

T.C.
KASTAMONU UNIVERSITY
GRADUATE SCHOOL OF SOCIAL SCIENCES



THESIS MANUAL

KASTAMONU 2020

Thesis manual was accepted unanimously by Board of the Institute of Social Sciences on the date of.....and at the meeting no.....

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PREFACE

I wish success and pay respect in the belief that this thesis manual, in which there are form and content rules that must be obeyed and scientific presentation standard while writing Kastamonu University Graduate School of Social Sciences master and doctoral dissertations, will contribute to the studies of our lecturers and students.

JUNE 20...

KASTAMONU

Assoc. Prof. Dr. İbrahim YENEN

Institute Director

1. INTRODUCTION

The purpose of this manual is to introduce the rules related to report, prepared according to teaching and examination regulations, term project, master thesis, proficiency in art study and doctoral thesis in the departments of Kastamonu University Graduate School Of Social Sciences (SBE). Every thesis which were written and accepted for academic title is an original work that contribute to science and/or scientific methods and they must be written according to the general library archiving standard and the rules mentioned by the institute. The students of Kastamonu University Graduate School of Social Sciences, which are preparing master and doctoral thesis and studying proficiency in art, must obey the rules about form and content mentioned in this manual. The thesis that was prepared according to the rules mentioned in this manual is checked two times by the institute. First control is performed before thesis defense and the thesis is examined in order to see if it was written according to the grammatical rules.

Jury can want the students to organize the thesis again by correcting the mistakes. After taking the exam and making correction mentioned by the jury, the suitability of the thesis in the context of grammatical rule is checked again by the institute and the student is wanted to put the thesis into final form. The last check will be made before duplication and binding and controlling will continue until there is no mistake in the thesis (within teaching and examination regulations)

This thesis manual is valid from the date of publication. The dissertations written in past years should not be taken as examples as they are different in terms of form and content.

1.1. Morality Principles of Scientific Publications

The students, preparing report, term project, master thesis, proficiency in art study and doctoral thesis in the departments of Kastamonu University Graduate School Of Social Sciences (SBE), must obey the rules which were determined by Kastamonu University Scientific Research and Publication Ethics Committee.

2. GENERAL FORMAT AND WRITING PLAN

2.1. Paper

Thesis must be written on good quality white bond paper, measuring A4 (210 mm x 297 mm) and of at least 80 g/m², at most 100 g/m². It should be copied as readable and clear on a paper of which characteristics were mentioned above.

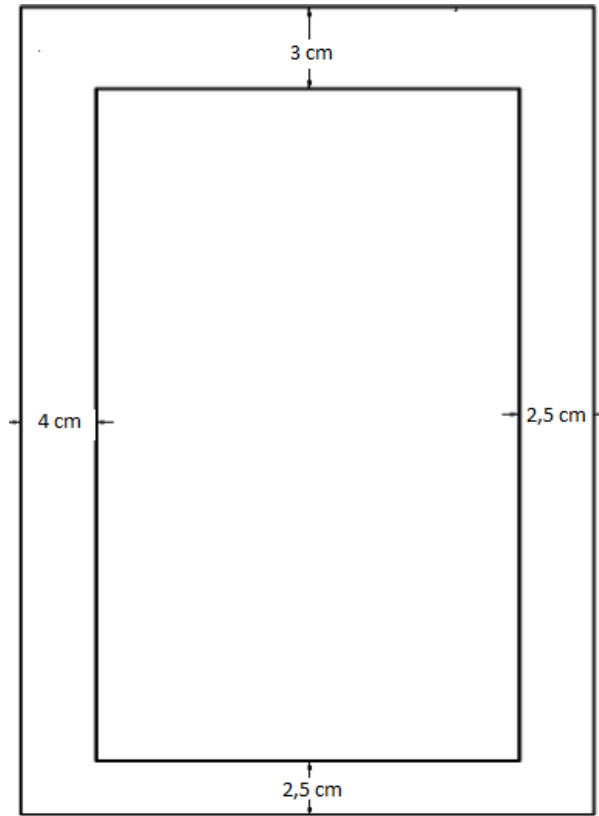
2.2. Page Order

Left margin must be 4 cm wide, top margin 3 cm, and both right and bottom margins must be 2,5 cm wide.

The screenshot shows the 'Sayfa Yapısı' dialog box with the following settings:

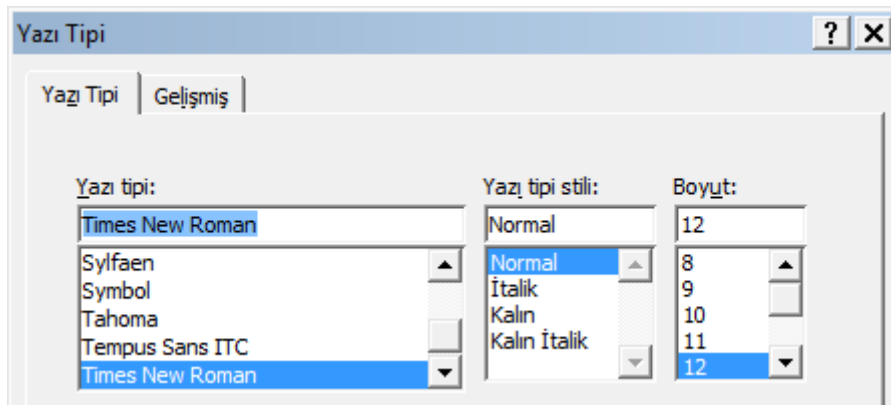
| Kenar Boşlukları | Kağıt | Düzen | |
|------------------|-------|-----------------|--------|
| Üst: | 3 cm | Alt: | 2,5 cm |
| Sol: | 4 cm | Sağ: | 2,5 cm |
| Cilt payı: | 0 cm | Cilt payı yeri: | Sol |

Nothing must appear in the margins including texts written on vertical and horizontal pages of the thesis. Only page numbers are exception and they should be on the top- right side of the paper.



2.3. Characteristic of Writing

Thesis must be written in a suitable computer program. It should be written on the one side of the paper. Times New Roman Font is acceptable and the font size should be 12-point.

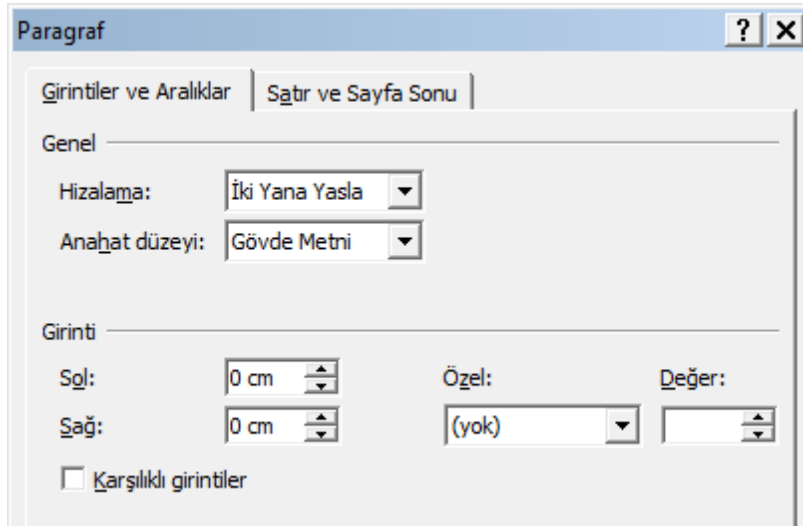


When it is necessary, the font size can be at least 8-point and at most 12-point in tables and formulas. In citations, it should be 11-point, in footnotes, it should be 9-point. When writing bottom and top index, typeface which is smaller than the size of the prose should be used ("top symbol" and "bottom symbol" which is given automatically in "MS Word" program can

be used). The parts which must be specified particularly in thesis (such as Latin names of species) can be written in “*italic*”. Except for this, any other font should not be used. A blank should be left after comma and full stop in thesis.

2.4. Paragraph Order

Thesis should be written as block paragraphs (there is no indent at indented paragraph)

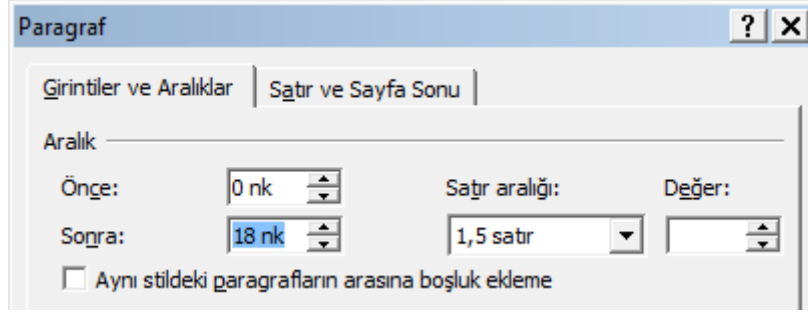


Paragraphs should be three sentences at least. However, if necessary, it can be less than three sentences. Chapters should always be written on a new page.

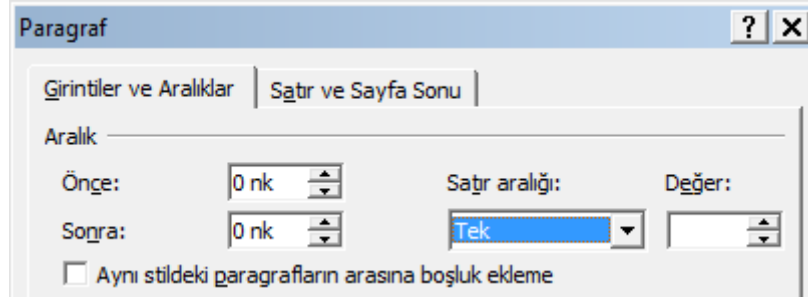
All the corrections and differences should be made in electronic environment. It should not be corrected manually.

2.5. Lines and Spacing

The thesis must use 1,5 spacing. It must be single-spaced (18 nk) after special page and main chapter title; between paragraphs and references; every sub-heading, direct quotation, equation, before and after table and figures that take place on the same page with the text.



