T.C.
YILDIRIM BEYAZIT UNIVERSITY

INSTITUTE OF SOCIAL SCIENCES

Graduate Thesis Manual

Ankara - 2012
CHAPTER 1

GENERAL POLICIES

Every thesis accepted for a graduate degree is a mature piece of original research. Just as the research must be precise and complete to meet academic standards of your graduate program, the presentation of that research must be equally precise and complete to meet required standards.

The purpose of guidelines presented here is to ensure that every thesis which will carry the name of Yıldırım Beyazıt University (YBU) meets the same high standards of presentation in terms of all pertinent physical properties, including format, as well as paper and print quality. The current guidelines specified by this manuscript and the “style manual” relating to other sections not specified in this manuscript, which is agreed upon by the student and the advisor or specified by the candidate’s major department, will be strictly adhered to throughout the thesis.

This manual is adapted by the YBU – Institute of Social Sciences to guide the thesis preparation in departments that are not having their own manuals. Therefore, if a department is willing to provide its own manual, it may do so, but should inform and provide the institute with its manual.

1.1 General Guidelines

All theses must be prepared electronically by using an appropriate word processor and drawing software. It is also required to submit an electronic copy of every thesis to the YBU-Institute of Social Sciences. Even though several advantages of using a word processor while preparing a written document are well-recognized, it should be kept in mind that the various limitations involved (of software and hardware, as well as those of the user) all too often lead to unexpectedly poor results. In other words, such use should never be considered an automatic guarantee of acceptable results; nor does it absolve the candidate from the responsibility of meeting the standards set out in this manual. Therefore, it is important that you read and understand the guidelines presented here before the preparation of your thesis. Beware that the guidelines put down here are strictly observed by the Institute of Social Sciences and manuscripts which do not follow these guidelines will not be accepted by the Institute.

The current guidelines will be enforced. For any and all instances not explicitly covered by this manual, a written approval of the Graduate School must be obtained.
1.2 Classified Material

The release of a thesis containing classified material to the public can be restricted by the decision of the Executive Committee of the Institute of Social Sciences upon a joint application of the candidate and his/her thesis supervisor. The length of such a classified period is one year at most. However, it may successively be extended through a similar process each time.

1.3 Referencing the Previous Work of Others and Plagiarism

In academic writing, referring to works of other authors is a requirement of academic integrity. Referencing is a matter of honesty and crediting others for their previous ideas and work; but it is also a matter of credibility of your work, in other words, an evidence of the fact that you are aware of what was done on the topic you have been dealing with in your thesis.

Using ideas and research findings of others, and yet pretending that they are your own is plagiarism, which is not only immoral but also a crime. Therefore, great care must be given to using a proper style in writing your manuscript so that your original work and work of others are clearly distinguishable without any ambiguity, and that all ideas and work of others used in your study are meticulously referenced.
CHAPTER 2

FORMAT AND APPEARANCE

Every thesis which will carry the name of Yıldırım Beyazıt University must meet the same high standards of presentation in terms of all pertinent physical properties, including format as well as paper and print quality. The following guidelines are related to the format and appearance of the thesis that you are going to prepare.

2.1 Paper

All copies of the thesis must be on good quality white bond paper, of at least 75 g, measuring 210 by 297 mm (A4) to insure durability, permanency, and opacity. Only single-sided copies will be accepted for the one copy that will be given to the Institute for YBU Library. Higher Education Council (YÖK) Library does no longer require a hardcopy of the thesis.

2.2 Margins

The left margin (binding side) must be 3 cm wide to allow for binding; the top margin must also be 3 cm, and the other two margins must be 2.5 cm wide. The top margin of all the pages with headings must be 5. Page numbers must be out of the bottom margin. Narrower margins are not acceptable. Slightly larger margins are advisable, to compensate for small printing shifts during reproduction. Absolutely nothing must appear in the margins. This means that headings, page numbers, text, tables, illustrations, etc. must all be contained completely within the area bounded by the margins.

