



**T.C.**

**ONDOKUZ MAYIS UNIVERSITY**

**GRADUATE SCHOOL**

# **THESIS WRITING GUIDE**

SAMSUN

2022

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## **1. INTRODUCTION**

Ondokuz Mayıs University aims for students who continue their graduate programmes to write a thesis in accordance with scientific principles accepted in international criteria.

Master's and doctoral theses to be submitted to the Graduate School must make an original contribution to science and reach the highest standards of the relevant discipline. All theses and dissertations must be research-based, contain original topics and ideas, establish a close relationship with the texts, facts and situations examined, show that the thesis author is competent in the relevant theories and methods of criticism, and use the language in which the thesis is written flawlessly.

A postgraduate thesis is a document that demonstrates the value of the work and the academic competence of its author. The scientific value of the thesis depends not only on the quality of the information produced, i.e. the content of the thesis, but also on its conformity to certain rules of form and appearance. These rules are also techniques that facilitate the preparation of a thesis. As the first step in the thesis work, the thesis proposal must also be prepared according to the same academic rules.

This manual must be read carefully from beginning to end before starting the thesis study. The rules in this guide are mandatory. The student may have to edit (or rewrite) a thesis that does not comply with the standards specified here.

In theses to be written in Turkish, Turkish spelling rules should be well known and applied consistently and correctly. Foreign Language thesis writing should be based on the latest Spelling Guide of the Foreign Language Association.

For theses that require the application of non-standard format and appearance features such as long quotations, extensive tables and figures, text quotations, text, transcriptions, etc., necessary format changes may be made upon the recommendation of the advisor and the approval of the Graduate School.

Not all questions/problems that may be encountered during the preparation of the thesis may be answered in this guide. In such a case, the supervisor should be consulted.

All or the relevant sections of this guide are used in the writing of seminars, thesis studies and term projects presented in master's and doctoral programmes.

## 2. FORMAT AND APPEARANCE OF THE THESIS

### 2.1. Paper and Printing Properties

All copies of the thesis must be printed on good quality A-4 paper of at least 80 g/m<sup>2</sup> standard for durability, permanence and clean appearance. Only one side of the page should be used in printing. However, for theses exceeding 500 pages, both sides of the paper can be used.

### 2.2. Page Layout

The thesis writing template published on the official website of the Graduate School should be used. On the left edge of the page (binding side), a 4 cm wide space should be left for binding. On the other three edges, 2.5 cm space should be left. Widths that do not comply with the specified dimensions are not accepted. Nothing should be written on the margins. Title, text, Figures and Tables must remain within the specified margins.

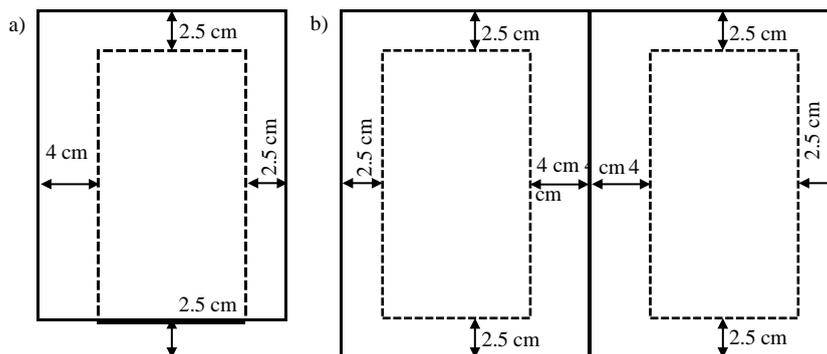


Figure 2.1. Margins in the layout of the thesis text on paper when (a) one side (b) two sides are used

### 2.3. Numbering of Pages

All page numbers are given at the bottom of the page and centred. The font used for page numbers and its size should be the same as that used in the text. The following plan should be applied in numbering:

*Front Section:* Roman numerals (i, ii, iii, iv...) are used for the pages preceding the main text. **Numbering starts with iii on the "Abstract" page.**

*Text Section and Final Chapter:* The main text is numbered with Western Arabic numerals (1, 2, 3, 4...) starting with 1 on the first page of the paper until the end of the thesis. The numbering is continued uninterruptedly throughout the thesis, including the pages with chapter headings and the pages with tables and figures. The numbers of the first pages of the main chapters are not shown.

## 2.4. Font Style (Font and Letter Size)

The characteristics of the writing style should be consistent throughout the thesis. The thesis should be written in **Times New Roman** font in **12 point font size**. **Only chapter headings** should be written in **14 point font size**, **subheadings in the same size as the text**, and **footnotes in 10 point font size**.

Figure, table and table descriptions, footnotes and equations should be **single-spaced**. Özet, Abstract, Table of Contents, Index of Symbols and Abbreviations, Index of Figures, Index of TablesReferences and CV sections should also be written with **single line spacing**.

Section headings and subheadings should be written in **bold**. Only double quotation marks should be used for special emphasis in the text; styles such as bold, all capital letters, underlined text should be avoided. When writing foreign words or specific names and terms according to the necessity of the study, only italic letters (*italics*) should be used. In order to clarify a word used in Turkish, if it is desired to give its foreign language equivalent, this equivalent should be written in brackets.

A space is left after punctuation marks that end (period, comma, semicolon, etc.); however, no space is left when giving information in parentheses, apostrophes and quotation marks.

For example: Correct (İnalçık, 2015)

Incorrect ( İnalçık,2015 )

Consistency must be observed for special uses not covered in this manual.

## 2.5. Writing of Section Titles

Each main chapter of the thesis starts on a new page. Main chapter headings should be written in **ALL CAPITAL LETTERS bold** and justified on both sides. Sub-section headings, on the other hand, **be capitalised, bold** and justified.

Leave **6 pt.<sup>1</sup> before and after** chapter headings and subheadings. Chapter headings and subheadings should have **a 1 cm** first line indent like all paragraphs. (If desired, the main chapter headings can be centred to ensure unity throughout the thesis).

Decimal or letter system can be used in the writing and classification of titles. Each title number must end with a full stop.

---

<sup>1</sup>A point is equal to 1/72 of an inch. It is a standard unit used to indicate the height of a font (from the top to the bottom of a character).

### Decimal System Example

- 1. PART ONE
- 1.1. First Level Subdivision
- 1.1.1. Second Level
- 1.1.1.1. Third Level
- 1.1.1.2. Third Level
- 1.1.2. Second Level
- 1.2. First Level Subdivision
- 2. PART TWO
- 2.1. First Level Subdivision

- 1. INTRODUCTION
- 1.1. Problem
- 1.1.1. First Stage of the Problem
- 1.1.1.1. Challenges
- 1.1.1.2. Internal Challenges
- 1.1.2. Second Stage of the Problem
- 1.2. Purpose
- 2. LITERATURE REVIEW
- 2.1. Foreign Resources

### Letter System Example

- CHAPTER ONE
- I. First Order Subdivision
- A. Second Degree
- 1. Third Degree
- 2. Third Degree
- a. Fourth Degree
- b. Fourth Degree
- B. Second Degree
- II. First Degree Subdivision
- SECTION TWO

- INTRODUCTION
- PART ONE
- PROBLEM
- I. The Concept of Minority
- A. Europeans
- 1. French
- 2. Germans
- a. East Germans
- b. West Germans
- II. Concept of Right and Classification of Rights
- CHAPTER TWO
- MINORITY LAW

### 2.6. Line Spacing, Paragraphs, Blocks and Text Segmentation

Footnotes, block quotations, inside tables, above tables, formulae and under figure explanations with **single line spacing**. Other than these, the whole thesis is written with one and a half line spacing.

All text should be justified. **All paragraphs, including the first paragraphs, should have a 1 cm first line indent.** There should be **6 pt.** after each paragraph. No extra line space is left between paragraphs in the thesis.

Direct quotations are given in quotation marks or as a compressed paragraph (block quotation) depending on the length of the quotation. Quotations of four lines or less are written in quotation marks and in a paragraph. Quotations longer than four lines are written as block paragraphs. Block quotations should be spaced 6 pt. as in paragraphs. Block quotations are written as a paragraph, leaving 0.5 cm as the beginning of the paragraph, without quotation marks, single line spacing, in normal font, in 10 point font size and indented 2 cm from the left and 1 cm from the right. Leave 12 pt. space between the block quotation and the paragraphs above and below it.

After the sub-section headings at the bottom of the page, at least two lines belonging to that heading should appear on the same page. In cases where there are less than two lines, the title should be transferred to the next page. At the end of the line, words should not be separated into syllables with an apostrophe.

When writing the text part of the thesis, which constitutes the main body of the thesis, sometimes after each chapter title or some chapter titles, words (epigraphs) that briefly and succinctly describe the scope of the title or the thesis put forward can be quoted. In this case, the quoted quotation should be aligned to the right, written in 10 point font and italicised, and the name and source of the author should be indicated below the quotation.

