

T.C.  
DOĞUŞ UNIVERSITY  
GRADUATE SCHOOL OF EDUCATION

..... DEPARTMENT  
..... PROGRAM (FIELD OF SCIENCE)

**TITLE OF THE MASTER'S, DOCTORAL, OR  
PROFICIENCY-IN-ART THESIS STUDY**  
Master's Project, Master's Thesis, or Doctoral Thesis

Prepared by  
**Student's Name SURNAME**

Student No  
**Student's Number**

ORCID ID  
**ORCID Number**

Advisor  
**Advisor's Title Name SURNAME**

Istanbul, 2026

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## **TRANSLATOR'S NOTE**

*This is an English translation of Dođuş University Graduate School of Education, 2026 Thesis and Project Writing Guide. Turkish-specific formatting instructions (e.g. references to the Turkish Language Association spelling guide, the Turkish-to-English rendering of academic titles) have been preserved as-is. Bibliographic and citation examples are reproduced faithfully; where the original examples were in Turkish they are kept in Turkish so the formatting patterns remain clear.*

## INTRODUCTION

Master's and doctoral theses are the most comprehensive works in which students present their accumulated academic knowledge in a systematic, coherent manner grounded in scientific methods. These works reflect not only the student's command of the literature in a particular field, but also, in concrete form, scientific competencies such as critical thinking, problem definition, research design, data collection, and analysis. In this respect, theses play a fundamental role in the formation of students' academic identities and in their internalization of a scientific research culture.

From the perspective of the scientific world, master's and doctoral theses are regarded as original research that contributes to the existing body of knowledge. Thesis studies enable the development of new conceptual frameworks, the diversification of methodological approaches, and the strengthening of interdisciplinary interaction. Contributing to the enrichment of national and international academic literature, these works are of great importance for the continuity and quality of scientific production. For this reason, preparing theses in accordance with academic ethical principles and within the framework of clear, coherent, and scientific writing rules is an indispensable requirement for both students and the academic community.

# CHAPTER ONE

## BASIC PRINCIPLES

### 1.1. Basic Principles

A thesis or project, at whatever academic level, must be written in an objective style and allow the reader to make an independent assessment. The personal views and interpretations of candidates (Candidate: hereafter used in place of student) must be presented clearly and consistently within the general flow of the work, and these statements must be conveyed in an original manner. The use of the third person is preferred in the work (e.g. constructions equivalent to "should/must"), and the passive voice should be adopted. Especially in the theoretical framework and literature reviews, the candidate's own assessments should be included, and the relevant sources should be presented in a connected and explanatory manner. The candidate's personal comments and evaluations may be included on a scientific basis. At the conclusion of the thesis, the candidate should express their own original views. The candidate must interpret the results of the study scientifically within the framework of the findings obtained. In addition, the text should not be padded with unnecessary information, and abbreviations that would disrupt the integrity of the subject should be avoided. Sentences should be short and concise in accordance with the rules of Turkish grammar. They should convey a specific piece of information or idea. During the thesis-writing process, it is essential that candidates scrupulously observe academic ethical principles. The entire work must be prepared originally by the candidate, and the rules of citation and referencing must be fully observed.

There is no strict rule as to how many pages a project or thesis should be. Depending on the volume of the work and the importance of the subject, projects and master's theses must consist of at least two chapters. For doctoral theses, it is recommended that the number of chapters not exceed five. In the use of academic sources, recent sources should generally be preferred. Citing academic sources published within the last ten years is an important factor that enhances the scientific value of the work. In addition, page limitations accepted by many academic institutions may be taken as a reference.

**Table 1. Word Limits for Theses (Bibliography Included)**

| LEVEL              | MINIMUM | MAXIMUM |
|--------------------|---------|---------|
| Doctorate          | 25000   | 70000   |
| Master's — Thesis  | 20000   | 50000   |
| Master's — Project | 5000    | 17500   |

\*These are recommended reference ranges. Full authority over the content of projects and theses rests with the advisory faculty members.