2.3 Font

The font size should be 12-point Times New Roman. The font type and font size must be consistent throughout the thesis. The font size for footnotes, endnotes, examples, quotations, tables, and charts could be decreased up to 9-point as long as their use is consistent and they are easily readable. Bold face letters, symbols, and italics may be used for special emphasis and foreign words.

All theses must be printed by using laser printers. All print must be in permanent black ink and must appear on one side of each page only.

2.4 Spacing

The general text of the manuscript must use 1.5 (department consent can be used for single spacing for large volume theses); although tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.
In paragraphs, two types of formatting can be used. If spacing between paragraphs is used, then there is no need for indentation. If indentation is used, then no spacing must be used between paragraphs.

If a right justification is used without hyphenation, texts containing long technical and scientific words may result in unsightly white spaces between words, which are not acceptable. In such cases, a proper word division must be used for those long words, manually.

2.5 Duplication

Submission of the original copy is not required. However, all copies must be made from the same original, and all pages must have a high contrast with consistently dark print throughout the thesis. The print must be permanent; it must not smudge. Inferior copies or copies not made on approved paper will not be accepted. It is recommended that you work with a reputable copying firm or bindery when having your thesis reproduced.

2.6 Corrections

No ink corrections, strikeovers, correction fluid, correction tape, paste-ups, insertions between lines, or letterset are permitted on the final bound copies. If you must make corrections, make them on the original manuscript (but not by ink corrections or strikeovers which are never allowed) before it is copied for reproduction.

2.7 Centering

All materials must be centered between the text margins rather than between the paper edges. After the manuscript is bound, the centered material will appear to be centered on the page.

2.8 Word and Text Divisions

If any hyphenation is used, words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary (American or British) to determine the correct word division. At least two lines of a paragraph must appear together at the top and bottom of every page. All headings and subheadings must be followed by at least two lines of a paragraph.

2.9 Pagination

All page numbers must appear in the bottom center, and must be at least two single spaces below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and point size.

The following pagination rules must be used:
• For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The Title page and the Approval page do not have numbers but count as pages i and ii, respectively. Actual page numbering begins with "iii" on the Plagiarism page.

• Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography, appendices, and vita. All pages must be numbered consecutively, including pages containing illustrations, tables, figures, plates, and photographs.

2.10 Multiple Volumes

If a finished manuscript exceeds 5 cm in thickness it must be bound in two or more volumes, each limited to 5 cm in thickness, too. All volumes must be numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages should be identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems used in Volume I should continue through Volume II. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi", "vii", etc. Each volume must contain a complete Table of Contents.

2.11 Binding

All master's theses are to be bound in light blue cloth. All doctoral theses are to be bound in red cloth. Synthetic, leatherette, or similar cloths are not acceptable. A bound copy of the thesis should measure 215 by 285 mm.

See Appendix A for a sample front cover and spine.
CHAPTER 3

SPECIFIC GUIDELINES FOR THE PARTS OF THE THESIS

Two general rules of thumb should govern the presentation of any thesis:
- keep the format as simple as possible, and
- be consistent with the format throughout the thesis.

Every thesis has three main parts or divisions: the preliminary pages, the text, and the reference material. You must follow the order of items within these parts as listed below. Required sections are marked with an asterisk.

<table>
<thead>
<tr>
<th>PRELIMINARY PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Title Page</td>
</tr>
<tr>
<td>* Approval Page</td>
</tr>
<tr>
<td>* Plagiarism Page</td>
</tr>
<tr>
<td>* Abstract</td>
</tr>
<tr>
<td>* Özet Dedication</td>
</tr>
<tr>
<td>Acknowledgments</td>
</tr>
<tr>
<td>* Table of Contents</td>
</tr>
<tr>
<td>List of Tables</td>
</tr>
<tr>
<td>List of Figures/</td>
</tr>
<tr>
<td>List of Illustrations/List of Schemes</td>
</tr>
<tr>
<td>List of Symbols and/or Abbreviations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Main Body</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCE MATERIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Bibliography or References</td>
</tr>
<tr>
<td>Appendices (may be placed before Bibliography or References)</td>
</tr>
<tr>
<td>* Vita (required only for doctoral theses)</td>
</tr>
<tr>
<td>* Turkish Summary (5000-7000-word, required only for doctoral theses)</td>
</tr>
</tbody>
</table>
3.1 Preliminary Pages