### **2.7. Placement of Visual Objects (Figures and Tables)**

Visual objects (tables, figures, photographs, etc.) that are full page or shorter in length are placed in the text by centring the page. In this case, **12 pt. space is left between the text and visual objects (including descriptions) from top and bottom.** Descriptions of visual objects (figure and table captions) are placed in the centre of the line. Visual objects should not exceed the left and right margins of the text.

Visual objects larger than a full page are placed on separate consecutive pages. These pages should be placed on the pages following the text mentioning the object. Visual objects (Figures and Tables) should be numbered consecutively in the order of the chapter numbers throughout the thesis. For example, the figures in the second chapter should be written starting with "Figure 2.1.", the figures in the fourth chapter should be written starting with "Figure 4.1.", and the tables for those chapters should continue starting with "Table 2.1." and "Table 4.1."

The title of the table is placed **above the table with the** numbering "Table 1.1.", and the text related to the figure and graph **is placed below the figure with** the numbering "Figure 1.1.". **The captions of the figures, in tables and table captions are written in 10 point font size with single line spacing.**

Photographs are accepted as **figures**. Photographs must be close to the original in all copies of the thesis. Colour photographs should also be reproduced in colour and should be inserted digitally, not pasted on the page.

If there is a colour-related situation in Figures and Tables (such as red areas), colour printing must be used.

### **2.8. Footnotes**

Footnote numbers are given adjacent to words or punctuation marks. (The Word performs this function automatically.) More than one note

number should not be placed side by side. Footnotes **are written** at the end of the page, justified, **10 pt., single-spaced and zero pt.** No character and style changes are made in the text different from the main text. In order for the footnote numbers at the bottom of the page to be prominent, the bottom left indent be 0.25 cm inside as in the sample footnote.<sup>1</sup>

### **2.9. Abbreviations**

Abbreviations are used in footnotes, "References" and expressions in brackets. Abbreviations should not be used except for abbreviations of proper names and units of measurement in normal sentences. It is common to use abbreviations (e.g., etc.) for words such as "century", "example", "for example" and phrases such as "and so on", "and so forth". This attitude disrupts the fluency of the sentence, and the use of different letters or punctuation marks while abbreviating creates a confusing appearance. Such expressions, which are already short, should be clearly written in the sentence. In the spelling of abbreviations and their suffixes, the rules in the current Spelling Guide prepared by the Foreign Language Association should be taken into consideration.

### **2.10. Thesis Length**

Master's theses should be of a scope and quality that can be published as several articles and doctoral theses as a book.

## **3. THESIS CHAPTERS**

The outer cover required for thesis submission must be prepared as specified in **Appendix 1**. The thesis consists of three parts, namely **the Preliminary Section**, the **Text Section** and the **Final Section**.

### **3.1. Outer Cover**

The information about the cover is organised as in Appendix 1 and in the template published on the website of the Graduate School. The title of the thesis should not be too long or too short, and care should be taken to ensure that the title succinctly expresses the content of the thesis (see "Title of the Thesis" in the "Thesis Proposal Preparation Guide"). Bound theses submitted after the defence exam must have spine lettering. Bound theses without spine lettering are not accepted (see Appendix 2). For master's theses, the lavicert colour used in our University's corporate logo should be used on the cover binding; for doctoral theses, the burgundy colour of the same logo should be used.

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<sup>1</sup> Footnotes are written at the end of the page, justified, 10 point font size, single-spaced and zero pt. No character and style changes are made in the text different from the main text. In order for the footnote numbers at the bottom of the page to be prominent, the lower left indent should be 0.25 cm for footnotes numbered 1-9 (for footnotes numbered 10-99, this value can be 0.35 cm, and for footnotes numbered 100-999, 0.45 cm).

The lettering and the printing of the logo must be silver coloured.

### **3.2. Sequence and Content of Sections**

The order of the pages and sections to be placed inside the outer cover of the thesis is given below.

Some pages and sections are not compulsory. Mandatory ones are marked with an asterisk (\*):

- (1) Blank page\*
- (2) Cover\*
- (3) Acceptance and Approval\*
- (4) Declaration of Compliance with Scientific Ethics\*
- (5) Turkish Summary\*
- (6) Summary in the Foreign Language\*
- (7) Foreword and Acknowledgements
- (8) Contents\*
- (9) Symbols and Abbreviations
- (10) Figures Index
- (11) Tables Index
- (12) Introduction\*
- (13) Main Sections\*
- (14) Conclusion\*
- (15) Sources\*
- (16) Appendix(es)
- (17) Ethics Committee Decision\*
- (18) Curriculum Vitae\*
- (19) Blank page\*

These sections must be numbered  
in decimal system



#### **3.2.1. Front Section**

Before the text section of the thesis, the pages in the front part of the thesis, which contain explanatory information about the thesis, should be prepared according to the following rules, these rules are also entered in the template file.

The blank page is the unnumbered page after the outer cover and before the inner cover when the thesis is bound. It is also added at the end of the thesis, before the outer back cover.

##### **3.2.1.1. Cover Page**

This page is arranged in the outer cover composition and placed immediately after the blank page. If the thesis is supported by an organisation, the statement about the organisation is placed before the province and year information (Appendix 3).

##### **3.2.1.2. Acceptance and Approval**

The acceptance of the thesis by the thesis defence exam jury and the approval of the institute director approval (Appendix 4). This page must be scanned and attached to the thesis copy submitted electronically.

### **3.2.1.3. Declaration of Compliance with Scientific Ethics**

It is the page containing the text declaring and undertaking that the study has been prepared in accordance with scientific ethical rules (Appendix 5).

### **3.2.1.4. Turkish Summary**

On this page, the Turkish summary of the thesis consisting of approximately 250-300 words is given. The word ABSTRACT is used as the title. In the "Abstract" section, the subject, scope and the nature of the problem addressed are briefly stated and the results of the thesis are summarised. In this section, the names of important authors and texts examined the thesis according to the subject of the thesis and important dates should not be neglected. **Abstracts that do not include the aims and results of the thesis are not accepted.**

In the abstract, irrelevant details should be avoided and only the research problem (what), the purpose for which this problem was chosen (why), the method or methods followed (how), findings and results should be explained. Many researchers will reach this abstract before they reach the thesis. Therefore, sufficient time should be allocated to the preparation of the abstract and special attention should be paid to this window of the thesis.

Considering that the abstract will be included in a reference or index, the title of the thesis, the name and surname of the author, the names of the university and institute, the main science/major art branch where the thesis is presented, the type of programme (master's or doctorate), the year, the title, name and surname of the advisor should be indicated on this page. At the bottom of the abstract, 3-5 keywords are given under the heading "Key Words:" aligned to the left. Only the first letters of the keywords should be capitalised and the others should be written in lower case.

Since the titles and abstract pages of theses are uploaded to the scannable areas of the Thesis Database by the YÖK Documentation Centre, tables, figures, graphics, formulas, symbols, *subscripts*, *superscripts*, Greek letters and similar non-standard symbols or characters should not be used in such text fields (Appendix 6).

### **3.2.1.5. Summary in a Foreign Language**

It is a translation of the Turkish abstract into one of the living Western languages such as English (ABSTRACT), German (ZUSAMMENFASSUNG), French (RESUME). Below the text, 3-5 keywords (Keywords, Stichwörter, Mots clés) are included.

Turkish and foreign language abstracts should be equivalent in content and keywords should follow the same order. Like the Turkish abstract, the foreign language abstract should also be carefully prepared and checked by an expert who is fluent in the foreign language. Here, the title of the thesis in the foreign language is given as the title of the abstract (Appendix 7).

#### **3.2.1.6. Foreword and Acknowledgements**

This section is not compulsory. If the student wishes, he/she can express what he/she wants to say about the personal dimension of the study subject, the meaning of this study for him/her and the study process in this section. The writing language used in this section must comply with the principles of scientific writing. If the thesis study is supported by an institution or organisation, the relevant institution or organisation is thanked in this section by specifying the project code.

#### **3.2.1.7. Contents**

The chapters and sub-chapters of the thesis text are prepared by writing them one below the other in the order in which they are organised in the text and by putting the page numbers against them. The numerical numbering system is used in the organisation of this page (see "Writing of Chapter Titles"). In this part of the thesis, the titles of all chapters and sub-chapters including pages i, ii, iii should be listed. **In the Table of Contents, all headings should be written in 11 point font size with single line spacing, and only Title 1 (main chapter headings) should be bold and capitalised.** This conformity should be reviewed at the final reading stage. Each heading and subheading should have a page number opposite it. The items of the list should be aligned on the left margin and the page numbers on the right margin. There should be consecutive dots between the item headings and page numbers. It should be ensured that the dots are not adjacent to the words and page numbers. The automatic *table of contents generation* feature of the writing programme used can also be used.

#### **3.2.1.8. Symbols and Abbreviations**

This page contains an alphabetical list and explanations of the abbreviations or symbols used by the thesis author due to the necessity of his/her work. If both are listed together, the title "Symbols and Abbreviations" is used. Abbreviations that have entered the language (listed in the Turkish Language Association's "Abbreviations Index") or used in referencing and colophon writing are not listed.

