

**NEAR EAST UNIVERSITY  
GRADUATE SCHOOL OF SOCIAL SCIENCES**

**GUIDELINES FOR WRITING  
DISSERTATIONS\***

**\* This guideline for dissertations writing was prepared by benefiting from the guideline prepared by the Yıldız Technical University, Graduate School of Social Sciences.**

## TABLE OF CONTENTS

### Introduction

### Foreword

1. Coverage, Basis and Definitions .....	3
2. Starting the Thesis, Thesis Delivery and Examining Process .....	3
3. General Structure and Arrangemenet of Thesis .....	5
3.1. Ethical Rules of Science in Dissertations .....	5
3.2. Type of Paper and Page Layout to be used in Thesis .....	6
3.2.1. Size and Substance of the Paper .....	6
3.2.2. Page Layout .....	6
4. Chapters of the Thesis .....	7
4.1. Preliminary Chapters .....	8
4.1.1. Arrangemet of Front and Inner Covers .....	8
4.1.2. Approval Page .....	8
4.1.3. Abstracts in Turkish and English .....	9
4.1.4. Foreword .....	9
4.1.5. Table of Contents .....	9
4.1.6. Lists of Tables and Figures, Abbreviations .....	9
4.2. Text Chapters .....	10
4.2.1. Introductory Chapter .....	10
4.2.2. Other Chapters .....	10
4.2.3. Conclusion .....	10
4.3. Final Chapters .....	10
4.3.1. Bibliography .....	10
4.3.2. Appendix .....	11
4.3.3. Autobiography .....	11
5. Indication of Referential Sources .....	11
5.1. Indication of Referential Sources by Footnote .....	11
5.1.1. Indicating the Numbers of the Footnotes .....	12
5.1.2. Writing the Information in the Footnote .....	12
5.1.3. Usage of Repeating Conjunctions for Footnotes .....	17
5.2. References within Parenthesis .....	18
6. Arrangement of Bibliography .....	22
6.1. Writing the Title of Bibliography .....	22
6.2. Organizing the Spaces .....	22
6.3. Showing the Publications of the Same Author in Bibliography .....	22
6.4. Writing the Bibliography of Various Works According to the Footnoted System .....	23
6.5. Showing the System with Parenthesis in Bibliography .....	26
7. Direct and Indirect Citations .....	29
8. Showing the Tables and Figures in the Report .....	30

**NEAR EAST UNIVERSITY  
GRADUATE SCHOOL OF SOCIAL SCIENCES**

**GUIDELINES FOR WRITING AND PRINTING  
MASTER'S AND DOCTORATE – PROFICIENCY DISSERTATIONS**

**1. COVERAGE**

This guideline covers the rules and conditions to be obeyed by the candidates, who prepare and the supervisors, who direct Master's and Doctorate – Proficiency in Art Studies in the Science and Art Departments of Near East University Graduate School of Social Sciences which are to be presented to the Graduate School of Social Sciences as Thesis or Proficiency in Art Study.

**Definitions:** Some terms which are used in this guideline have the below mentioned meanings.

- a) Guideline : Used to mean a text to determine the rules of writing explained with the articles 21 and 33 of the Near East University, Regulation for Graduate Studies.
- b) Department : Academic elements of Near East University Graduate School of Social Sciences which have graduate education-teaching programs.
- c) Thesis : The report of a study or art work written with a certain form and coverage which have to be completed by the students of Master's, Doctorate and Proficiency in Art after completing the tasks such as courses with or without credit, seminars and etc. with success, and additional to these studies.

**2. STARTING THE THESIS, THESIS DELIVERY AND EXAMINING PROCESS**

**Process of Starting the Thesis:** The students who have completed courses, credits and seminars projected by the department, apply to the related department with the request for a thesis supervisor and the subject scope. The thesis study begins with the appointment of the department offered thesis supervisor by the Graduate School of Social Sciences. In doctoral programs, the student starts the thesis studies after achieving the qualifying (comprehensive) examination..

The student in the thesis phase receives the thesis application form (Appendix 1) from the Graduate School of Social Sciences. The form will be filled by indicating the request for a thesis supervisor and the subject of the thesis study and handed over to the related Program; it will be handed over to Department / Department of Art if it is sourced from the Program. The application forms are handed over directly to the Departments, in the faculties where there are no Program managers.

The thesis application and request for a thesis supervisor made by the student is evaluated by the related department and then sent to the Graduate School of Social Sciences for the accomplishment of thesis supervisor appointment.

The student, for whom a thesis supervisor is already appointed, informs the Graduate School of Social Sciences by an application letter (Appendix 2) about the determined thesis subject title fixed also by obtaining the opinion of the thesis supervisor, until the end of the semester.

**Delivery Process of the Thesis:** One copy of the thesis with the preliminary delivery petition (Appendix 3) comprising the thesis supervisor's approval will be given to the graduate school for examination. Graduate school will complete the formal examination of the thesis within 5 days. Following this examination, the student and the thesis supervisor will be informed about the points which are not adequate to the rules and the amendments which are necessary to be made on the thesis with a form. The graduate school will control the reviewed and amended thesis once more and the dissertations, which suit formally will be printed one copy for the graduate school, one each for the thesis supervisor and the members of the jury, will be delivered to the Graduate School of Social Sciences with thesis delivery petition (Appendix 4).

Master's and Doctorate Dissertations which are found successful and do not need any amendments will be delivered to the Graduate School of Social Sciences in two copies and with thesis delivery petition (Appendix 4). Dissertations which are subject to amendments will be corrected and changed in due course and will be delivered to the Graduate School of Social Sciences; 6 copies for Master's Dissertations and 8 copies for Doctorate Dissertations with thesis delivery petition (Appendix 4).

All thesis will be delivered bound with cardboard and the final delivery will be made 3 copies prepared as PDF file and will be given to graduate school in CDs.

**Examining Process of Master's Dissertations:** The jury which is appointed upon the recommendation of the Departments and approval of the Graduate School of Social Sciences will gather and accept the student for the defence of the thesis, latest within one month's period following the delivery of the thesis.

Following the completion of the thesis defence, the jury decides either by consensus or by majority to accept, reject or require a revision of the thesis. The decision is submitted in written form by the Department to the Graduate School of Social Sciences within three days after the thesis examination. Graduation procedures are accomplished for the student whose thesis is accepted.

If the the committee rejects the thesis, the student will be dismissed from the graduate school.

If the committee requires the student to revise the thesis, the student, after having made the necessary corrections, will deliver the thesis to the Graduate School of Social Sciences in 6 copies and defend the thesis again before the same committee within a maximum period of three months. If the committee rejects the thesis after the second defence, the student will be dismissed from the master's program.

**Examining Process of Doctoral Dissertations:** For the dissertations which are appropriate to the regulations, the members of the doctorate thesis jury, who are appointed upon the recommendation of the Department Chairperson and the Administrative Board of the

Graduate School of Social Sciences will gather and accept the student for thesis examination, latest within one month's period following the delivery of the thesis.

Following the completion of the thesis defence, the jury decides either by consensus or by majority to accept, reject or require a revision of the thesis. The decision is submitted in written form by the Department to the graduate school within three days after the thesis examination. Graduation procedures are accomplished for the student whose thesis is accepted.

If the the committee rejects the thesis, the student will be dismissed from the doctoral program.

If the committee requires the student to revise the thesis, the student, after having made the necessary amendments, will defend the thesis again before the same committee within a maximum period of one year. If the committee rejects the thesis after this defence, the student will be dismissed from the doctoral program.

**Examining Process of Proficiency in Art Studies:** The results obtained by the student who is preparing a thesis or the text explaining the study by the student who is preparing an exhibition or project must be written according to the writing rules accepted by the Senate and the thesis or the exhibition or the project must be defended orally before a jury.

The members of the jury, who are appointed upon the recommendation of the related Department's Chairperson and the Administrative Board of the Graduate School of Social Sciences will gather and accept the student for the examination, latest within one month's period following the delivery of the thesis.