**Source:** Created by the author.

Projects and theses must be reproduced on A4 (21 x 29.7 cm), 80 g/m<sup>2</sup>, white, first-grade wood-free paper without distorting its properties. Copies of the project or

thesis must be clear and legible. In a project/thesis study, some points the candidate must pay attention to are listed below:

- The candidate may, even while citing sources, produce successive direct quotations from the works of others (quoted paragraphs added one after another without the candidate's own narration). However, if quotations are verbatim, quotation marks (" ") are used, closed when the quotation ends, and a citation is given.
- Digital copies of all cited works, or photocopies of the relevant pages, must be kept by the candidate until graduation procedures are completed. If deemed necessary during the thesis defense, jury members may request the sources used to verify their accuracy. For this reason, inaccessible sources must never be included in the work. Every source within the thesis must appear in the bibliography. Every source listed must also be accessible. The candidate may not be able to access certain sources. However, if a source that could not be accessed appears in another source, it may be cited as a secondary reference by attributing the original author.
- Ethics Committee approval must be obtained from the Doğuş University Ethics Committee for all survey and interview questions. Surveys that have not received ethics approval must not be put into practice. Correspondence with relevant institutions must also take place through official channels, and all communication must be in writing. Project and thesis candidates must apply to the institutions and companies where they will conduct surveys through our institute. Ethically, surveys and interviews must not be shown in projects and theses without the permission of the companies or institutions. In the section of the ethics committee application form listing the places where the survey will be applied, candidates may list up to ten institutions.
- Every source cited in the text must appear in the bibliography; all sources shown in the bibliography must also be provided as in-text citations.
- Master's and doctoral theses exceeding 200 pages must be printed double-sided, on both sides of the paper.
- Original ideas, approaches, and methods must not be mentioned without naming their owners.
- Throughout the project/thesis, very short or single-sentence paragraphs should be avoided. A paragraph consists of at least four or five sentences. A paragraph should express a single idea or feeling. Each paragraph must be designed to have internal coherence as well as coherence with the surrounding text.
- When a subheading is opened, the content must be strengthened by means of at least two different sources. A subheading must have at least two sub-subheadings. A single subheading is not accepted.
- Chapter headings may be used down to at most four sublevels. Footnotes must never be attached to chapter headings or subheadings.

### **1.1.1. Project / Thesis Advisor**

The project/thesis advisor is an appointed faculty member who, throughout the entire process from topic selection to the defense of the work, guides the candidate with their experience, level of knowledge, and role-model function, and who supervises them in terms of academic principles. Although there is no fixed criterion for this, the advisor is obligated to show the interest the work requires and to allocate the necessary time so that the student can complete their program on time.

The office hours set by our faculty members for the candidates they advise should be learned, and candidates should maintain regular communication with their advising faculty members. In addition, if the advisor wishes, candidates may send their working files to their advisors over the internet at regular intervals. It is of great importance for the successful completion of the thesis that all thesis candidates maintain regular communication with their advisors by email, telephone, or in person.

### **1.1.2. Thesis Proposal**

The Project / Master's Thesis / Doctoral Thesis proposal forms are formally available on the website of the Graduate School of Education (LEE). Candidates download the relevant form, fill it out, and submit the thesis proposal to the LEE within the required period together with the signature of their advisor.

The main headings that should generally be included in a thesis proposal are:

- Proposed Thesis Title
- Subject
- Aim
- Significance
- Method
- Conceptual Framework
- Scope and Limitations
- Data Collection Technique
- Bibliography

The candidate distributes the written report related to the thesis proposal to the members of the Thesis Monitoring Committee at least one month before the oral defense.

### **1.1.3. Master's Project**

The aim of the Non-Thesis Master's Program is to develop the student's theoretical and applied knowledge in the relevant field, to enable them to gain an in-depth perspective in their area, and in particular to give them the ability to produce original solutions oriented toward practice. The project is a written academic report containing the student's work aimed at solving an application problem or developing alternative proposals, in order to demonstrate the ability to use the acquired knowledge in practice.

The minimum expectation for a Master's Project is the original and detailed definition and identification of existing phenomena in a particular field (literature study) and the determination, through research, of which solutions or innovations can be brought to practice. No upper limit is imposed in terms of scope and objective.