#### **3.2.1.9. Figures Index**

Figures, photographs and similar items in the thesis are called "Figure". A complete list of these is given in this section. The format of headings and page numbers are labelled as "Table of Contents".

page must be the same.

If the index is longer than one page, the title should not be written on the second and other pages. It can also be written by leaving one line space (12 pt.) between each figure caption and using 10 point font size.

#### **3.2.1.10. Tables Index**

Table type representations used in the thesis are expressed as "Table". Their list is given in this section. If the index is longer than one page, headings should not be written on the second and other pages. It can also be written by leaving one line space (12 pt.) between each Table and using 10 point font size, single line spacing. If the second line is started, 1cm suspension should be taken.

#### **3.2.2. Text Section**

The text part of the thesis constitutes the body of the thesis and is divided into three sections: introduction, main chapters and conclusion.

##### **3.2.2.1. Introduction**

In the "Introduction" section of the thesis, the subject, rationale, purpose, nature of the research problem, theoretical framework, method should be presented, and an evaluation of the main sources should be made.

At the end of the introduction, information about the subsequent chapters of the thesis should be given and the content of these chapters should be explained in clear terms by mentioning the necessary headings.

The theoretical foundations and source evaluation of the thesis can optionally be addressed under Main Chapters and Subtitles.

##### **3.2.2.2. Main Sections and Subheadings**

The text should be divided into an appropriate number of main sections and sub-sections. Sections (12), (13), (14) and (15) should be numbered in decimal system.

#### **Theoretical Foundations and/or Resource Summaries**

If the theoretical foundations related to the thesis study are to be explained, they should be given in this section. Source evaluation is the section where previous studies on the subject being studied are introduced in short summaries. In this section, the sources on the same subject should be mentioned in date order.

## **Materials and Methods**

The material is the object studied or used in the study. The characteristics of the material, the way it is used and similar information should be included in this section.

Method is the technique or techniques used to achieve the purpose of the research. It should be given in a clear and understandable way.

## **Results and Discussion**

The findings obtained from the thesis study should be given briefly but clearly in this section. The comparison of the findings obtained from the thesis study with the studies in the literature is stated in this section together with the researcher's comments.

### **3.2.2.3. Conclusion**

This chapter consists of interpreting the findings obtained in the thesis in the light of the literature review, discussing their theoretical and practical significance and accuracy. Based on the research problem and research questions or assumptions, the answers to the basic questions that were wondered at the beginning of the research and wanted to be informed should be given here. In addition, according to the results obtained, if any, suggestions related to the subject are also given in this section.

This chapter should be shorter than the previous chapters of the thesis. In this section, the conclusions reached in the thesis are explained with references to previous chapters; new information, documents and sources are not brought up. If the discussion is carried out within the main chapters, the conclusion should not include new discussions and additional opinions, but summarise the conclusions reached by discussing them in the chapters.

### **3.2.3. Last Part**

References, appendices, ethics committee decision and CV constitute the last part of the thesis. The headings of this section should not be numbered. These headings are organised as follows:

#### **3.2.3.1. Bibliography / References**

In this subsection, which must be included in every thesis, the references are listed alphabetically according to the surname of the author. **References should be indented with 1 cm hanging paragraph indent and should be written in 11 pt. font with a line spacing of 1 (single), paragraph spacing of 6 pt. and justified.**

#### **3.2.3.2. Attachments**

This section is not mandatory. It cannot be used because it would disrupt the integrity of the text.

However, lists, documents and similar sources deemed necessary to be included in the thesis included in this section. If there are more than one category of appendices in this section of the thesis, they are shown as (Appendix 1), (Appendix 2) under the general title of APPENDICES.

Especially in master's and doctoral theses where scaled drawings are required, drawings can be presented as an appendix in a separate volume depending on the number of drawings. Depending on the size of the drawings, drawing sheets can be prepared using A3 size paper instead of A4 size paper. On each drawing sheet, a descriptive colophon, direction sign and scale should be given.

### **3.2.3.3. Ethics Committee Decision**

In cases where an ethics committee decision is required due to the nature of the thesis study, the relevant decision should be included in this section.

### **3.2.3.4. Curriculum Vitae**

In this section, educational information (high school level and above), scientific activities (presentations, publications, etc.), work experience (internships, projects, institutions, duties, etc.), foreign languages spoken, and other relevant information to be added should be written in one or two paragraphs of approximately 150 words (Appendix 8). The information shared in the CV must comply with the Personal Data Protection Law (PDPL).

## **4. REFERENCES/ BIBLIOGRAPHY**

The purpose of citing the source is to enable the reader to easily access the relevant source text.

In a scientific study, it is obligatory to indicate which sources are utilised. Although there is no obligation to cite sources for general ideas, it is one of the basic principles of scientific ethics to recognise the right of the author for all kinds of information that have been previously put forward and identified by others. Using someone else's information or thought without citing the source is plagiarism. This is incompatible with scientific ethics and has legal consequences.

In a thesis, quotations from sources are either quoted verbatim or summarised or interpreted without changing their essence. References to the cited source (text, table, figure, etc.) are shown according to certain rules to show consistency throughout the study. One of the current versions of Footnoted Citation (Classical System), In-Text Citation (APA-American Psychological Association) or ISNAD citation systems (<https://www.isnadsistemi.org/>) can be preferred. The researcher should choose one of these citation systems and use the same system throughout the thesis.

According to this:

**a)** Quotations taken verbatim from any source are shown in quotation marks ("...") in the text if they are not longer than four lines. If the citation is to be shown in footnote, the footnote number is given and the imprint information of the relevant source is written in the footnote. If the citation is to be shown according to the APA system, the relevant source(s) are indicated in parentheses in the thesis text after the quoted statement.

**b)** Quotations longer than four lines are blocked in a separate paragraph as specified in subheading 2.6. and written in 10 point font size. Since the quotation is blocked, quotation marks are not used. Quotations are written as block paragraphs, indented 1 cm from the left and 1 cm from the right. References are given according to the preferred method.

**c)** The spelling of the original text (including translation mistakes) is preserved in quotations. If the thesis author wishes to make corrections, they are indicated in square brackets. (Example: "sevin[e]meyen")

**d)** The places omitted from the quoted text are indicated with an (...).

**e)** When quoting a poem, leave a line space for the lines/sections that will not be written, and put an ellipsis (...) sign on this line.

**f)** If the quotation is not given verbatim, but with a change in form, that is, with additions and subtractions, quotation marks are not used. However, the source must be indicated and the essence of the information must not be changed or distorted.

**g)** When citing sources, the name commonly adopted by authors with double names preferred. Arbitrary abbreviations are not used. In case of doubt about author names, reliable sources should be consulted. Reliable encyclopaedias and anthologies can be useful.

**h)** The incomplete or out-of-context inclusion of direct or interpreted quotations may cause serious problems. For this reason, care should be taken and the quotations should be carefully read again after they are included in the thesis text.

i) It should be easily understood which information or ideas in the thesis text belong to the researcher and which are quoted.

#### **4.1. In-Text Citation (APA System)**

This system is based on the principle of emphasising the surname of the author(s), the year of publication and preferably the page number when citing source texts in the thesis text. After the quoted statement, the surname of the author(s), the date of the work and the page number are written in parentheses, or only the surname of the author(s) and the date of the work are given in parentheses

a) For a particular sentence, concept or paragraph "....." (Eliade, 1993: 14)

b) For situations in which the whole work is affected or the general structure of that work is criticised, evaluated, discussed, etc .....(Eliade, 1993)

If there is more than one researcher whose thoughts, works and studies are evaluated in the above example, then the reference is made according to the order of surnames; a semicolon is placed between the names of the authors.....(Castells, 1983; Giddens, 1996; Habermas, 1996)

c) For situations where a certain part of the source used is used or a part of the work after a part of the work referring to the whole situations ..... (Giddens, 1996: 13- 24); or..... (Giddens, 1996: 13, et al.)

d) In in-text dialogue, et al. should be used in multi-authored references. Walker et al. (2001), in their study.....

In the APA system, no further explanation about the work is given in the text, these are indicated in the References section. In the references, the name of the book/title of the article/title of the thesis/etc. is italicised and after the first letter (except for proper names) it is given in all lower case.

##### **4.1.1. First and Subsequent References to a Source**

In the APA system, there is no difference between citing a source for the first time in the text and subsequent citations. These are written in the same style throughout the thesis.

.....(Eliade, 1993: 14) or just (Eliade, 1993)

..... (Walker and Allen, 2004: 56) or just (Walker and Allen, 2004)

.....(Gundersen, 1986: 5) or just (Gundersen, 1986)

.....(Ersayın, 2006: 3) or only (Ersayın, 2006)

#### **4.1.2. Single authored or edited book**

##### **In text:**

.....(Kennedy, 2010: 35) or just ( Kennedy, 2010)

..... (Kalpaklı, 1999: 33) or just (Kalpaklı, 1999)

..... (Dayangaç, 2000: 25) or just (Dayangaç, 2000)

##### **Sources:**

Kennedy, P. (2010). *Twentieth-century theologians*. London: I. B. Taurus.