Following the completing of the defence, the jury decides, at a meeting not open for the audience, either by consensus or by majority to accept, reject or require a revision of the proficiency in art study or exhibition, project, recital, concert, play. The decision is submitted in written form by the Department to the graduate school within three days after the thesis examination. Graduation procedures are accomplished for the student whose study for proficiency in art is accepted.

If the the committee rejects the thesis, the student will be dismissed from the School.

If the committee requires the student to revise the proficiency in art study, the student, after having made the necessary amendments, will defend the thesis, exhibition or project again before the same committee within a maximum period of six months. If the committee rejects the proficiency in art study after this defence, the student will be dismissed from the graduate school.

### **3. GENERAL STRUCTURE AND ARRANGEMENT OF THESIS**

#### **3.1. Ethical Rules of Science in Dissertations**

The subject has to be original and contributing to its field and it must not repeat other works one-to-one in terms of theory and application. Citation of some other people's work as a whole or by part and presenting it as his own study is accepted as plagiarism and it is prohibited by copyright laws.

The referential sources have to be shown as per relevant methods. Sources which are not examined directly cannot be shown as individual source of citation, they can only be indicated with the copyright page information of the directly examined source.

Sentences and paragraphs cannot be quoted as they are from the relevant source, unless indicated within quotation marks.

## **3.2. Type of Paper and Page Layout to be used in Thesis**

### **3.2.1. Size and Substance of the Paper**

Dissertations will be replicated without deterioration of specialities on high grade white paper of DIN A4 standard (21 x 29,7 cm., 80 gm/m<sup>2</sup> ), copies must be net and readable. However, if some addendum such as original pictures, projects, etc. are compulsory, sizes of the papers of the appendix chapter can be changed by the approval of the thesis supervisor.

### **3.2.2. Page Layout**

#### **3.2.2.1. Page Spacing**

In all dissertations, a 4 cm. space from left margin and 2.5 cm. space from the other margins will be reserved. Footnotes will be within this space for the text. On all the first pages of the chapters (table of contents, lists of tables and figures and abbreviations, foreword, abstracts, main chapters bibliography, appendix and so forth), the title will take place 5 cm. below the top margin. Every new chapter will begin with a new page. No hyphenations in the thesis text, the text will be justified as per left and right limits (block paragraph).

#### **3.2.2.2. Page Numbers**

Numbering begins with the inner cover, as a part of the preliminary chapters. But, both inner cover and approval page of the thesis will not bear numbers. Pages before the introduction will be numbered with small letter Roman numerals (i.e. i, ii, iii, iv, v...). The first page to be numbered will be the page of abstracts and the number of this page will be iii with Roman (small) numerals. Pages begin with Introduction will be numbered with Arabic numerals (i.e. 1, 2, 3, 4...).

Page numbers will be written on top of the page, in the center and alone (without any point, parenthesis, line, etc).

#### **3.2.2.3. Line Spacings and Arrangement**

The text of the thesis will be written with 1,5 spacing. Abbreviations, lists of tables and figures, foreword, abstracts, bibliography, appendix, autobiography, names and explanations of the tables and figures within the text and footnotes will be written with 1 spacing. A space with a font size of 6 will be reserved before and after the paragraphs\*. No empty lines will be left between the paragraphs.

---

\* This measure can be adjusted with software programs such as MS Word.

A space with a font size of 72 before the first grade titles and 18 after them will be reserved. A space with a font size of 18 before the second grade titles and 12 after them; a space with a font size of 12 before the third and fourth grade titles and 6 after them will be reserved. Less grade titles will not be used unless necessary.

Subtitles will not be written as the last line of the page. If at least two lines will not take place, the subtitle will also be put in the next page. The first line of a paragraph cannot be written as the last line of a page and the last line of it cannot be the first line of a page.

#### **3.2.2.4. Type and Size of Font**

The font type will be Times New Roman with a font size of 12. But, in some studies where different letter characters are needed, a suitable type can be chosen.

Main chapter titles will be with a font size of 12 in capital letters and in bold; first, second, third and fourth grade titles will be with a font size of 12, first letters of the words in capital letters and all title in bold.

Footnotes will be written with a font size of 10 and with 1 spacing.

### **4. CHAPTERS OF THE THESIS**

Main and other chapter titles will be organized according to the decimal system both in the text and on the Table of Contents page (see: Appendix 5). As per this system, subtitles are shown indented on the Table of Contents page, but not in the text. A thesis comprises of three parts: Preliminary Chapters, Text Chapters and Final Chapters. Parts of the thesis are arranged according to the below sequence (lists of tables and figures, abbreviations and appendix may not exist in every thesis according to the coverage of the thesis). Titles without chapter numbers (Approval page of the thesis, abstracts in Turkish and English, foreword, table of contents, list of tables, list of figures, abbreviations, bibliography, appendix) will be placed on top of the page, in the center and with capital letters.

#### **Preliminary Chapters**

- Front Cover
- Inner Cover
- Approval Page of the Thesis
- Abstract in Turkish
- Abstract in English
- Foreword
- Table of Contents
- List of Tables
- List of Figures
- Abbreviations

#### **Text Chapters**

- Introductory Chapter
- Other Chapters

Conclusion

## **Final Chapters**

Bibliography

Appendix

Autobiography

## **4.1. Preliminary Chapters**

### **4.1.1. Arrangement of Front and Inner Covers**

The contents and page layouts of front and inner covers are identical. Below mentioned information will take place on the cover with the given sequence (Appendix 6):

Near East University

Graduate School of Social Sciences

..... Department

..... Program

Type of the Thesis (Master's Thesis / Doctorate Thesis)

Title of the Thesis

Name and Surname of the Preparing Student

Number of the Student

Thesis Supervisor

Title, Name and Surname

Name of the city where the thesis was prepared

Date

All these data will be written centered, with a font size of 14, in capital letters and in bold. The title of the thesis will be with a font size of 18.

Information down to ..... Program will be given in lines without spacing, Type of the Thesis will be written after one line spacing.

11 lines spacing each with a font size of 14 will be reserved until the Title of the Thesis. 7 lines spacing each with a font size of 14 between the Title of the Thesis and the student's name; 2 lines spacing each with a font size of 14 between the number of the student and the information about the thesis supervisor will be reserved.

9 lines spacing each with a font size of 14 will be reserved after the Title, Name and Surname of the Thesis Supervisor and then the name of the city and date will be written.

Appropriate changes of spacings can be made according to the length of the Title of the Thesis.

## **Front Cover's Spine**



On the spine of the bound thesis, first letter of the name of the student and surname, Title of the Thesis and the year it is accepted will be written. These information will be centered in relevant course.

#### **4.1.2. Approval Page of the Thesis**

On the approval page; name of the preparing student, title of the thesis, dates of the defence and approval of the thesis, indication of the success either by consensus or by majority of the votes, names and titles of the members of the jury which approved the thesis. After the completing of the defence and all the necessary corrections and the finalization of the thesis, the members of the jury will sign the spaces on this page and declare that they accept the thesis. Approval Page of the Thesis will be prepared as shown in Appendix 8.

#### **4.1.3. Abstracts in Turkish and English**

A summary of the thesis and the keywords will take place under this title; minimum 200 and maximum 300 words and if possible in one single paragraph.

In this abstract which can be defined as a brief outline; purpose and coverage of the study, applied basic methods, the materials used to prepare it, most important findings brought forward by this work and the conclusions will be covered.

On the same page; the title of the thesis, student's name and surname, date of the thesis (as month and year) and the keywords will take place and all this data will be organized as per the example shown in Appendix 9.

Abstract in English will also be prepared as per the above information and with a title, "abstract" (Appendix 9).

("Guidelines in Abstract Preparation" by TÜBİTAK/TÜRDOK is available through the web site of the School of Social Sciences).