However, Turkish abstract, Abstract, Figure and Table introduction part, references, direct quotations and footnotes must be single-spaced. It must be single-spaced after table introduction part and before figure introduction part.



All the lines on the right part of the thesis should be mentioned in a frame and in the same line. At the end of the line, a letter of the words and the last word of the last line of the page must not be broken up.

Itemization in the thesis should be made in a systematic way. For example; Itemization should always be like a., b., c. etc. or 1, 2, 3., etc. There should not be any blank between two items and numbers.

2.6. Medium of Writing

Mode of writing is up to the author and the sentences must be grammatical, understandable, from the point of third-person singular, scientific and brief. Correcting the incoherency and misspelling in the thesis is the responsibility of the student.

The rules of Turkish Linguistic Society Spelling Book should be obeyed for punctuation and spelling. In thesis SI units must be used. If necessary, MKS units can also be used.

2.7. Writing of Numerals

While writing large numbers, number must be classified as three by three from the last figure of the number and a blank must be left among these three groups. However, comma and full stop must not be used. For example; the writing of a million must be like as following.

| True | False |
|-------------|------------------------|
| 1 000 000 | 1.000.000 1,000,000 |

While writing decimal numbers, only comma must be used but full stop must not be used. Consecutive decimal numbers must be separated by semi colon (;).

| True | False |
|---------------|--------------------------------|
| 1,3 | 1.3 |
| 1,3; 2,8; 3,9 | 1.3, 2.8, 3.9 1,3, 2,8, 3,9 |

Numbers are written in words within the text. On the contrary, numbers are used to describe data about time, sum of money, measure, and statistics. Hours and minutes may also be written in words within the text.

Numbers consisting of more than one word are written separately (two hundred, three hundred sixty-five).

Roman numerals can only be used while numbering centuries, names of the emperors, names of the months in dates, book and magazine volumes, and the pages preceding the main chapters of books (XX. Century, 1.XI. 1928, I. Volume, XII. Volume).

Ordinal numbers can be written in words or in numbers. If written in numbers, either a full stop is placed after the number or an apostrophe by adding the necessary suffix for ordinal numbers (15., 56., XX.; 5th, 6th). When ordinal numbers are written with suffix, only

apostrophe and suffix are written, there is no need for an extra full stop between the number and the suffix (8th, 2nd).

Distributional numerals are written in words not in numbers.

28.8. Page Numbering

Pages are numbered with Roman numerals in the initial pages of the thesis (i, ii, iii, iv, etc.). These numbers are written at the right top of the page. Page numbering starts with inner cover. However, inner cover and thesis approval page are not numbered. Thesis text starting from prologue to curriculum vitae (including cv) are numbered with Arabic numbers (1, 2, 3, etc.). Page numbers must be written at right top, no other character such as dash, apostrophe, etc. must not be used before or after page numbers. Page numbering must be written in the text font, and the font size must be one point smaller than the text font size (11). See the table below for the example.

| Sections of the Thesis | Page Number | Type of Numbering |
|-------------------------------|--------------------|--|
| Outer cover | - | No numbering |
| Inner Cover | I | Numbered with Roman numerals, yet hidden in the page |
| Thesis Approval Page | II | " |
| Thesis Written Contract | III | " |
| Özet | IV | Numbered with Roman numerals. Numbers are written in the middle. |
| Abstract | V | " |
| Preface | VI | " |
| Contents | VII | " |
| Index of Tables | VIII | " |
| Index of Figures | IX | " |
| Index of Diagrams | X | " |

| | | |
|------------------------|------|--|
| Index of Maps | XI | " |
| Index of Pictures | XII | " |
| Index of Photographs | XIII | " |
| Index of Abbreviations | XIV | " |
| Index of Symbols | XV | " |
| Prologue | 1 | Numbered with Arabic numbers. |
| Other Chapters | +1 | " |
| References | +1 | " |
| Appendix | | " |
| Curriculum Vitae | | Numbered with Arabic numbers. Page number is hidden. |

2.9. Section Layout

Thesis text generally starts with “INTRODUCTION” and ends with “SUGGESTIONS” (Suggestions section may not be present in some department’s thesis study). The chapters and titles between these two main sections are decided by the author based on the scope and topic of the thesis. Unnecessary details should be avoided while determining the chapters of the thesis, and order of priority should be taken into consideration among sections and subsections. Furthermore, each section can be divided into subsections. For these subsections and their titles, the criteria below should be taken into consideration.

- a. Each title must explicitly indicate what its main or subsections are about.
- b. First degree titles must be **capitalized and written in bold**.
- c. Second and third degree titles must be written **in bold** and their initial letters must be **capitalized**.
- d. Fourth degree titles must be **italicized**, written **in bold** and the initial letters of the titles are **not capitalized**. Other titles must be the same as the fourth degree titles.

- e. Mid-titles requested to be used apart from the ones indicated above must be written in 12 font size. However, they must not be written in bold at all. Mid-titles must be written flat and underlined or only italicized or italicized and underlined.
- f. All chapter titles must be numbered **aligning to the left page boundary margin**.
- g. In case of the titles' not fitting into first line, the titles must be written aligning to the second line text.
- h. **Double line space** (or 36 pt) after first degree titles and **one line space** (or 18 pt) after other titles must be left.

Examples about writing a title can be examined below.

| Text | Features | Example |
|------------------------|---|--|
| Custom Page Head | Capital letters, in bold, 12 font size and center alignment | ABSTRACT PREFACE CV |
| First degree title | Capital letters, in bold, 12 font size | 1.FIRST DEGREE TITLE |
| Second degree title | Initial letter of each word is capitalized, all word must be written in bold and 12 font size. (If any | 1.1 SECOND DEGREE TITLE |
| Third degree title | conjunctions such as “and”, “or”, “with” are present, they must be written in lower case.) | 1.1.1 Third degree title |
| Fourth degree title | Italicized, first word's initial letter is capitalized, the other words' initial letters are lower case and they must all be written in | <i>1.1.1.1Fourth degree title</i> |

| | | |
|--|--|---|
| | bold and 12 font size. | |
| Unnumbered midtitles among chapters | Respectively flat and underlined, only italicized or italicized and underlined and 12 font size (the words, sentences or description may also be italicized. These midtitles must not be written in bold at any cost.) | Midtitle <u>Midtitle</u> <i>Midtitle</i> <u>Midtitle</u> |

2.10. Citation in Thesis

All kinds of statements, findings, relations, figures, tables, etc. playing a part in thesis and not author's own product must be cited. References that are mentioned or citations without reference must be within the rules explained by Kastamonu University Scientific Research and Publication Ethics Committee, which is author's responsibility.

Citation is an indispensable element of a scientific research. Citation is done during the study with the purpose of borrowing other study's specific sentence, paragraph or description so as to discuss, criticize or emphasize; in situation such as being influenced by the whole study or criticizing, evaluating its half instead of another study's specific chapter, sentence, description, etc.; with the aim of indicating studies' specific chapters evaluated, criticized, etc. The primary aim of citation is to indicate the sources that the researcher mentioned, discussed or criticized etc. during composing his/her own thesis or position.

All kinds of sources mentioned in the thesis must be located in the "REFERENCES" section of the thesis; on the other hand, any source that are not mentioned in the thesis must not be figured in this section.

Chicago of Manual Style (**CMS**) known also as "Footnote System" has been used in scientific studies until recent years so as to cite, make a reference, and prepare reference section. Today,

CMS has lost its effectiveness. Nowadays, American Psychological Association (APA) is used especially in social sciences.

Examples and necessary explanations related to both systems are made below.

2.10.1. American Psychological Association (APA) Citation Style

Citations in APA style are made by using parenthesis in text. The last name of the author being cited, the publication year of the work and page numbers must be written in parenthesis while making a reference.

General Rules related to Parenthetical System

- If an explanation apart from the marking tag about the source is needed in a prepared text, systems of footnote or endnote are benefited for this purpose. This method is used for aims such as the title of the author, place of work and area of expertise or giving the meaning of a term, reminder note. Very brief and core explanations that can hamper the coherence if written somewhere in thesis can be given as footnote at the end of the page in a few lines.

Example

The Results of the First Motion Analysis Occurred in the North Anatolian Fault Zone: Some parts of this fault take action in each violent and devastating earthquake occurred in North Anatolia, blocks in each side of the fault moved a little as compared with each other.

- Footnotes must be separated by leaving double space after the main text in the page with a straight line from the left side of the page to the middle. They must not run over the space needed to be left blank at the bottom of the page. One space must be left between the footnote line and footnote number. Footnote number must be chosen as a symbol and one character space must be left with the first line of the footnote. 9 font size must be used in footnote explanation. Footnotes must be numbered starting with “*” in order of appearance in each page and footnote description must certainly be placed in the page that the citation is done.
- If there is a reference to another study in text or an inspiration by another text; yet if this inspiration is put forward with author’s own designing and

expression, it is written in parenthesis with author's last name and publication date after the related text without using quotation marks.

- If a citation from another text is located in the text, quotation marks must certainly be used. Cited text, if in size of a paragraph, must be written in a different format (smaller font size). The criteria above must be taken into consideration while giving information about the source text.

¹Either the first ground motion in the station during the earthquake is a movement moving away from the earthquake source (pushing) or towards the earthquake source (pulling) can be specified by using only the first part of the each seismograph registry. Thus, the direction of the elastic power released during the earthquake can be specified by using the first part of the earthquake registry.

- Cited text, if from a secondary source; the last name of the primary source author, publication year, page number, the last name of the secondary source author, publication year, page number are indicated while giving citation information in parenthesis.
- If there are more than one author cited in the text, “comma” and “and” must be used among the last names of the authors. However, if there are more than three authors, et al. (i.e. and others) term must be used after the last name of the first author.
- If there is a citation in the text from two studies of the same author published in the same year, they can be marked after the publication year of the studies with letters such as “a” and “b” so as to differentiate them.
- If there is a lack of information about the sources, for example no information about the place of publication or the publisher, these data are not included in the citation, yet no change is made in the order as well.
- Page number must certainly be given in parenthesis in direct quotations from books or articles. On the other hand, there is no need to indicate the page number in indirect quotations from books and articles.

