appendices</b> .....	<b>24</b>
<b>2.3.3 CV</b> .....	<b>24</b>
<b>2.3.4 Back Cover</b> .....	<b>24</b>

<b>3. GENERAL WRITING RULES.....</b>	<b>25</b>
<b>3.1 TECHNICAL AND FORMAT RULES.....</b>	<b>25</b>
<b>3.2 PAGE NUMBERING.....</b>	<b>25</b>
<b>3.3 TEXT FORM, LINE SPACES AND ORDER.....</b>	<b>26</b>
<b>3.4 SCRIPT LANGUAGE.....</b>	<b>28</b>
<b>3.5 PARTITION OF THE TEXT, TITLES AND NUMBERING.....</b>	<b>28</b>
<b>3.6 REFERENCES IN THE TEXT.....</b>	<b>29</b>
<b>3.7 TRANSFERING AND QUOTING TEXT.....</b>	<b>30</b>
<b>3.8 PLACING FOOTNOTES.....</b>	<b>31</b>
<b>3.9 PLACEMENT OF TABLES AND FIGURES.....</b>	<b>31</b>
<b>3.9.1 Examples of Tables and Figures.....</b>	<b>33</b>
<b>3.10 EQUATIONS.....</b>	<b>34</b>
<b>3.10.1 Placing Equations in the Text.....</b>	<b>34</b>
<b>4. ISSUES TO BE FOLLOWED IN THE PROJECT RESEARCH.....</b>	<b>34</b>
<b>5. TERMS THAT CAN BE USEFUL IN PROJECT WRITING.....</b>	<b>36</b>

**WARNING: Before starting the thesis writing, please read this document. Trying to fix the written project is much more difficult than writing it by following the rules from the very beginning.**

The purpose of this guide is to provide the rules and spelling information required for the students who attend the Non-Project Graduate Programs at Bahçeşehir University to prepare projects in accordance with the scientific written presentation standards.

**Students who prepare a Master's Project must abide by the rules stated in this guide, and if necessary, correct their projects according to the editor's notes. Correction responsibility belongs to the student. (The original spelling text of the project should be at least 7500 and at most 9,500 words; projects that are less than the specified, do not comply with the Guide and are incomplete will definitely not be accepted for format check.)**

## 1. CHAPTERS OF THE PROJECT

Chapters of The Project:

- Front Pages (The front pages have an introducing function to the chapters that are the main text.)
- Main Text
  - Introduction
  - Literature Review
  - Data and Methodology
  - Findings
  - Discussion and Conclusion
- Back Pages (The back pages have a complementary function to the chapters that are the main Text)

All parts of the project and each part of the main text, except sub-sections, must start on a new page.

### 1.1 FRONT PAGES

Submitted graduation projects should be prepared in the order given below and should be in the page layout shown on the sample pages.

- Outer Cover
- Inner Cover
- Page of Approval
- Preface and / or Acknowledgments Page (\*)
- English Abstract

- Turkish Abstract (If the project will be prepared in English, the English Abstract page should be before Turkish Abstract page)
- Contents
- Tables
- Figures
- Abbreviations
- Symbols

## **1.2 MAIN TEXT**

- Introduction
- Main Chapters (General Information, Materials and Methods, Results, Discussion)
- Conclusion

## **1.3 BACK PAGES**

- References
- Appendices
- CV\*
- Back Cover

(\*) These pages are not mandatory and can be given upon request.

## **2. LAYOUT OF THE PROJECT AND CONTENT INFORMATION**

The Graduate Project should be a research-based study or study that reveals original, new and remarkable views.

People who just want to get general information about a Graduate Project usually just read the Summary, Introduction and Conclusion sections. For this, the subject of the project and the important results achieved should be highlighted in the Summary, Introduction and Conclusion sections.

### **2.1 LAYOUT OF FRONT PAGES**

- **The titles in this chapter are not numbered.**
- Except for the Outer Cover and Page of Approval, all Front Pages are numbered in small roman numerals (i, ii, iii, iv ...). (It is counted as 'i' starting from the Inner Cover, but the page number is not shown until the Abstract / Abstract.)

#### **2.1.1 Outer Cover**

Information that should be included in the outer cover of the project:

**T.C. (16 TYPE SIZE)**  
**BAHÇEŞEHİR UNIVERSITY (16 TYPE SIZE)**  
3 row spaces (1.0 line spacing) then  
**INSTITUTE NAME (16 TYPE SIZE)**  
6 row spaces (1.0 line spacing) then WITH A FRAME in order of,  
Leaving 1 row space in frame,  
**SUBJECT OF THE PROJECTS (14 TYPE SIZE)**  
2 row spacing, then  
**NAME OF THE GRADUATE PROGRAM (14 TYPE SIZE)**  
2 row spacing, then  
Which departments **SPECIALIZATION PROJECT (14 TYPE SIZE)**  
2 row spacing, then  
**Name SURNAME (Name with lower, surname with upper case) (14 TYPE SIZE)**  
1 row spacing, end of the frame.

- Apart from the framed section, the **CITY and date** (as Month and Year) are written in the section at the bottom of the page, leaving 10 lines with 12 pt.

•  
**NOTE: Page size on the Outer Cover, different from other pages; 3 cm from the upper and lower edges, and equal to both sides (right and left) of the frame (eg 3 cm - 3 cm; 2 cm - 2 cm ...).**

### 2.1.2 Inner Cover

- The layout and content of the Inner cover page should be the same as the Outer cover. However, the title, name and SURNAME (in capital letters) of the project supervisor are written under the frame, leaving 12 pt. 5 lines space (according to 1.0);

Example: Project Supervisor: Prof. Dr. Hasan ESİN (14 pt)

### 2.1.3 Page of Approval

- **Top middle of the page (centered)**
- **T.C.**  
**BAHÇEŞEHİR UNIVERSITY (12 pt) then 2 row spacing, bold and UPPER CASE (12 pt) INSTITUTE NAME**
- After leaving 6 row spaces, the PROJECT TITLE (12 pt) is written in the middle of the page.
- Under this information, the statement that the project has been accepted and approved as a Specialization project is written.
- All signatures on the Page of Approval must be written in dark ink.
- There is no page number in Approval Page.

#### 2.1.4 Preface and / or Acknowledgments Page

If the project writer wishes, she/she prepares a preface / and / or a thank you page after the "jury approval".

- **PREFACE and / or ACKNOWLEDGEMENTS** title are written in the center of the top edge of the page, in large characters and bold.
- If a separate acknowledgment page is not made, people and organizations who have been helped and contributed during the execution of the study and organizing the project can be thanked in the preface.
- The titles, names, surnames of the people who are thanked, if any, the organizations they work for and their contributions to the project should be briefly stated.
- The Preface / Acknowledgment text should not exceed one page, the name and surname of the person who wrote the project at the end of each is right aligned; Place and date should be left-aligned and 1.5 line spacing.

#### 2.1.5 Turkish Abstract

In the ABSTRACT; the purpose, scope of the project work, the method (s) used and the result (s) should be stated clearly and concisely, the ABSTRACT language should definitely be using suppressive voice. There is no reference, footnote or quote in the abstracts.