#### **4.1.4. Foreword**

Brief explanations about the thesis study and/or acknowledgments of gratefulness for the persons, organizations and institutions whose financial and moral contributions made the thesis possible. If the thesis study have been realized within the framework of a project, the name of the project and the related body have to be mentioned particularly. Under the text of the foreword, name and surname will be written aligned to the right and city, month and year will be written aligned to the left.

#### **4.1.5. Table of Contents**

The section where the titles of the preliminary chapters, text chapters and final chapters of the thesis are indicated with page numbers. All the titles and page numbers used in the thesis, must be shown on the Table of Contents without any alteration or abridging. Main chapter titles will be shown in bold only.

Main chapter titles will be written in capital letters; subtitles of first, second, third and fourth grades will be written with only the first letters of the words in capital letters, font size will be 12. It will be arranged as per the example in Appendix 5.

#### **4.1.6. Lists of Tables and Figures, Abbreviations**

In these lists which are placed just after the Table of Contents page; tables and figures in the thesis are listed with their titles and page numbers with the sequence in the text (Appendix 10; Appendix 11). The abbreviations related with the field of study and used in the text are listed in alphabetical order. Every abbreviation is explained with its open form in the same line (Appendix 12).

### **4.2. Text Chapters**

#### **4.2.1. Introductory Chapter**

This introductory chapter consists of; the reasons of the choice of the research subject, its importance, evaluation of previous studies about the subject and problems of this field, main reason of the study and secondary reasons if any, method of the study (such as model, system and sample, means of data collection, hypothesis, analysis), evaluation of reference sources if the subject makes it necessary, discussion of main concepts and definitions. If the method of the research study is quantitative, then the method (such as model, system and sample, means of data collection, hypothesis, analysis), can be examined under a special title.

In the introductory chapter, chapters of the thesis are also introduced shortly.

#### **4.2.2. Other Chapters**

The titles in these chapters, where the subject of the thesis is examined under main and sub titles will be placed according to the method and approach of the related field. These chapters comprise of findings, comments and a theoretical framework containing a related literature work depending upon the field of the study.

#### **4.2.3. Conclusion**

The conclusion is not only a summary of the thesis. It is a chapter where the results obtained from the realized study are evaluated. In this chapter, the subject of the thesis must be defined and the methods which were used must be outlined.

Care must be shown for the usage of clear and simple sentences while expressing the results and if possible, inferences, foresights and generalizations as per the obtained results have to be made. A summing up about how much of the determined targets could be achieved, and if there are any recommendations regarding the future studies will be indicated.

### **4.3. Final Chapters**

In this chapter; bibliography, appendix and the autobiography of the researcher will take place with this sequence.

### **4.3.1. Bibliography**

A list of the referential sources prepared alphabetically as per the second names of the authors. All the references shown in the Bibliography must be the ones which have been used as referential sources. If necessary, the Bibliography can be classified as Essential and Secondary References or by subtitles such as Books, Articles, Dissertations,...

The Bibliography will be arranged as by showing care to the choices of “reference within parenthesis” or “indication of referential sources by footnotes”.

### **4.3.2. Appendix**

Supporting information regarding the research field are shown in the appendix chapter; for, if they will be placed within the text they may cause some interruption. Information which could be accepted as details within the text of the thesis; such as texts, tables, figures, lists, notes about the method, questionnaires and interview forms, samples and documents which will create some difficulty to the reader may take place in this chapter.

appendix will be numbered as Appendix 1, Appendix 2, ... and all the appendix will be given with titles. The first letters of the words of the title will be written in capital letters. The number and title of the appendix will be written in accordance with the general page layout of the thesis, i.e. leaning on the left side (Please look Appendix 5/Chapter of Appendix for the indication of the appendix on the table of contents).

### **4.3.3. Autobiography**

The personal information, educational status, publications if there are any and work experience of the student will take place under the title, Autobiography.

## **5. INDICATION OF REFERENTIAL SOURCES**

One of the two common types of reference indicating, “reference within parenthesis” or “footnotes” may be preferred as per the peculiarity of the related field and the subject and tradition of the department or the advice of the thesis supervisor.

### **5.1. Indication of Referential Sources by Footnotes**

If the usage of footnotes is preferred, *footnote numbers* related with the reference of author's name and surname and name of the book will be given at the end of the reference or the sentence.

Bibliographic identities of the referential sources which have been benefited for the thesis will be shown with details and according to the rules, at the bottom of the pages where they have been referred for the first time. Footnote information contains the name and surname of the author, name of the work, publication details and page numbers. Generally in footnote information, name and surname of the author and name of the work are written and then without the usage of a comma publication details will be given in parenthesis (if there are information such as volume, number of edition, editor, translator, etc., they will be written

after the name of the work with commas in between and publication details will be given in parenthesis again). After the closing of the parenthesis and following a comma, page/page intervals will be written. Punctuation marks will be used when necessary, but the types of the footnotes will be different according to the type of the reference (book, article, thesis, journal, etc).

Names of the books and journals in footnotes and bibliography will be written with either bold or italik, by preferring one of them.

Beginning with the second edition, number of the edition will be shown for the books. An abbreviation will be used for this application, i.e. 1st Ed.

### 5.1.1. Indicating the Numbers of the Footnotes

Footnote number will be shown as it is seen in the below example.

EXAMPLE 1.

According to Şahin, “scientific method is not within the monopoly of any scientific branches”, In his book ‘Research Methods”, the author says that the scientific value of the research “depends upon the applied method”.<sup>2</sup> However, Güven claims that the “difference of scientific value” between natural and social sciences is artificial.<sup>3</sup>

### 5.1.2. Writing the Information in the Footnote

While giving the footnote and bibliographic information of a book, the inner cover information of the book are essential. No titles will be mentioned when giving information related with the author of the referential source.

**Works by One Single Author:** For works by one author, name and surname of the author are written first, name of the work is written in bold after a comma, then other information will be given in parenthesis.

<sup>2</sup> Name and Surname of the author, **Name of the Book**, No. of Editions if any (Place of publication: Publisher, Year of publication), page number.

EXAMPLE 1.

<sup>2</sup> Niyazi Karasar, **Bilimsel Araştırma Yöntemi: Kavramlar, İlkeler, Teknikler**, 5th Ed. (Ankara: 3A Eğitim Danışmanlık, 1994), 3.

**Works by more than One Author:** For works by two or three authors, the names of the authors will be written in normal sequence of *name and surname*, following the first one, others will be written by comma in between.

If the authors of the work are more than four or more, only the first author’s name will be written in the footnote and it will be written, others.

EXAMPLE 1.

<sup>1</sup> Meryem Koray, Alper Topcuoğlu, **Sosyal Politika**, 3rd Ed. (Bursa; Ezgi Kitabevi, 1995), 56.

EXAMPLE 2.

<sup>3</sup> Tuğray Kaynak and others, **İnsan Kaynakları Yönetimi** (Eskişehir, Anadolu Üniversitesi, 1996), 30.

**Institutional Publications Without Author:** If the publication is prepared by an institution and the author's name is not given, name of the organization will be written in the place of the author and then other publication data will be given.

EXAMPLE 1.

<sup>3</sup>İstanbul Ticaret Odası (İstanbul Chamber of Commerce), **Türkiye'nin Doğal Kaynaklar rehberi** (İstanbul, 1997), 65.

**Translated Works:** If a footnote will be written for a translated work, author's name will be given first, then the name of the work in the translated language, then the interpreter's name will be given (çev. abbreviation in Turkish, trs. or some other form for English).

EXAMPLE 1.

<sup>2</sup> William H. Branson, **Makro İktisat Teorisi ve Politikası**, trs. İbrahim Kanyılmaz (İstanbul: Alfa Yayınları, 1995), 21.

**Works Without Author's Name:** If the referential source don't have a name of an author, footnote information will begin with the name of the work and other information will follow.

EXAMPLE 1.

<sup>1</sup> **Nereye Gidiyoruz?** (Ankara: Düş yayınevi, 1961), 46.