Kalpaklı, M. (Ed.). (1999). *Texts on Ottoman divan poetry*. Istanbul: YKY. Dayangaç B. (2000).

*Composite resin restorations*. Ankara: I. B. Güneş Kitabevi.

#### **4.1.3. Different Works by the Same Author**

In references to different books by the same author, the year indicates that the works are different. However, if an author has several works belonging to the same year, a letter is placed after the year according to the alphabetical order of the works. Thus, it is indicated in the text that the works are different. In the references, the surname and initials of the author are written exactly the same each time. When the works of an author are listed in the references, first the single-author works, then the editorial works and finally the multi-author works are listed.

##### **In Text:**

.....(Karabekir, 1988a: 134) or just (Karabekir, 1988a)

.....(Karabekir, 1988b: 23) or just (Karabekir, 1988b)

##### **Sources:**

Karabekir, K. (1988a). *İstiklal harbimiz*. Istanbul Emre.

Karabekir, K. (1988b). *Pashalar kavgası*. Istanbul Emre.

#### **4.1.4. A Chapter in a Compiled Book**

In brackets, the surname of the author(s), the date of the book and the page number quoted are written. In the references, after writing the editor / compiler information and the title of the book

then the page range of the relevant section is written in brackets.

**In Text:**

.....(Kayış, 2006: 410) or just (Kayış, 2006)

..... (Dunn, 2007: 312) or just (Dunn, 2007)

..... (Bayne and Taylor, 1995: 16) or just (Bayne and Taylor, 1995)

**Sources:**

Kayış, A. (2006). "Reliability analysis". Ş. Kalaycı (ed.). *SPSS applied multivariate statistical techniques*. (pp. 401-419). Ankara: Asil.

Dunn, J. (2007). "Siblings and socialisation". Joan E. Grusec and Paul D. Hastings (eds.). in: *Handbook of socialisation theory and research* (pp. 309-327). New York: The Guildford.

Bayne, S.C. and Taylor D.F. (1995). "Dental materials". Sturdevant, C.M.-Roberson, T.M.- Heymann, H.O.-Sturdevant, J.R. (eds.). in: *The Art And Science of Operative Dentistry* (pp. 14-19). Toronto: Mosby-Year Book Inc.

**4.1.5. Book with Two Authors or Editors**

In such references, "ve" in Turkish, "and" in English are added between the authors.

In references, the editor or compiler information is written before the date.

**In Text:**

..... (Batuk and Kuşcu, 2013: 132) or just (Batuk and Kuşcu, 2013)

..... (Hill and Ralph, 1999: 32) or only (Hill and Ralph, 1999) Batuk and

Kuşcu (2013), in their study .....

Walker and Elliott (2009), in their study.....

**Sources:**

Batuk, C. and E.Kuşcu (drl.). (2013). *Rudolf Bultman: Mythology and the Problem of Hermeneutics*. Ankara: Eskiyei.

Hill, P. and W. Ralph (eds.). (1999). *Measures of religiosity*. Birmingham: Religious Education Press.

**4.1.6. Multi-authored Books (Three or More Authors)**

The abbreviation "et al." can be added after the surname of the first author, and "et al." can be added for foreign language works.

**In text:**

..... (Eren et al., 1988: 25). or only (Eren et al., 1988)

.... (Walker et al., 2001)

In the dialogue in the text: Eren et al. (1988) clarified this issue as follows....

In in-text dialogue (since it is a Turkish text, "et al" is not used): Walker et al. (1988) clarify this issue as follows....

**Sources:**

Eren, H., Öztürk, C. and Kayalı, M. (1988). *Turkish dictionary*. Ankara: Turkish Historical Society.

Walker, W., Eliotte, S. and Hobbes, T. (2019). *Measures of religiosity*. Birmingham: Religious Education Press.

**4.1.7. Books with Unknown Authors**

In the same way, the name of the work is written in brackets instead of the name of the author. In the alphabetical order of the references, the name of the source is taken as basis. The volume and edition number, if any, is written before the date.

**In Text:**

..... (TBMM secret session minutes, Volume 3, 1985)

.....(Merriam-Webster's colfegiate dictionary, 10th ed., 1993)

**Sources:**

*Türkiye Büyük Millet Meclisi gizli celse zabıtları* (Volume 3). (1985). Istanbul Türkiye İş Bankası.

*Merriam-Webster's colfegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam- Websiter.

**4.1.8. Books whose author is an institution or organisation**

The name of the institution or organisation is written instead of the name of the author.

**In Text:**

..... (DTM, 1998: 25) or only (DTM, 1998)

..... (Turk Stat 2007:11 or only Turk Stat, 2007)

**Sources:**

DTM (1998). *European Union and Turkey* Ankara: Undersecretariat of Foreign Trade. TURKSTAT. (2007). *Regional indicators* Ankara: Turkish Statistical Institute.

**4.1.9. Multi-volume Books**

For works consisting of more than one volume, the number of volumes is written in parentheses after the title of the work in the References.

**In Text:**

..... (Lekesiz, 1999: 30) or just (Lekesiz, 1999)

**Sources:**

Lekesiz, Ö. (1999). *Story in new Turkish literature (5 Volume)*. Istanbul: Kaknüs.

**4.1.10. Translation Books**

The name of the translator or translators is written after the title of the work in the References. It should be noted whether the translator translated the whole book or a part of it. If a chapter is translated from the book, the editor of the book is also added.

**In text:**

..... (Eagleton, 2011: 54) or just (Eagleton, 2011)

..... (Noth, 2001: 156) or just (Noth, 2001)

**Sources:**

Eagleton, T. (2011). *Literary theory*. Tuncay Birkan (trans.), Istanbul Ayrıntı.

Noth, M. (2001). *The chronicler's history*. H. G. M. Williamson (trans.). David A. Clines and Philip R. Davies (eds.). Sheffield: Sheffield Academic Press.

**4.1.11. Periodicals**

In references to periodicals, the name of the article is written in quotation marks in References. Then the name of the periodical in which the article is cited and other information is added. The volume number and number of the journal can be written as "C. 8, S. 2" or "8/2" and "8 (2)".

**In Text:**

.....(Mead, 1963: 186) or just (Mead, 1963)

**Sources:**

Mead, M. (1963). Socialisation and enculturation. *Current Anthropology*. 4 (2). 184-188.

**4.1.12. Congress and Symposium Proceedings**

For published congress and symposium papers, the principle of "periodical publication" or "a chapter from a book" is applied. For unpublished papers, the following procedure followed:

**In Text:**

..... (Çepni, et al., 2001: 61) or only (Çepni, et al., 2001)

**Sources:**

Çepni, S., A. Bacanak and T. Özsevenç (2001, June). "The relationship between science teacher candidates' attitudes towards science branches and their achievements in science branches". *X. National Congress of Educational Sciences*, Abant İzzet Baysal University, Bolu.

**4.1.13. Encyclopaedia Articles****In Text:**

..... (Hatcher, 2006: 230) or just (Hatcher, 2006)

..... (Baytop, 1994: 125) or only (Baytop, 1994)

**Sources:**

Hatcher, A. (2006). Magazines, *Encyclopedia of religion*. Daniel A. Stout (ed.). New York: Routledge.

Baytop, T. (1994). Pharmacist school. *Encyclopaedia of Istanbul from yesterday to today* (C3, 125-126). IstanbulHistory Yurt Publications.

**4.1.14. Unpublished Scientific Theses****In Text:**

.....(Fearn, 2002: 65) or just (Fearn, 2002)

..... (Temizel, 1998: 45) or only (Temizel, 1998)

**Sources:**

Fearn, M. (2002). *A Socio-psychological profile of subject perceptions of A-level religious studies students*. Unpublished Ph.D. thesis, University of Wales, Bangor.

Temizel, K.E. (1998). *Some properties of aggregates taken from natural aggregate quarries in Kızılırmak basin of Bafra district of Samsun province and some properties of concrete produced from these aggregates*

*properties*. Unpublished Master Thesis. Ondokuz Mayıs University Institute of Science and Technology, Department of Agricultural Structures and Irrigation, 69, Samsun.

#### **4.1.15. Newspaper Articles and News**

In the presentation of unauthored newspaper news in the text, the title of the news or the appropriate abbreviation can be given instead of the author.

##### **In Text:**

.....(Arslan, 2019)

.....(US Astronaut Speaks, 2009)

##### **Sources:**

Arslan, M. (2019, 22 April). Great development in agriculture. *Altinova Newspaper*.

US astronaut speaks (2009, 22 April). *Evening*.

#### **4.1.16. Holy Books**

.....(Al-Baqarah, 2: 154)

.....(Matthew, 1: 6)

#### **4.1.17. Electronic Resources**

Electronic resources should be selected as much as possible from more reliable sources such as "edu", "gov", etc. rather than those with ".com" (commercial) content must be selected.