- There is no need for a page number information in the reference page if quotation is taken from a book. Page number must be indicated in the reference page if quotation is taken from an article or a book chapter.

In-text citation may differ depending on the number of the authors. Examples about in-text citations are shown below.

Example Study with One Author;

- Aydınöz (2011) in his/her study
- was found out in a research carried out by Karatekin (2013).
- was named in a study (Özdemir, 2005).
- Balcı (2012) identified
- Sönmez (1998) is in a study that he/she examined the regional inequality in Turkey.
- In a study in which inequalities among the regions are studied, it is (Sönmez, 1998).
- In a study by Sönmez in 1998, about the inequalities among the regions it is

Note: When there are two or more authors with the same surname and publication dates are the same, these authors are referred in text with the abridgement of their first names.

In the studies by Özdemir (2000) and S. Özdemir (2000)

Examples for works by two authors;

- In the study by Özdemir and Recepoğlu (2013)
- Hoy and Miskel (2013) state that
- Çalık and Koşar (2014) point out that
- It is significant that (Hoy and Miskel, 1991).
- In general the method is defined as (Dembo and Gibson, 1985).
- According to Dembo and Gibson (1985),

Examples for works by three, four or five authors;

When first mentioned:

- In a research by Borau, Ulrich, Sosyal and Shen (2009) ...
- William, Johns, Smith, Bruce and Bradley have found out that (1994).....

In the following references:

- Borau et al. (2009) emphasise that
- By Williams and others (1994) it is

Note: When works by more than two authors are referred, abbreviation “et al.” meaning **the others** can be used after the surname of the first author if the work is in Turkish.

Examples for works by six or more authors;

- In their study, Abisel et al. (2005)
- Sayılan and others (2005)

Groups (as authors)

Group names are handled in a similar manner with author names (institute, association, state institutions and working groups). They are generally stated whenever they are mentioned in text. Some group authors are stated directly when first mentioned and used abridged later. Abbreviations should be clear enough for readers to understand and must be placed in the bibliography without any problem. If the name is too long and its abridged version is easily recognisable, its abbreviation is used in the later references. If the name is too short or the abbreviation is not clear, it is useful to state the name directly whenever it is mentioned.

- (Ministry of Education [MEB], 1991).
In later references (MEB, 1991).

Two or more works within the same parenthesis

- (Köklü and Büyüköztürk, 1991, 1993); (Balcı, 1984, 1990, 1993, in publication).

Works by the same author in the same year

- (Demir, 1990a, 1990b, 1990c; Yılmaz, 1992 in publication-a, 1992 in publication b)

Works by two or more different authors

- Various works (Başaran, 1984; Bursalıoğlu, 1987; Taymaz, 1984).

If various works are referred at the same time, they must be lined up from the oldest publication to the newest one and publications must be separated with a comma in between.

- Representations are frameworks describing reality in a discrete manner and the existing things in different statements (Palmer, 1978; Karput, 1985; Goldin, 1987).

Works prepared by a commission or institution and with no author stated and works published by institutions and establishment without any author name are specified as “anonim” if the work is in Turkish and as “anonymous” if it is in English along with the publication year.

- Garlic production is among the most important income resources of the locals of Kastamonu region. With the instable pricing as well as similar production rates over years, there is a general increase (Anonim, 2004).
- Each year about 300.000 people die due to accidents at work all around the world (Anonymous, 2008).

When the works of the writer(s) with the same publication year are referred simultaneously, publications must be lined up from the oldest one to the newest one with a comma in between.

- It is found out that testing standards to define sensitive planting machines are not appropriate for garlic and shallots due to their seed size and flourishing style (Ünal, 2005, 2006).
- In Turkey accidents at work are more possible in the agriculture field than other fields (Ünal et al., 2008a, 2008b).

When secondary sources are mentioned in text, primary sources from which the reference originates must be referred. In the bibliography section, only the information of the secondary sources must be stated.

Smiling provides a healthy life for each individual and humour is as important as love and may be the cure for any disease (Adams, 1998 qtd. in Franklin, 2008: 1-2).

Note: The primary source is placed in the bibliography section with all reference information and Adam's identity is not shown in the bibliography section.

Einstein made the shortest and most clear definition of humour: "humour is the idea that laughs". Humour requires intelligence and systematic idea integrity in the process of originating and interpretation. "Sense of humour" is the ability to laugh at something "funny". Humour is everything written to make people laugh. Only people can laugh (Millsbaugh, 1979, p. 2644 qtd. in Özkan, 2008, p.14).

Internet sources must be stated in text with author (individual/institution) name and publication year. In the internet sources with undefined author, with capital letter URL-line number, year must be written.

"Zeolit" means "Boiling stone" as a word and it is a volcanic mineral exploding and scattering when heated (URL-1, 2002).

Direct and Indirect Quotes

Direct Quotation

When direct quote is used, the quote must be written in text within quotation marks if the quote is less than 40 words.

Example 1:

Karasar (2011, p. 32) states that "twentieth century world has witnessed the fastest and greatest enterprises of scientific and technical developments".

Example 2:

It is possible to define science in various ways. For example, Yıldırım (1991, p. 95) defines science as "an attempt to describe and explain what is happening in our world".

When the quote is more than 40 words, it should be placed in text with a separate paragraph (with 1.5 line space beginning from the last line of the main text) indented 1 cm in right and left hand-sides and in block quotation style with single line spacing. Further, the letter size must be lessened to 10 points.

Example 1:

...Dependant variable is a kind of “result” which bothers the researcher and needs an explanation. It is chosen by the researcher and is expected to illuminate the problem solving with the gathered data. For example, in a research if “factors affecting students’ success” is focused, “student success” which is expected to be influenced by various factors can be regarded as dependant variable (Karasar, 2011, p. 61).

Example 2:

Schools are enjoyable places. You can see many funny incidents there. I would like to be a part of a school with lots of humour. Unfortunately humour is missing in this profession, course books and educational books, researches, state institutes, universities and schools. However, humour is mostly about the development of learning and intelligence such as taking risks and variety and there is no need to mention that humour shall have a positive effect on the quality of life. It is like glue holding different individuals from different groups. People learn, develop and lead their lives with humour. We should make effort to unearth and develop humour instead of avoiding or tolerating its existence (Barth, 1990, s.170).

If some words are skipped in the quoted text, it must be pointed out with (...) and with (...) if some sentences are skipped.

Example:

Science is an attempt to understand phenomena in our world through describing and explaining. It contains defining, specifying, grouping and expressing the phenomena. As for the explanations aspect of science, it shall take us to wider problems. ... It is necessary to handle such concepts as hypothesis, natural laws, theory, causality and probability principle (Yıldırım, 1991).

Indirect Quotation

Indirect quotation from a source must be done as shown in the example.

Example:

In the field of science and technology, when compared to other centuries faster and more widespread developments have been observed in the 20th century (Karasar, 2011).

The following chart may be useful in stating sources.

Chart. Examples for In-text Quotes and Abbreviations

| Type of Reference | First Reference | Later References | First reference in parentheses | Later references in parentheses |
|------------------------------------|--|---------------------------|---|---------------------------------|
| <i>Single author</i> | Özcan (2003) | Özcan (2003) | (Özcan, 2003) | (Özcan, 2003) |
| | Prince (2012) | Prince (2012) | (Prince, 2012) | (Prince, 2012) |
| <i>Two authors</i> | Özdemir and Dindar (2013) | Özdemir and Dindar (2013) | (Özdemir and Dindar, 2013) | (Özdemir and Dindar 2013) |
| | Ostrow and Chang (2013) | Ostrow and Chang (2013) | (Ostrow and Chang , 2013) | (Ostrow and Chang 2013) |
| | Tuna, Biber and Yurt (2013) | Tuna et al. (2013) | (Tuna, Biber, and Yurt, 2013) | (Tuna et al., 2013) |
| <i>Three, four or more authors</i> | Othman, Ruslan, and Ahmad (2012) | Othman et al. (2012) | (Othman, Ruslan, and Ahmad, 2012) | (Othman et al., 2012) |
| | Wassertein et al. (2005) | Wassertein et al. (2005) | (Wassertein et al., 2005) | (Wassertein et al., 2005) |
| <i>Abbreviations</i> | Talim Terbiye Kurulu (TTK, year) | TTK (year) | (Talim Terbiye Kurulu [TTK], year) | (TTK, year) |
| | Information and Communication Technologies | ICT (year) | (Information and Communication Technologies | (ICT, year) |

2.10.2. Standard Footnote System ([CMS] Chicago of Manual Style)

Footnotes are separated from the main text with a short bar in each page below the last line of the text with single line spacing. After the short bar below the the right and left side space of the page, single line space is left. Footnotes are posited in this space in a proper manner with following numbers. Should the advisor suggest, footnotes can start from no. 1 in each part.

Footnotes are written with Times New Roman/Times in 9 points of size. Footnote numbers follow punctuation marks after the related word, sentence and paragraph posited half-line spacing above and not stated in parentheses.

General Rules:

- In the reference footnotes, when the work is first referred name of the author and work, editor, translator, volume number, information about publication, edition and the work (volume number, publication number, edition number, place of publication, publishing house and publication year) must be stated.
- In a work, author may be individuals or groups (associations). In the footnote, names of authors are repeated in the inner cover page of the source book. First author's name (first name and perhaps middle name) and surnames are written. If there are two or three authors, each author's name is stated in line with the order provided in the inner cover of the source book as separated with a comma. In the works with three authors after the name of the first author is stated, "v.d" in Turkish or "et al." in Latin meaning "the others" is used to specify the other authors. If there is no author name provided in the inner cover page of the source book and if the author name/s cannot be found in other pages or sources, footnote begins with the name of the work. However, author names are obtained correctly from other pages or sources, the names are shown in parenthesis as stated that they have been taken from somewhere other than the inner cover page of the book. When the nickname of the author is used in the inner cover page, that name is given in the footnote. However, if the real name of the author is known or found, it may be stated after the nickname in square brackets.