- **ABSTRACT** should be written in large characters and bold, centered from the top edge of the page.
- The page is numbered with a small roman numeral in the middle of the bottom.
- After the ABSTRACT title, leave two lines of space and write the **TITLE OF THE PROJECT** in large characters.
- After leaving two blank lines under this, the initials of the project author are specified with normal characters in capital letters.
- After leaving a blank line, the name of the institute affiliated to and the name of the completed graduate program just below it without any spaces should be written.
- After leaving two lines blank, the month and year in which the project was presented and the total number of pages of the original text of the project are given.
- After the abstract text is completed, at least three, at most five keywords related to the project should be written under one line.

#### 2.1.6 English Abstract

- **ABSTRACT** should be written in large characters and bold, centered from the top edge of the page.
- **All content (including Abstract Text and Keywords) should be written in English and the page layout should be arranged in the same way as the Turkish Abstract Page.**

## 2.1.7 Contents

It is the page showing the titles and page numbers of the sections and subsections in the project.

- **CONTENTS** should be written in large characters and bold, centered from the top edge of the page.
- Subsequently, two single-spacing should be left.
- In turn, these titles should be listed in full on this page:
  - Tables
  - Figures
  - Abbreviations
  - Symbols
  - All main section and subsection titles of the project text □References
  - Appendices
  - CV
- The beginning page numbers of each section should be entered as the last digits will be one under the other in a right-aligned manner and separated from the titles by dotted lines.
- All main and sub chapter headings should be written in full expression appearances and numbers in the text.
- Line spacing should be 1.5.
- While writing main and sub chapter titles;
  - **First Degree Titles (1., 2., 3., ...) 1 cm (1 TAB),**
  - **Second degree Titles (1.2, 2.2, 3.2, ...) 2 cm (2 TAB),**
  - **Third degree Titles (1.2.1, 2.1.1, 3.2.1, ...) 3 cm (3 TAB),**
  - **Fourth degree Titles (2.1.1.1, 4.3.2.1, ...) 4 cm (4 TAB),**
  - **Fifth degree Titles (3.2.1.1.1, 5.3.2.1.1, ...) 5cm (5 TAB) spacing should be placed.**
- After ordering the chapters of the text, , aligned to the under of the main chapters, unnumbered, **UPPER CASE** and bold,
  - REFERENCES
  - APPENDICES
  - CV

The names of the pages should be written and the starting page numbers should be added right-aligned.

- All Table of Contents should be written in bold characters (including dots and page numbers).

### 2.1.8 List of Tables

- **TABLES** are written in capital letters and bold, centered on the upper edge of the page.
- Two line spacing should be left under the TABLES heading.

### 2.1.9 List of Symbols

- In the same way as the Abbreviations page, a separate page should be given the title **SYMBOLS**, and the symbols used in the project, if any, should be explained.
- In the list, the explanation of the symbol made aligned to the left of the page, the colon (:) and the symbol itself are written as required. (It should be noted that the symbols are placed on the bottom right of the page in terms of page layout).

(ex.

Inertia assemblies of concrete and reinforcement :  $I_c, I_s$

Elasticity models of concrete and reinforcement :  $E_c, E_s$ )

- The page and its content are organized in the same way as the Abbreviations.

## 2.2 MAIN TEXT

- Main Text is the section where the student will transfer the study regularly and scientifically, explain the methods and data she uses and the results she finds
- It contains Introduction, main chapters, subsections and Conclusion.
- It contains;

1. INTRODUCTION	(12 pt)
2. DATA AND METHODOLOGY	(12 pt)
3. FINDINGS	(12 pt)
4. ARGUMENT	(12 pt)
5. RESULT	(12 pt)

- These chapter titles are important in terms of the project author's ability to present his knowledge and findings in the required scientific order.
- Each main section in the text must begin with a new number and on a new page. All main headings are written at the top of the page, centered on the page and 3 cm below the top.

### 2.2.1 Introduction

- The first part of each project text is the **1. INTRODUCTION** part.
- The first page starts with the **1. INTRODUCTION** section. The page number is not displayed on this page. It is continued directly with page 2.

- The first paragraph of each chapter, including the **1. INTRODUCTION**, should outline that chapter.
- After the number 1, point and one character space, the ENTRY title is written in 12 pt, capital letters and bold. (eg **1. INTRODUCTION**)

The contextual structure of the **1. INTRODUCTION** section should be:

- The subject and importance of the project work should be clearly stated.
- Briefly, "Why did you do this research?" question should be answered.
- The definition of the project subject is made once again.
- Preliminary information that should be known in order to understand the project work is explained.
- Definition of important concepts emphasized in the study
- If there are previous studies on the same subject, they are briefly explained and evaluated.
- The methods used in the study and the reason for choosing these methods are explained.
- Brief information is given about the factors that affect the selection of the study subject.
- The contributions of the project to science and the purpose of the study are explained.
- The following sections of the project are briefly introduced to make it easier for the reader to decide which chapters to read.
- The section can be divided into Literature Review subsection.
- In this subsection, the theoretical approaches, theories and concepts available in the literature about the research question (s) that lead the project author to do research are presented in detail.
- The Literature Research is conducted in a way that allows the observation of the previous studies on the subject under consideration in the historical flow and the discussion of the findings.

### **2.2.2 Data and Methodology**

- This section is the section where the method followed for conducting the project research, the research design, the data to be used and the empirical analysis tools to be applied are introduced.
- The place and time interval of the study should be clearly stated.
- The statistical methods used should be given here.
- The main purpose of the method part is to describe the design of the study and to provide details that a knowledgeable person can repeat this study.
- It is important to write this section carefully, as it implies that the results must be reproducible in order to have scientific value.
- DATA AND METHODOLOGY section can contain subtitles such as facts, measurements, results evaluation methods, statistical analysis. Results are not included in this section.

### **2.2.3 Findings**

- The heading FINDINGS is written in 12 pt, capital letters and bold, after 3 numbers, dots and one character space are left in the upper middle of the page.  
(eg 3. FINDINGS)
- This section contains the answer (s) obtained from the results from the researches made against the research question (s) asked in the INTRODUCTION section. The project researcher should not comment on this section and should be objective.

### **2.2.4 Discussion**

- The DISCUSSION title is written in 12 pt., Capital letters and bold, dots and one character space are left in the upper middle of the page.  
(eg 4. DISCUSSION)
- In this section, the findings obtained as a result of the research are discussed within the framework given in the INTRODUCTION and LITERATURE REVIEW sections.
- The questions to be answered in this section are as follows:
  - What is the contribution of the study to science?
  - Has the validity of the hypotheses that have been tested been accepted?
  - To what extent have the goals aimed at starting the project been achieved?

### **2.2.5 Conclusion**

- The RESULT title is written in 12 pt, capital letters and bold, after leaving a space of 5 numbers, dots and one character in the upper middle of the page. (e.g. CONCLUSION 5)
- CONCLUSION section is where the results obtained from the project are evaluated.
- Obtained information and findings are given in a scientific order, compared with previous studies on this subject. If there are differences between the findings and other studies, the possible reasons should be stated.
- The results obtained from the project work are explained in general and summary..
- If the author of the project wishes, he / she can combine the CONCLUSION and DISCUSSION section and name them as DISCUSSION AND CONCLUSION or CONCLUSION AND RECOMMENDATIONS.
- In the CONCLUSION section, the project subject should be defined and the methods used should be summarized.
- The results and findings obtained should be expressed in clear and simple sentences.
- The main results should be explained and if possible, generalizations should be made according to the results.