##### **In Text:**

..... (MoNE, 2010: 225) or only (MoNE, 2010)

..... (Thoma, 2005: 55) or just (Thoma, 2005)

##### **Sources:**

MoNE. (2010). Comparative history of religions curriculum. *Imam hatip high school and Anatolian imam hatip high school curriculum* (pp. 209-239) Access: 20 August 2013, <http://dogm.meb.gov.tr/www/ogretim-programlari/icerik/14>

Thoma, N. (2005, August). Values education through feeling and doing. *Social Education*, 23 (2). Retrieved March 22, 2012, from [http://www.valueseducation.edu.au/verve/resource/ve\\_acsa\\_paper.pdf](http://www.valueseducation.edu.au/verve/resource/ve_acsa_paper.pdf)

#### **4.1.18. Reports**

##### **In Text:**

..... (CBRT, 2001: 5) or only (CBRT, 2001)

**Sources:**

CBRT (2001). *Annual report*. Accessed:10 September 2002, <http://www.tcmb.gov.tr>.

**4.1.19. Audio and Video Resources****In Text:**

.....(Ceylan, 2010)

**Sources:**

Ceylan, N. B. (Director). (2010). *Once upon a time in Anatolia* [Film]. Istanbul NBC.

**4.1.20. Personal Interviews and Conversations**

Personal interviews, although mentioned in the text, are not included in the References. However, in references to published interviews, the rules of the place of publication (periodical or non-periodical publication) are applied.

**4.1.21. Edition/Publication Information Missing Sources**

For works missing any of the edition and publication information, the deficiency in question is indicated with abbreviations.

If there is no publication date, the copyright date (the date given after the © symbol) is written on the inside cover as the date of publication/publication.

**4.1.22. Sources of Unknown Authorship**

In general written sources with unknown authors or sources prepared by the institution, the expression "Anonymous" should be used if the work is in Turkish and "Anonymous" if the work is in a foreign language.

**Footnote**

(Anonymous, 1996: 61) or only (Anonymous, 1996)

(Anonymous, 2003b: 7) or only (Anonymous, 2003b)

**Sources:**

Anonymous, (1996). *Plant materials for Saline-Alkaline soils*. Technical Notes. U.S. Department of Agriculture Natural Resources Conservation Service Bridger, October. Montana.

Anonymous, 2003b. *Food and agriculture organisation of the united nations classifications and standards*. <http://www.fao.org/economic/ess/ess-standards> (Access date: 15.08.2013)

#### 4.1.23. Other Sources

For other references not shown in this section, the information in the guidelines of the American Psychological Association (APA) can be consulted.

#### 4.1.24. Mathematical Expressions and Formulas

In this section, the rules regarding the writing of mathematical expressions (equations, equations, mathematical symbols, etc.) and formulae given in the thesis are explained. These expressions should be considered as a part of the text, and the font and line spacing should be set to be the same as the text section of the thesis, and the size should be adjusted to be compatible with the text. If the built-in editor of MS Word is to be used as the equation editor, the 'XITS Math' font compatible with the thesis text (Times) can be used as the font.

Mathematical expressions can be analysed under two main headings: expressions that can or cannot be written inline. Expressions can be written inline without disturbing the writing flow and line spacing. In this case, mathematical expressions should be written in italics.

#### Example:

According to these gas laws, the volume of a gas is directly proportional to the quantity and temperature and inversely proportional to the pressure. So  $V \propto P$ . By utilising simple gas laws, the ideal gas equation is obtained by combining four gas variables such as volume, pressure, temperature and gas quantity into a single equation.

If the statements are too complex to be written in a line, they are placed on a separate line, *centred* on the line they are on. Statements are numbered with each main section number, starting from one within the main section (such as **(1.1)**, **(1.2)**, ... in the first section; **(2.1)**, **(2.2)**, ... in the second section). The statement number is written in **bold** font and at the far right of the line. If the statement number is not given (in intermediate operations), the statement should be written centred on the line.

#### Example Numbered equation notation

Nonrelativistic Schrödinger equation for a particle of mass  $m$  bound to a potential energy function  $V(x)$  in one-dimensional space,

$$-\frac{\hbar^2}{2m} \frac{d^2\varphi}{dx^2} + V(x)\varphi = E\varphi \quad (4.1)$$

is given in the form.

### **Example Unnumbered equation notation**

The given equation,

$$\frac{d^2\psi}{dx^2} + \left(\frac{2m\phi}{\hbar^2}\right) [E - V(x)] \psi = 0$$

can be rephrased as follows.

#### **4.1.25. Figures and Tables**

Figures and Tables be placed after the sentence in which they are mentioned in the text, on the page where they are first mentioned or on the next page. If tables longer than one page have to be included in the thesis text, they should be divided by one page in a suitable place. The continuation of the table should be given on the next page with the same table number and the continuation in brackets. If necessary, such tables can also be given in the **APPENDICES**. In addition, figures and tables that need to be folded should be given in the appendix. Figures and tables should be centred.

#### **Example:**

Table 2.3. Scopic and DSA limits exceeding threshold for deterministic effects in eye study in DSA

Table 2.3. (continued)

All lines, signs, symbols, numbers and writings to be included in Figures and Tables must be made by using a programme in computer environment. Tables should be prepared in accordance with Table 2.2, which is given as an example for the use of horizontal and vertical lines. Attention should be paid to the indentation in the title.

Table 1.1. Mean values and standard errors of physical properties of chestnut cultivars at 50.57±2% (dry basis) moisture value

Features	Varieties			
	Colonel	Altinay	Unal	554-14
Length, mm	30.10±0.26	32.77±0.26	24.32±0.25	33.25±0.20
Width, mm	27.36±0.22	25.89±0.21	24.53±0.14	27.78±0.15
Thickness, mm	17.55±0.21	22.04±0.23	16.50±0.19	19.89±0.24
Geometric mean diameter, mm	24.36±0.21	26.36±0.15	21.39±0.14	26.34±0.15
Globalisation, %	0.81±0.01	0.82±0.01	0.87±0.01	0.79±0.26
Volume, mm <sup>3</sup>	769.44±19.56	969.15±17.28	5093.4±10.16	966.86±19.46
Surface area, mm <sup>2</sup>	187.81±12.12	219.99±11.47	144.18±10.44	218.87±14.86

### **Numbering of Figures and Tables**

The numbers of all figures and tables should start with the number of the main section in which they are located and should be numbered in order. Numbering should be done using natural numbers and a full stop should be placed after the numbers.

#### **Example:**

Figure 1.1., Figure 1.2., Figure 1.3., ...

Figure 2.1., Figure 2.2., Figure 2.3., ...

Table 1.1., Table 1.2., 1.3., ...

Table 2.1., Table 2.2., 2.3., ...

### **Figure and Table Descriptions / Titles**

The spacing between the text of the thesis and tables and figures should be 12nk before and after. Explanation/Titles should be written above the table in tables and below the figure in figures. There should also be a 12nk space between tables and figures and their titles.

Punctuation marks should not be used at the end of table and figure names.

#### **Examples:**

(1)

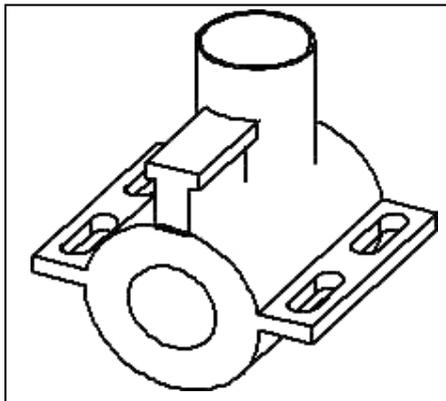


Figure 1.1. Mould used in briquetting of residues

(2)

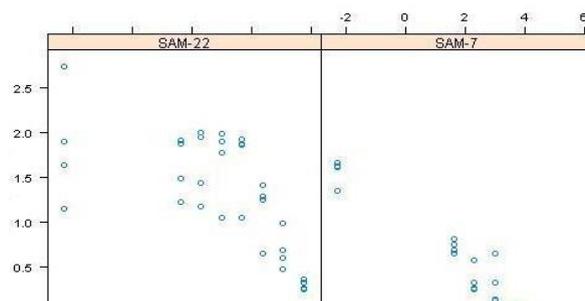


Figure 1.2. Distribution of Clodinafop-propargyl (cloquintocetmexyl) doses applied to different populations of *L. temulentum* in dose-effect studies in treatment replicates

(3)

Table 1.1. Hydrogen bond geometry of the  $C_{14}H_{11}BrClNO_2$  molecule ( $\text{\AA}$ ,  $^\circ$ )

D-H...A	D-H...A	D-H...A	D-H...A	D-H...A
O1-H7...N1	0.80	1.86	2.606	154
C6-H6...O1 <sup>i</sup>	0.93	2.77	3.455	130
C5-H5...O1 <sup>i</sup>	0.93	2.96	3.552	122
C14-H14A...O2 <sup>ii</sup>	0.96	2.88	3.725	146
C7-H4...O1 <sup>iii</sup>	0.95	2.86	3.278	145

D: Transmitter; A: Receiver (symmetry codes: (i)  $-x-1, +y+1/2, -z+1/2$ ; (ii)  $-x+1, -y+1, -z$ ; (iii)  $-x, +y+1/2, -z+1/2$ )

(4)

Table 1.2. Changes in drop-resistance of briquettes under the effect of different SB, NI and PB parameters

SB (MPa)	NI (%)	PB (mm)	Drop-resistance (%)		
			$\bar{X} \pm S_{\bar{x}}$		
			FZ	AS	MS
80	8-10	2-5	60.18±0.76f	94.84±0.10f	95.56±0.02
		7-10	44.7±1.00g	96.27±0.02d	96.02±0.10
	13-15	2-5	78.65±0.72d	95.20±0.05e	96.75±0.02
		7-10	75.82±0.49e	96.31±0.05d	97.18±0.07
160	8-10	2-5	84.88±0.69c	96.71±0.03b	97.31±0.15
		7-10	83.75±0.59c	96.55±0.02c	97.40±0.07
	13-15	2-5	91.96±0.22a	96.80±0.02f	97.75±0.04
		7-10	88.65±0.55b	97.02±0.04a	97.97±0.05
Materiality			<0.01	<0.01	0.455

In the thesis, if a figure or table taken exactly or modified from another study is to be used, the figure or table must be cited according to the 'surname and year' system in the description of the figure or table.