- Name of the work is stated as it is in the inner cover page of the referred source. But when the name of the book is made up of the real name, and complementary second and/or third names, there should be a colon between the real name and the complementary name even if it is not given in the inner cover page. Thus, real and complementary names are not confused.
- In the footnotes, book names are written in bold letters and a comma is placed after the name of the work.
- In translations, works with editors or as prepared for publication: after the names of works such as books and articles, translator, publishing designer and editor are stated in parenthesis. If preferred, this professional information may be stated as “prep. publ., ed., trans., design” in abbreviation.
- In the articles, after the name/s of the author/s commas are used. After the comma, article name is stated in quotation marks and in *italic*. After the article name, a comma is used again, which is followed by the name of the periodicals. Periodicals are reflected in bold letters.
- In the footnotes, after the author name/s, name of the work, translator, and designer, volume, publication, edition, printing and publication information is stated as such: Information about the volume is viable for the referred books. When a book consists of a volume, volume information is provided. If the book is published in more than one volume, the number of the volumes related to the book must be stated as “4 c.” or “4 v.”. After the volume number, a comma is used and if available, publication and publication numbers are provided. If the referred work is first edition (publication), no publication number is stated in the footnote. However, if the second or later editions of the book are referred, edition number is stated as “2nd publ.” or “3rd publ.”. In addition to the publication numbers, if printing numbers are available (2nd ed.) or (3rd ed.), this number is shown after the publication information separated with a comma. Publication information is about the the publishing association of the referred source, publication place and date. (e.g. Remzi Bookstore, İstanbul 1999). There is a comma between the publication place and publishing association. If there is no publication place provided in the reference, it is shown as “n.p” (no publication place). If there is no name of the publishing association, it is reflected as “n.a.” (no association) and if there is no date provided it is reflected as “n.d.” (no date) in abbreviation. If there is no publication date stated in the inner cover page of the book but if it is shown after the copyright © symbol, the date is given as publication date in the footnote. In the

footnote, references to volumes of books, periodicals, encyclopedia, and thesis are accompanied with volume numbers in capital Roman numerals followed by a comma and the issue number, publication year, page number/s (e.g. Sa: 12, V: IV, No: 4, 1995, p. 1).

- The names of the unpublished thesis are stated in quotation marks like the names of the articles.
- The names of encyclopedia entries are stated like the names of the articles.
- In the footnotes with regard to the electronic sources, if the source was published before, firstly the footnotes of the source, secondly the website of this source, and the date of receiving the source are stated in the parenthesis. If the source was not published, the name and the surname of the author if any, and the name of the source, then the website of the related source, and date of receiving are stated with the phrase of ‘online’.
- References to archive documents: In the footnotes of these references, the explanation related to the property of the source, the date, archive, document numbers if any are stated.
- References to Newspaper Articles and News: In the references to the articles and news in the newspaper, the rules of the periodical articles are carried out. In both cases, after the title of the article and news, the name of the newspaper, the date, the month, the year and the page number are stated.
- References to Holy books and Classics: In the references to Holy books like Koran, the names of the books are not written bold.
- In the references to Latin and Greek Classics, the source names are written bold, but the volume number is written in small roman numerals; the parts and page numbers is written in digit numbers.

In-text Citation

Book with single author

Mehmet Saray, **Rus İşgali Devrinde Osmanlı Devleti ile Türkistan Hanlıkları Arasındaki Siyasi Münasebetler (1775–1875)**, Turkish Historical Society Publishing House, Ankara 1994.

Book with two or three authors

Mehmet Gönlübol-Cem Sar, **Atatürk ve Türkiye'nin Dış Politikası (1919–1938)**, Atatürk Research Center Publications, Ankara 1995.

Book with multiple authors

M. Arslan et al., **Gümrük Birliğinin Türk Ekonomisi ve Bütçesine Etkileri**, Asam Publications, Ankara 2002.

Legal entity publications (anonymously published books)

Atatürk'ün Tamim ve Telgrafları, Atatürk Research Center Publications, Ankara 2006.

İmlâ Kılavuzu, Turkish Historical Society Publications, Ankara 2000.

Translated sources

M. Şamsuddinov, **Mondros'tan Lozan'a Türkiye Ulusal Kurtuluş Savaşı Tarihi**, (Translator: Ataol Behramoğlu), Epsilon Publications, İstanbul 2007.

Compilation

Türkiye Cumhuriyeti'nin Andlaşmaları, (Compiler: Ahmet Yavuz), Turkish Republic Ministry of Foreign Affairs Publications, Ankara 1992.

Works to be published

Tâcizâde Cafer Çelebi, **Hevesnâme**, (Publication editor: Necati Sungur), Nehir Publications, İstanbul 2001.

Sources with Editors

Fındıklı Silâhdar Mehmet Ağa, **Silâhdar Tarihi: Onyedinci Asır Saray Hayatı**, (Editor: Mustafa Nihat Özün), Akba Publishing House, Ankara 1947.

The section in the sources with editors

Sabahattin Küçük, “Divan Şiirinde 'Güneş' Üzerine Bir Deneme”, (Editör: Zeynep Kerman), **Mehmet Kaplan İçin**, Turkish Culture Research Enstitute Publications, Ankara 1988.

The section in the sources without editors or anyonymous editors

İsmail Parlatır, “Bilimsel Yazıların Hazırlanmasında Uygulanacak Kurallar”, **Türk Dili ve Kompozisyon Bilgileri**, Yargı Publishing House, Ankara 2001.

Article with a single author

Lütfi Öztürk, “*Bölgelerarası Gelir Eşitsizliği: Coğrafi Bölgeler Üzerine Tamamlayıcı Bir Analiz 1965–2001*”, **Uludağ University The journal of Faculty of Economics and Administrative Sciences**, Vol: XXII, No: 2, 2003.

Article with two or three authors

Adil Oğuzhan, Derman Küçükaltan, Ebru Boyacıoğlu, “*Bölgesel Kalkınmada Kültürel Turizmin Etkisi: Kırkpınar Yağlı Güreşleri Örneği*”, **Trakya University Journal of Social Sciences** Vol: VI, No: 1, 2005.

Seminar, Congress, and Symposium Papers

Ayşe Güneş Ayata, “*Kültürel Kimlik Ve Etnik Gruplar*”, **Toplum ve Göç, II. Ulusal Sosyoloji Kongresi**, (20–22 Kasım 1996/Mersin), T.C Prime Ministry Statistics Enstitute, Ankara 1997.

Ali Fuat Bilkan, “*Amasya'nın Osmanlı Dönemi Kültür Hayatındaki Yeri ve Önemi*”, **I. Amasya Araştırmaları Sempozyumu 2. Kitap**, (15–18 Haziran 2007), Governorship of Amasya, Amasya 2007.

Unpublished Thesis

Halil Karamahmut, “*Ekonomik ve Stratejik Açıdan Hazar Havzası*”, **İstanbul University The Enstitute of Social Sciences**, Unpublished Doktoral Thesis, 1998.

Newspaper Articles

“*Dedikodu (Kastamonu'da Hayat)*”, **Çalçene**, 16 Kânunuevvel 1927, No: 9.

Yusuf Niyazi, “*Köşemden Sesler (Buda Bir Dert!)*”, **Çalçene**, 24 Ağustos 1927, No: 2.

Official Newspaper, 02.05.2008/26864 (Mükerrer 2)

Encyclopedia Entries

Yavuz Bayram, “*Servi*”, **Türk Dünyası Edebiyat Kavramları ve Terimleri Sözlüğü**, Vol: V, Atatürk Kültür Dil ve Tarih Yüksek Kurumu Atatürk Kültür Merkezi Başkanlığı Publications, Ankara 2006.

Archive Documents

Başbakanlık Osmanlı Arşivi, Yıldız Hususî. 314/14, 134/88.

Başbakanlık Osmanlı Arşivi, Yıldız Resmî. 114/102.

Başbakanlık Osmanlı Arşivi, Mühimme Defteri, No: 38/115

Başbakanlık Cumhuriyet Arşivi, fon kodu: 030.18.1.1., yer no: 16.69.15 ya da

Başbakanlık Cumhuriyet Arşivi, 030.18.1.1/16.69.15.

Law articles and court decisions

“366 sayılı Mübadele, İmar ve İskân Vekâleti'nin Teşkilât ve Mesarifi Hakkında Kanun”, **Düstur**, 3. Tertip, c. 5, İstanbul 1931.

“27.12.2007 tarih ve 5726 sayılı Tanık Koruma Kanunu”, **Official Newspaper**, 05.01.2008/26747.

Electronic sources

Personal Web Page

Ahmet Mermer, **Prof. Dr. Ahmet Mermer**, <http://w3gazi.edu.tr/web/mermer> 26.05.2004.

Institutional Web Page

Milli Kütüphane, Milli Kütüphane, <http://mkutup.gov.tr> 04.04.2005.

Electronic Journals

Türkiyat Araştırmaları Dergisi (Editors: Yakup Karasoy, Alaaddin Aköz), Selçuk University Turkic Research Institute, <http://turkiyat.selcuk.edu.tr/dergi.htm> 07.05.2008.

Electronic Books (published)

Robert Day, **Bilimsel Bir Makale Nasıl Yazılır ve Yayınlanır**, (Translator: Gülay Aşkay Altay), Tübitak Publications, Ankara 1996, <http://journals.tubitak.gov.tr/kitap/maknasyaz/index.html> 05.04.2005.

Electronic articles

Mine Mengi, “*Divan Şiiri ve Bıkr-i Mana*”, **Divan Şiiri Yazıları**, Akçağ Publications, Ankara 2000, s. 22–29; <http://turkoloji.cu.edu.tr/ESKI%20%20EDEBIYATI/2asp> 13.04.2005.

Database (CD Rom, Disk...)

Dursun Kaya v.d., **Türkiye Yazmaları Toplu Katalogu**, (CD I, II), Milli Kütüphane Başkanlığı, Ankara 2004.