3.1.1 Title page

The title must be single-spaced, in all capital letters, and should begin at 5 cm from the top of the page. If necessary, long titles can be written in multiple lines avoiding unnecessary line breakages. Information retrieval systems consulted by many scholars to locate theses and dissertations relating to their own work use key words in the title. Consequently, the title must not contain any chemical or mathematical formulas, symbols, or other non-standard abbreviations or character if it is not possible to print them on cover page. Thus, such information must be substituted for words.

The page number of the title page (i) is not printed. The title page will include the full title of your work, your full legal name, as it appears at the registrar's office, a sentence describing the degree for which you are applying, and the name of the Institute to which you are submitting your work, the name of the university, and the year.

The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in Appendix B.

3.1.2 Approval page

A sample approval page is provided in Appendix C. It is strongly recommended that the approval page of the thesis be signed in blue ink.

3.1.3. Plagiarism page

This page includes the statement signed by the author about plagiarism. A sample plagiarism page is provided in Appendix D.

3.1.4 Abstract

The abstract should appear on a separate page and be independent of the remainder of the thesis. An abstract should start with a clear statement of the object or purpose of the work done. The objective of the abstract is to furnish the reader, who may not be intimately concerned with details of the study, its purpose, results, important conclusions, and recommendations. Major quantitative and qualitative results and main conclusions should be covered within the abstract using a few short sentences for each without any subheadings. The abstract requires clear, concise and quantitative statements of what was done, what was found, and what it means. Writing an abstract requires a great deal of thought and is best done after completion of the other sections of the manuscript.

An abstract must be around 250 words, must not include any diagrams and references, nor any mathematical formulas unless absolutely essential. Maximum five keywords must be written at the end of the abstract.

A sample abstract is provided in Appendix E.
3.1.5 Özet

Özet is the Turkish translation of the abstract. A sample Özet is provided in Appendix F.

3.1.6 Dedication, and acknowledgments

If included, each of these items must appear on a separate page. No heading such as DEDICATION must appear on the Dedication page, but it must have a page number. If used, the dedication must be brief and centered on the page. A sample dedication is provided in Appendix G.

Like the dedication, acknowledgments and preface are optional. They must have headings and should use the same spacing as the text (i.e., 1.5 or double spacing). The heading ACKNOWLEDGMENTS appears centered between text margins, without punctuation, 5 cm from the top of the page; the text begins at least two spaces below the heading.

This page is written to acknowledge the persons who have made a real effort to help the author in the preparation of the manuscript. Any kind of help can be acknowledged. A sample acknowledgment is provided in Appendix H.

3.1.7 Table of contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices, and vita (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leader dots which connect it to its corresponding page number.

The heading TABLE OF CONTENTS appears without punctuation, centered between the text margins, 5 cm from the top of the page. The listing of actual contents begins at the left margin at least three spaces below the heading.

A sample table of contents is provided in Appendix I.

3.1.8 List of tables

A list of tables may be included for the convenience of the reader. If included, it will immediately follow the table of contents on a new page.

The heading LIST OF TABLES appears centered between the text margins, without punctuation, 5 cm from the top of the page; the listing begins at the left margin at least two spaces below the heading.

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots which connect it to its page number.

A sample list of tables is provided in Appendix J.
3.1.9 List of figures / list of illustrations

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables. A sample list of figures is provided in Appendix K.

3.1.10 List of symbols and/or abbreviations

If included, you should follow a format consistent with acceptable practice in your discipline. A Sample List of Abbreviations is provided in Appendix L.