**Articles from Journals:** When indicating articles from the journals in footnotes, author's name and surname comes first, after a comma the name of the article will be given within quotation marks. Then the name of the periodical will be written in bold and the completing information (volume, number, month, season, date, page) will be given afterwards. Following the name of the magazine, "c." will be used for volume, and "s." will be used for the issue number, information regarding the date will be given in parenthesis. Page data will be given after the closing of the parenthesis and after a colon.

EXAMPLE 1.

<sup>12</sup> S. Ümit Fırat, "Kümeleme Analizi: İstihdamın Sektörel Yapısı Açısından Avrupa Ülkelerinin Karşılaştırılması", **İ.Ü. Sosyal Bilimler Dergisi**, c. 3, s. 2 (1997): 59.

In expressing articles from collections of articles or devotional books or published proceedings; the footnote information will be prepared as; author's name and surname, article's name in quotation marks, the name of the book of collection in bold, name and surnames of the editors if any, publication data in parenthesis (where it was published:

publisher, date), page number. Editor to be shown as ed., prepared by will be shown as haz., and compiled by will be shown as der. and then the name or the names of these persons will be given.

For all the publications which are accepted as articles, page number will be given after the year and colon.

#### **Article from Compiled Book:**

##### **EXAMPLE 2.**

<sup>21</sup> Suraiya Faroughi, “Lonca ve Ziraat Temelli mevkileri Satın Alma: Bir Ön İnceleme”, **İlhan Tekeli için Armağan Yazılar**, ed. Selim İlkin, Orhan Silier, Murat Güvenç (İstanbul: Tarih Vakfı Yurt Yayınları, 2004): 219-235.

#### **Proceeding from Congress Book**

##### **EXAMPLE 3.**

<sup>32</sup> Ülkü Uzunçarşılı, Meral Toprak, Oğuz Ersun, “Türkiye’de Kurumsal Kültürün Yansımaları”, **8. Ulusal Yönetim ve Organizasyon Kongresi Bildiriler, 25-27 Mayıs 2000** (Nevşehir: Erciyes Üniversitesi, 2000): 17-54.

#### **Encyclopedia Article**

A similar sequence will be used for showing the articles from encyclopedias. However, volume data (c.) will be added but editor information will not be placed.

##### **EXAMPLE 4.**

<sup>11</sup> Münir M. Aktepe, “Nevşehirli Damat İbrahim Paşa”, **İslam Ansiklopedisi**, c. 9, 3rd ed. (İstanbul: MEB, 1973): 234.

#### **Newspapers**

Types of writing footnotes will change as per the information taken from newspapers. Editorials; with the name of the article (or “editorial”) in quotation marks, name of the newspaper in bold, with issue no., date and page number if there is and if necessary; articles with the name of the author known are with the name of the author, name of the article in quotation marks, newspaper’s name in bold, date and page number. Others will be given only with the name of the newspaper, date and page number.

##### **EXAMPLE 1.**

<sup>21</sup> A. Taner Kışlalı, “Demokratik Toplumcu Çağrı Üzerine”, **Cumhuriyet Gazetesi**, 30 May 1988, 2.

##### **EXAMPLE 2.**

<sup>3</sup> “Factoring nedir?”, **Star Gazetesi**, 14 June 1999, 12.

**Unpublished Thesis, Reports and Proceedings:** Names of unpublished thesis, proceedings, etc. will be written in the footnotes within quotation marks but not in bold. Other information than the title of the thesis, report, proceeding will be given as it is shown below.

EXAMPLE 1.

<sup>23</sup> Gonca Çalhan, “İlköğretim Okulları Müdürlerinin Öğretim Liderliği” (Unpublished Master’s Thesis, NEU School of Social Sciences, 1999), 7.

EXAMPLE 2.

<sup>33</sup> Ester Ruben, “Comparative Advantage in Israeli Manufacturing Industry: A Comparison with Turkey”, II. Uluslararası ODTÜ Ekonomi Kongresi (Unpublished Proceeding), 11 September 1998, Ankara.

**Law Propositions, Decisions of Council of Ministers and Constitutional Court:** Law propositions prepared/presented to Turkish Parliament will be given with the name of the preparing person or institution because they are still propositions; decisions of Council of Ministers and Constitutional Court will be given with the name of the institution. Names of the persons and institutions are like the names of the author.

EXAMPLE 1.

<sup>22</sup> Prime Minister’s Office, “Milli Eğitim Temel Kanun Tasarısı” (1/754, D: 3T, No. 125, no. 71-1532/22153; Date 4 December 1972): 3.

EXAMPLE 2.

<sup>12</sup> Constitutional Court, [1739 Sayılı Milli Eğitim Temel Kanununun 38. Maddesinin Anayasaya Aykırı Olmadığı Kararı] “E.S.: 1973/32; K.S.: 1974/11; K.G.:26.3.1974”, **Resmi Gazete**, 14922 (21 June 1974): 2.

**Laws and Constitution:** If the referential source is a Law or the Constitution, name of the law, number, date and if needed related article will be indicated with this sequence. However when necessary, the “Official Gazette” where the law is published first or books about the law which were then published can be given among the referential sources.

EXAMPLE 1.

<sup>21</sup> “Milli Eğitim Temel Kanunu (1739 S.K.)”, **Resmi Gazete** 14574 (June 1973): 5-9.

EXAMPLE 2.

<sup>33</sup> **Constitution of the Republic of Turkey**, 1982, Article 11.

**Archival Documents:** Although the footnote writing style for such material changes according to the classification system used in the archive, generally the name of the document, if there is none, an appropriate title for the document will be given within square

brackets. Following this, date of the document, name of the institution where it is being kept, name of the collection if any, number of the file where the document is placed and page number if any will be given.

EXAMPLE 1.

<sup>12</sup> Nüfus Yoklama Defteri, 1266/1850, Prime Ministry Ottoman Archives, ML.CRD, No.1406.

EXAMPLE 2.

<sup>12</sup> [Bükreş Antlaşması], 17 Cemaziyevvel 1227/16 May 1812, Prime Ministry Ottoman Archives, Muahede, No. 392-394.

**Parliament Records:** According to the Constitution, all speeches in the parliament are published completely in records journal, “Tutanak”. These journals are essential when showing references. The information concerning the name of the spokesman and the subject to be spoken are given within the text; data about the journal are given in the footnote and bibliography.

EXAMPLE 1.

<sup>3</sup> **TBMM Tutanak Dergisi**, Term XI, Session 2, c. 12 (May 1998): 12.

EXAMPLE 2.

<sup>23</sup> **Meclis-i Mebusan Zabıt Ceridesi**, Devre I, İçtima Senesi 1, c. 4, 16 May-11 June 1325 (1909), Edition in Latin Alphabet, (Ankara: TBMM Printing House, 1982): 51.

For manuscripts, name of the author and the book will be followed by the name of the library where it is kept and its number.

EXAMPLE 3

<sup>22</sup> Şakir, **Divan-ı Şakir**, İstanbul University Library-TY 1238, y. 75.

**Referential Sources Which were not Examined by the Researcher Directly:** The researcher sometimes get the benefit of the citations within the examined referential source. In other words, the researcher used a source mentioned in a book, but he didn't see the mentioned source himself. While writing the footnotes about such references, the copyright page of this source will be given first. Following this, the copyright page information of the source from which the citation was taken will be given with *quoted by....*

EXAMPLE 1.

<sup>31</sup> M. Afzalur Rahim, “A Measure of Styles of Handling Interpersonal Conflict”, **Academy of Management Journal**, c. 26, s. 2 (1983); 368 quoted by Ali İlker Gümüşeli,



“İzmir İli Ortaöğretim Okulları Müdürlerinin Öğretmenler ile Aralarındaki Çatışmaları Yönetme Biçimleri”, (Doctorate Thesis, Ankara University Institute of Social Sciences, 1994), 68.

**Electronic and Digital Sources:** For the citations made from internet; name and surname of the author if any, name of the article in quotation marks after comma and then internet web site and the date of connection will be given. Names of the internet web sites without underlining and the date of connection in square brackets. If there is not any sufficient information, full name of the internet web site or the head title where the related article was found will be added after the name of the article.