**Examples:**

(1)

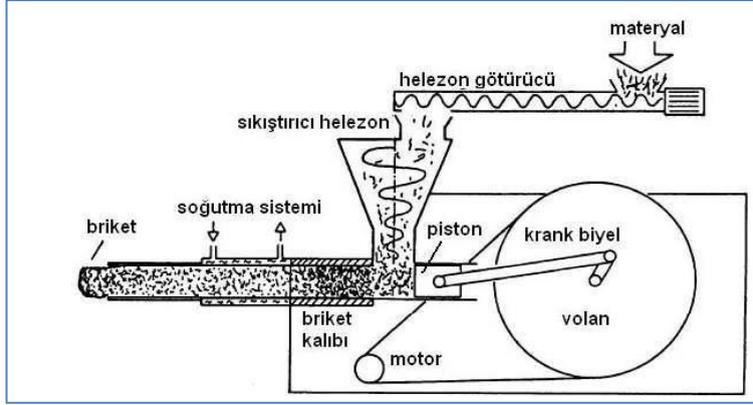


Figure 1.3. Briquetting machine with piston press (Werther et al., 2000; Karaca, 2009)

(2)

Table 2.1. Hazelnut production areas and production amounts by region (Anonymous, 2014)

Regions	Area (ha)	(%)	Production (tonnes)	(%)
Istanbul	2185.6	0.31	985	0.24
West Marmara	84.6	0.01	234	0.06
East Marmara	144466.7	20.6	149.633	36.32
Mediterranean	67.7	0.01	430	0.10
Middle East Anatolia	400	0.06	380	0.09
Central Anatolia	2.9	0.00	17	0.00
Western Black Sea	131084.3	18.7	107.67	26.13
Eastern Black Sea	422845	60.31	152.612	37.04
Aegean	4.5	0.00	39	0.01
Total	701141.3		412000	

## 4.2. Footnoted Citation (Classical System)

In this system, a footnote number is given at the end of the quoted statement or sentence and the source of the quotation is written at the bottom of the page. No sign is placed next to the footnote numbers. **Footnote numbers are not restarted in each section.** (It is possible to add footnotes and set them automatically in most software such as Microsoft Word, Open Office, etc.).

The footnote text is written two points smaller than the thesis text and justified.

If more than one work is given in a footnote, they are separated by semicolons (;).

The following abbreviations are used when writing the source in the footnote:

p. : page (Example: p. 55)

pp. : from page to page (Example: pp. 55-61)

C. : Volume (Example: C. IV )

N. : Number (Example: S. 6)

For the abbreviations other than these abbreviations, the Turkish Language Association's *Spelling Guide* is based on

taken.

Depending on the type of the source quoted and the form of the quotation, how the imprint information of the relevant source will be shown in the footnote and in the References is given below with examples:

### 4.2.1. First Time References to a Source

When citing a source for the first time, the existing bibliographic information of the work is written as shown in the example below. Attention is paid to the order of information, spelling and punctuation marks. The footnote may refer to the whole work, a specific page or a specific page range. In References, the full page range of articles and book chapters is shown.

#### Footnotes:

Ahmet Haşim, *Bütün Şiirleri*, ed. İnci Enginün and Zeynep Keman Dergâh Yayınları İstanbul 1999, p. 54.

Halil İnalçık, "Centralization and Decentralization in Ottoman Administration", *Studies in Eighteenth Century Islamic History* eds. Thomas Naff and Roger Owen, Southern Illinois University Press, London 1977, p. 28.

(When referring to a specific page range rather than a single page, it is indicated as follows: pp. 28- 32.)

## Sources:

Ahmet Haşım, *Bütün Şiirleri*, ed. İnci Enginün and Zeynep Kerman Dergâh Publications Istanbul 1999. (Note: Authors who before the Surname Reform are given their surnames as in this example).

İnalçık, Halil, "Centralization and Decentralization in Ottoman Administration", *Studies in Eighteenth Century Islamic History*, eds. Thomas Naff and Roger Owen, Southern Illinois University Press, London 1977, pp. 27-52.

### 4.2.2. Second or Subsequent References to the Same Source

In second or subsequent references to a source, the abbreviations *age.* (cited work), *agm.* (cited article) are not used, and the author's name and edition information are not written. The surname of the author, the title of the work or the appropriate abbreviation, volume and page number, if any, are written.

### First Footnote

Ahmet Haşım, *Bütün Şiirleri*, ed. İnci Enginün and Zeynep Kerman, Dergâh Publications Istanbul 1999, s. 54.

Halil İnalçık, "Centralization and Decentralization in Ottoman Administration", *Studies in Eighteenth Century Islamic History*, eds. Thomas Naff and Roger Owen, Southern Illinois University Press, London 1977, p. 28.

### In the Following Footnotes:

Ahmet Haşım, *Bütün Şiirleri*, p. 63. (Note: Authors who died before the Surname Reform are named as in this example).

İnalçık "Centralization and Decentralization in Ottoman Administration", p35.

### 4.2.3. Single Authored or Edited Book

Each word of a book title is written in capital letters and italicised. Conjunctions such as *and*, *or*, etc. in the title of the work are written in lower case. No abbreviation is made in the first footnote.

Some single-authored books may be prepared for publication by others. In this case, the author or editor should be indicated. In Turkish works, it is indicated with the abbreviation of the prepared by (prep.), compiler (comp.), editor (ed.). In English works, editor (ed.) is abbreviated as editors (eds.). In Arabic works, it is indicated with the abbreviation tahkik eden (thk.), neşreden (nşr.).

### Footnote

İlhan Berk *Poetika* Kredi Publications Istanbul 1997 p 28.

## Sources:

Berk, İlhan *Poetika* Kredi Publications Istanbul 1997.

#### 4.2.4. Book with Two Authors/Editor

In works with two authors, the names of all authors are written completely in the order in the work and the conjunction "and" is added before the last author. In the references, the surname of the first author is in capital letters, followed by the name of the author with a comma, and the name and surname of the second author.

#### Footnote

Refika Taner and Asım Bezirci, *Edebiyatımızda Seçme Hikâyeler*, Gözlem Yayınları, İstanbul 1981, p. 22.

Patrick Johnson and Jason Mandryk, *Operation World*, Paternoster Publishing, Carlisle 2001, pp. 41- 45.

Agnew John, Katharyne Mitchell, Gerard Toal (eds.), *A Companion to Political Geography*, Blackwell Publishing, Molden 2003, p. 21.

#### Sources:

Taner, Refika and Asım Bezirci, *Edebiyatımızda Seçme Hikâyeler*, Gözlem Yayınları, İstanbul 1981.

Johnson, Patrick, and Jason Mandryk, *Operation World*, Paternoster Publishing,

Carlisle 2001. John, Agnew, Katharyne Mitchell, Gerard Toal (eds.), *A Companion to Political Geography*,

Blackwell Publishing, Molden 2003.

#### 4.2.5. Multi-authored Books (Three or More Authors)

In works with three or more authors, the abbreviation *et al.* (and others) may be used after the first author's name. The names of all authors can also be written in the order they appear in the book. In this case, the conjunction "ve" is added before the last author's name in Turkish works, "and" in English works.

#### Footnote

Metin Kunt, et al., *Ottoman State 1300-1600*, Cem Publishing House, 7th bs., İstanbul 2002, p.121.

#### Sources:

Kunt, Metin, et al., *Ottoman State 1300-1600*, Cem Publishing House, 7th bs., İstanbul 2002.

#### 4.2.6. A Chapter in a Review/Edited Book

Such works are indicated by writing the name of the compiler or editor after the title of the work. The chapter in the work is in quotation marks ("...") and written normally. The book title is written in italics. The pages of the book from which the quoted section is taken are indicated in the References. This is not necessary in footnotes.