3.2 The Text

The text, or the main body of a thesis, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on type page and kind of type used. No headers, giving the titles of chapters or other sections are allowed at the top of the pages, nor any footer at the bottom of pages.

Chapters are numbered consecutively in Arabic or Roman numerals and capital letters (CHAPTER 1, CHAPTER 2, etc., or CHAPTER I, CHAPTER II, etc.). In addition to general titles like INTRODUCTION, the chapters need short but substantially descriptive titles, as well.

Only new chapters should begin with a new page. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.

The heading CHAPTER I in all capitals is centered between the text margins, 5 cm from the top of the page; the title goes two spaces below, centered, and in all capital letters. The text begins at least two spaces below.

In many cases the main body of the thesis will include certain materials other than ordinary text, such as illustrations, formulas, quotations, footnotes, and endnotes. In such cases, the following guidelines should be observed.

3.2.1 Illustrative material

Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as near as possible to the part of the text which refers to them.

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.
Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below by three space.

Illustrations that are too large to be placed sideways between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

**Illustrations of any kind must be numbered consecutively, including appendices.** You may follow a straight sequence (1, 2, 3, etc.) or use a decimal approach (1.1, 1.2, 1.3,..., A.1, A.2, where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix).

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., "Table 1 (cont’d)" or "Table 1 (continued)".

All headings and captions must be prepared either in the same font and point size used for the text, or in the same font and point size as every other heading and caption. Choose a point size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams.

**Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy.** Photographic illustrations must be originals or well-made photographic copies of the originals. Standard photocopies of photographs are not acceptable.

Stored information in the form of CD will be submitted with all copies.

Computer print-outs must conform to the margin specifications, must be dark and legible with high black and white contrast, and must be copied on thesis-quality paper.

Authors may treat oversized materials in one of the following three ways:

- Captions may be placed on a separate page, facing the illustration. Consequently, it is the right margin of a facing page, not the left that must be at least 4 cm for binding purposes. If an oversized illustration is rotated and the caption appears on a facing page, the caption must also be rotated.

- An illustration may be photo-reduced, but its page number and caption must be the same size and font as in the rest of the illustrations.

- An illustration may be folded and inserted in either of the following ways:
  a) Fold the illustration and insert it in a white or manila envelope no larger than 16.5 by 24 cm, which may be mounted on paper of the proper weight for inclusion in
the thesis. Each page enclosed in the envelope must be included in the pagination of the thesis; the page on which the envelope is mounted should have a single page number or inclusive page numbers, as needed, or

b) Fold the illustration and mount it on 21 by 29.7 cm sheet.

3.2.2 Formulas

Mathematical and chemical formulas, equations and expressions must be prepared by using an appropriate equation editor. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin.

3.2.3 Quotations

Short, direct prose quotations of three lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines should be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin, with no quotation marks at the beginning or end.

Quotations of poetry that are two lines or longer should normally be set off from the text, line for line as in the original and centered between the text margins without quotation marks. Quotations of poetry may be 1.5 or single-spaced, following the original.

3.2.4 Footnotes and endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography.

Footnoting practices differ widely among publications in the sciences, humanities, and social sciences. Candidates should consult with their departments regarding accepted footnoting practice in their individual disciplines.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote.

Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

3.3 The Reference Material

The reference material consists of a bibliography or references which is required, and appendices which are optional.
3.3.1 Bibliography or references

A bibliography is a selected list of all books, articles, and other source material related to the thesis research and is always in alphabetical order, with the author's last name first.

In some disciplines it is customary to list all of the references at the end of the thesis in a section headed "References", "List of References", or "Literature Cited" instead of "Bibliography". One of these headings should be used depending upon the departmental choice. The references in the thesis are cited by year, e.g., Smith (1966).

If an internet page is used as a reference source, the last date accessed must be supplied and for "author", owner of the page; for "title", title of the page; for "publisher", URL address; for "date", date of update of the page can be used.

- Do not give the bibliography or references a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the thesis.

- The heading **BIBLIOGRAPHY** or **REFERENCES** is centered between the text margins, without punctuation, 5 cm from the top of the page; the list begins two spaces below.