- If the project designer has a suggestion for those who will do research on this subject, it should be stated in this section.

## 2.3 BACK PAGES

- **REFERENCES** (*Books, Periodicals, Other Publications*) index used by the author of the project,
- APPENDICES that could not be placed in the project text due to physical reasons (not being able to fit on the page, breaking the fluency ...),
- It is the section comprised of CV's \* pages, where a short CV of the project author is given.
- The headings in these sections are not numbered, centered according to the text, and written in 12 pt, bold and capital letters.

### 2.3.1 References

#### ❖ *Plagiarism and Scientific Ethics*

The author of the text must indicate documents such as theory and findings that were previously put forward by the authors or researchers by referring to their authors. If they take someone else's opinion and use it as their own idea without reference, this is defined as theft in terms of scientific ethics, which is called **plagiarism**. Likewise, showing sources that are not mentioned in the text is not suitable for scientific ethics as it gives the impression that they are read.

- REFERENCES includes all the resources used in preparing the research.
- The list of references should be given in alphabetical order according to the surname of the author.
- The expression BIBLIOGRAPHY should not be used as the title.
- REFERENCES should not have section number.
- REFERENCES should be organized under three titles:
  - *Books*
  - *Periodicals*
  - *Other Publications*
- The title of Books should be written 1.5 lines below the REFERENCE title, left aligned and the first letter capitalized, in bold and italic letters, After 1.5 line spacing is given, the writing of the source books begins.
- Likewise, Periodicals and Other Publications are listed on separate pages by placing a title in the upper left corner of the page.

- The standard accepted by Bahçeşehir University for the preparation of REFERENCES is the Harvard Reference Technique.
- According to the Harvard Reference Technique based on the author-date method, the identity of the source:
  - Surname, the first letter (s) of the name. Year of release. Title of the book (in italics and only the first letter in capital letters). Number of editions, if any. Place of Publication (city name): Publishing House. Page number or page range if applicable.
- **While writing the tag of the source, the paragraph alignment should be 'hanging'. (Right click, paragraph, indentation, special, hanging, 1 cm should be written in the value box to the right, after applying this operation respectively. The 2nd rows will automatically start 1 cm inside.)**

Ex.

Gibaldi, J. & Aclert, W. S., 2003. *MLA handbook for writers of research papers*. New York: Modern Language Association of America.

- In the citation, the works of the same author should be listed according to the year of publication, starting with the most recent.
- **Studies should not have a separate sequence number. While sorting the sources, characters such as dot, line, star are should not be used.**
- Authors' titles should not be written.
- The reference of the source must be in the language in which the source was written, if this is not possible (Japanese, Arabic, Russian, etc.), the translation language of the source used must be used.
- The tags of the sources are not written in bold letters.
- Books, magazines, newspapers, symposiums, congresses, research, thesis etc. NAMES (not subject) of such resources are written in italics, not underlined, no brackets, quotation marks or bold letters. The first letter of the first word of the names of these resources is written in capital, the others are in lowercase.

### 2.3.1.1 References Writing Rules

References; are classified under three titles as Books, Periodicals and Other Publications. Under the title of **REFERENCES**, left-aligned, with bold and italic characters, *Books*, then *Periodicals* and *Other Publications* with the same writing style, each on a new page. References that should be written under these titles should be classified according to the following:

▪ **Books**

➤ Books with one author:

Last name of the author, First letter of the authors name. the year of publication. The name of the book (*with italics, only the first letter of the first word is Uppercase, others are lowercase*). The number of publication (if not first). The place of publication: Publisher.

Koçel, T., 2003. *İşletme yöneticiliği*. 9. Baskı. Kırklareli: Beta Basım.

➤ Books with two authors:

Last name of the first author, First letter of the authors name. and Last name of the second author, First letter of the authors name., the year of publication. *The name of the book (with italics, only the first letter of the first word is Uppercase, others are lowercase)*. The number of publication (if not first). The place of publication: Publisher.

Baylis, J. & Smith S., 1999. *The globalization of world politics*. New York: Oxford University Press.

➤ Books with more than two authors:

The last name of each author, The first letter of authors name., before the last surname ‘and’ or & characters, Publication year. *Name of the book (with italics, only the first letter of the first word is Uppercase, others are lowercase)*. The number of publication (if not first). The place of publication: Publisher.

Şenatalar, F., Hoyi F. ve Tiftik Y., 1985. *İnsan gücü eğitimi*. 2.Baskı. Ankara: Kazancı Hukuk Yayınları.

➤ Translated Book

The last name of author, The first letter of authors name, Publication year. *Name of the book (with italics, only the first letter of the first word is Uppercase, others are lowercase)*. The number of publication (if not first). The first letters of translators names, lastnames (Çev.), The place of publication: Publisher. (the year of the original publication).

Stannard, D.E., 2004. *Amerika'nın soykırım tarihi*. Ş.Bıyıklı (Çev.), İstanbul: Gelenek Yayıncılık (original printing date 1992).

➤ Compiled, Prepared or Edited Book

The Name / Name and Surname / Surname of the compiler / compilers, Preparer / Preparers and Editor / Editors are shown as indicated in the examples below. After Compiling, Preparing and Editor Names are specified, abbreviations (Cmp), (Prp.) And (Ed.) Are used in parentheses. When it comes to the publication of an institution, the name of the institution is written instead of the name of the author.

Kılıç, A., 2005. *Atatürk'ün sırdaşı Kılıç Ali'nin anıları*. Hulusi Turgut (Dr.). İstanbul:Türkiye İş Bankası Kültür Yayınları.

Şenses, F. (Hızl.), 1996. *Kalkınma iktisadı, yükselişi ve gelişimi*. İstanbul: İletişim Yayınları.

Von Hallberg, R. (Ed.). 1984. *Canons*. Chicago: University of Chicago Press.

Fytikas, M.D., & Kolios, N.P., 1979. Preliminary heat flow map of Greece, in *Terrrestrial heat flow in Europe*, pp. 197-205, Cermak, V. & Ryback, L., (Eds.). Heidelberg: Springer-Verlag.

➤ A Chapter from a Book

Surname of the Chapter's Author and the Initial Letter of His Name. Publication Year. The name of the department. The name of the book (in italic type). Number of prints (if not the first edition). Publication Place: Publishing House, pp. page range.

Ertuna, İ. Ö., 1991. Optimum portföyün bulunuşu. *Yatırım ve portföy analizi*. İstanbul: Boğaziçi Üniversitesi Matbaası, ss. 89-100.

Ernst, G., & Newell, A., 1969. GPS: A case study in generality and problem solving. *Instruments in problem solving*. New York: Academic Press, 1989, pp. 48-75.

▪ **Periodicals**

➤ Single Author Article from Periodicals

Author's Surname, Initial Letter / Letters of His Name (s). Publication year. The name of the article. Title of Periodicals (in italics). Volume number (in bold), (number) (in parentheses), Page range of the article.

Norberg, R., 2003. The Markov chain market. *Astin Bulletin*. **33** (2), pp. 265-288.

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look. *Political Science Quarterly*. **42** (6), pp.564-78.

➤ Two or More Authors in Periodicals

Artan, E. İ. ve Börü, D., 2006. Çalışanların teşvikinde kültürel boyutlar: Ayın elemanı uygulaması. *Öneri Dergisi*. **7** (25), ss.1-7.

