

TURKISH GERMAN UNIVERSITY

INSTITUTE OF SOCIAL SCIENCES

Guidelines for the Preparation of Theses and Dissertations

1. Introduction

This document outlines the formatting requirements for master's theses and doctoral dissertations in the Institute for Graduate Studies in Social Sciences. All master's thesis and doctoral dissertations must be written under the supervision of an advisor and in compliance with the stated requirements in this guideline. All submitted documents to the institute for approval needs to fulfill all the procedures that are indicated in this document generally.

2. General Formatting

2.1. Paper Qualities, Bound Copies and Reproduction

The hard copy must be printed on 80 or 100 gram A4 (210*297mm) size white paper. The thesis must be bound in brilliant white hard cover. The final bound size of the thesis should conform to 205x290mm. In the reproduction, care must be taken to ensure that the original text features are intact, the proper grade of paper is used and that the copies are net and legible.

2.2. Margins

In thesis, margins of all pages shall conform the following specifications: left margin: 3,5 cm, right margin: 2,5cm top and bottom margins: 3,0cm. If there re footnotes, must remain within these limits. At this point the noteworthy matter is Indenting: Paragraphs must be uniformly indented approximately **1,25 cm**. All headings of the front matter elements (prologue, Table of contents, list of figures, list of abbreviations, list of symbols lists of tables, Abstracts, Chapters, References, Appendices, CV...etc.) must be placed 5cm below of the top edge of the page. The alignment of the text must be justified and only one side of the paper should be used.

2.3. Fonts, Sizes, Styles and Spaces

Theses should be prepared by using advanced word processing software packages that can be run under the Windows operating system. Any changes that are made by hand or typewriter must not be included. All tables, figures and formulas must be created on computer. The figures that are not possible to create on computer, should be drawn according to the technical drawing principles and text and symbols should be written by template. Any correction by hand on these figures and symbols is not acceptable.

2.3.1. Font

Throughout the thesis Times New Roman 12 size must be used. In the main text of the thesis, italics and underlining should not be used. The size of top and bottom indices should be 2 Punto lesser than the size of main text. Character size and spacing may vary in different parts of the thesis. Such situations are indicated in the respective section. Bold letters are used in Headings. In the required cases font size could be reduced 1 or 2 Punto.

2.3.2. Spacing

The body of the text must be **1,5 spaced**. There must be one space after periods, comas, commas and other punctuation marks. A first line of a paragraph could not be a last line of a page and last line of a paragraph could not be first line of a page. At the end of the page, at least two lines of text must follow a sub-heading, otherwise sub heading should be placed on the new page.

2.4. Headings

Headings of “INTRODUCTION, TABLE OF CONTENTS, LIST OF SYMBOLS, ABBREVIATIONS, LIST OF FIGURES, LIST OF TABLES, ABSTRACTS, MAIN SECTION HEADINGS, REFERENCES APPENDICES AND CV” are accepted as a first order Headings. Therefore these Headings must be written in accordance of the following formats and all the headings have to be aligned left

2.4.1. Font

Chapter number must be capital letter and 18 Punto bold. All the first order headings must be all in capital letters bold and 14 Punto Times New Roman. 2., 3. And 4. Order sub-headings must be

12 Punto bold and Times New Roman. While 1st and 2nd order headings must be written all in capital letters, first letter of each word in 3rd and 4th order sub-headings must be written in capital letters. Beyond the 4th level sub-headings a, b,... division must be used and written in italic. If there is any conjunction in the heading such as: and, or, with and like, they must be all written in lower case letters.

2.4.2. Spaces

1st order headings must be written 5cm below from the top edge of paper and aligned to left. After 1st order headings there must be left 18 Punto space. The Space before the 2nd order headings must be 14 Punto and after it must be 12 Punto. Before 2nd and 3rd order sub- headings there must be 12 Punto space. Sub-headings could not be the list line of any page,(there must be at least 2 more line after the heading), Unless it should be placed to the next page.