- Each bibliographic entry should be single-spaced with double spacing between entries.

*The candidate’s program should be consulted for a reference style that is appropriate to the discipline and acceptable to the department.*

3.3.2 Appendices

You may use appendices if you want to present some additional materials but keep the main text free of such details. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

- If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). The heading **APPENDIX A** should appear centered between the text margins, 5 cm from the top of the page. The font and point size should be same as those used for chapter titles.

- Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.

- Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading **APPENDICES**.

- All appendices must have page numbers written in the same font and point size used for pagination throughout the thesis.
3.3.3 Tez Fotokpi İzın Formu

To be accessed your thesis from YBU Library, you have to fill “TEZ FOTOKPİSİ İZİN FORMU” and attach this page as an appendix to your thesis. A Sample TEZ FOTOKPİ İZİN FORMU is provided in Appendix M.

3.3.4 Vita

The vita is required only for doctoral theses. It is a professional biography of the candidate which includes date and place of birth, educational institutions attended (after high school), degrees and honors won, titles of publications, and teaching and professional experience. It should be short, concise, and written in the third person; although in some departments a resume or curriculum vitae may be substituted.

- Note that the correct spelling is either "Vita" or "Curriculum Vitae".
- Do not give the vita a chapter number, but it must have page numbers and be included as the last item in the table of contents.
- The vita must be in the same font and point size as the rest of the thesis.
- A sample Vita is provided in Appendix N.

3.3.5 Turkish Summary

Turkish Summary is required only for doctoral theses. It should contain 5000-7000 words. It must have page numbers and must be in the same font and point size as the rest of the thesis.

3.3.6 Last Notes

- Students must bring their theses to the Institute of Social Sciences for the format-check of their theses before binding.
- Students must bring the Approval page to the Institute of Social Sciences for format-check before it is signed by the examining committee members and head of department.
- The Institute of Social Sciences accepts not more than 6 copies of the thesis for approval. 1 copy of the thesis is needed to complete the official procedure.
- Students must complete the whole procedures of thesis submission within one month after they pass the oral examination successfully in front of the thesis committee members.
- Students must sign the Plagiarism page before bringing their theses to the Graduate School for the Director’s signature.
CHAPTER 4

STYLE

A thesis is a formal research presentation. Hence it should be written in a formal style appropriate to the discipline (e.g., passive voice, impersonal style) and avoid slang and colloquialisms. Do not use contractions (e.g., can’t, shouldn’t, won’t, etc.) but write each word separately (e.g., can not, should not, will not, etc.) Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well.

Although stylistic conventions vary greatly from one discipline to another, APA (American Psychological Association) Style will be used in YBU - Institute of Social Sciences.

Following are some basic guidelines for writing your thesis and dissertation in APA (American Psychological Association) Style. Please consult your department/advisor on which style to use, and ask for any other requirements. For details or information not included here, please refer to the latest version of The Publication Manual of the American Psychological Association.

4.1 Citations in the text and in quotations

Acknowledge your sources through parenthetical citations in your text which refer to an alphabetical list of works at the end of your paper, your bibliography, references, or cited works. The parentheses should include the author’s surname and the year of publication. In addition to the author’s surname and the year of publication, APA Style requires the addition of the page number(s) preceded by "p." (or "pp.") if you quote directly from a source:

It has been claimed that people with Type O blood tend to have low levels of thyroid hormone (Smith, 1996).

Smith (1996) claims that our diet should change according to our blood type.

One study claims that our diet should change according to our blood type (Smith, 1996).

According to Smith (1996), Type Os need hard physical exercise and animal protein because "the digestive tracts of all Type Os retain the memory of ancient times" (p. 52).

While short quotations may be put in quotation marks and incorporated in the text, longer quotations of forty or more words should begin on a new line and be indented 1cm. Do not use quotation marks.