Denning, P.J., Comer D.E., D. Gries, Mulder M.C., & Young A.J., 1989. P.R.: Computing as a discipline. *Communications of the ACM*. **32** (2), pp. 9-23.

Note: Publication places are not given for magazines, newspapers and similar publications.

➤ Newspaper Article

Author / s / s surnames, Initial letter / s / i., Year of publication. Title of the article. Name of the Newspaper (in italics), Date of the Newspaper. The page range the article is in

Slapper, G., 2005. Corporate manslaughter, new issues for lawyers. *Times*, 3 Sep. pp.4-5.

Güneş, H., 2004. Çin ekonomisi nasıl soğuyacak. *Milliyet*, 26 Mayıs. s.4.

Note. 'The' is not used in English newspapers (eg The Times - false, Times - true)

➤ Newspaper Article with an Unknown Author

*Radikal*, 29 Mayıs 2004. Yüzlerce kuş ve balık neden ölüyor?, s.4.

▪ **Other Publications**

➤ Unpublished Thesis

Author's Surname, Initial Letter / s / i., (Year Submitted). Name of the thesis. Type of Thesis (in italics). Place of Presentation: Name of the University and Institute.

Karabekiroğlu, Z.Ç., (2006). Analysis of female star images in popular magazines in the 1960s: The Case of Türkan Şoray. *Thesis for the M.A. Degree*. İstanbul: Bahçeşehir University SBE.

Şahin, E., (2007). Yönetici hemşirelerde zaman yönetimi. *Yüksek Lisans Tezi*. İstanbul: Bahçeşehir Üniversitesi SBE.

➤ Court Decision

Name of the Court that made the decision. Decision date, Number Name of the Source the Decision was Published (in italics), Month Year, Page Range of the Source.

Yargıtay H.G.K. 19.5.1963 E. 4-39, K.59, *Adalet Dergisi*, Mart-Nisan 1964, ss.3-4.

➤ Laws

Milli Eğitim Temel Kanunu (1739 s. k). **Resmi Gazete**, 14574; 24 Haziran 1973.

**Constitution of Turkey, 1982.**

➤ Film or Video Available Nationally or Internationally

Producer's Last Name, Her First Name Initial. (Producer), Year. Director's Name Surname (Director). Name of the Movie (in italics) [Movie]. Place of Production: Producer Company.

Akpınar, N. (Yapımcı), 2004. Yılmaz Erdoğan (Yönetmen). *Vizontele Tuba* [Film]. Türkiye: BKM Film.

Smith, J.D. (Producer), 2001. A.F. Smithee (Director). *Really big disaster movie* [Motion Picture]. United States: Paramount Pictures.

Child Growth Foundation., 2004. *Health for all 3 the video Part 1.* [video]. London: Child Growth Foundation.

➤ TV shows

Producer's Last Name, Her First Name Initial. (Producer), Release date. Name of the program (in italics) [Television Program]. Place of Publication: Broadcasting Company.

Warner Brothers (Producer), 2005. *Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s.* [DVD]. New York: Warner Brothers.

➤ Oral or written interview:

If it is necessary to mention the oral and written interviews, the names of the persons and institutions interviewed should be given in the text and the necessary explanation, title, address, etc. Details of the person such as are given as **footnotes**. Oral and written interviews, if not published, should not be included in the **REFERENCES** series.

The INITIAL LETTERS and SURNAME OF THE NAMES OF THE INTERVIEWED OR CAPABLE SOMEONE (S) are written in capital letters and the nature of the interview is indicated.

(M. AYTAÇ, oral interview)

(N. MANSUR, written interview)

➤ Congress Papers

Author's Surname, Name., Year of publication. Paper Name. Name of the congress (if not the booklet). Date and Place of Congress, Place of Publication: Publication Authority, page numbers are given.

Canan-Sokullu, E. 2010. The 'not-so-European' public opinion on Turkey: A challenge or opportunity? *Turkey and the European Union: Perceptions and Roadblocks*. 18 February 2010 New Orleans, USA: International Studies Association Annual Convention, pp.1-29.

Karakuzu, R., Orhan, A. ve Sayman, O., 1992. Yarı dairesel çentikli kompozit levhaların elasto-plastik zorlamalar altında mukavemetlerinin artırılması, *V. Ulusal Makina Tasarım ve İmalat Kongresi*, 16-18 Eylül 1992 Ankara: ODTÜ, ss. 449-458.

➤ Report

Author's Surname, Initials of Their Names., Year of publication. Title of the report. Name of the Report (in italics). Place of Publication: Posted by.

Alexander Hamilton Institute, Inc., 1978. How to manage in a crisis. *Modern Business Reports*. New York: Modern Business Reports.

McCaffrey, R. & Abers, G., 1988. SYN3: A program for inversion of teleseismic body wave forms on microcomputers. *Air Force Geophysics Laboratory Technical Report*. Hanscomb Air Force Base, MA.: USA.

Burke, W.F. & Uğurtaş, G., 1974. Seismic interpretation of Thrace basin. *TPAO Internal Report*. Ankara: Turkey.

Note. In reports with an unknown author, the name of the place that published the report is given instead of the name of the author.

Türkiye Cumhuriyeti Merkez Bankası. 2006. *Finansal İstikrar Raporu*. Aralık. Ankara.

➤ Electronic Resources

Although the rules for citing electronic data are not yet fully established, all information such as introducing the printed source should be given, the Internet address should generally be written as a single line in electronic resources, and attention should be paid to the punctuation marks in the Internet address (such as @. and URL addresses must be given. (At addresses exceeding the line (ctrl + enter), the line can be cut by pressing.

➤ Authors specific electronic resource or WEB address

Authors' Surnames, Initials of Their Names., Year of publication, Online title. Place of publication, Web address: URL (underlined) and [Date accessed] in square brackets.

Holland, M., 2002, Guide to citing internet sources [online], Poole, Bournemouth University, [http://www.bournemouth.ac.uk/library/using/guide to citing internet source.html](http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_source.html). [accessed 4 November 2002].

➤ If it is a Magazine or Newspaper Article Published on the Internet

Authors' Surnames, Initials of their Names., (Put & / before the last name of the author), Year of Publication. Title of the article. Name of the newspaper or magazine (in italics), media type in [square brackets] date, Bold text (Issue number in brackets), pages, Web address, URL or other resource details [access date in square brackets] .

Jenkings, R., 1989. Clashing with caching. *Ariadne*, [online] 10 September 1989, **21** (1), <http://www.ariadne.ac.uk/issue21/web-cache/> [accessed 2 December 2004].

➤ Internet Sources - If an Institution as Author Name;

Name of the Institution used, Name of the Publication, Year, Internet Address (day month year for the date of access), Page Number.

TCMB, Yıllık Rapor, 2005, <http://www.tcmb.gov.tr> [erişim tarihi 10 Eylül 2002], s.5.

➤ Database

Author's Last Name, First Name Initial. Year. Title of Article. Journal Name (in italics). Volume Number (in bold text) Issue Number (in brackets). Database Name [access date day month year].

Stipek, D., Givvin, K.B., Salmon J.M., & Macgavyers, C.L. 1998. Can a teacher intervention improve classroom practices and student motivation? *The Journal of Experimental Education*. **66** (319). InfoTrac veri tabanı [6 Eylül 1999].