#### Footnote

Tolga Bilginer, "The Legal Dimension of the European Union Competition Policy", *European Union from Yesterday to Today*, ed. Beril Dedeoğlu, Boyut Kitaplar, İstanbul 2003, p. 208.

Jeannine Hill Fletcher, "Feminisms: Syncretism, Symbiosis, Synergetic Dance", in *Christian Approaches to Other Faiths*, eds. Alan Race and Paul M. Hedges, SCM Press, London 2008, p. 138.

### **Sources:**

Bilginer, Tolga, "The Legal Dimension of the European Union Competition Policy", in *European Union from Yesterday to Today*, ed. BerilDedeođlu, Boyut Kitaplar, Istanbul 2003, pp. 201-246.

Fletcher, Jeannine Hill, "Feminisms: Syncretism, Symbiosis, Synergetic Dance", *Christian Approaches to Other Faiths*, eds. Alan Race and Paul M. Hedges, SCM Press, London 2008, pp. 136-154.

### **4.2.7. Other Books by the Same Author**

No changes are made when other books by the same author are shown in footnotes. In the references, books by the same author are listed one after the other in date order. In the first row, the surname and are written in the others, a long line instead of the surname (\_\_\_\_\_,) is withdrawn.

### **Sources:**

Moran, Berna, *Edebiyat Kuramları ve Eleřtiri*, 27th bs., İletişim, Istanbul 2017.

\_\_\_\_\_, "Ideological Structure in Peyami Safa's Novels", *Birikim*, S.54-55, August-September 1979, pp. 51-56.

### **4.2.8. Books with Unknown Authors**

For books with no author or unknown author, the title of the book begins with the title of the work in the footnote and in the References. The alphabetical order in the References based on the title of the work.

### **Footnote**

*European Union and Turkey*, Undersecretariat of Foreign Trade Publications, Ankara 1998, p. 25.

### **Sources:**

*European Union and Turkey*, Undersecretariat of Foreign Trade Publications, Ankara 1998.

### **4.2.9. Multi-volume Books**

In quotations from multi-volume books (after the name of the translator/editor, if any), the volume from which the quotation is taken is indicated both in the footnote and in the References.

### **Footnote**

Berna Moran, *Türk Romanına Eleř tirel Bir Bakış*, C. I, İletişim Yayınları, Istanbul 1995, p. 22.

### **Sources:**

Moran, Berna, *Türk Romanına Eleştirel Bir Bakış*, C. I, İletişim Yayınları, İstanbul 1995.

#### **4.2.10. Translated Books**

The person(s) by whom the translated books were translated is written immediately after the title of the work with the abbreviation transl., ("trans." in translations into English). It should be indicated whether the translator translated the whole book or a part of the book. If a chapter is translated from a book, the page number is given after the date as in periodicals.

### **Footnote**

Richard Elliott Friedman, *Who Wrote the ?*, trans. Muhammed Tarakçı, Kabalcı Publishing House, İstanbul 2005, pp. 54-57.

Paul Ricour, *From Text to Action*, trans. Kahleen Blamey and John B. Thompson, Northwestern University Press, London 1991, p. 22.

Irene Melikoff, "The Social Origins of the First Ottomans", in *The Ottoman Principality (1300-1389)*, ed. Elizabeth A. Zachariadou, trans. Gül Çağalı Güven, et al., Tarih Vakfı Yurt Yayınları, İstanbul 1997, p. 150.

### **Sources:**

Friedman, Richard Elliott, *Who Wrote the Bible?*, trans. Muhammed Tarakçı, Kabalcı Publishing House, İstanbul 2005.

Ricour, Paul, *From Text to Action*, trans: Kahleen Blamey and John B. Thompson, Northwestern University Press, London 1991.

Melikoff, Irene, "The Social Origins of the First Ottomans", in *The Ottoman Principality (1300-1389)*, ed. Elizabeth A. Zachariadou, trans. Gül Çağalı Güven, Tarih Vakfı Yurt Yayınları, İstanbul 1997, pp. 149-158.

#### **4.2.11. Periodicals**

Article titles in periodicals are written in quotation marks when citing the source. The names of periodicals are written *in italics* just like the names of books. The volume and issue, if any, are written after the name of the periodical. Place of publication and publisher are not specified in periodicals. If the publication date is given in months, it is written after the issue number. If the journal names are too long, they can be abbreviated with capital letters. In the References, the pages of the journal in which the article is located are also indicated. The volume and number of the journal can also be indicated as "2/13".

### **Footnote**

Georges Langrod, "Administrative Law and Administrative Science: Opposition or Convergence", trans. Visalettin Pekiner, *Amme İdaresi Dergisi*, 3/2, 1970, p. 160.

### **Sources:**

Langrod, Georges, "Administrative Law and Administrative Science: Opposition or Convergence", trans. Visalettin Pekiner, *Journal of Amme Administration*, 3/2, 1970, pp. 156-172.

#### **4.2.12. Periodicals Without Authors**

In periodicals without an author, the title of the cited text is written first, followed by the name of the periodical. Then the volume/number, year and the cited page are listed. The same procedure is followed in the order of references, but the page range of the quoted text is given instead of the cited page.

### **Footnote**

"Trade and Wages", *Economist*, 341/7995, 1996, p. 74.

### **Sources:**

"Trade and Wages", *Economist*, 341/7995, 1996, pp. 73-76.

#### **4.2.13. Congress and Symposium Proceedings**

In published congress and symposium proceedings, the method followed in periodicals is followed. For unpublished papers, the place and date of the symposium are given.

### **Footnote**

Altay Manço, "European Turks with European Turkish Eyes", *I. International Congress of European Turks*, Belgium, 22-23 February 2008, p. 463.

### **Sources:**

Manço, Altay, "European Turks with European Turkish Eyes", *I. International Congress of European Turks*, Belgium, 22-23 February 2008, pp. 461-469.

#### **4.2.14. Encyclopaedia Articles**

In citing the sources of quotations from encyclopaedia articles, the method followed in periodicals is followed. In footnotes, the volume number must be written in the second and subsequent references. If the articles of the encyclopaedia have been used, only this is indicated in the References. This is shown in the same way as in periodicals.

### **Footnote**

Sönmez Kutlu, "Murjie", *Türkiye Diyanet Vakfı İslam Ansiklopedisi*, C. 32, Türkiye Diyanet Vakfı Yayınları, İstanbul 2003, p. 43.

### **Sources:**

Kutlu, Sönmez, "Murjie" *Türkiye Diyanet Vakfı İslam Ansiklopedisi*, C.32, Türkiye Diyanet Vakfı Yayınları, İstanbul 2003, pp. 41-45.

#### **4.2.15. Unpublished Scientific Theses**

##### **In Footnote:**

Yılmaz Irmak, *Meaning Deviations in Karacaoğlan's Poems*, Ondokuz Mayıs University Institute of Social Sciences Unpublished Master's Thesis, Samsun 2005, p. 53.

##### **Sources:**

Irmak, Yılmaz, *Karacaoğlan'ın Şiirlerinde Anlam Deviations*, Ondokuz Mayıs University Institute of Social Sciences Unpublished Master's Thesis, Samsun 2005.

#### **4.2.16. Archive Documents, Minutes and Articles of Law**

In such references, the name of the archive, if any, is written first, followed by the name of the archive document or explanations about the nature of the document, the date of the document, the file, if any, page numbers and other explanations.

##### **Footnote**

State Archives Presidency Ottoman Archives, *Russia Ahidname Defteri*, 83/1, pp. 229-231.

Minutes of the Grand National Assembly of Turkey, Period 2, C. 25, 29.5.1926, pp. 605-615.

##### **Sources:**

State Archives Presidency Ottoman Archives, *Russia Ahidname Defteri*, 83/1.

Minutes of the Grand National Assembly of Turkey, Period 2, C. 25, 29.5.1926.

#### **4.2.17. Newspaper Articles and News**

When showing the source of quotations from newspaper news or articles, the method followed in periodicals is followed. After the article/news title, the name of the newspaper (day, month, year) is written, then the page number is indicated. For news without an author, the name of the newspaper is put at the beginning.

Musa Arslan, "Important Development in Agriculture", *Altınova Newspaper*, 22 April 2019, p. 3.

*Akşam*, "ABD'li Astronot Konuştu", 22 April 2015, p. 1.

#### **4.2.18. Sacred Books and Classical Works**

The name of the scripture, chapter, section, chapter or sura, verse number are given respectively.

Old Testament, Exodus, 14: 2.

New Testament, Markos, 11:6.

A citation can also be made without mentioning the name of the holy book by writing the sūrah and verse number:

Al-Baqarah, 2/12.

Nisa, 4/43.

For the Bible, the application can also be preferred as follows:

Matthew, 5: 18.

Deuteronomy, 14: 6.

When referring to the hadith books known as Kütüb-i Sitte, a comma is placed after the name of the author, and the name and number of the book / chapter are given after the comma (e.g. Bukhārī , İlim, 12; Muslim, Ticārāt, 45; Tirmidhī, Edeb, 18). When referring to hadith sources other than this format, the method of citing a book with a single author is followed.