According to Smith (1996): Type Os thrive on intense physical exercise and animal protein. The digestive tracts of all Type Os retain the memory of ancient times. The high- protein hunter-gatherer diet and the enormous physical demands placed on the systems of early Type Os probably kept most primitive humans in a mild state of ketosis- a condition in which the body’s metabolism is altered (p. 52).
4.2 References

For APA Style, use the title of "references" for your bibliography page. Put the entries into alphabetical order and double space. Type the first line of an entry from the left but indent succeeding lines three spaces. Italicize the names of books and periodicals. The first name of the author should be an initial. Only the first word of the title is capitalized except for proper names.


4.2.1 Books

One author:
Author, A. A. (year). Title of work. Location: Publisher.

Books with two to six authors:
Author1, A. A. & Author2, A. A. (year). Title of work. Location: Publisher.
teneteenth-century literary imagination. London: Yale UP.

Multiple authors:
If there are more than six authors cite the first six in your reference/bibliography but use "et al.," which means "and others" after the name of the sixth author. In your citation within the text, you may cite only the first author followed by "et al." (this is not italicized and there is a period after the al.).
"Pi, Johnson, B., Hohenburgerstein, F. S., Xiao, P., Fujimora M., and Bouganvilla, M.O." becomes
simply "Pi et al."

Multiple works by the same author:
If you are citing more than one work published in the same year by the same author, use
the year followed by a small letter (a, b, c... ) to identify them (Scott 1995a, Scott 1995b...) and
list them accordingly in the references. IF you are citing several works by the same
author. merely arrange them by year of publication, the earliest first (Scott 1995, Scott
2000).

Edited books:

Part of an edited work:
Author, A.A. & Author. B.B. (year). Title of article. In A. A. Editor (Ed.), Title of work
(pp. xxx-xxx). Location: Publisher.

Book without an author or editor:
Non-English sources:
If you use a non-English book as a source, give the original title, with the English translation in brackets.

4.2.2 Periodicals


If a journal/periodical has more than six authors, use et al., after the sixth author's name to indicate the remaining authors of the article.

Magazines


Newspapers
Author, A.A. (year, month, day). Title of article. Newspaper, start page-end page.


4.2.3 Online Materials

If information is retrieved from a document on the Internet, provide the Internet address for the document and the date you accessed the information. If the information is retrieved from a database, no address is needed and providing the name of the database and the date is sufficient.

Online Periodicals:

Online documents:

Examples:

APPENDICES
Appendix A: Sample Front Cover and Spine

ANSWERING THAT PROVERBIAL QUESTION: "HOW MUCH LONGER WILL YOU BE IN SCHOOL?"

MEHMET ALİ SÖNMEZ

YILDIRIM BEYAZIT UNIVERSITY

JANUARY 2004
Appendix B: Sample Title Page

ANSWERING THAT PROVERBIAL QUESTION: "HOW MUCH LONGER WILL YOU BE IN SCHOOL?"

A THESIS SUBMITTED TO
THE INSTITUTE OF SOCIAL SCIENCES
OF
YILDIRIM BEYAZIT UNIVERSITY

BY

MEHMET ALİ SÖNMEZ

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR
THE DEGREE OF MASTER OF SCIENCE/ARTS/DOCTOR OF PHILOSOPHY
IN
THE DEPARTMENT OF SOCIOLOGY

JANUARY 2004
Appendix C: Sample Approval Page

Approval of the Institute of Social Sciences

______________________________________

(Title and Name)
Manager of Institute

I certify that this thesis satisfies all the requirements as a thesis for the degree of Master of Science/Arts / Doctor of Philosophy.

______________________________________

(Title and Name)
Head of Department

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of Master of Science/Arts/Doctor of Philosophy.

______________________________________

(Title and Name)
Co-Supervisor

(Title and Name)
Supervisor

Examining Committee Members (first name belongs to the chairperson of the jury and the second name belongs to supervisor)

Prof. Dr. Name Surname (YBU, Sociology)

(Title and Name) (Affiliation)

(Title and Name) (Affiliation)

(Title and Name) (Affiliation)

Name Surname (BBDK)
Appendix D. Sample Plagiarism Page

I hereby declare that all information in this thesis has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work; otherwise I accept all legal responsibility.