#### EXAMPLE 1.

<sup>12</sup> Aşkın Keser, “Meslek Seçimi ve Seçimi Etkileyen Faktörler”, [www.yazimkilavuzu/isguc\\_org-is\\_yasami\\_portali.htm](http://www.yazimkilavuzu/isguc_org-is_yasami_portali.htm) [18.01.2007].

#### EXAMPLE 2.

<sup>13</sup> “International Museum Day”, International Council of Museums, Activities, <http://icom.museum/imd.html> [17.01.2007].

Explanations regarding books, compiled books, proceedings, journals, newspapers, etc. which exist in the internet as they were printed copyright page information about the referential source will be given and then internet web site and date of connection will be mentioned.

#### EXAMPLE 3.

*Proceeding which exists in the internet as it was printed*

<sup>31</sup> Fuat Aksu, **Türk Yunan İlişkileri: İlişkilerin Yönelimini Etkileyen Faktörler Üzerine Bir İnceleme** (Ankara: SAEMK Publications, 2001), 47, [www.turkishgreek.org](http://www.turkishgreek.org) [11.11.2006].

### 5.1.3. Usage of Repeating Conjunctions for Footnotes

**Repeating Conjunctions for Footnotes for Referential Sources Given in a Series:** Repeating conjunctions for footnotes are used for indicating referential sources by footnotes in places where the detailed footnotes of first time mentioning are preferred. In this aspect, if references are given again for the same sources, detailed information about the source will not be used. Instead of this, when footnotes are given in a series about the same referential source, in order to define *work previously mentioned*, the abbreviation **age** is written in bold and followed by a full stop. If the page number will be given, then a comma will follow **age** and then the page number is written.

#### EXAMPLE 1.

<sup>1</sup> Ziya Bursalıoğlu, **Okul Yönetiminde Yeni Yapı ve Davranış**, Rev. 9th ed. (Ankara: PEGEM, 1994), 7.

<sup>2</sup> **age**, 13.

**Repeating Conjunctions for Footnotes Used when a Different reference Comes in Between:** If different sources are mentioned in between and a previously used footnote is going to be mentioned again, the conjunction of **age** written in bold will be used after the surname of the author. This conjunction determines that the same source had been given before. If there is no author's surname, the name of the work will be given briefly and the page number will be shown after comma. When abridging the name of the work, two or three words of the title will be used.

EXAMPLE 1.

<sup>3</sup> Bursalioğlu, **age**, 12.

If there are more than one work by the same author, information of publication date or a shortened name of the work can be given.

EXAMPLE 2.

<sup>2</sup> Bursalioğlu, 1998, 12.

or

<sup>11</sup> Bursalioğlu, **Okul Yönetiminde**, 12.

## 5.2. References within Parenthesis

*Bibliographic conjunction in the text* is used in this method. In the point within the text where a reference will be made, *surname of the author, publication year and the page numbers* of the referential source are written in parenthesis, just after the reference. First letter of the author's name will be in capital letter, the following are in small letters and after a comma the year of publication will be given and the parenthesis will be closed. If page numbers will be given, it will be written after the year of the publication after a comma and then the parenthesis is closed. If the bibliographic conjunction is at the end of the sentence, the full stop of the sentence will be used after the parenthesis.

EXAMPLE 1.

It is an important necessity to achieve scientific behaviours which symbolize the era for everybody living in the age of science and technology and within a pluralist democratic regime (Karasar, 1979, 2).

When the name of the work will be given in references with parenthesis, a shortening by giving the first three words of the title and then a series of three full stops are used by showing care for not spoiling the meaning. Obviously, when some comprehensive information will be added to the bibliographic data, square brackets are used. When the information placed in square brackets are transferred to references in parenthesis, the square brackets will remain.

**Referring in the Beginning or in the Middle of the Sentence:** If the author's name is mentioned within the related text, or if a referring will be made by mentioning the author's name in the beginning or in the middle of the sentence, the surname of the author will be

kept out of the parenthesis, but the year and page numbers if any will be given in parenthesis.

EXAMPLE 1.

As it was emphasized by Bursalioğlu (1994, 93), purposes which were not well understood are among the main factors which effect the decision process negatively.

**Referring to More than One Source About the Same Subject:** When more than one source will be given about the same subject, they will be separated by semi-colons and placed in the same parenthesis.

EXAMPLE 1.

..... it is not an efficient management style (Aydın, 1984, 34; Eren, 1984, 465).

**Referring to Authors with the Same Surname:** In order to indicate the difference between the authors with the same surname, the initial letter of their names will be placed in the parenthesis and after their surname.

EXAMPLE 1.

.... (Şahin, A., 1971, 12).

**Referring to the Same Author's Works with the Same Date:** When a referring will be made to the same author's works with the same year, a small letter in alphabetical order will be used after the year. Same lettering can be used in the bibliography.

EXAMPLE 1.

..... (Hallinger, 1995a, 12)

EXAMPLE 2.

..... (Hallinger, 1995b, 19)

**Referring to a Book by More than one Author:** If the number of the authors is three or less, surnames of all authors will be given within the parenthesis. However if it is more than three, first surname from the source will be written and the remainder will be shown by 'others'.

EXAMPLE 1.

.... (Gümüşeli, Erçelebi, 1990, 7)

EXAMPLE 2.

.... (Gümüşeli and others, 1995, 57)

**Referential Sources Which were not Examined by the Researcher Directly:** The researcher sometimes get the benefit of the citations within the examined referential source. In other words, the researcher used a source mentioned in a book, but he didn't see the mentioned source himself. While writing the references in parenthesis about such references, the surname of the author of this referential source, publication year and page numbers will be given first. Following this, surname of the author, publication year and page number of the source from which the citation was taken will be given with *quoted by....*

EXAMPLE 1.

...(Rahim, 1965, 368 quoted by Gümüşeli, 1994, 68)

**Unpublished Thesis, Report and Proceedings:** They will be shown as it is for other publications. The only difference is the indication of the presentation date instead of publication year.

EXAMPLE 1.

.... (Çalhan, 1999, 7)

**Law Propositions, Decisions of Council of Ministers and Constitutional Court:** Law propositions prepared/presented to Turkish Parliament will be given with the name of the preparing person or institution because they are still propositions; decisions of Council of Ministers and Constitutional Court will be given with the name of the institution. Names of the persons and institutions are like the names of the author. In reference within parenthesis system, these references the title indicating the proposition or the decision will also take place in the parenthesis. For long titles, abridging by putting a series of three full stops after the first three words of the title can be made but by showing care for not to spoil the meaning.

EXAMPLE 1.

....(Prime Ministry, Basic Law Proposition of National Education, 1972, 3)

EXAMPLE 2.

.... (Constitutional Court, [Milli Eğitim Temel..... No. 1739], 1974, 2)

**Laws and Constitution:** If the laws will be given as reference, related article will be mentioned within the text. For additional information name of the law, date of acceptance and page number will be given in this sequence.

For the constitutions, after mentioning the related article within the text; additional information about which country's constitution, date of acceptance and page number will be given.

EXAMPLE 1.

.... (Basic Law of National Education, 1973, 5-9).

EXAMPLE 2.

....(Constitution of the Republic of Turkey, 1982, 34)

**Parliament Records:** According to the Constitution, all speeches in the parliament are published completely in records journal, "Tutanak". These journals are essential when showing references. The information concerning the name of the spokesman and the subject to be spoken are given within the text; data about the journal are given with page numbers as reference.

EXAMPLE 1.

.... (TBMM Tutanak Dergisi, 1998, 12)

**Archival Documents:** For such material, the documents name if any, if not a title suitable for this document will be given in square brackets. Following this, original date of the document and page number will be given if any.

EXAMPLE 1.

.... (Population Poll Book, 1266)

EXAMPLE 2.

.... ([Treaty of Bucharest], 17 Cemaziyelevvel 1227/16 May 1812)

**Manuscripts:** For manuscripts, leaf number of the manuscript will be given after the author's and work's name.

EXAMPLE 3.