Carrying out the aforementioned original application and incorporating it into the project, investigating relationships among phenomena, producing new scientific knowledge, and even constructing theoretical models — such more comprehensive work raises the quality of the project in question to still higher levels.

Upon completing the Master's courses successfully, the candidate earns the right to write the Master's Project. A faculty member is assigned by the Institute as advisor for the project. When the responsible advisor accepts the project the candidate has prepared, the project is signed by the project advisor. The candidate must submit the necessary documents to the Institute stating that the project has been completed. The Master's Project examined by the Institute must be made ready for printing after passing through the Institute Board of Directors, and the final version of the accepted project must be submitted to the Institute. Thus, the candidate graduates from the relevant program.

Example of project content:

- Cover Pages (Outer and Inner Cover)
- Declaration of Oath
- Project Approval Page
- Abstract (Öz) / Abstract
- Contents
- List of Tables
- List of Figures
- Abbreviations
- Introduction
- Project Text (Body Chapters)
- Conclusion
- Bibliography
- Appendices

#### **1.1.4. Thesis**

For the candidate to begin writing the thesis, it is essential that they fully pass the courses of their program. The subject of the thesis and the research-driving problem must be determined. The literature review to be conducted on the chosen topic both clarifies the questions oriented toward the problem and demonstrates the originality of the work.

*The technical details of the thesis — such as "Hypotheses and Assumptions of the Research," "Research Model," "Limitations," "Data Collection," "Data Collection Tools," "Validity and Reliability of Data Collection Tools," "Significance of the Research (literature review)," "Data Analysis Methods," "Statistical Methods Used in the Research," and the like — should be explained with full clarity, using a defined system and format.*

#### **1.1.4.1. Master's Thesis**

For the candidate to write the Master's Thesis, they must have successfully completed all their courses. The entirety of the Master's education, consisting of the course and thesis periods, must be completed in at most six semesters. For this reason, the writing period of the Master's Thesis is limited. This period must not be exceeded except for acceptable reasons. Upon successfully completing the Master's (YL) courses, the candidate earns the right to write the YL Thesis. For this, they apply to the LEE by petition. The LEE examines the student's petition and appoints a competent faculty member from the relevant department as advisor. The candidate decides, together with their advisor, on the subject of the Master's Thesis. The candidate must submit to the LEE, at the latest within one month, the petition specifying the thesis topic, with the approval of the advisor. Theses are a question. Each thesis is a question mark. The aim of the Thesis-Based Master's Program, which seeks to remove this question mark, is to develop candidates' theoretical and applied knowledge in the relevant field, and to give them the ability to produce new knowledge through scientific research, to evaluate and interpret knowledge, and to acquire a scientific perspective oriented toward problems and their solutions.

The Master's Thesis is a written scientific work presenting scientific research the student has conducted in order to produce, evaluate, and interpret new knowledge, using the theoretical and applied knowledge and skills they have acquired. The minimum expectation for a Master's Thesis is that it be based on scientific research belonging to a particular field, that relationships among phenomena be investigated, that problems be identified, and that original solutions and proposals be brought to them. It is a desired level for the Master's Thesis to have standards capable of producing a scientific article at the national or international level. Compared with the Master's Project, the distinguishing feature of the Master's Thesis in terms of quality and academic standing is that the thesis is grounded in scientific research. This research must be carried out with qualitative or quantitative techniques, and the resulting findings must be presented objectively to the thesis jury within the thesis.

#### **1.1.4.2. Doctoral Thesis**

For the candidate to write the Doctoral Thesis, they must have successfully completed all their courses. The total time available to candidates for the entirety of doctoral education is limited to at most twelve semesters. Consequently, the writing period of the Doctoral Thesis is also restricted. This period must not be exceeded except for acceptable reasons. Upon successfully completing the doctoral courses, the

candidate earns the right to write the Doctoral Thesis. For this, the candidate applies to the LEE by petition. The LEE examines the student's petition and appoints a competent faculty member from the relevant department as advisor. The candidate decides, together with their advisor, on the subject of the thesis. The candidate must submit to the LEE, at the latest within one month, the petition specifying the thesis topic, with the approval of the advisor. For a candidate who has passed the Doctoral Qualifying Examination, a Thesis Monitoring Committee is appointed by the Department Chair within one month, upon the proposal of the relevant Institute Department Chair and with the approval of the Institute Board of Directors. Within at most six months, the candidate who has successfully completed the Doctoral Qualifying Examination orally defends, before the Thesis Monitoring Committee, the Thesis Proposal Report covering the title, subject, aim, method, and work plan of the thesis study they will carry out.