2.4.3. Enumeration

Chapters are to be designated with a number in decimal system. Headings must be numbered according to the following order: chapter number, title number, sub headings number (1., 1.1., 1.1.1., ...). Using sub headings beyond the 4th order must be avoid. Beyond the 4th level, sub headings must be numbered like either (a., b., c., ...) or (i., ii., iii., ...). Chapter NO :(Chapter 1). Numeration must show enumeration of the sub-headings. For example:

1.1. First level sub-heading

1.1.1. Second level sub-heading

1.1.1.1. Third level sub-heading

2.5. Pagination

The cover page is not counted as a "page" in the context of the thesis. The front Matter (Prologue, Table of contents, ... etc) is paginated in lower case- Roman numerals (e.g. i, ii, iii...) the main text pages and back matters pages are numbered using Arabic numerals (e.g. 1, 2, 3...) All page numbers are to be placed at the bottom of the page, centered. In the Thesis every first order headings need begin on new page.

2.6. References, Footnotes and Formular

2.6.1. References

In the thesis, a group of words taken from a text or speech and repeated by someone other than the original author or speaker named as quotation. Even a quotation rephrased as a new sentence, source of the quotation must be referenced. Quoting without referring the source is called as plagiarism. According to the dictionary of TDK plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Most importantly, plagiarism is a form of fraud and theft. Accordance to Law no. 5846 on Intellectual and Artistic works article 71/1-3 plagiarism is accepted as a crime. According to the article concerned: "quoting from a work without showing the source is punished by six months to two years imprisonment or fined."

Plagiarism could be seen as not having reference for the quoted idea or statements or not writing the relevant statement in quotation mark. Not citing statements such as , "Dropped objects fall to the ground." or "World War II ended in 1945." The does not count as plagiarism. Because such a very well known facts does not create the impression that the person who wrote the sentences is the first person who revealed it.

Reference style, is determined by the thesis advisor, which are APA, CHICAGO, and MLA.

i. APA(American Psychological Association)

The APA style is described below in general. Also you may find the detailed information about it on web site of <http://www.apastyle.org/>. According to this style author insert a citation in text do not use footnotes. To insert a citation in text, include the author's surname a year of publication. For a direct quotation, include the page number or specific location of the phrase or sentences in the original work. If author does not quote directly and rephrased the sentences, without using the quotation marks gives stated information above in parenthesis.

Example: (Sayın 2004, 29).

If Author use a source that was cited in another source in other words if author is cites from an indirect source, name the original source author' surname, year of publication using the phrase "as cited in" surname of the secondary source's author, publication year and page number in parenthesis. List the secondary source in your reference list and include the secondary source in the parentheses.

Example: Turan 2001, 247; as cited in Batuk 2003, 188

If there is more than one author, Name both authors in the parentheses each time you cite the work. Use the word "and" between the authors' names in the parentheses. If there is more than three author, only use the first author's last name followed by "et al." in parentheses.

Example: (Erdemir and Bayram 2005).

Example: (Kernis et al., 1993)

If there is two or more works by the same author in the same year, Use the lower-case letters with the year in the in-text citation

Example: Örnek: Altınbaş 2000a, Altınbaş 2000b.

Page number must be indicated in text citation. On the contrary there is no need to state the page numbers in the reference list.

Example: Pala 1998, 160.

Example: PALA İ. (1998). Aşına Güzeller, İstanbul: Ötüken Publications.

If there is a quotation from an article, specific page number of the quotation must be stated in the parenthesis. Also in the reference list page numbers of the article must be stated. If the entire article is referred in the text the page numbers should not written in parenthesis.

Example: (Bayram 2004, 51), (Bayram 2004, 36-53).

Example: BAYRAM Y. (2004). "16.Yüzyıldaki Bazı Divan Şairlerinin Şiiri Nitelemek Üzere Kullandıkları Sıfatlar", Türkbilig, S:8, s.36-53.

ii. **CMS (Chicago of Manual Style)**

The CMS style is described below in general. More detailed information could be found on the web site of http://www.chicagomanualofstyle.org/tools_citationguide.html.

In CMS necessary information and explanations illustrates citations by using footnotes and bibliography system. In order to insert citation, a footnote number after relevant citation is added. Also at the bottom of the page necessary information must be shown right after the

citation number. When the relevant source is mentioned for the first time, a detailed information must be stated in footnote as in the bibliography.

If the source is mentioned for the second time, after the name and surname of the author “ibid” is used as abbreviations

Example: Şaban Sağlık ibid., p.134

If the same note took place in the text consecutively, there is no need to write name and surname of the author. Using “ibid” and if it is necessary indicating page numbers would be enough. (ibid., p.47). In such a cases, author might prefer to use in order to cite the relevant source by writing the name of the source and the name of the author.