....(Şakir, Div an-ı Şakir, y. 75a)

**Electronic and Digital Sources:** For the citations made from internet; surname of the author if any, after a comma other data (printing year/date of connection, page number) are given. If the source in the internet is both placed in the internet and also printed, even if the citation is made from the internet web sites, printing year will be shown first and page number will be given because it exists in the internet as it was printed.

If there is not a printed form of the work, date of connection will be given by day, month and year. Because the date of connection will change as per the research date of the person, it will be shown in square brackets as an addition.

If there is no author's name, then the name of the article, if this also doesn't exist, then after the full name of the internet web site and after a comma the date of connection with day, month and year will be written.

EXAMPLE 1.

.... (Aksu, 2001, 47)

EXAMPLE 2.

.... (Keser, [18.01.2007])

EXAMPLE 3.

.... (ICOM, [17.01.2007])

**Newspapers:** In citations from the newspapers, surname of the author of the article, date of the newspaper and page number are given. If there is not an author's name, then articles name, date of the newspaper and page number will be given.

EXAMPLE 1.

.... (Kışlalı, 1998, 2)

EXAMPLE 2.

.... (What is Factoring?, 1999, 12)

## **6. ARRANGEMENT OF BIBLIOGRAPHY**

### **6.1. Writing the Title of Bibliography**

Bibliography chapter begins with the title "BIBLIOGRAPHY" written in bold capital letters, centered. References are written with a space of font size 18 after the title\* and continue according to the surnames of the authors in alphabetical order. While writing, works written by the author himself will be written first and then his works with other authors will be mentioned. If these joint works are more than one, the alphabetical order will be taken into consideration by writing the second author and then the third author's surnames. Because the works are written in an alphabetical order according to the surnames of the authors, the works will not be numbered and the titles of the authors will not be written.

### **6.2. Organizing the Spaces**

The referred work will be written from the beginning of the left hand side of the writing space. If it continues in the second line, line spacings will be close, lines following the first line will begin with four letter spaces emptiness. Every work will follow the previous one with a space of font size 12 to be reserved.\* By this way, lines which were written with close spaces can easily be separated as blocks.

### **6.3. Showing the Publications of the Same Author in Bibliography**

When the works by an author are written in a series, name of the author will be given only for the first reference. For the second and following works, a straight underlining with the size of seven letter spaces and after a full stop following this line, information about the source will be given.

---

\* This measure can be adjusted with the help of MS Word and similar softwares.  
\* This measure can be adjusted with the help of MS Word and similar softwares.

#### EXAMPLE 1.

Rahim, M. Afzalur. "A Measure of Styles of Handling Interpersonal Conflict". **Academy of Management Journal**. c. 26. s. 2 (1983): 368-376.

\_\_\_\_\_. "Referent Role and Styles of Handling Interpersonal Conflict". **The Journal of Social Psychology**. c. 126. s. 6 (1985): 79-86.

\_\_\_\_\_. **Managing Conflict in Organizations**. New York: Praeger, 1986.

#### 6.4. Writing the Bibliography of Various Works According to the Footnoted System

As it was for the footnotes, writing of the works in bibliography will be different as per the sorts of the references. Generally in the bibliography, while giving information about the referential sources, the surname of the author, then the name after a comma and a full stop after the name is put. If the source is a book, its name will be written in italic and in bold and a full stop will be put. Then comes the name of the city where the work was published, after this a colon is put and the name of the publishing company and year of printing are written. Between the publisher and the year, a comma will take place (Information about the publishing will not be in parenthesis in the bibliography). Surname, name and the book's name are written with initial letters of the words in capital letters.

While showing the sources which have not been studied directly by the researcher, they will be mentioned with the sources which have been studied directly. The bibliographic information about the source which had not been studied directly will be followed by *quoted by* and then comes a colon and the information about the source which had been quoted.

Bibliographic examples according to the sequence in footnote indication about various works:

##### Example 1. Works by One Author

Karasar, Niyazi. **Bilimsel Araştırma Yöntemi: Kavramlar, İlkeler, Teknikler**. 5th ed. Ankara: 3A Araştırma Eğitim Danışmanlık, 1994.

##### Example 2. Works by More than One Author

In works with more than one author, beginning from the second author name and surname sequence will be followed.

Koray, Meryem, Alper Topcuoğlu. **Sosyal politika**. 3rd ed. Bursa: Ezgi Kitabevi, 1995.

##### Example 3. Works by an Institution

İstanbul Chamber of Commerce. **Türkiye'nin Doğal Kaynakları Rehberi**. İstanbul, 1997.

#### **Example 4. Translated Works**

Branson, William H. **Makro İktisat teorisi ve Politikası**. çev. İbrahim Kanyılmaz. İstanbul: Alfa Yayınları, 1995.

#### **Example 5. Works without Author's Name**

**Nereye Gidiyoruz?** Ankara: Düş Yayınevi, 1961.

#### **Example 6. Articles in the Journals**

Fırat, S. Ümit. "Kümeleme Analizi: İstihdamın Sektörel Yapısı Açısından Avrupa Ülkelerinin Karşılaştırılması". **İ.Ü. Sosyal Bilimler Dergisi**. c. 3 s. 2 (1997): 50-59.

#### **Example 7. Articles from Compiled Book**

Farouqhi, Suraiya. "Lonca ve Ziraat Temelli Mevkileri Satın Alma: Bir Ön İnceleme". **İlhan Tekeli için Armağan Yazılar**. ed. Selim İlkin, Orhan Silier, Murat Güvenç. İstanbul: Tarih Vakfı Yurt Yayınları, 2004: 219-235.

#### **Example 8. Proceedings from Congress Book**

Uzunçarşılı, Ülkü, Meral Toprak, Oğuz Ersun. "Türkiye'de Kurumsal Kültürün Yansımaları". **8. Ulusal Yönetim ve Organizasyon Kongresi Bildiriler, 25-27 Mayıs 2000**. Nevşehir: Erciyes Üniversitesi, 2000: 17-54.

#### **Example 9. Encyclopedia Articles**

Aktepe, Münir M. "Nevşehirli Damat İbrahim Paşa", **İslam Ansiklopedisi**, c. 9, 3rd ed. (İstanbul: MEB, 1973): 234-235.

#### **Example 10. Newspapers**

Kışlalı, A. Taner. "Demokratik Toplumcu Çağrı Üzerine". **Cumhuriyet Gazetesi**. 30 May 1998.

"Factoring Nedir?". **Star Gazetesi**, 14 June 1999.

#### **Example 11. Unpublished Thesis**

Çalhan, Gonca. "İlköğretim Okulları Müdürlerinin Öğretim Liderliği." Master's Thesis. NEU School of Social Sciences, 1999.

#### **Example 12. Unpublished Proceedings**

Ruben, Ester. "Comparative Advantage in Israeli Manufacturing Industry: A Comparison with Turkey", II. Uluslararası ODTÜ Ekonomi Kongresi (Unpublished Proceeding), 11 September 1998, Ankara.



### **Example 13. Law Propositions**

Başbakanlık. “Milli Eğitim Temel Kanun Tasarısı”. 1/754, D: 3 T: 4, No. 125, s. 71-1532/2215, 4 December 1972.

### **Example 14. Decisions of Constitutional Court**

Constitutional Court. [1739 Sayılı Milli Eğitim Temel Kanununun 38. Maddesinin Anayasaya Aykırı Olmadığı Kararı] “E.S.: 1973/32; K.S.: 1974/11; K.G.:26.3.1974”, **Resmi Gazete**, 14922 (21 June 1974): 2.

### **Example 15. Laws**

Milli Eğitim Temel Kanunu (1739 S.K.). **Resmi Gazete** 14574, June 1973.

### **Example 16. Constitution**

**Constitution of the Republic of Turkey. 1982.**

### **Example 17. Archival Documents**

Nüfus Yoklama Defteri, 1266/1850,.Prime Ministry Ottoman Archives, ML.CRD, No.1406.