Documentaries, series, films

Salih Diriklik (Director), **Ölümünün Ellinci Yılında Mehmet Akif Ersoy**, TRT, 1986.

Yücel Çakmaklı (Director), **Küçük Ağa**, TRT, 1984.

Mesut Uçakan (Director), **Reis Bey**, Moroğlu Film, 1988.

Nick Hurran (Director), **Kara Kaplı Defter (Little Black Book)**, Columbia Tristar, ABD 2004.

The second reference to the same source

The rules are stated below for referring to the same source for the second time:

If the source is a published work, the abbreviations in the form of “a.g.e” are used, and author surname is stated.

Example Saray, a.g.e, p. 55.

If the source is an article, the abbreviations in the form of “a.g.m” are used, and author surname is stated.

Kullanılan kaynak makale ise “a.g.m”, şeklinde kısaltmaya gidilir ve sadece yazar soyadı verilir.

Example Öztürk, *a.g.m*, p. 10.

If more than one work of an author, in order to differentiate between the works, the name of the work can be abridged.

Example

Kemal Arı, “*Mübadele ve Ulusal Ekonomi Yaratma Çabaları*” **Toplumsal Tarih**, No: 68, Ağustos 1999, p. 12.

Kemal Arı, **Büyük Mübadele: Türkiye’ye Zorunlu Göç (1923-1925)**, Tarih Vakfı Yurt Publications, 4.bs., İstanbul 2003, p. 23.

Arı, *Mübadele ve Ulusal Ekonomi...*, p. 12

Arı, *Büyük Mübadele...*, p. 23 gibi.

Examples in practices

(Footnote Line)

- 1 Mehmet Saray, *Rus İşgali Devrinde Osmanlı Devleti ile Türkistan Hanlıkları Arasındaki Siyasi Münasebetler (1775–1875)*, Turkish Historical Society Publishing House, Ankara 1994, p. 53.
- 2 Lütfi Öztürk, “*Bölgelerarası Gelir Eşitsizliği: Coğrafi Bölgeler Üzerine Tamamlayıcı Bir Analiz, 1965–2001*”, **Uludağ University Journal of the Faculty of Economics and Administrative Sciences**, Vol: XXII, No: 2, Bursa 2003, p. 7.
- 3 Saray, a.g.e, p. 55.
- 4 Kemal Arı, **Büyük Mübadele: Türkiye’ye Zorunlu Göç (1923-1925)**, Tarih Vakfı Yurt Publications, 4.bs., İstanbul 2003, p. 23.
- 5 Kemal Arı, “*Mübadele ve Ulusal Ekonomi Yaratma Çabaları*” **Toplumsal Tarih**, No: 68, Ağustos 1999, s. 12.
- 6 Öztürk, a.g.m, p. 10.
- 7 Arı, *Büyük Mübadele...*, p. 25.
- 8 Arı, *Mübadele ve Ulusal Ekonomi...*, p. 15.

Note: In such practices, mixed applications cannot be used. The usages in the form of “Arı, Büyük Mübadele..., a.g.e, p. 25 ya da Arı, Mübadele ve Ulusal Ekonomi..., a.g. m, p. 15” are wrong practices.

2.11. Symbols and Abbreviations

Terms including more than one word are abbreviated with initial letters of each word according to the spelling book of Turkish Language Institute (TDK). The abbreviations of institution, book, journals, etc. are abbreviated with the initial letters of each word. For units, the system of SI with the number of TS 294-297 provided in Turkish Standards should be based on. The same standards should be used for the symbols of the units. Full stop should not be added to the end of the symbol of the unit.

In the additions to the abbreviations including small letters, pronunciation of the words is taken into consideration. In the additions to the abbreviations including capital letters, the pronunciation of the last letter of the word is taken into consideration, but in the additions to the abbreviations pronounced like a word, pronunciation of the word is taken into account.

Examples

| | |
|--------|------------|
| kg'dan | TUBİTAK'ın |
| cm'yi | ASELSAN'da |
| mm'den | UNESCO'ya |

Full stop is not generally used in the abbreviations including capital letters. However, in the abbreviations of the military words or some other examples, the use of full stop has become a tradition.

Examples

| | |
|---|-----------|
| Orta Anadolu Sismoloji İstasyonları Ağı | (OASİA) |
| Kara Kuvvetleri Komutanlığı | (K.K.K.) |
| Faz Değişim Maddesi | (FDM) |
| Milattan önce/Milattan sonra | (M.Ö/M.S) |
| Kaynak Kredi Destekleme Fonu | (KKDF) |

In the abbreviations of geographical directions, the initial letter of the directions should be used.

(Example: E; W; NW; SE;... etc.)

For the terms which are used commonly in the thesis and include more than one word, the initial letters can be used for abbreviation. Such abbreviations should be provided in the parenthesis in the first place. The abbreviations are provided according to the alphabetical order with small letters in the part of 'symbols and abbreviations' under the subtitle of 'abbreviations'. The abbreviations like institution names are to be written with capital letters.

3. FIGURES, TABLES, GRAPHICS, PICTURES, PHOTOGRAPHS AND MAPS

Figures, tables, graphics, pictures, photographs, and maps can be used to help the explanation in the thesis.

3.1. Placing of Figures, tables, graphics, pictures, photographs, and maps

Figures, tables, graphics, pictures, photographs, and maps should be placed in the first page they are referenced or in the following page. Necessary spaces should not be certainly exceeded in the margins. The ones which are in the case of being moved should be minimized or presented as attachment.

Folded figures, tables, graphics, pictures, photographs, and maps should be given in the attachment and placed in the volume. If there are documents which will not be placed in the volume, for these, a pocket can be created in the back cover. If audio materials are used, information about this material should be given. Moreover, audio documents should be given in an envelope placed in the inner cover page by recording on a CD.

If it is necessary to place tables, figures, etc. which are longer than one page in the thesis, it should be divided properly in the size of one page. The rest of the table/figure should be given with the same table/figure number and with 'continued'.

Example

Table 3.1. The rates of beet growers' having certain agricultural equipments and machinery (%)

Table 3.1.(continued) **(in the case of moving to the next page)**

3.2. Numeration of figures, tables, graphics, pictures, photographs, and maps

Numbers should be given to all figures, tables, graphics, pictures, photographs, and maps. Numeration should be done with digit numbers. Numbers should be different from and independent of each other in every part.

Tables, figures and graphics: They can be numerated as Table 1., Table 2. , Table 3. , Figure 1. , Figure 2. , Figure 3. , Graphics 1. , Graphics 2. , Graphics 3. Or Table 1.1, Table 1.2, Table 1.3, Figure 1.1, Figure 1.2, Figure 1.3, Graphics 1.1. , Graphics 1.2. , Graphics 1.3. Tables and figures should be centered.

3.3. Explanation of figures, tables, graphics, pictures, photographs, and maps

All the lines, markers, symbols, numbers and writings in the figures, tables, graphics, pictures, photographs, and maps should be given by the use of computers. These should be big enough to be able to read. Figures, graphics, pictures, photographs, and maps should be centered italics. Explanations should be written in 12 type size under the related figure, table, graphic, picture, photograph, and map in a centered way with one line spacing.

Tables should be left-leaning. Explanations should be written in 12 type size with one line spacing above the table.

Explanations should be brief as much as possible. If they are more than one line, the second and other lines should be started with the first line in the same column and should be block- written.

At the end of the explanations of the figures, tables, graphics, pictures, photographs, no full stop or comma should be used.

The following issues should be paid attention in preparing the tables in the thesis:

- One line spacing must be used in the tables.
- Vertical lines mustn't be used while forming the tables
- The extent of the tables musn't exceed the writing space.
- Table number and the name must on the line just before the table..
- The first letter of the first word of the name of the table must be written in capitals and all other words must be written in lower letters.

If the table is taken from another work or source, the name of the source must be indicated under the table.

Those rules below must be taken into consideration while preparing figures, pictures, photographs, maps and graphics.

- On line spacing must be used in figures, pictures, photographs, maps and graphics.
- The first letter of the names of the figures, pictures, photographs, maps and graphics must be written in Capitals and other words must be written in lower letters.
- The names of the figures, pictures, photographs, maps and graphics must be written under them.
- If the figures, pictures, photographs, maps and the graphics were taken from a publication, the source must be indicated next to the name of them.

Example: (1)

1,5 satıralığı boşluk bırakılır.



1. One line spacing

Photograph 3.1. The field where the litter is taken from

If the names exceeds to second line, it is written starting from the same point with the first line.

One and a half line spacing.

Example: (2)

If the names exceeds to second line, it is written starting

Table 1.2. Error rate of the young and the old groups

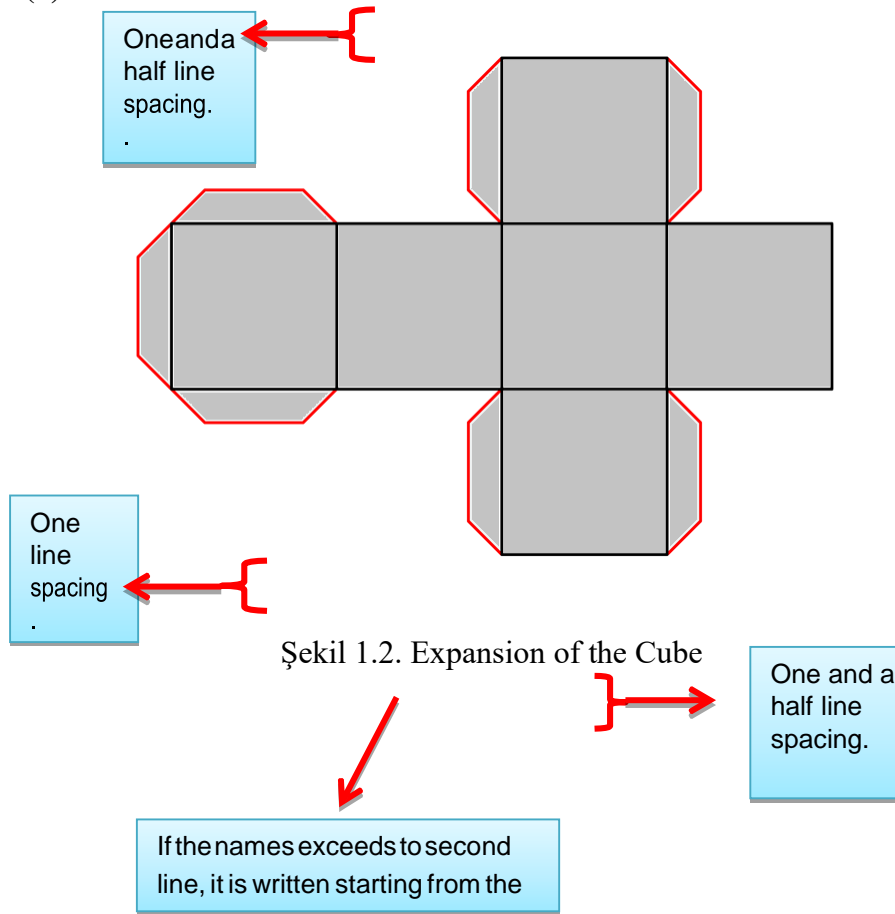
One line
spacing.