In bibliography list first the surname of authors must be written and it should be in capital letters. In this case there is no need to put comma between surname and name of author. If the citation is from a book there is no need to write the page number of the quotation in the bibliography list.

First Footnote example: Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

Second Footnote example: Weinstein, “Plato’s *Republic*,” 452–53

Bibliography example: Weinstein, Joshua I. “The Market in Plato’s *Republic*.” *Classical Philology* 104 (2009): 439–58. If the citation is from an article, page number must be included in the footnote. In the bibliography the page range of the article must be stated. If the entire article is referred, there is no need to note page range of the article.

Example: Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

Example: Weinstein, Joshua I. “The Market in Plato’s *Republic*.” *Classical Philology* 104 (2009): 439–58.

Sometimes instead of footnotes, endnotes could be used. In such cases Same rules are applied. The difference is citations do not take place at the bottom of every page but right after the main text and just before the bibliography.

In text citations could include abbreviations and summaries, if it is necessary. However, summaries and abbreviation do not take place in the bibliography at the end of the dissertation.

Example: *ibid*, , A.Abdulkerimoğlu... etc.

iii. **MLA (Modern Language Association)**

MLA style is described below generally. More detailed information could be found in the website of <http://www.mla.org/style>.

The information that is showed in the parenthesis must be short and clear. Writing surname of the author and the page number of the relevant source is enough. If there is more than one citation from same authors different works, name of the souse could be written in short.

Example: (Derrida 15)

Example: (Derrida, Archive 15).

The information in parenthesis do not repeat the information in text. For example after stating “Harold claims“there is no need to have citation in parenthesis. In this case indicating page numbers is enough.

Example: not (Bloom, 1985: 265) but (265)

The information in parenthesis should be take place before punctuation at the end of the sentence.

Example: Harold Bloom claims that (265)

Online sources must be cited like the printed sources. If there is no page number on the online resource, there should not be page number in parenthesis.

Bibliography must begin on the new page and surname of the authors and unknown authored sources must be order alphabetically. Every in text citation must take place in bibliography. Not cited sources must not take place in bibliography.

2.6.2. Explanatory Footnotes

In case of using APA and MLA style, explanatory notes could be shown at the bottom of the page as a footnote. Footnotes could be shown as a superscripts after relevant quotation as (1) (2) and more. Footnotes must be clear and short. Long explanations, figures and tables need to take place in the appendix section. The space between main text and footnotes must be 18 Punto

and must be separated from the main text with a line. The space between footnote line and footnotes must be one full space. Footnotes must be 10 Punto.

2.6.3. Formulas

Formulas should be placed in accordance with the text. Transition from text to formulas need have logical integrity and conform to spelling rules. The symbols that are used in formulas need to be defined below the formula where they first passed. (E.g.: i , interest rate). The symbols in the formulas must be same with ones in the list of symbols. Formulas must be written in 12 Punto Times Roman. There must be 12 Punto space before and after the Formulas. Enumeration of formulas must be formed in the relevant chapter in order. First number must indicate chapter number and second number must show the order of the formula in the chapter. [(1.1.), (1.2.), (2.1.), (2.2.), (A.1.), (A.2.)...etc.] In the case of necessity sub- expressions of the same formula could be shown as: (1.1a), (1.1b). If it is preferred numeration could be written in Bold but it should be consistent all through text

2.7. Expression

Every thesis must be comply with the spelling and punctuation rules. Expression should be terse and done with third-person narration

3. FRONT MATTER ORDER

Every Thesis which is delivered to Social sciences Institute of Turkish German University must include all these elements that are stated below in order.

Covers

Outer Cover

Inner Cover

Front Matter

Approval Page

Prologue

Table of Contents

Abstract in Turkish

Abstract in English

List of Symbols

List of Abbreviations

List of Figures

List of Tables

Main Text

Chapter 1. (Introduction and Purpose)

Chapter 2. (General information and analyses of Data)

Chapter 3. (Method Tools and works)

Final Chapter (Evaluations and Conclusion)

Bibliography

Appendix

CV

3.1. Outer Cover

It is the cover of thesis and must be white hard cover (240g/m²). Cover page must be format like as it is stated in the section of “2.2 margins”. All text on the cover page must be Times New Roman. The sample cover page could be viewed on appendix 1a and 1b. Each element on the page must be centered and as it is indicated on the section 2.3. On the back of the outer Cover information must be take place in order as it is stated: on the top name and surname of the student, name of the thesis, type of the Thesis (master’s or PhD thesis), program and year.