➤ Summary from Bibliographic Database

The methods specified in electronic citation are valid. After the volume details or page numbers, it is indicated from which database the abstract was taken.

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look. *Political Science Quarterly*, [online]. **42** (6), Abstract from Blackwell Science Synergy database. <http://www.pol.upenn/articles>, Blackwell Science Synergy. [accessed 12 June 2005].

Note. If the source is written in Turkish, instead of "Abstract from", after the name of the database, "summary" is written, and "database" instead of "database"

Note. If the source newspaper or magazine is in Turkish in electronic environment, the expression "electronic environment" can be used in square brackets, "visit date" instead of "cited", "Accessible" instead of "Available" and the date is given in Turkish.

➤ A Document without an Author from the Internet

The source should start with Document Name in italics, Year, website, Access date details are written in square brackets at the end.

*Document name.* Year. website [access date, day, month, year].

➤ Accessible publication from Website

Different sources should be detailed with websites. The title is written in *italics*.

Scottish Intercollegiate guidelines network. 2001. *Hypertension in the elderly*. SIGN publication 20) [internet]. Edinburgh: SIGN (Published 2001) <http://www.Boots-Plc.Com/Information/Info.Asp?id=447> [accessed 23 July 2005].

### 2.3.1.2 References

## REFERENCES

### *Books*

- Allport, F., 1998. *The nature of prejudice*. Cambridge: Addison-Wesley.
- Australian Government Publishing Service, 1994. *Style manual for authors, editors and printers*. 5th edn. Canberra: AGPS.
- Bernstein, D., 1995. Transportation planning. The civil engineering handbook. W. F. Chen (Ed.). Boca Raton: CRC Press.
- Bora, A., ve Günel, A., (Der.), 2002. *90'larda Türkiye'de feminizm*. İstanbul: İletişim, ss.120-132.
- Fiske, J., 1996. *İletişim çalışmalarına giriş*. Süleyman İrvan(Çev.), Ankara: Ark.
- Güvenç, B., 1979. *İnsan ve kültür*, 3. basım. İstanbul: Remzi Kitabevi.
- Hall, S., 1997. The work of representation. *Representation: Cultural representations and signifying practices*. Stuart Hall (Der.) içinde. London: Sage Publications, pp.56-65.
- İnalcık, H., 2000. Tarihsel bağlamda sivil toplum ve tarikatlar. Keyman E.F. ve Sarıbay, A. (Der.). *Global yerel eksende Türkiye*. İstanbul: Alfa Yayınları, ss.593-616.
- Koloğlu, O.,1992. *Osmanlı'dan günümüze Türkiye'de basın*. İstanbul: İletişim.
- McTaggart, D., Findlay, C. & Parkin, M., 1995. *Economics*, 2nd edn. Sydney: Addison-Wesley.
- Moir, A. & Jessel, D., 1991. *Brain sex: The real difference between men and women*. London: Mandarin.
- Paz, O., 2000. Tarihin sonunda batı doğuya dönüyor. *Yüzyılın sonu, büyük düşünürler çağımızı yorumluyor*. Nathan Gardels (Der.) içinde. B. Çorakçı Dışbudak (Çev.), İstanbul: Türkiye İş Bankası Kültür Yayınları, ss. 37-144.

- Robinson, W. F. & Huxtable, C. R. R. (Eds), 1988. *Clinicopathologic principles for veterinary medicine*. Cambridge: Cambridge University Press, pp.65-72.
- Simons, R. C., 1996. *Bool: Culture, experience and the startle reflex*. Series in affective science. New York: Oxford University Press.
- Smith, C., 1997. *Theory and the Art of Communications Design*. New York: State of the University Press, pp. 25-29.
- Toksöz, G. ve Erdoğan, S., 1998. *Sendikacı kadın kimliği*. Ankara: İmge.

-----!!! STARTS ON A NEW PAGE !!!-----

### *Periodicals*

- Altan, A., 1999. AB'ye tam üyelik girişimleri. *Hürriyet*, 18 Ekim. s.8.
- Asiliskender, B., 2004. Kimlik, mekan ve yer deneyimi. *Kültür ve İletişim*. 2(7), ss. 73- 94.
- Forman, M., Rudolf H. ve Most, A., 1998. Roads and their major ecological effects. *Journal of Ecology*. **29**, ss. 21-31.
- Gümüş, E., 2004. Kentsel bölgelerde suç: Ampirik bir inceleme. *Akdeniz İ.İ.B.F. Dergisi*. **4** (7), ss. 99-109.
- Huffman, L. M., 1996. Processing whey protein for use as a food ingredient. *Food Technology*. **50** (2), ss. 49-52.
- Newsweek*, 7 March, 1994. The decade of the spy, ss.26-27.
- Okay, M. O., 2003. Modernleşme ve Türk modernleşmesinin ilk dönemlerinden inanç krizlerinin edebiyata yansıması. *Doğu Batı Düşünce Dergisi*. (3), ss. 53-64.
- Özsomer, A., 2000. Yükselen bir pazarda global pazarlama stratejilerinin on yılda değişimi: Çokuluslu şirketlere bir bakış. *Pazarlama Dünyası*. Mayıs-Haziran, 2000, ss. 12-18.
- Sungur, N., 2002. *Varoluşçu Yönetim Envanteri Eğitim Bilimleri*. **2** (1), ss. 271-300.

-----!!! STARTS ON A NEW PAGE !!!-----

### ***Other Publications***

- Atabek, Ü., 2003. WITFOR ve Dünya İletişim Teknolojileri Forumu [online]. [www.umatatabek.net/witfor.html](http://www.umatatabek.net/witfor.html). [ziyaret tarihi 20.04.2003].
- Bohrer, S., Zielke, T. ve Freiburg, V., 1995. Integrated obstacle detection framework for intelligent cruise control on motorways. *IEEE Intelligent Vehicles Symposium*. Detroit: MI Piscataway, ss. 276-281.
- Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look. *Political Science Quarterly*, [online]. **42** (6), Abstract from Blackwell Science Synergy database.
- Dursun, Ç. (2002). İdeoloji ve özne: Türk-İslam sentezi. *Yayınlanmamış Doktora Tezi*. Ankara: A.Ü. SBE.
- Hacker Attack*. [videorecording] 1995. Sydney, NSW: SBS.
- Yellow Journalism. 2004. [online] <http://www.pbs.org/crucible/journalism.html>. [accessed 10 October 2004].

### 2.3.2 Appendices

- It is the detailed information mentioned in the text, but at the end of the text.
- Additional information that cannot be specified in the text due to various reasons during the writing of the project, but is useful to be mentioned, is included in this chapter after a blank page with the word **APPENDICES**, centered in bold and capital letters, leaving 3 cm blank from the top.
- Each appendix is listed consecutively on a separate page.
- Presentations such as tables, figures, pictures, graphics, extraction of a formula, comprehensive and detailed experiment data, sample calculations, data code, document, questionnaire that are longer than two pages should be given in this chapter.
- In each appendix page, ANNEX is written in the upper left of the page, aligned to the left and with large characters, and each appendix is given a title appropriate to the content with a number such as "ANNEX 1: Table 4 Questionnaire Questions".
- Attachments should be listed in the same order and completely at the end of the table of contents.
- When the attachments are mentioned in the text, "See. Expressions like ANNEX 1: Table 1 are used.