[Bükreş Antlaşması], 17 Cemaziyelevvel 1227/16 May 1812. Prime Ministry Ottoman Archives, Muahede, No. 392-394.

### **Example 18. Parliament Records**

**TBMM Tutanak Dergisi**, Term XI, Session 2, c. 12 (May 1998): 12-13.

**Meclis-i Mebusan Zabıt Ceridesi**, Devre I, İçtima Senesi 1, c. 4, 16 May-11 June 1325 [1909], Edition in Latin Alphabet, (Ankara: TBMM Printing House, 1982): 51-54.

### **Example 19. Manuscripts**

Şakir. **Divan-ı Şakir**. İstanbul University Library-TY 1238.

### **Example 20. Sources which had not been Studied Directly by the Researcher**

Rahim, M. Afzalur. “A Measure of Styles of Handling Interpersonal Conflict”. **Academy of Management Journal**, c. 26, s. 2 (1983): 368-376 (quoted by Gümüşeli, Ali İlker. “İzmir İli Ortaöğretim Okulları Müdürlerinin Öğretmenler ile Aralarındaki Çatışmaları Yönetme Biçimleri”. Doctorate Thesis. Ankara University Institute of Social Sciences, 1999).

### **Example 21. Sources of Electronic Medium**

Internet web site addreesses will be given without underlining.

Keser, Aşkın. “Meslek Seçimi ve Seçimi Etkileyen Faktörler”, [www.yazimkilavuzu/isguc\\_org-is\\_yasami\\_portali.htm](http://www.yazimkilavuzu/isguc_org-is_yasami_portali.htm) [18.01.2007].

“International Museum Day”, International Council of Museums, Activities, <http://icom.museum/imd.html> [17.01.2007].

*Proceeding which exists in the internet as it was printed*

Aksu, Fuat. **Türk Yunan İlişkileri: İlişkilerin Yönelimini Etkileyen Faktörler Üzerine Bir İnceleme** (Ankara: SAEMK Publications, 2001), 47, [www.turkishgreek.org](http://www.turkishgreek.org) [11.11.2006].

*Proceeding which exists in the internet as it was printed*

Kitapçı, Olgun. “Küresel Rekabet için E-Hizmet Kalitesi: Santos’un E-Hizmet Kalite Modeli Kapsamında Sivas ve Tokat İllerinde bir Uygulama”. **5. Orta Anadolu İşletmecilik Kongresi, 15-17 Haziran 2006**. Tokat: GOÜ İİBF İşletme Bölümü, 2006. <http://iibf.gop.edu.tr/bolumler/isletme/5oaikongre/5oaikongre.pdf> [18.01.2007].

## 6.5. Showing the System with Parenthesis in Bibliography

In bibliography writing, different than footnote system bibliography, publication date of the work is written after the surname and name of the author –before the name of the work. In works without author’s name, publication date is given after the name of the work.

Another different aspect compared with footnote system bibliography is the expression of the name of the article within quotation marks.

As a special matter, while the sources which had not been studied directly by the researcher are being shown in the bibliography, both sources studied directly and not studied directly are shown in the alphabetical order separately. However, the source which had not been studied directly is given by indicating *quoted by* and after a colon information about the source which had been studied directly is given.

## Examples of Bibliography About Various Works with Reference in Parenthesis System

### Example 1. Works by One Author

Karasar, Niyazi. 1994. **Bilimsel Araştırma Yöntemi: Kavramlar, İlkeler, Teknikler**. 5th ed. Ankara: 3A Araştırma Eğitim Danışmanlık.

### Example 2. Works by More than One Author

In works with more than one author, beginning from the second author name and surname sequence will be followed.

Koray, Meryem, Alper Topcuoğlu. 1995. **Sosyal politika**. 3rd ed. Bursa: Ezgi Kitabevi.

### Example 3. Works by an Institution

İstanbul Chamber of Commerce. 1997. **Türkiye'nin Doğal Kaynakları Rehberi**. İstanbul.

#### **Example 4. Translated Works**

Branson, William H. 1995. **Makro İktisat teorisi ve Politikası**. çev. İbrahim Kanyılmaz. İstanbul: Alfa Yayınları.

#### **Example 5. Works without Author's Name**

**Nereye Gidiyoruz? 1961**. Ankara: Düş Yayınevi.

#### **Example 6. Articles in the Journals**

Fırat, S. Ümit. 1997. "Kümeleme Analizi: İstihdamın Sektörel Yapısı Açısından Avrupa Ülkelerinin Karşılaştırılması". **İ.Ü. Sosyal Bilimler Dergisi**. c. 3 s. 2: 50-59.

#### **Example 7. Articles from Compiled Book**

Farouqhi, Suraiya. 2004. "Lonca ve Ziraat Temelli Mevkileri Satın Alma: Bir Ön İnceleme". **İlhan Tekeli için Armağan Yazılar**. ed. Selim İlkin, Orhan Silier, Murat Güvenç. İstanbul: Tarih Vakfı Yurt Yayınları: 219-235.

#### **Example 8. Proceedings from Congress Book**

Uzunçarşılı, Ülkü, Meral Toprak, Oğuz Ersun. 2000. "Türkiye'de Kurumsal Kültürün Yansımaları". **8. Ulusal Yönetim ve Organizasyon Kongresi Bildiriler, 25-27 Mayıs 2000**. Nevşehir: Erciyes Üniversitesi: 17-54.

#### **Example 9. Encyclopedia Articles**

Aktepe, Münir M. 1973. "Nevşehirli Damat İbrahim Paşa", **İslam Ansiklopedisi**, c. 9, 3rd ed. İstanbul: MEB: 234-235.

#### **Example 10. Newspapers**

Kışlalı, A. Taner. 1998. "Demokratik Toplumcu Çağrı Üzerine". **Cumhuriyet Gazetesi**. 30 May.

"Factoring Nedir? 1999. **Star Gazetesi**, 14 June.

#### **Example 11. Unpublished Thesis**

Çalhan, Gonca.1999. "İlköğretim Okulları Müdürlerinin Öğretim Liderliği." Master's Thesis. NEU School of Social Sciences.

#### **Example 12. Unpublished Proceedings**

Ruben, Ester. 1998. "Comparative Advantage in Israeli Manufacturing Industry: A Comparison with Turkey", II. Uluslararası ODTÜ Ekonomi Kongresi (Unpublished

Proceeding), 11 September 1998, Ankara.

### **Example 13. Law Propositions**

Başbakanlık. 1972. “Milli Eğitim Temel Kanun Tasarısı”. 1/754, D: 3 T: 4, No. 125, s. 71-1532/2215, 4 December.

### **Example 14. Decisions of Constitutional Court**

Constitutional Court. 1974. [1739 Sayılı Milli Eğitim Temel Kanununun 38. Maddesinin Anayasaya Aykırı Olmadığı Kararı] “E.S.: 1973/32; K.S.: 1974/11; K.G.:26.3.1974”, **Resmi Gazete**, 14922, 21 June.

### **Example 15. Laws**

Milli Eğitim Temel Kanunu (1739 S.K.). 1973.**Resmi Gazete** 14574, June.

### **Example 16. Constitution**

**Constitution of the Republic of Turkey.** 1982.

### **Example 17. Archival Documents**

Nüfus Yoklama Defteri, 1266/1850,.Prime Ministry Ottoman Archives, ML.CRD, No.1406.

[Bükreş Antlaşması], 17 Cemaziyelevvel 1227/16 May 1812. Prime Ministry Ottoman Archives, Muahede, No. 392-394.

### **Example 18. Parliament Records**

**TBMM Tutanak Dergisi.** 1998. Term XI, Session 2, c. 12 (May): 12-13.

**Meclis-i Mebusan Zabıt Ceridesi.** 1982. Devre I, İçtima Senesi 1, c. 4, 16 May-11 June 1325 [1909]. Edition in Latin Alphabet. Ankara: TBMM Printing House.