3.2. Approval Page

The approval page comes after the outer cover and it must be first pulp paper (90g/m²). It must be designed as it is seen in Appendix 3.

3.3. Inner Cover

Inner Cover comes after the outer cover and it must be first pulp paper (90g/m²).It must be designed as it is seen appendix 3a or3b. All the information that are necessary to place on the inner cover as it is stated in the section of 2.3 it should be written as the vertical central axis centered horizontally symmetrical. Different from outer cover student number must be added.

3.4. Prologue

Prologue must not be longer than one or half page. Author could not state report of technical works but could state the difficulties and problems encountered during their work, the purpose and significance of the work and brief description of the sections and other issues. Author might thank to people and institution who supported the thesis. If the dissertation is carried out with the support of a project or an organization, the project name and relevant organizations should also be mentioned in this section. Under the prologue name and surname of the author and dates must be written as aligned to right.

3.5. Table of Content

As it is shown in the appendix 4, in this section 1st order headings must be written 14 Punto and other headings must be 12 Punto. 1st and 2nd order Headings must be appear bold and all in capital letters, the first letter of 3rd and 4th order sub-headings must be written in capital letter. There must be three column indent before subheadings. Also the must be double space before and after the 1st order Headings and one space before and after the 2nd order headings. There should be no space before and after 3rd and 4th order headings.

3.6. Abstracts in Turkish and English

An abstract is a concise summary of the thesis, intended to inform prospective readers about its content. It usually includes a brief description of the research, the procedures or methods, and the results or conclusions. The text of abstract must be placed right after the name of thesis (14 Punto bold). Abstracts must not be lesser than 200 words and no longer than 1 -2 page (1000 words). In abstracts past tense must be used. An abstract should not include sub-headings or footnotes, citations and tables. Abbreviations generally do not use in abstracts. Above the abstracts' text there must be place name of the thesis, under the text must be placed key words and date aligned left

3.7. Symbols and abbreviations

Symbols and abbreviations must be on new pages as lists. Symbols and indices must be listed alphabetically. In the list of symbols, Units and meaning of the symbols must be stated. List of Symbols and Abbreviations must be prepared as it is showed on appendix 6 and 7. Pain texts must be written one spaced 12 Punto. All the symbols and Abbreviations must be written 12 Punto bold and aligned to left. Headings of SYMBOLS or ABBREVIATIONS must be placed 5cm below from the top edge of the paper.

Symbols and abbreviations should be used in 12 Punto. The upper and lower indices should be in the 10 Punto, 8 points can be descended down to the very limit, in cases of necessity it can be descended down to 8 Punto.

3.8. List of Figures and Tables

For each lists must be created a separate pages. Lists of figures and tables must be prepared according to the appendix 8 and 9. Plain texts must be 12 Punto and one spaced. Headings of List of Figures and List of tables must be written 5cm below from the top edge of the page.

All tables, figures and formulas must be created on computer. The figures that are not possible to create on computer, should be drawn according to the technical drawing principles and text and symbols should be written by template. Any correction by hand on these figures and symbols is not acceptable.

Tables and figures must be comply with the page layouts principles. Multiple tables or figures can be placed on the same page but there must not be more than two page long continues Tables and Figures. Such tables or figures, provided in the appendix as needed.

In the enumeration of the Tables and Figures, first number must show the chapter number and second number must show the order of figures or table in the chapter. (Table 1.3. or Figure 4.2.) In the appendix first number shows order of appendix and second number shows order of table or figure in the appendix. (Table A.1. or Figure B.3.). In thesis graphics and pictures must be numerated as a figure.

The explanatory information of figures must take place under the relevant figure and number and explanatory information of Tables must be above of the relevant table. The first letter of Tables and Figures must be in capital letters 10 Punto. (Like Table 2.2.or Figures 2.2.) The headings of table must be aligned to left and headings of Figures must be centered. If any table or figure extend to the second page, after the number of table and figure must be written “continues”. The number of vertical lines is kept in minimum in the tables. The necessary notes could be added by using superscripts (like xxx¹) and necessary note takes place under the table or at the same paragraph with the figure.