One line

| Difficulty Level | Average Error Rate | | Standard Deviation | | Size of the Paradigm | |
|---------------------|--------------------|-----|--------------------|-----|----------------------|-----|
| | Young | Old | Young | Old | Young | Old |
| Low | ,05 | ,14 | ,08 | ,15 | 12 | 18 |
| Average | ,05 | ,17 | ,07 | ,15 | 15 | 12 |
| High | ,11 | ,26 | ,10 | ,21 | 16 | 14 |

One and a half line
spacing.

Example: (3)



4. THE COVER OF THE THESIS AND SPECIAL PAGES

4.1. Outer Cover

The content and the array of the outer cover must be designed just as in Appendix 1.

The cover must be printed on 300 gr matt glossy paper and must be covered with bright cellophane. On the cover, three centimeters of space must be left from the start of the upper part and the name of the writer must be written and by leaving four centimeters of space from the start of the lower part, the name of the department and right in the middle of the two, “MA/Phd THESIS” must be written.

4.2. Inner Cover Page

The design and the order of the inner cover must be as in Appendix 2.

4.3. Confirmation page

This page which contains the signatures of the thesis advisor/consultant, thesis jury and the director of the institute must be designed as in Appendix 3. After the defense of the thesis, the successful candidates must write the name, title and the institution of the advisors and the members of the jury on a page and, by having it copied, they must have it signed by every one of them. **The signatures must be with pens in blue ink.**

4.4. Commitment Page

The commitment page that contains the knowledge about the originality of the thesis and it is written by sticking to the ethic values.

The sample page for the “**Commitment Page**” that contains the knowledge about the originality of the thesis and it is written by sticking to the ethic values has been given in Appendix 4. The Commitment page must be signed by the student that prepared the thesis.

4.5. Summary and Abstract

The summary must be prepared as in **Appendix 5** and the abstract in English must be prepared as in **Appendix 6** and they must be just behind the commitment page. While writing them, one line spacing must be left. Key words mustn't be more than 10.

The content of the Summary/Abstract must't be more than one page. In the Summary/Abstract, the intention of the thesis, the extent, the method(s) that have been used and the result(s) must be indicated openly and in a nutshell. However, those mustn't be given as titles.

On the page of the summary, for the kind of the work; for Masters with / without thesis term projects and seminar studies "Masters Term project/ Seminar; ", for Phd term projects and seminar studies "Doctorate Term Project/ Seminar", for masters thesis "Masters thesis" and for doctorate thesis "Doctorate Thesis" must be written.

On the page of the abstract, for the type of the study; for masters studies (without theis) term projects and seminar studies "Non-Thesis M.Sc. Term Project/Seminar", for masters theses "M.Sc. Thesis" and doktorate theses "Ph.D. Thesis" must be written.

As the title of the thesis advisor "supervisor", abbreviations must be used for assistant professors; "Assit. Prof." (meaning asisstan professor), for associate professors; "Assoc. Prof." meaning "Associate Professor" and for professors "Prof." meaning "Professor"

At the bottom of the abstract, "field code or science code" which shows the field of the thesis must be indicated. Science Codes are in İnteruniversities Committee, in associate professor applications of institute web page. Thesis codes that has no counterpart in İnteruniversities Committee mustn't be written in the thesis.

4.6. Preface (and/ or Acknowledgements)

In this part, additional knowledge that is wanted to be highlighted by the one wrote the thesis, the factors that was restraining and/ or were supportive. This part must not be more than one page.

If it is necessary, at the end of this part, the people who directly contributed to the thesis and the preparation of the thesis and the people who contributed to the thesis outside of their usual duty, although they aren't directly related to the thesis must be thanked.

The names, surnames, and the titles (if they have any) of the contributors, the name of the institution they are working for (must be written in parenthesis) and their contribution to the study must be indicated in brief (Appendix 7).

If the thesis study has been made for a project, the name of the project, the number of it and the name of the related institution must be indicated in this part.

4.7. Table of Contents

Table of contents must be prepared according to the example in **Appendix 8**. The titles of all the chapters and subchapters and if there is any, attachments must be indicated in the table of contents.

4.8. Table of Symbols

It is the part where all the symbols in the text are shown in general. (**Appendix 9**).

4.9. Table of Figures

Table of figures must be prepared as in the example in Appendix 1. There must be the title "Table of Figures" in the first page. If the table is longer than one page, no title must be written on the second and the other pages. No source must be indicated for the name of the figure that was used in the table of figures.

4.10. The List of the Tables

The List of the tables must be prepared as in the example in Appendix 11. There must be the title "The List of Tables" on the first page. If the list is more than one page, **no title must be written** on the second and more pages. No source is indicated for the name of the table in the list of the tables.

4.11. Other Lists

The rules that are indicated in the list of the tables are applied for Graphics, photographs etc..(Appendix 11).

5. The Organization of the Content of the Thesis

The thesis must contain seven parts as prologue, Institutional Framework, Method, Findings, Discussion, Results and Suggestions. However, in accordance with the intention and the scope of the thesis, at the parts between Prologue and the Suggestions can be organized as the writer, advisor and (if there's any) Thesis Council approve. There must be the Bibliography part at the back of the thesis and (if there's any, Appendixes must be given as a separate part. And at the end of the thesis, The autobiography of the writer/ owner of the thesis.

5.1. Prologue

As the first and one of the most important parts of the thesis must be written under the title of "Prologue". In this part, the writer of the thesis must give basic knowledge that prepares for the content of the study and the intention, the importance and the scope of the thesis must be put clearly. If any unusual and/ or contradictive name, classification and concept are used, the explanation for them must be given in this part.

5.2. Studies (or Institutional Bases)

It is the part where the former studies that is related to the thesis are introduced and/ or analyzed. In this part, literature summaries of the field must be indicated chronologically. If is desired, the analyses or summaries related to field literature can be given in the scope of the prologues.

5.3. Method

In this part, the method that is used in theses, seminars and project reports must be indicated clearly. The knowledge about the characteristics of the materials that were used in this study, their way of usage etc. must be introduced in this part.

The title(s) in this part are up to the writer. There is no obligatory title as material or the method. When necessary, different titles can be used.

5.4. Findings

This part is named as “FINDINGS” and in this part, the finding of the thesis study are indicated as as clearly and briefly as possible. When necessary the writer can include the Discussions in this part and puts the title “FINDINGS and DISCUSSION”. (In this respect, a separate “Discussions” part is not given in the thesis.

5.5. Discussion

The findings that are reached with the thesis study and the compare and contrast of it with the studies in the literature are indicated in this part with the interpretation of the writer. The results that has been obtained from the thesis study must be indicated in brief and clearly.

5.6. Results

In this part, The general results that were obtained from the thesis study must be written as a list and as brief as possible.

5.7. Suggestions

The suggestions that the writer of the thesis wishes to convey to the researchers and the applicators that may study the same subject, must be indicated.

5.8. Resources

The title “Resources” must be written starting from the left margin of the page, in capitals and double line spacings must be left between the title and the first resource. The resources that were used in the thesis must be put in line according to the system of the surname or the year, must be written starting again from the left margin of the page leaning to both sides.

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written 1.35 cm after. . **The general pattern below must be obeyed during the description of the resources.**

(1) Books

Books with One Writer

Timur, T. (2000). *Toplumsal Değişme ve Üniversiteler*. Ankara: İmge Kitabevi.

Byram, M. (1997). *Teaching and Assesing Intercultural Communicative Competence*.
UK: Multilingual Matters.

Karasar, N. (1991). *Bilimsel Araştırma Yöntemi*. Ankara: Nobel.

Bursalıoğlu, Z. (2012). *Eğitim Yönetiminde Teori ve Uygulama*. (11. Basım). Ankara:
Pegem Akademi.

Corey, G. (1991). *Theory and Practice of Counseling and Psychotherapy*. Pacific Grove,
CA: Brooks/Cole.

Ong, W. J. (2002). *Orality and Literacy: The Technologizing of the Word*. (Second edition.).
New York: Routledge.

Books with more than One Writer

Fidan, N. & Erden, M. (1986). *Eğitim Bilimine Giriş*. Ankara: Kadioğlu Matbaası.

Aydın, N., Başar, M. & Coşkun, M. (2007). *Finansal Yönetim*. Eskişehir: Aktüel.

Corsini, R. J., & Wedding, D. (1989). *Current Psychotherapies*. Illionis: F.E.Peacock
Publishers Inc.

Byram, M., & Grundy, P. (2003). *Context and Culture in Language Teaching and Learning*.
Great Britain: Short Run.

Lee-Chai, A. Y., & Bargh, J. A. (Eds.). (2001). *The Use and Abuse of Power: Multiple Perspectives on the Causes of Corruption*. New York: Psychology Press.