#### **4.2.19. Electronic Resources**

The order followed in periodicals is followed. The full address of the web page (the cited link must be included in full) and the date of access are written. There is no need to write the web address again after the first citation in the footnote. When citing a database, the name of the database is written instead of the web address. In electronic resources whose author is not known, the name of the article/article is written first. It should not be forgotten that links should not go to personal data and should not be in violation of the Personal Data Protection Law (PDPL).

#### **Footnote**

Ed Mathews, "Short Term Efforts and Long Term Effects", *Journal of Applied Missiology*, 1992, Vol. 3, No. 2, [www.ovc.edu/missions/jam/shrtlong.html](http://www.ovc.edu/missions/jam/shrtlong.html) (Access: 22.04.2020), p. 2.

Wade Osburn, "Historical Dictionary of Ethics", *Booklist*, 2009, Vol. 105, Issue 12, EBSCOhost, (Access:22.04.2020).

"Work, Welfare and Child Well-Being", *Families and Children*, MDRC, 2010, [www.mdr.org](http://www.mdr.org), (Access:22.04.2020).

#### **Sources:**

Mathews, Ed, "Short Term Efforts and Long Term Effects", *Journal of Applied Missiology*, 1992, Vol. 3, No: 2, <http://www.ovc.edu/missions/jam/shrtlong.html>, (22.04.2009).

Osburn, Wade, "Historical Dictionary of Ethics", *Booklist*, 2009, Vol. 105, issue 12, EBSCOhost, (22.04.2009).

"Work, Welfare and Child Well-Being", *Families and Children*, MDRC, 2010, <http://www.mdr.org>, (27.05.2012).

#### **Display of articles with digital object identifier (doi) numbers in References:**

<https://doi.org/10.1016/j.indmarman.2017.03.008>

#### **4.2.20. Reports**

CBRT, *Annual Report*, 2001, <http://www.tcmb.gov.tr> (10 September 2002), p. 5.

#### **4.2.21. Brochures**

*Name of Institution*, "Brochure Title", Number of Edition [Brochure], date, page.

#### **Footnote**

*Turkish Psychological Association*, "Mitigating the Psychological Consequences of an Earthquake", 4th ed. [Brochure], 1999, p. 4.

### **Sources:**

*Turkish Psychological Association*, "Mitigating the Psychological Consequences of an Earthquake", 4th bs. [Brochure], 1999.

#### **4.2.22. Audio and Video Resources**

The name of the work or the name and surname of the person whose contribution will be highlighted (director, screenwriter, actor, writer, composer, etc.), other organisations that contributed, format (record, VCD, DVD, etc.) and publication information.

### **Footnote**

Nuri Bilge Ceylan (Dir. and Sen.), *Uzak*, Cast: Muzaffer Özdemir, Mehmet Emin Toprak, Zuhale Gencer Erkaya et al. DVD, Artificial Eye Company, 2004.

### **Sources:**

Ceylan, Nuri Bilge (Dir. and Sen.), *Uzak*, Cast: Muzaffer Özdemir, Mehmet Emin Toprak, Zuhale Gencer Erkaya et al. DVD, Artificial Eye Company, 2004.

#### **4.2.23. Personal Interviews and Conversations**

For published interviews and interviews, the method in books or periodicals is followed  
It is done.

The imprint of the unprinted ones is written as follows.

Rıdvan Miray Ülkü, *Personal Interview*, 18 October 2020.

Michael Richardson, *Personal Interview*, 13 March 2010.

**APPENDICES**

**Appendix 1. External Cover**



5 cm

2 cm

**T.C.**  
**ONDOKUZ MAYIS UNIVERSITY**  
**GRADUATE SCHOOL**  
**DEPARTMENT OF.....**

1.9 cm

**THESIS TITLE**

4.6

↕  
↕  
Master's Thesis/Doctoral Thesis/Proficiency in Art/Semester  
Project

1.5 cm

**Student's Name Surname**

Supervisor  
**Title Name Surname**

Co-Supervisor (if any)  
**Title Name Surname**

SAMSUN

Year

2.5 cm

40

Student's Name Surname

**THESIS TITLE**

Proficiency in Art

Year

Student's Name Surname

**THESIS TITLE**

Doctoral Thesis

Year

Student's Name Surname

**THESIS TITLE**

Master Thesis

Year

Appendix 3.  
Cover

T.C.  
ONDOKUZ MAYIS UNIVERSITY  
GRADUATE SCHOOL  
DEPARTMENT OF.....



**THESIS TITLE**

Master's Thesis/Doctoral Thesis/Proficiency in Art/Semester  
Project

**Student's Name Surname**

Supervisor  
**Title Name Surname**

Co-Supervisor (if any)  
**Title Name Surname**

SAMSUN  
Year

#### Appendix 4. Thesis Acceptance and Approval

### THESIS ACCEPTANCE AND APPROVAL

This study titled "NAME OF THE THESIS", prepared by **the student's Name and Surname** under the supervision of **the advisor's Title Name and Surname**, has been accepted as a Master's Thesis / Doctoral Thesis / Proficiency in Art Thesis by our jury as a result of the exam held on (Defence Exam Date) with unanimous / majority vote.

	<b>Title Name Surname University</b> <b>Main Science/Division of Art</b>	<b>Conclusion</b>
<b>Chair</b>	Prof. Dr Xxxxx XXXX Ondokuz Mayıs University .....Main Department	<input type="checkbox"/> Acceptance <input type="checkbox"/> Rejection
<b>Member</b>	Dr. Lecturer. Member Xxxxxx XXXX Ondokuz Mayıs University .....Main Department	<input type="checkbox"/> Acceptance <input type="checkbox"/> Rejection
<b>Member</b>	Assoc. Prof. Dr Xxxxx XXXX Ondokuz Mayıs University .....Main Department	<input type="checkbox"/> Acceptance <input type="checkbox"/> Rejection
<b>Member</b>	Prof. Dr Xxxxxx XXXX Ondokuz Mayıs University .....Main Department	<input type="checkbox"/> Acceptance <input type="checkbox"/> Rejection
<b>Member</b>	Prof. Dr Xxxxx XXXX Ondokuz Mayıs University .....Main Department	<input type="checkbox"/> Acceptance <input type="checkbox"/> Rejection

This thesis has been approved by the jury members whose names are written above and determined by the Institute Administrative Board.

(Title, Name-Surname)  
Institute Director

## Appendix 5. Declaration of Compliance with Scientific Ethics

### DECLARATION OF WITH SCIENTIFIC ETHICS

I hereby undertake and declare that I have complied with scientific ethics and academic rules at all stages of the master's / doctorate / proficiency in arts thesis I have prepared, that I have cited every quotation I have used directly or indirectly in the study, that the works I have used consist of those shown in the References, that each element has been written in accordance with the institute's writing guide, and that the situations specified in Article 9 of Chapter 3 of the TÜBİTAK Research and Publication Ethics Board Regulation have not been violated.

Is Ethics Committee Necessary?

Yes  (If necessary, please attach to the attachments section) No

... /... / 20...  
Student Name Surname

### THESIS ORIGINALITY REPORT STATEMENT

**Thesis Title :** .TITLE ALL CAPITAL

As a result of the originality report obtained by me from the plagiarism detection programme on ..... for the thesis study with the above title;

Similarity rate : % .....  
Single source rate : % ..... %

... /... / 20...  
Supervisor Name Surname

**ÖZET**  
TEZ BAŞLIĞI (TÜMÜ BÜYÜK HARF)

Tez Yazarının Adı SOYADI  
Ondokuz Mayıs Üniversitesi  
Lisansüstü Eğitim Enstitüsü  
..... Ana Bilim Dalı/Ana Sanat Dalı  
Yüksek Lisans / Doktora / Sanatta Yeterlilik, Ay / Yıl  
Danışman: Ünvanı Adı Soyadı

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**Anahtar Kelimeler:** Kelime 1, Kelime 2, Kelime 3, Kelime 4, Kelime 5.

**Appendix 7. Summary in a Foreign Language**

**ABSTRACT**

IN ENGLISH

Name Surname of Thesis Author

Ondokuz Mayıs University

Graduate School

Foreign Language Name of Main Science / Main Art Branch

Master/ Ph.D./ Proficiency in Art, Month / Year

Supervisor: Title Name Surname

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**Keywords:** Keyword 1, Keyword 2, Keyword 3, Keyword 4, Keyword 5.

## Appendix 8. CV

### **Cirriculum Vitea**

A.... B..., Samsun ..... After graduating from Samsun High School .....University ..... Faculty, ..... department in 20... year. In 20..., he entered OMU LEE ..... Master's programme OMU LEE ....., graduated in ..... He has been working as ..... since his graduation ....and has a good/intermediate command of English/Main areas of interest, ..... (date of filling).

### **Contact Details**

ORCID NO:

### **Published Works:**

- 1.
- 2.

### **Awards, Incentives and Scholarships 1.**

- 2.

No unnecessary numbered pages should be kept.