The plain text that is placed in the tables or figures must 10 Punto times new roman. In the case of necessity it could be reduced to 8 Punto.

The must be 12 Punto space between main text and headings of Table. The space between table heading and table must be 6v Punto. The space between figure heading and figure must be 6 Punto. If the explanation is more than one line the space must be 6 Punto.

3.9. Main Text

The main text of the thesis is normally divided into sections and sub-sections. The numbering of the sections and sub sections, follows the previous numbers of the sections and Sub-sections. (Such as 1.1.1.). There is no page limitation in the thesis.

3.10. References

In this section author of the thesis submit the recourses that are used in the writing process of the thesis. References are expected to be prepared according to appendix 10. All resources that are used in the writing process of the thesis must take place in the list of references. In this manner readers can find a way to access to the necessary resource. The format of the reference list can be different to chosen citation style. However general rules are listed below:

Relevant types of resources are listed below:

Books and Hand Books

Thesis

Journal articles

Scientific conference Papers presented or issued.

Patents

Reports and Standards

Maps..Etc.

Personal opinions

Online resources

References list must in alphabetic order. If the explanation about the reference extent to the second line the space between lines must be 0.5.

References are expected to be follow the formatting rules of the preferred citation style. Detailed information about citation can be found below given web sites

- <http://www.apastyle.org/>
- http://www.chicagomanualofstyle.org/tools_citationguide.html
- <http://www.mla.org/store/CID25/PID341>
- <https://owl.english.purdue.edu/owl/section/2/11/>

i. Example of APA Style citation Technique

Books

Çetmeli, E. , Çakıroğlu, A, (1976), *Tesis Planlama*, İstanbul: İrfan Publication .

Pala İ. (1998). *Aşına Güzeller*, İstanbul: Ötüken Publications.

Lee, M.W. , Fung, L, (2004), *Quality Management*, 3 Ed.; Swarbrick, J.; Boylan, J.C. Eds.; New York: Marcel Dekker, Inc.

Translated Books: Both names of translator and author must be written

Nye, J. (2005). *Yumuşak Güç*. (Trans. by R. İ. Aydın) Ankara: Elips Book.

Levi-Strauss, C, (1985). *The view from afar*, (J. Neugroschel & P. Hoss, Trans.), New York: Basic Books. (Original work published 1983).

More than one editor:

Deibel, T. L., Gaddis, J.L. (Eds.), (1987). *Containing the Soviet Union: A Critique of US Policy*, Washington: Pergamon-Brassey.

Articles in a Book:

Kennan, G.F, (1987), *Reflections on Containment*,. In T.L. Deibel & J.L. Gaddis (Eds.), *Containing the Soviet Union: A Critique of US Policy*,. Washington: Pergamon-Brassey.

Thesis:

Gümüş, F.U, (1998), *Endosulfan'ın Kalıntı Analizlerine Uygun Yeni Yöntemlerin Geliştirilmesi*, *PhD dissertation*, Marmara University Institute of Science, İstanbul.

Alpaslan, B, (1999), *Remediation of Heavy Metal Contaminated Soils*, *MSc Thesis*, Marmara Univ., Inst. For Graduate Studies in Pure and Applied Sciences, Istanbul.

Articles:

Aydın, A., Feuer, H, (1979), *Synthesis of 4-nitro-5,6-diphenyl-2H-pyridazin-3-one*, Chim. Acta Turc.,7.

Ercan, S, (1974), *Cost Minimizing Single Sampling Plans with AIQL and AOQL Constraints*, Management Science, Theory Series, 20.

Presentations:

Garrone, E.; Ugliengo, O, (1988), In *Structure and Reactivity of Surfaces*, Proceedings of the European Conference, Trieste, Italy, Sept 13-20 (1988); Zecchina, A.; Costa, G.; Morterra, C. Eds.; Elsevier, Amsterdam.

Dağsöz, A.K.; Binark, A.K.; Öznergis, E, (1984), A Solar Heating Collector”, *the 3rd International Congress on the New Energy Sources and Exhibition*, Turkish Solar Energy Research Foundation, ITU Istanbul, Turkey, June 25-27.

Reports:

McCafirey, R.; Abers, G, (1988), SYN3 : A program for Inversion of Teleseismic Body Wave Forms on Microcomputers, *Air Force Geophysics Laboratory Technical Report*, AFGL-TR-88-0099, Hanscomb Air Force Base, MA.