### **Example 19. Manuscripts**

Şakir. **Divan-ı Şakir.** İstanbul University Library-TY 1238.

### **Example 20. Sources which had not been Studied Directly by the Researcher**

Rahim, M. Afzalur. 1983. “A Measure of Styles of Handling Interpersonal Conflict”. **Academy of Management Journal**, c. 26, s. 2: 368-376 (quoted by Gümüşeli, Ali İlker. 1994. “İzmir İli Ortaöğretim Okulları Müdürlerinin Öğretmenler ile Aralarındaki Çatışmaları Yönetme Biçimleri”. Doctorate Thesis. Ankara University Institute of Social Sciences).

## Example 21. Sources of Electronic Medium

Keser, Aşkın. [18.01.2007]. “Meslek Seçimi ve Seçimi Etkileyen Faktörler”,  
[www.yazimkilavuzu/isguc\\_org-is yasami portali.htm](http://www.yazimkilavuzu/isguc_org-is_yasami_portali.htm).

International Museum Day. [17.01.2007].International Council of Museums, Activities,  
<http://icom.museum/imd.html>.

*Proceeding which exists in the internet as it was printed*

Aksu, Fuat. 2001. **Türk Yunan İlişkileri: İlişkilerin Yönelimini Etkileyen Faktörler Üzerine Bir İnceleme** Ankara: SAEMK Publications. [www.turkishgreek.org](http://www.turkishgreek.org)  
[11.11.2006].

*Proceeding which exists in the internet as it was printed*

Kitapçı, Olgun. 2006. “Küresel Rekabet için E-Hizmet Kalitesi: Santos’un E-Hizmet Kalite Modeli Kapsamında Sivas ve Tokat İllerinde bir Uygulama”. **5. Orta Anadolu İşletmecilik Kongresi, 15-17 Haziran 2006**. Tokat: GOÜ İİBF İşletme Bölümü.  
<http://iibf.gop.edu.tr/bolumler/isletme/5oaikongre/5oaikongre.pdf> [18.01.2007].

## 7. DIRECT AND INDIRECT CITATIONS

Citations which are made either directly or indirectly are used within the text as per the flow of the subject or according to the speciality of the citation.

The sentence or the paragraph which will be quoted must have something specific. Generally in direct citations law, articles of regulations, quotations or definitions by the authorities of the field, striking expressions which support the claims of the thesis, etc. are given within quotation marks. If they are also with quotation marks within the original text, then single quotation marks will be used. Citations of definition, sentence or paragraphs must be quoted as they are, without any changes or amendments. Any kind of additions or deductions from the citations must be shown within square brackets.

**Short Direct Citations:** Citations which are composed of three lines or less will be written within quotation marks and with normal line spacings.

### EXAMPLE 1.

There is a judgement in the article 27/b of the Regulations About Appointments and Place Alterations of the Managers of Educational Institutions of the Ministry of National Education as “Governor can appoint principals upon the proposal of the Directorship of National Education, unless the authority of appointing officials belonging to Governor.”

**Long Direct Citations:** Citations longer than 3 lines will be given with a font size of 10 in close spacings. The quoted citation will begin one centimeter from the left and ends with the normal right side margin.

### EXAMPLE 1.

The reearning of the young people who were directed to crimes is very important from the point of decreasing the ratio of the crimes in the society. In this aspect, families must be aided. Below decision was made in the 1st Youth Council which was performed for the first time in Turkey between 24 and 28 October 1988:

“Because the essential foundation in the socialization of the child is the family, families must be aided in order to provide the necessary care and education to their children, the campaigns for the prevention of the crimes must be started from the suburbs, the insufficient areas from the point of social and economic aspects and family consultancy offices and youth centres must be opened in these regions.

**Indirect Citations:** The only difference with the direct citations is the quotations of information instead of sentences. The sentences are not taken from the source as they are, thesis writer reflects the information with his own sentences and without deviating the coverage of the information.

## **8. SHOWING THE TABLES AND FIGURES IN THE REPORT**

Tables and figures must be placed as close as possible to the text where they have been mentioned and great care must be shown for the obedience to the page layout criteria. Referrings must absolutely be made in the text to the related tables and figures.

More than one tables or figures can be put in one page or they can follow each other in series. However, without placing explanatory information in between, it is not possible to place tables and figures in a continuity. If there are excess number of tables and figures, they can be placed in the Appendix.

**Writing of the Titles of Tables and Figures:** Title and number of the table will take place on top of the table. Tables are numbered with two separate digits; first number indicates the chapter and the second one is for the table number; i.e. Table 1.2. or Table 3.1. or they can be numbered for the whole report as Table 1, Table 2, Table 3... Arabic numerals are used for numbering. Table title is written with a font size of 12, in bold and the initial letters of the words in capital letters. Table number and title are written in one line and centered. If the title will not fit in one line, it can be sustained by close line spacings and shortening lines for a few more lines.

If the table will not come to an end at the end of the page, it will continue on the next page only with number but without the title. The continuity of the table is shown by the word *continuing* written after a hyphen near the number.

EXAMPLE 1.

**Table 2:Second Five Year Development Plan Public  
Income Targets and Realization Ratios**

EXAMPLE 2.

**Table 2.1: Second Five Year Development Plan Public  
Income Targets and Realization Ratios**

EXAMPLE 3.

**Table 2 – continuing**

**Writing of the Table Footnotes :** Table footnotes are given just under the table frame. Footnotes begin one close line spacing below the bottom line of the table frame and a footnote line will not be used. All footnotes have a font size of 10 and they begin four letter spacings inside from the bottom left corner of the frame and if necessary they can be extended towards the right margin. If the same footnote has second or following lines, this spacing will not be used and the lines begin just under the corner and may be extended towards the right margin of the writing space. All footnotes are written with close line spacings. If there are more than one footnote, close line spacings will be reserved between the footnotes.

EXAMPLE 1.

**Table 5: Classification of Culture**

Adapted from; Bozkurt Güvenç, **Kültür Kuramında Bütüncülük Sorunu üzerine Bir Deneme** (Ankara: Hacettepe Üniversitesi, 1970) 51.

**Placing the Table in the Report:** Tables in the text are given with the text or on separate pages according to their sizes. When they are given with the text, they are placed in the middle of the page or at the end of the page. Between the text and the table, a broad line spacing is left from the top and bottom of the table. Large tables presented on separate pages can be arranged obliquely by keeping the title side towards the binding part.

**Writing of the Numbers and Titles of the Figures:** Figures which are put in a research report are composed of graphics, maps, diagrams, organizational charts, photographs and etc. Number and title of the figure will be one line spacing below the bottom line of the frame or the numbers and captions, they will be written with a font size of 10, in bold and centered with initial letters of the words in capital letters and figure number and title to be in one line. Between the number and the title there is a colon and one single spacing. If the title will not fit in one line, it can be sustained by close line spacings and shortening lines for a few more lines. Figures are numbered with two separate digits; first number indicates the chapter and the second one is for the figure number; i.e. Figure 1.2. or Figure 3.1. or they can be numbered for the whole report as Figure 1, Figure 2, Figure 3... Arabic numerals are used for numbering.

EXAMPLE 1.

**Figure 3.1: Changes in Skill Distribution in an Organization  
Due to the Technological Improvements**

EXAMPLE 2.

**Figure 12: Payment Pyramid**

**Writing of the Footnotes of the Figures:** Figure footnotes are written under the figure, under a horizontal line below the title. This horizontal line is placed one close line spacing below the title and prevents the jamming of the footnote and the title. The length of the footnote line will be equal to either the figure title or the width of the figure, the longest one will be taken.

Footnotes will begin from one close line spacing below the line, four letter spacings to the inner area from the left and they can continue until the length of the line. Footnotes which are longer than one line will continue with following lines with close line spacings.

EXAMPLE 1.

**Figure 14: Diagram of 3-D System**

---

William J. Reddin, **Managerial Effectiveness** (New York: McGraw – Hill Book Company, 1970), 38.