### 2.3.2 CV

- It is the page where a short CV of the thesis writer take place.

### 2.3.3 Back Cover

- It should be made of cardboard with the same properties as the front cover and should not have any writing on it.

### 3. GENERAL WRITING RULES

#### 3.1. TECHNICAL AND FORMAL RULES

The project should be written in computer environment with an advanced word processing program (such as Winword 6.0 and its new versions, Acrobat Reader, Scientific Word). The settings mentioned in this guide are Microsoft Word word processing settings. The author of the project can use another similar word processing program provided that it is close to these standards.

Tables, figures and formulas in the project should be created in computer environment. Figures that cannot be created in computer environment are drawn according to technical drawing principles, text and symbols are written with templates.

#### **THE ESSENTIAL WRITING TEXT OF THE PROJECT SHOULD BE AT LEAST 7500 WORDS.**

- For the whole project, A4 size (21 cm x 29.7 cm) white and “high-grade paper pulp ” quality paper sheet should be used.
- After the project is bound, it should not be smaller than 20.0 x 28.5 cm.
- Articles are written on only one side of the paper.
- **All project pages, EXCEPT FOR THE OUTER COVER, must be arranged so that 3 cm from the top and bottom margin, 4 cm from the left margin and 2 cm from the right margin. (3 cm from the upper and lower edge on the outer cover, equal on both sides)**
- **All MAIN HEADINGS in Front Pages, Original Spelling Text and Back Pages should center the page from the top. (After binding, the centered articles should be centered according to the writing block for the average page of the article.)**
- **All sub-headings should be written in line with the paragraph, that is, left aligned.**
- Words that cannot be placed at the end of the line are not divided with hyphens.
- **ALL PROJECT TEXT is aligned according to the left and right borders ("justify" - "Justified") and written with 1.5 line spacing.**
- **PARAGRAPHS SHOULD NOT START INSIDE, BE ALIGNED TO THE LEFT.**

#### 3.2. PAGE NUMBERING

- Page Numbers:
  - Times New Roman is written in 10 font size.
  - Characters such as separators and lines should not be used in front and behind.

- **FRONT SHEETS OF THE PROJECT (INSIDE COVER, ABSTRACT, ABSTRACT, TABLE OF CONTENTS, TABLE INDEX, FIGURES INDEX, ABBREVIATIONS INDEX AND SYMBOLS INDEX) WITH SMALL ROMAN FIGURES (i, ii, iii, iv, ...) THE ABSTRACT PAGE IS SHOWN AS 'iii' IF NO FOREWORD OR ACKNOWLEDGMENTS, IF THE PROJECT IS IN ENGLISH, BECAUSE THE ABSTRACT WILL BE WRITTEN BEFORE, THE SAME SITUATION APPLIES TO ABSTRACT.)**
- **FROM THE 1ST INTRODUCTION, ALL PAGES, INCLUDING THE REFERENCES, ANNEXES AND BACKGROUND PAGES, ARE NUMBERED BY LATIN NUMBERS (1, 2, 3, 4, ...), 1. 'CONTINUES AS.**

**NOTE:**

Page number is not given to the Outer Cover.  
The number is also not shown on the Confirmation Page  
Numbering will start from the Inner Cover, but the page number will not be displayed on the Inner Cover, Approval and Preface / Acknowledgment page.

### **3.3 WRITING TYPES, BETWEEN THE LINES AN ORDER**

- **ONLY Times New Roman (12 pt.) Should be used in all chapters of the project as font type and size**
- Text color should be black.
- **The font of the Outer and Inner Covers must be Times New Roman.**
- In order for the left and right edges of the articles to be vertically aligned, the "Justify" button should be selected.
- Bold and italic characters are used only in specified areas of use.
- Underlined characters are never used in the text, in the headings.
- If the tables do not fit, their font size can be reduced to 8 point font size so that they can be read.
- The subtitle at the end of the page should be followed by at least two lines of text or the subtitle should be placed on the new page
- All titles are written in **bold** letters.
- The first line of a paragraph cannot be written as the last line of the page and the last line of the paragraph as the first line of the page.

**NOTE:**

- **ALL PROJECT TEXT (FROM THE 1st INTRODUCTION) MUST BE WRITTEN WITH 1.5 LINE SPACES.**
- **SPACES (DOUBLE ENTER) ARE GIVEN AFTER THE MAIN CHAPTER TITLES ACCORDING TO 1.5 LINE SPACES.**

- **1 SPACE (SINGLE ENTER) IS GIVEN BEFORE AND AFTER ALL SUB-CHAPTER TITLES AND BETWEEN ALL PARAGRAPH BY 1.5 LINE SPACE.**
- **1 SPACE (SINGLE ENTER) IS GIVEN ACCORDING TO, THE SPACE BETWEEN TABLE / FIGURE TITLE AND TABLE / FIGURE 1 SPACE (SINGLE ENTER) ACCORDING TO 1.0 LINE SPACE.**
- **THE REFERENCE MUST BE WRITTEN JUST BELOW THE TABLE / FIGURE, WITHOUT SPACES.**

### 3.4 WRITTEN LANGUAGE

- Spelling and Turkish Dictionary of the Turkish Language Association should be followed in terms of spelling and punctuation in projects. The latest edition of both sources is taken as basis.
- When words and phrases not found in the aforementioned dictionary need to be used, their meaning and the reason for use will be explained with a footnote.
- The project should be written in an easy-to-understand, fluent language and in accordance with the spelling rules.
- Expression should be in third person and passive.
- In the projects, first person expression style will not be used in the chapters other than preface, dedication and thanks.
- The narration setting is entirely left to the choice of the author and the consultant.
- In terms of unity of meaning and scope in writing, it should be noted that sentences constitute paragraphs, while paragraphs should correspond to the chapter title.
- Avoid using a single-paragraph chapter or a single-sentence paragraph.
- Even if it is one or two lines under each heading in the project, there must be a description.
- The text is written in vertical and normal letters, **bold letters** are used in headings and when necessary.
- Only one space is left after punctuation marks.
- **There is no space inside the parenthesis sign when starting the sentence, after the opening sign and before the closing sign at the end of the sentence.**
- **Periods, commas, and other punctuation marks must be outside of quotation marks. If the parentheses are outside the sentence, periods and punctuation marks (other than commas) must be inside parentheses.**
- PERCENTAGE (%):
  - The (%) sign is not used in the text part of the text, it is expressed with the text (percentage).
  - Percentage sign (%) and number are used in equations, figures, graphics and tables.
- Next to the title numbers, no numbers are given in the title.

- If there are conjunctions in the titles, they are written in lowercase letters. (Unless the title is in all capital letters)
- Abbreviation:
  - Projects must be written in accordance with Turkish and English spelling rules, but abbreviations other than standard abbreviations can be used when necessary
  - These types of abbreviations are made by using initials for terms consisting of more than one word, and the abbreviation is explained only once in parentheses after the explicit form of the abbreviation is mentioned.
- Latin words are written in their original form.
- All terms and words that are essential to be written in a foreign language should be written in italics.
- International (ISO) symbols and SI unit system valid for the relevant field of science should be used in the project.
- The same standard should be used for the symbols of the units.