Mitchell, T. R., & Larson, J. R. (1987). *People in Organizations*. (Third Edition). New York: Mc Graw-Hill.

Books with Editor

Özbek, M. (Ed.). (2005). *Kamusal Alan*. İstanbul: Hill.

Sayılan F. & Yıldız, A. (Editörler). (2006). *Yaşam Boyu Öğrenme*. Ankara: A.Ü. Eğitim Bilimler Enstitüsü ve Pegem A Yayıncılık.

Buttjes, D., & M. Byram (Eds.). (1991). *Mediating Languages and Cultures: Towards an Intercultural Theory of Foreign Language Education*. Clevedon: Multilingual Matters.

The Book whose Writer and the Publisher is a Foundation

Australian Bureau of Statistics. (1991). *Estimated Resident Population by Age and Sex in Statistical Local Areas, New South Wales, June 1990* (No.3209.1). Canberra, Australian Capital Territory: Author.

Devlet Planlama Teşkilatı. (2005). *Ekonomik ve Sosyal Göstergeler (1950–2004)*. Ankara: Devlet Planlama Teşkilatı.

A Translated Book

Bahtin, M. M. (2004). *Dostoyevski Poetikasının Sorunları* (Çev. C. Soydemir). İstanbul: Metis.

Hollingsworth, P. M., & Hoover, K. H. (1999). *İlköğretimde Öğretim Yöntemleri* (Çev. T. Gürkan, E. Gökçe ve D.S. Güler). Ankara Üniversitesi Rektörlüğü Yayınları No 214. (Eserin Orijinali 1991'de Yayımlandı).

Freire, P. (1991). *Ezilenlerin Pedagojisi*. (Çev. D. Hattatoğlu & E. Özbek) İstanbul, Ayrıntı Yayınevi. (Eserin Orijinali 1982’de Yayımlandı).

The Chapter of a Book

Rogoff, B., & Mistry, J. (1985). Memory Development in Cultural Context. In M. Pressley & C. J. Brainerd (Eds.), *Cognitive Learning and Memory in Children* (p. 117-142). New York: Springer-Verlag.

Kejanlıoğlu, B. (2005). Medya Çalışmalarında Kamusal Alan Kavramı. Meral Özbek (Ed.) içinde, *Kamusal Alan* (s. 689-713). İstanbul: Hill.

Bjork, R. A. (1989). An Adaptive Mechanism in Human Memory. In H. L. Roediger & F. I. M. Craik (Eds.), *Varieties of Memory and Consciousness* (p.309-330). Hillsdale, NJ: Erlbaum.

Ellis, A. (1973). Rational-Emotive Psychotherapy. In H. C. Patterson (Ed.), *Theories of Counseling and Psychotherapy* (p. 49-57). New York: Harper and Row Publishers.

Sanalan, V. A. (2011). M-Öğrenme Uygulamalarına Geçiş. B. B. Demirci, G. T. Yamamoto ve U. Demiray (Ed.) içinde, *Türkiye’de e-Öğrenme: Gelişmeler ve Uygulamalar II* (s. 379-388). Eskişehir: Anadolu Üniversitesi.

E - Book

Marlatt, G. A., & Witkiewitz, K. (Eds.). (2009). *Addictive Behaviors: New Readings on Etiology, Prevention, and Treatment*. 11/02/2008 tarihinde <http://www.apa.org/pubs/databases/psycbooks/index.aspx> adresinden erişilmiştir.

Bennett, P. (2006). *Abnormal and Clinical Psychology: an Introductory Textbook*. 11/02/2006 tarihinde <http://www.ebib.com/> adresinden erişilmiştir.

Goodfellow, R., & Lamy, M. (2009). *Learning Cultures in Online Education*. London: Continuum. 21 Ekim 2013 tarihinde <http://site.ebrary.com/lib/gazi/docDetail.action?docID=10362025> sayfasından erişilmiştir.

(2) Article

Bechara, A., Damasio, H., & Damasio A. R. (2000). Emotion, Decision Making and the Orbitofrontal Cortex. *Cerebral Cortex*, 10(3), 295-307.

Harlow, H. F. (1983). Fundamentals for Preparing Psychology Journal Articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

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Kahraman R. C., Borman, C., Hanımgil, M., Özler, H., Perçin, D. & Serçen, L. (1993). Kroner Kalp Rahatsızlığının Belirlenmesinde Rol Oynayan Faktörler. *Sağlık Psikolojisi*, 12(2), 301-307.

Note: If the writers of a book are more than six, only the names of the first six wirters must be written.

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing Labs and the Hollywood Connection. *Journal of Film and Writing*, 44(3), 213-245.

The Articles In-Print

Zekeriya, M. & Kermenek, S.C. (Baskıda). Suçlu Davranışların Kalıtsal Kökenleri Var Mıdır? *Çocuk Psikolojisi*, 17, 24-31.

Popular Magazine Articles

Henry, W. A., (1990). Making the Grade in Today's Schools. *Time*, 135, 28-31.

Daily Newspaper Articles with a Writer

Schultz, S. (2005). Calls Made to Strengthen State Energy Policies. *The Country Today*, p. 1A, 2A, December 28.

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Çetin, T. (2003). Yalvaç Şehrinde Nüfus Hareketleri. *Gazi Eğitim Fakültesi Dergisi*, 23(2), 1-22. 10 Ekim 2012 tarihinde
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doi:10.1108/03090560710821161

(3) Letter to the Editor

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(4) Review

Baumeister, R. F. (1993). Exposing the Self-Knowledge Myth [Review of the Book The Self-Knower: A Hero Under Control]. *Contemporary Psychology*, 38, 466- 467.

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Aycan, Ş., Kaynar, Ü., Türkoğuz, S. & Arı, E. (2002, Eylül). *İlköğretimde Kullanılan Sosyal Bilgisi Ders Kitaplarının Bazı Kriterlere Göre İncelenmesi*. V. Ulusal Sosyal Bilimler ve Matematik Eğitimi Kongresi'nde Sunulmuş Bildiri, ODTÜ, Ankara.

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Johnson, R. S. (1991, January). *Early Data on Trauma Symptom*. Paper Presented at the First International Congress of Medicine, San Diego, CA.

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Deci, E. L, & Ryan, R. M. (1991). A Motivational Approach to Self: Integration in Personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on Motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

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Kara, E. (1996). *Öğretmenlerin Statü Düzeyleri*. Unpublished Master's Thesis, Ankara University Graduate School Of Educational Science, Ankara.

Öztürk, S. (2004). *Türkiye'de Üniversite Özerkliğinin Mali, Akademik ve Yönetmel Boyutlarıyla Kamu ve Vakıf Üniversiteleri için Betimlenmesi*. Unpublished Master's Thesis, Ankara University Graduate School Of Educational Science, Ankara.

Almedia, D. M. (1990). *Fathers Participation in Family Work*. Unpublished Master's Thesis, University of Victoria, Canada.

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Ross, D. F. (1990). Unconscious Transference (Doctoral Dissertation, Cornell University, 1990). Dissertation Abstracts International, 54, 25055.

Doctoral dissertation obtained from ProQuest dissertations centre.

Vickers, P. C. (2004). *The Use of Humor as a Leadership Tool by Florida Public School Principals* (Doctoral Dissertation). Retrieved from ProQuest Dissertations and Theses Database. (UMI No. 3144895).

Williams, R. A. (1994). *The Perceived Value of Administrator Humor to School Climate* (Doctoral Dissertation). Retrieved from ProQuest Dissertations and Theses Database. (UMI No. 9429737)

(7) Encyclopedia or Dictionary

Türk Dil Kurumu. (1969). *Türkçe Sözlük*. (Extended press). Ankara: TDK.

Sadie, S. (Ed). (1980). *The New Grove Dictionary of Music and Musicians*. (6th ed. Vols. 1–20). London: Macmillan.

5.9. Appendices

Long explanations that might distribute the topic and that might prevent fluency and that might not be given as footnote, derivation of a formula, overall and detailed experimental data, sample calculations, drawings, figures etc must be given in this section.

A suitable title must be chosen for each explanation given in this section and each must be presented in separate pages in presenting order as “APPENDIX 1, APPENDIX 2, APPENDIX 3 ...” For an appendix which doesn’t fit into one page, a title, i.e. “APP. 1 continued” must be given on the next page.

If more than one appendix are given, a separate “APPENDICES” cover with each Appendix’s title must be presented.

Page number of appendices must continue with the last page number of references section.

Appendices must be given fully and in order in Table of Content.

5.10. Curriculum Vitae

Master or doctorate student preparing the thesis must prepare his/her curriculum vitae according to the sample given in **Appendix 12** and he/she must give curriculum vitae on the last page of the thesis. Curriculum vitae is the last page that is given page number.

6. SEMINAR/ TERM PROJECT

Seminar/ term project is written according to thesis writing guides in 15 days after it is presented. 1 spiral binded (prepared on double sided) seminar/ term Project report is delivered to the institute. Extra time as 15 days can be given to complete essential correction of the study taht is controlled in terms of complience with format and it is delivered at the end of time. Sections such as **Approval page, Abstract, Preface (Acknowledgement) and Curriculum Vitae** aren't given in seminar and term project.