Name, Last name :

Signature :
Appendix E: Sample Abstract

ABSTRACT

ANSWERING THAT PROVERBIAL QUESTION:
"HOW MUCH LONGER WILL YOU BE IN SCHOOL?"

Sönmez, Mehmet Ali
Ph.D., Department of Sociology
Supervisor: Prof. Dr. Name Surname
Co-Supervisor: Prof. Dr. Name Surname

January 2004, 56 pages

This thesis analyzes the process of writing a thesis in a historical context. Neck cramps, writer's block, frustration and hysteria will be discussed alongside inspired prose, and completed final drafts. The thesis will also trace the history of doctoral requirements and will seek to answer questions such as why we need A4-size paper, who first set the left margin at four centimeters, and the origins of the abstract itself.

Keywords: xxx, xxxx
Appendix F: Sample Özet

ÖZET

O BİLİNEN SORUYU CEVAPLAMA:
“DAHA NE KADAR OKUYACAKSIN?”

Sönmez, Mehmet Ali
Doktora, Sosyoloji Bölümü
Tez Yöneticisi : Prof. Dr. Name Surname
Ortak Tez Yöneticisi: Prof. Dr. Name Surname

Ocak 2004, 56 sayfa

Bu çalışma, tez yazım sürecini tarihsel bir çerçeve içinde incelemiştir. Tezin, boyun ağrıları, geçici zihin kaybı, umutsuzluk ve sinir krizlerinin yanısıra, ilham perisinin katkılarıyla ortaya çıkan son taslağı tartışmıştır. Bu çalışma, doktora derecesi için gerekli koşulların tarihsel sürecini araştırılmış, neden A4 boyutlu kağıt kullanıldığı, sol marjinin ilk kez kimin tarafından 4 cm olarak belirlendiği ve özet sayfasının kökeni gibi sorular yanıtılmaya çalışılmıştır.

Anahtar Kelimeler: xxx, xxxx
Appendix G: Sample Dedication Page

To My Parents
ACKNOWLEDGMENTS

The author wishes to express his deepest gratitude to his supervisor Prof. Dr. Name Surname and co-supervisor Prof. Dr. Name Surname for their guidance, advice, criticism, encouragements and insight throughout the research.

The author would also like to thank Assoc. Doç. Dr. Name Surname for his suggestions and comments.

The technical assistance of Mr. Name Surname, Mr. Name Surname and Ms.Lerzan Melek are gratefully acknowledged.

This study was supported by the State Planning Organization (DPT) Grant No: BAP-09-11-DPT-2002K125/510.
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\textsuperscript{2} For only PhD dissertations.

\textsuperscript{3} For only PhD dissertations.
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LIST OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDP</td>
<td>United Nations Development Program</td>
</tr>
<tr>
<td>UNHCR</td>
<td>United Nations High Commissioner for Refugees</td>
</tr>
</tbody>
</table>
Appendix M: Sample Tez Fotokopisi İzin Formu

TEZ FOTOKOPİSİ İZİN FORMU

**FEN ST İTÜ**

Fen Bilimleri Enstitüsü  
Sosyal Bilimler Enstitüsü

**YAZARIN**

Soyadı :  
Adı :  
Bölümü :

**TEZİN ADI** (İngilizce) :

**TEZİN TÜRÜ** : Yüksek Lisans  
Doktora

1. Tezimin tamamından kaynak gösterilmek şartıyla fotokopi alınabilir.  
2. Tezimin içindekiler sayfası, özet, indeks sayfalarından ve/veya bir bölümünden kaynak gösterilmek şartıyla fotokopi alınabilir.  
3. Tezimden bir bir (1) yıl süreyle fotokopi alnamaz.

**TEZİN KÜTÜPHANE TESLİM TARİHİ** :
Appendix N: Sample Vita
CURRICULUM VITAE

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PUBLICATIONS