### 3.5 PARTITIONING OF TEXT, TITLES AND NUMBERING

**Each part of the text, each table, figure or visual presentation used in the text should be numbered.**

- The number in title numbering is in bold letters:
- Centering the page for main chapters (with title),
  - For subchapters, it is written starting from paragraph alignment (aligned to the left).
  - After a space is given after the title number, the title of the chapter or subchapter is written in bold letters.
- Chapter titles should be numbered with a single number.
- When writing these titles, the phrase ‘Chapter’ is not written on their heads.
- Other lines of headers that do not fit in a row are written in blocks by starting from the column where the first line (except for the number) begins (with 1 line spacing).

Ex.            **2.3        THE ROLE AND CHALLENGES OF TEAM WORK  
IN INCREASING WORK EFFICIENCY**

- No punctuation marks are placed at the end of the title.
- Laws, articles, conditions, provisions or method names should not be chosen as titles, the project author should create their titles with their own unique words.
- Decimal System is recommended for numbering sub and intermediate chapters.
- In the decimal system, titles show the number of the chapter they belong to, the point and the title in the chapter, which title has subtitles.

- It is numbered according to the classification number. (A period (.) Is placed between numbers and no spaces are left)
    - Ex. The number of the third subtitle in the second chapter is 2.3,
    - Ex. The first subtitle under the third subtitle of the second chapter is numbered 2.3.1.
  - **IF ANY ORDERING IS REQUIRED IN THE TEXT, ONLY LITTLE LETTERS (a, b, c, ...) OR MINOR ROMAN FIGURES (i, ii, iii, iv, ...) AND NOT VERY FREQUENT (1, 2, 3, ...) MUST be used.**
  - **The use of characters such as dot and dash in ordering or classification should be avoided.**
  - A space is left between the title number and the words of the title, and no separator or any other character is placed between them.
  - One character space should be left between the words in the titles.
  - If there are conjunctions such as 'and, or, with' in second and third degree titles, they should be written in lower case.
- Ör. **2.1.1 Formation Process and Purposes of Teams**  
**2.1 FORMATION PROCESS AND PURPOSE OF TEAMS**
- The author of the project should use a fourth-degree title (such as 5.4.3.2.1) only when absolutely necessary.
  - **Terms such as "Chapter", "Part" or "Chapter" are not used in titles.**

### 3.6 REFERENCES IN THE TEXT

- **All books and articles whose author is known** are shown in the text.
- T.C. Bahçeşehir University envisaged the use of the Harvard Reference Technique, which is called the author-history method, in the writing of the Master Projects.
- All references are in parenthesis in the main text, the author's surname, year of publication and page numbers (eg Öztürk 2009, p. 187) (eg Öztürk and Kentmen 2011, p.201).
- **In the textual references (Surname and year) system, no commas should be put between the Surname and the date.** If the page number is to be specified, "p." For a single page, "ss." For multiple pages, and the page number or range should be specified after a blank (eg Öztürk 2009, pp. 180-187).
- In the text, if the source will be given at the beginning or within the sentence and the name of the author is mentioned in the sentence, it is shown as Paksoy (1989), if the source will be given at the end of the sentence and if the name of the author is not mentioned in the sentence (Paksoy 1989).
- If the source is to be given at the end of the sentence, the punctuation mark is put after the parenthesis.

Ex.

Therefore, standardizing and normalizing the variables in question by applying a transformation method would be an appropriate way (Özkan 2000).

- When the reference belongs to more than one author, if the number of authors is two, the authors' surnames are shown as Cincioğlu and Koçer (1992).
- If the number of authors is more than two, the first author's surname and others are written as Öztürk et al. (1991).
- Different publications belonging to the same author and published in the same year are numbered as Öztürk (1994a), Öztürk (1994b).
- If more than one source is mentioned at the same time, they should be listed from the most recent to the oldest (keeping the alphabetical rule in mind) and the publications should be separated by commas (eg Canan-Sokullu 2010, Isernia 2009, Inglehart 2007, Inglehart 1967).
- **In cases where reference is made to certain parts of the document or when direct or indirect quotations are made, the page number (s) must be written in parentheses after the year of publication.**
- In cases where the publication date of the source is unknown, the expression [no date] is used in square brackets.

### 3.7 TRANSFERING AND QUOTING

- The rules to be followed in placing the information and direct quotations from the sources used in the project research into the text are as follows:
- Direct quotations not exceeding three lines are given in the flow of the sentence. In direct quotations, the name of the author, date of publication and the page numbers of the quoted text in the work must be given. The section directly quoted is identified with a double quotation mark ("").

Öztarhan (2001, p.43) explained this situation as “..... ”

- **In direct quotations longer than three lines, quotations are written as a separate paragraph, 1.5 cm inside both sides, with 1.0 line spacing, 10 font size and italic, so that they appear separate from the text. At the beginning of the quotation, the author's surname, the date the source was published and the pages where the quotation was taken are written in parentheses. Such quotations are not given in quotation marks.**

Ex. As Öztarhan (2001, pp.43-44) explained:

*Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic  
Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic  
Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic  
Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic Italic  
Italic*

- If the quotation is transferred by changing, care should be taken to integrate the quotation with the project text without changing its meaning, and the reference should be given in parentheses completely. The quotation does not have to be in quotation marks, but at the end of the sentence, the last name of the author, the publication year of the source and the page number of the quotation are given by opening parentheses, and then the point of the sentence.

- In direct quotations, if shortened long sentences, they should be indicated with three dots (...), if a whole sentence is skipped, it should be indicated with four dots ( ).
- Square brackets are used if a place is to be explained in the quote.
- Secondary citation is not used; If the source itself has quoted from someone else, it is necessary to obtain the first source.

### 3.8 SHOWING FOOTNOTE

- **EXCEPT THE BOOK AND ARTICLE WITH THE AUTHOR CERTIFIED, ALL REFERENCES QUOTED AS FOOTNOTES MUST BE SHOWN.**
- The following procedure should be followed for footnote display; Insert => Reference => Footnote.
- Footnote number is written left aligned, without paragraph indent, and footnote writing is started by leaving a space next to it.
- **Footnote number is given at the end of the sentence, right after the period (.) Without spaces. If a footnote for a word in the sentence is to be deducted, a footnote should be entered right after the word without a space.**
- All references in the footnotes must be included in the REFERENCES index.
- **FOOTNOTE EXPLANATION MUST BE INCLUDED IN THE PAGE OF THE REFERENCE.**
- In the application made for the first time, ALL INFORMATION about the source is given according to the reference sample.

### 3.9 PLACING TABLE AND FIGURES

- One or more tables, figures or visual presentations can take place on the same page.
- All visual presentations should be placed as close as possible to where they were first mentioned.
- All charts, drawings, graphics, photographs, pictures and other visual presentation tools other than tables and equations are referred to as 'Figure' and they are numbered and displayed in a similar way like the same tables in the project.
- All tables and figures must be associated with the text.

Ex. As seen in Figure 2.2...

Ex. Given in Table 2.2...

similar expressions should be used. Tables and figures cannot be placed in and after the text without using such expressions in the text.

- Tables and Figures are placed in the text by centering the page from the right and

left.