APPENDICES

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| APPENDIX 2 | INNER COVER |
| APPENDIX 3 | THESIS APPROVAL |
| APPENDIX 4 | WRITTEN CONTRACT |
| APPENDIX 5 | TURKISH ABSTRACT |
| APPENDIX 6 | ENGLISH ABSTRACT |
| APPENDIX 7 | FOREWORD |
| APPENDIX 8 | TABLE OF CONTENTS |
| APPENDIX 9 | LIST OF SYMBOLS AND ABBREVIATION |
| APPENDIX 10 | LIST OF FIGURES |
| APPENDIX 11 | LIST OF TABLES |
| APPENDIX 12 | CIRRICULUM VITAE |

APP 1 GRADUATE THESIS OUTER COVER CONTEXT AND ITS DESIGN



T.C.
KASTAMONU ÜNİVERSİTESİ
SOSYALBİLİMLER ENSTİTÜSÜ
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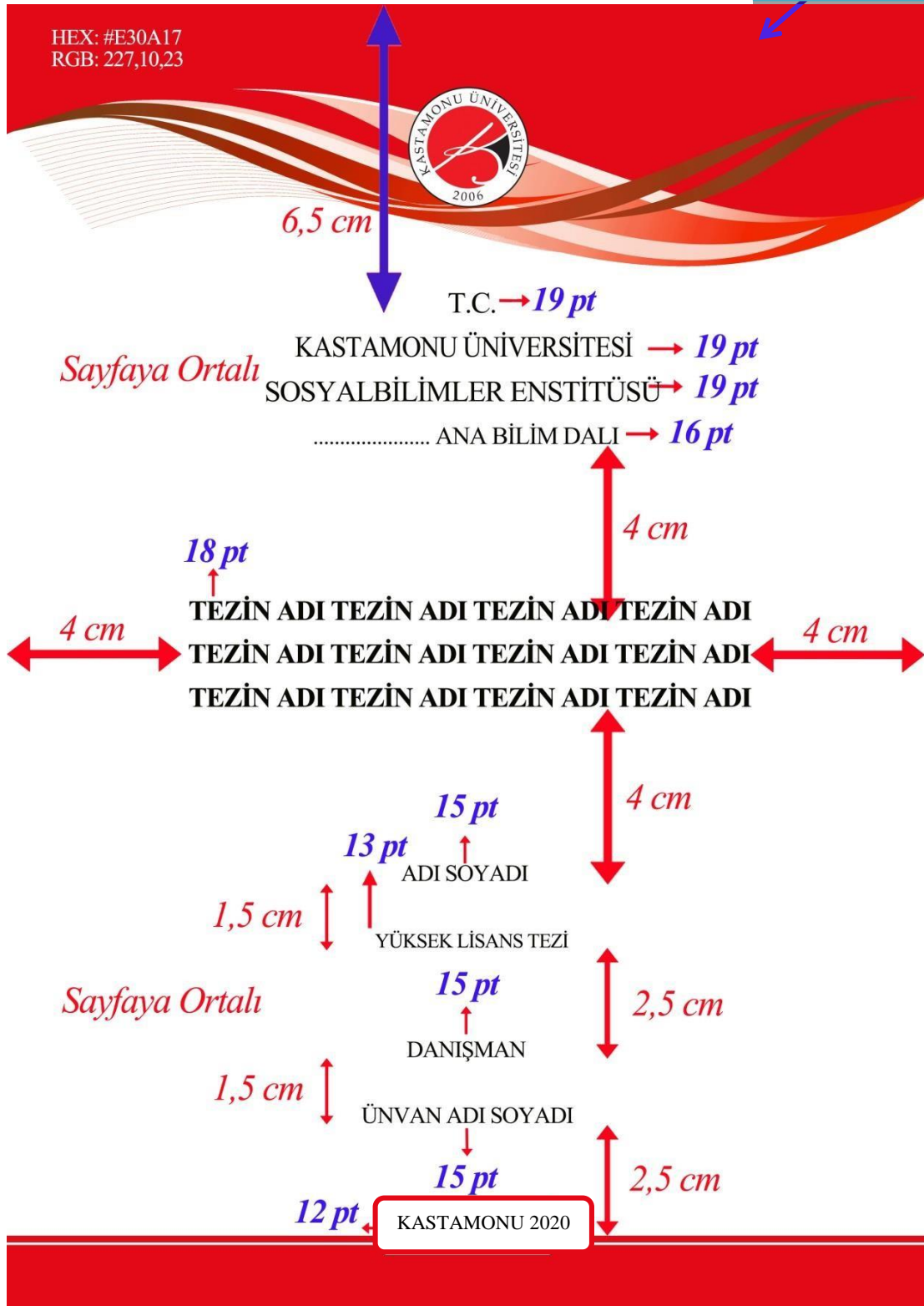
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APP 1 continued



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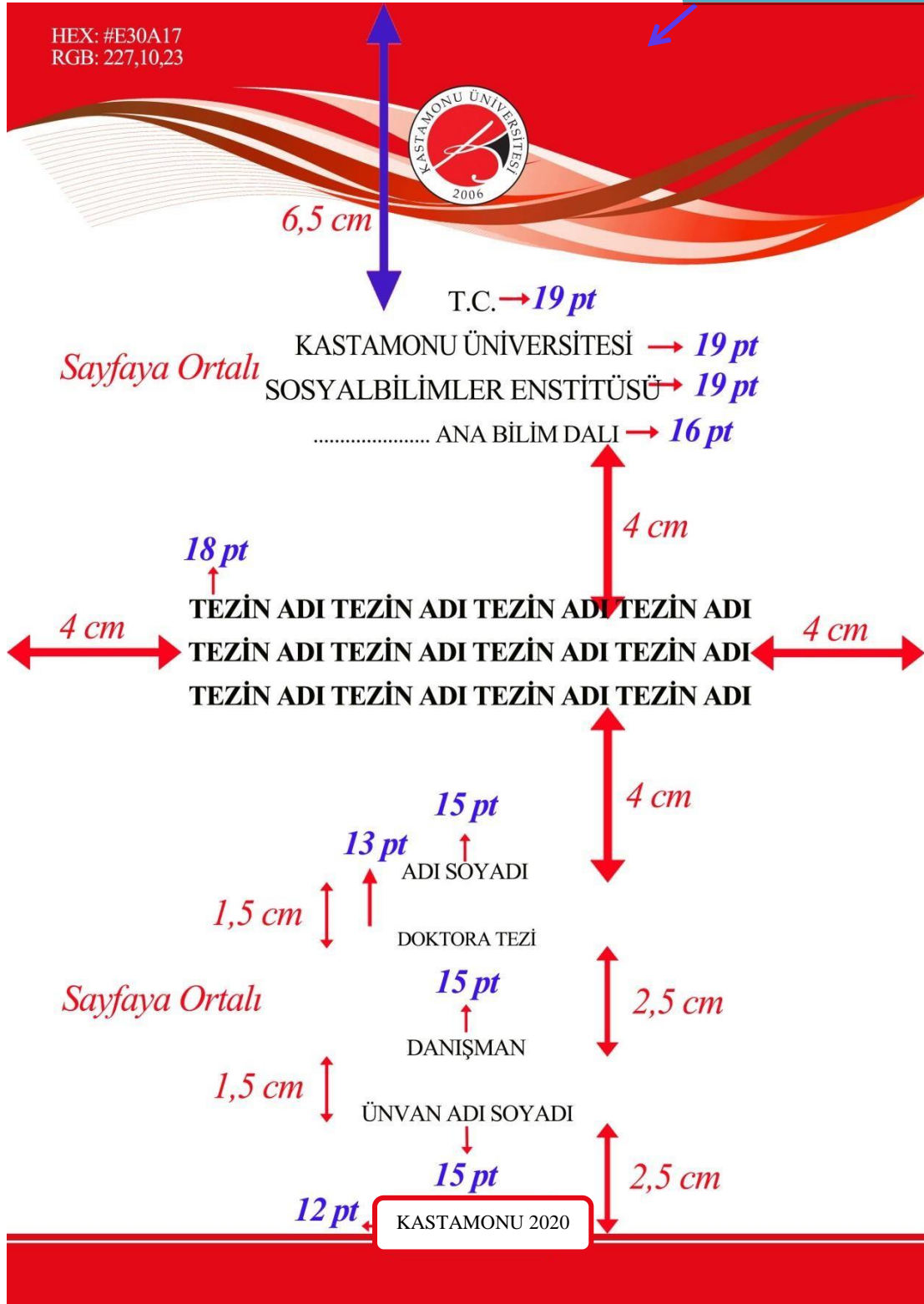
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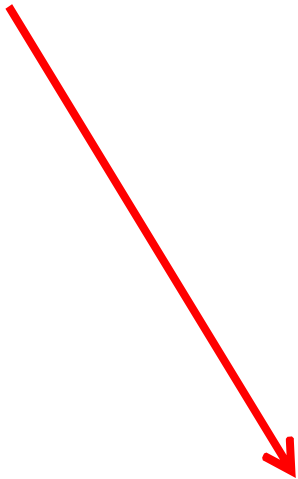
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THESIS APPROVAL



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ANNEX 4

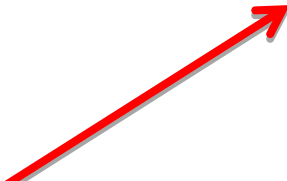
UNDERTAKING

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I declare that all information in the thesis were obtained and presented in the frame of ethical behavior and academic regulations, and all kinds of statements and reports which do not belong to me in this study -prepared in accordance with the rules of thesis writing- were fully referenced to the source of knowledge.

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annex 6

ÖZET

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Co-Supervisor: Title Name and SURNAME

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Annex 5

ABSTRACT

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annex 7

FOREWORD

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In this section, the students who present the study can mention about the positive and restraining sides of the study or give extra information about the study. The foreword must not exceed 2 pages.

If it is necessary writer can thank to the institutions and the people who directly help or support in different ways.

Title and name of the people who helped the study and their work place (in brackets) must be written and how they supported to the study should be briefly mentioned. (Annex 7)

If this thesis is a part of a project, the name and number of the project and name of the relevant institution must be clearly written.

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Defense date

TABLE OF CONTENTS

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| 2.1.1.1. <i>Fourth Degree Subheading</i> | | | 28 |
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ANNEX 9

LIST OF SYMBOLS AND ABBREVIATIONS

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LIST OF FIGURES



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Figure 3.2. Name of the figure 18

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Figure 4.3. Name of the figure 51

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Education

High School :
Undergraduate :
Post-graduate :

SKIP if you don't have one of these.



Work Experience

Work place-.....
Work place-.....
Work place-..... (currently)

Indicate the work place where you are still working.



Publishings



It must be written according to citation rules described in **thesis writing guideline**. In addition, it must be written without using extra titles according to the order of international article, national article, international paper, and national paper.