A work of an Organization or a Group

American Institute of Certified Public Accountants, (1987), *Audits of Agricultural Producer and Agricultural Cooperatives*, New York.

Personal Opinions:

Özçelik, N, (2001), Kişisel Görüşme(24.02.2001), (Çanakkale Seramik Kalebodur Fab. A.Ş.).

Online Recourses: the information of the relevant website should comply with the format below.

“WEB_1, (2002), Peter Norton, Peter Norton’s Web Site, <http://www.pnorton.com/pn.htm>, 12/01/2002.

Unknown Works: in the example below: “*Intermodal Transportation*” is name of the subject, “APA Monitor” is name of the Journal.

APA Monitor, (1987), *Intermodal Transportation*, p.7.

Encyclopedia:

Woodley, D.J., (1990), *Acne World Look Encyclopedia*, Chicago: World Book.

Brazil, (1970), *Harper Encyclopedia of the Modern World*, New York: Harper.

ii. Example of CMS Style Citation Technique

Books:

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Translated Books:

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

Edited Book Chapter:

KÜÇÜK Sabahattin, “Divan Şiirinde ‘Güneş’ Üzerine Bir Deneme”, (Ed. Zeynep Kerman), dedicated to Mehmet Kaplan , Turkish Culture Research Institute Release, Ankara 1988, s.149-176.

Edited Book Chapter with an Unknown Editor:

PARLATIR Halil, “Bilimsel Yazıların Hazırlanmasında Uygulanacak Kurallar”, Turkish Language and Writing Skills, Judicial Thesis.

Thesis:

BAYRAM Yavuz (2001). Çiçeklerle Diğer Bitkilerin Divan Şiirine Yansıma Biçimleri ve Anlam Çerçevesi, Ondokuz Mayıs Univ. Institute of Social Sciences, Unpublished PhD Thesis, Samsun.

Article:

ÖZBALCI Mustafa, “Şiire ve Şaire Dair Bazı Notlar”, Ondokuz Mayıs Univ. Journal of Education Faculty, s: 5 (1990), s.217-227.

KURNAZ Cemal and TATÇI Mustafa, “Ahmed Yesevî Hakkında Bir Bibliyografya Denemesi”, Bilig, S:4 (1997), s.253-263.

Presentation:

BALKAN Ali Fuat, “Amasya’nın Osmanlı Dönemi Kültür Hayatındaki Yeri ve Önemi”, I. Amasya Research Symposium 2. Book, 15-18 June 2007, Amasya Governership, Amasya 2007, s.611-620.

Newspaper Article:

AKYOL Taha, “Sosyal Bilim Ödülleri”, Milliyet, 28 February 2005.

Other Resources:

Personal Web Page: MERMER Ahmet, Prof. Dr.Ahmet Mermer,
<http://w3.gazi.edu.tr/web/mermer>, (ET: 26.05.2004).

Corporate website: Cukurova University Turkology Research Center, Cukurova University,
<http://turkoloji.cu.edu.tr>, (ET: 13.04.2005).

Online Books Article and Journal:

Turkish Studies (Ed.Mehmet Dursun ERDEM), www.turkishstudies.net, (ET: 03.05.2008).

MENGİ Mine, “Divan Şiiri, Divan Şiiri Yazıları”, Akçağ Publications, Ankara 2000, s.22-29;
<http://turkoloji.cu.edu.tr/ESKI%20TURK%20%20%20EDEBIYATI/2.asp>, (ET: 13.04.2005).

iii. Example of MLA Style Citations Technique

Books :

Nabokov, Vladimir. Lolita. New York: Putnam, 1955.

Gleick, James. Chaos: Making a New Science. New York: Penguin, 1987. Print.

Cross, Susan, and Christine Hoffman. Bruce Nauman: Theaters of Experience. New York: Guggenheim Museum; Londra: Thames & Hudson, 2004.

Lowi, Theodore, Benjamin Ginsberg, and Steve Jackson. Analyzing American Government: American Government, Freedom and Power. 3. Edition New York: Norton, 1994.

Herbert F. Johnson Museum of Art. A Guide to the Herbert F. Johnson Museum of Art, Cornell University. Ithaca: Cornell U, 1973.