- The table and figure numbers and explanatory information are centered with a line spacing at the top of the table and not exceed the size of the table.
- Tables, figures and other visual presentations should be named according to the even-numbered system, together with the number of the section in each section (**BOTTOM AND INTERMEDIATE NUMBER IS NOT CONSIDERED**), **point and the figure indicating the order in that section. The first number in the table / figure number is the Main Section Number where the figure / table is mentioned, and the second number is the number indicating the figure / table of the main section.**

Ex. For the third figure in the fourth main chapter: Figure 4.3

Ex. For the fourth table in the fifth main chapter: Table 5.4

- **The four int the fifth main chapter what should be included in each table/ shape:**
  - Number and Title
  - Frame
  - Context
  - Table footnotes (source) (source and year of data in the table).
- Titles of tables and figures should be written in line with the starting point of the table / figure, followed by a colon next to the number and one character space. (12 points).

Ex. **Table 1.2: support for Turkey’s EU membership**

- **In the titles and explanatory information of the tables, the first letter of the first word should be capitalized, the initials of other words should be written in lowercase and bold.**
- **There should not be any other signs such as brackets, lines, brackets, stars, underscores between the numbers and titles of the Tables and Figures.**
- Abbreviations in the table data are definitely explained in the list of abbreviations.
- The rows in the table should be adjusted according to the size of the table.
- **RESOURCE INFORMATION MUST BE LOCATED BELOW THE TABLES AND FIGURES. AFTER WRITING WELDING WITH 10 POINT**

**ITALICALLY, TWO POINTS ABOVE (: ) SIGN AND EXPLANATIONS WRITTEN IF THE EXPLANATIONS EXCEED ONE LINE, THE SECOND AND OTHER ROWS MUST BEGIN ON THE SAME COLUMN WITH THE FIRST ROW.**

- More than one Table / Figure can be placed on the same page.
- If the table / figure takes longer than two pages, it should be included in the ANNEX section.

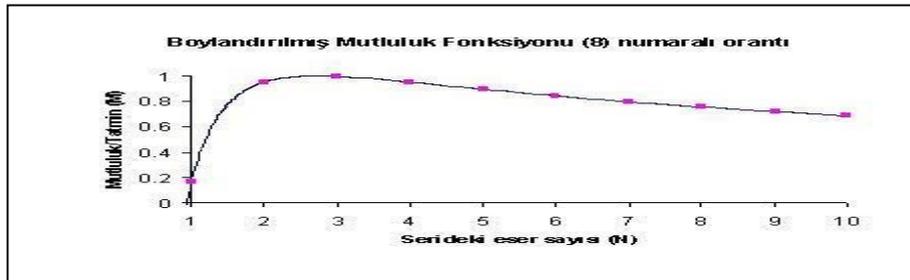
### 3.9.1 Table and Figure Examples

**Table 2.1: GDP resource allocation structure (1980-1994, %)**

	1980	1985	1991	1992	1993	1994
<b>Tarım</b>	6,8	6,4	5,7	6,0	6,7	5,3
<b>Endüstri</b>	63,4	61,5	60,1	53,8	47,6	49,7
... ..	29,8	32,1	34,2	40,2	45,7	44,9

*Kaynak: EIU Country Report 2nd Quarter, 1996; DEİK, Slovakya Ekonomisi ve Türkiye ile İlişkiler, Aralık 1995.*

### Shape 3.2: Dimensional happiness function



*Kaynak: Sarper Özharar, (2004) Psiko-Tarihin Doğuşu ve Sosyal-Fiziğe Giriş: Üçlemelerin Doğası Üzerine. Ekim 2004.*

### 3.10 EQUATIONS

- Equations are written with 2.5 line spacing at the top and bottom and starting 1 cm from the left of the page.
- Equations are numbered sequentially in the relevant section, just as in the tables and figures, according to the double-digit system.
- These numbers are written as (1.1), (1.2), ... (if necessary, sub expressions of the

same equation as (1.1a), (1.1b)) at the far right of the line.

- **Equation numbers are determined by the section number of the equation (sub and intermediate section numbers are not taken into account), the point and the sequence number indicating which equation it is, and are written on the right side of the equation in parentheses, and care is taken to ensure that each of them is in the same line.**
- While the equation is numbered, "Formula" or "Equation" is not written at the beginning of the number, but when it is mentioned in the text, it is called "Equation 3.2".

### 3.10.1 Representation of Equations in the Text

$$y = ax + b \tag{3.1}$$

$$p_1x_1 + p_2x_2 = m \tag{3.3}$$

(  
4  
.

Ex.

- a. **Converting to Decimals:** The Decimal Conversion method moves the decimal point, but still the number value of the number is preserved. The scale generally obtains data in the range of -1 and +1. Below is the formula for converting equality to decimal system;  $v(i)$  refers to the value of the attribute  $v$  and  $v'(i)$  refers to the scaled  $v(i)$  value.

$$v'(i) = v(i) / 10^k \tag{1.2}$$

## 4. ISSUES TO BE FOLLOWED IN THE PROJECT RESEACRH

- Choose a subject that is suitable for the purpose and possibilities and has feasibility
- Make sure that the chosen subject is limited enough.

- Make sure that the cover pages do not contain missing information.
- Make sure that the Summary and Abstract sections are not too long or too short.
- Do not go beyond the research subject and findings.
- Make sure that the English translation is complete and complete.
- Do not write the introduction part longer than necessary.
- In cases where reference is required, please refer to the sources completely.
- Do not forget to include sufficient number of important sources in the Resource / Literature Review sections.
- Choose the method appropriate for the research topic.
- Follow the most appropriate method in data collection, data analysis and presentation of results.
- Make sure that your findings are not erroneous or misjudged.
- Pay attention to the accuracy of your statistical analysis.
- Make sure that the findings you obtained are suitable for the purpose of the research and the data used.
- In the bibliography index, show only the sources you have cited in the text.
- Follow the academic reporting rules while presenting the information about the resources.
- Your language of expression is chosen in accordance with the scientific level and purpose of the research and the level of the readership.

## 5. PROJE YAZIMINDA FAYDALI OLABİLECEK İNGİLİZCE TERİMLER

Alıntı	: Quotation
Alt Başlık	: Subheading/Subtitle
Anahtar Kelimeler	: Keywords
Başlık sayfası	: Title Page
Başlık	: Heading/Title
Bibliyografya	: Bibliography
Bulgular	: Results
Danışman	: Supervisor
Denklem (eşitlik)	: Equation
Dipnot	: Footnote
Ek	: Appendix
Ek Danışman	: Co-supervisor
Ekler	: Appendices
Enstitü	: Institute
Giriş	: Introduction
Gönderme (atıf)	: Reference
Göndermede bulunma(atıf)	: Refer
Grafik	: Graph
Hipotez	: Hypothesis
Hipotezler	: Hypotheses
İçindekiler	: Contents
İthaf	: Dedication
Kaynakça	: References
Kısaltma(lar)	: Abbreviation(s)
Kısaltmalar Listesi	: List of Abbreviations
Metin	: Text
Onay Sayfası	: Page of Approval
Önsöz	: Preface
Özet	: Abstract
Sembol(ler) :	: Symbol(s)
Semboller Listesi	: List of Symbols
Sonuç	: Conclusion

Şekil(ler)	: Illustration(s), Figure(s)
Şekiller Listesi	: List of Figures
Şekil ve Tablo Başlığı	: Caption
Tablolar Listesi	: List of Tables
Tartışma	: Discussion
Teşekkür	: Acknowledgements
Tez	: Thesis
Tezler	: Theses
Veri	: Data
Veritabanı	: Database
Yöntem	: Method