Morison, Samuel Eliot, Henry Steele Commager, and William E. Leuchtenburg. The Growth of the American Republic. 2 Volume. New York: Oxford UP, 1980.

Publications with unknown editor or Author:

Peterson's Annual Guides to Graduate Study. 33. Edition. Princeton, NJ: Peterson's, 1999.

Translated Books:

Foucault, Michel. Madness and Civilization: A History of Insanity in the Age of Reason. Trans. Richard Howard. New York: Vintage-Random House, 1988.

Editorial Books:

Hill, Charles A., and Marguerite Helmers, ed. Defining Visual Rhetoric. Mahwah, NJ: Lawrence Erlbaum Associates, 2004.

Articles:

Ahmedi, Fauzia Erfan. "Welcoming Courtyards: Hospitality, Spirituality, and Gender." Feminism and Hospitality: Gender in the Host/Guest Relationship. Ed. Maurice Hamington. Lanham: Lexington Books, 2010. 109-24.

Articles or entries received from reference books: If the name of the author is mentioned, first name of author; If it is not mentioned first the title of the article should be indicated. No need in writing whole information for the very well know reference books. Only the title of the reference work, the number of previous edition and the date of publication are sufficient to indicate.

"Hospitality." Definition 1a. Webster's Third New World Dictionary. 1993.

Mercuri, Becky. "Cookies." The Oxford Encyclopedia of Food and Drink in America. Ed. Andrew F. Smith. 1. Volume. 2004.

Articles in Academic Journals:

Matarrita-Cascante, David. "Beyond Growth: Reaching Tourism-Led Development." *Annals of Tourism Research* 37. 4 (2010): 1141-63.

Laing, Jennifer, ve Warwick Frost. "How Green Was My Festival: Exploring Challenges and Opportunities Associated With Staging Green Events." *International Journal of Hospitality Management* 29. 2 (2010): 261-7.

Kaplan, David A. "Corporate America's No. 1 Gun for Hire." *Fortune* 1 November 2010: 81-95.

Official Documents: If the author of the document is unknown the institution must be indicated as an author

United States of America. Congress. Senate. Committee on Governmental Affairs. *The Future of the Independent Counsel Act. Hearings 106th Cong., 1st sess.* Washington: GPO, 1999.

United Nations. General Assembly. *The Convention on the Elimination of All Forms of Discrimination against Women.* New York: United Nations, 1979.

Articles in Online Books:

Nielsen, Jorgen S. "European Culture and Islam." *Encyclopedia of Islam and the Muslim World.* Ed. Richard C. Martin. New York: Macmillan Reference-Thomson/Gale, 2004. Web. 4 July 2009.

Articles in Online Journals:

Chaplin, Heather. "Epidemic of Extravagance." *Salon* 19 Feb. 1999: 13-25. Web. 12 July 1999.

Full-text Journal Article from a Database

Vargas, Jose Antonio. "The Face of Facebook." *New Yorker* 86.28 (2010): 54-63. *Academic Search Premier.* Web. 25 January 2011.

Online book with a Print information

Frost, Robert. *North of Boston.* 2. Edition. New York: Henry Holt and Co., 1915. *Google Books.* Web. 30 June 2009.

3.11. Appendix

Detailed raw data, quoted material that is too long for the text, procedural explanations, or material that is permitted but somewhat tangential must be placed appendix. (Appendix 11) because of the quality and content of the materials could be submitted apart from the thesis by indicating relevant material under the heading of Appendix in accordance with citation format. If the list of computer software and tables are longer than 5 pages, it should not be added in main text or should not take place in the appendix as plain text. Mentioned lists and tables should be submitted as a CD. A label on CD provides information about the content of it (E.g.: “Appendix A. Computer Software)

Each appendix must be start on a new page. Do not create a superordinate “Appendix” page or heading. Do not create separate sections about different issues in Appendix section. Each appendix must have its own designation and its own title at the top of the page. Designation is with letter (e.g. Appendix A, Appendix B, Appendix C.) the appendix page number follow the previous chapters. Page numbers of this section must be seen in the Table of Contents.

3.12. CV

Required of PhD candidates only, the CV is a summary of the Candidate’s academic career. Ideally it should not exceed one page. The heading of CV should be 5 cm below from the top edge of the page and all letters of the heading must be in capital letter 18 Punto Bold (Appendix 11)