The aim of the Doctoral Thesis is to give the student the theoretical and applied, most in-depth scientific knowledge and skills needed to enable them to conduct independent scientific research, to interpret scientific phenomena by examining them, and to produce new knowledge and original alternative solutions. The minimum expectation for a Doctoral Thesis is that it bring innovation to science, develop a new scientific method, or enable a known method to be applied to new fields. Compared with the Master's Thesis, the distinguishing feature of the Doctoral Thesis in terms of quality is that it is grounded in deep scientific research conducted in a specific field. It is essential that the Doctoral Thesis be at a level capable of producing at least one scientific article and that it make a theoretical or practical contribution to the relevant literature.

A candidate who has successfully completed the Doctoral Qualifying Examination is granted a working period of at most six months. Before the candidate enters thesis monitoring, a Thesis Monitoring Committee is appointed. In the Thesis Monitoring Committee, the candidate's advisor plus two jury members from within the institution and one from outside (from other universities) are appointed. The candidate distributes the written report related to the thesis proposal to the members of the Thesis Monitoring Committee at least fifteen days before the oral defense. The candidate notifies the Institute Secretariat of their request to present, using the thesis proposal form approved by their advisor. During this period, the candidate orally presents, before the Thesis Monitoring Committee, the Thesis Proposal covering the title, subject, aim, method, and work plan of the research they will conduct. A candidate who fails to submit the thesis proposal form in writing within the required period and/or fails to defend it is deemed unsuccessful in that defense.

For a candidate whose thesis proposal is accepted, the Thesis Monitoring Committee convenes twice a year — in October–November–December for the Fall term, and in April–May–June for the Spring term. Thesis Monitoring Committee meetings take place at intervals of at least four months. The candidate submits a written report to the committee members at least one month before the meeting date. This

report specifies a summary of the work done up to that point and the work plan to be carried out in the following period. The candidate's thesis study is determined by the committee, unanimously or by majority, as successful or unsuccessful. Following Thesis Monitoring Committee meetings that conclude successfully, the progress report prepared by the thesis advisor is submitted to the Institute within at most two weeks. The thesis proposal and the first Thesis Monitoring Committee meeting cannot be held within the same term, and there must be at least a four-month interval between them.

The report to be submitted to the Institute must be in the following format:

- Student's Name and Surname
- Department and Program (Field of Science)
- Report Period
- Thesis Advisor and Committee Members
- Date of Acceptance of the Thesis Proposal
- Subject of the Thesis
- Research Method
- Developments During the Report Period
- Goals for the Next Report Period

For the doctoral candidate to enter the Thesis Defense Examination, they must submit to the Institute Board of Directors at least one article related to their thesis, of which they are the first author, that has been published — or accepted for publication — in a national or international peer-reviewed journal. Thesis advisors may appear as co-authors in this publication. However, the work must not include the name of any author who contributed no effort or contribution to the thesis. It is required that the name of Doğuş University appear in the relevant publication. In relevant cases, the candidate carries out the necessary procedures in accordance with the LEE Regulation.

When the candidate's thesis is found sufficient by the constituted jury, and if the candidate's thesis/work concludes successfully, the candidate acquires the title of Doctor in their field. The candidate reports the jury's approved document to the LEE on the day of the defense. If there are deficiencies, they must be completed within three days. After the LEE conducts the necessary examinations, it guides the candidate on the procedures to be carried out. The candidate is obligated to submit their completed thesis to the LEE within one month. Other formal procedures are fulfilled by the LEE and the candidate.

## **CHAPTER TWO**

### **WRITING RULES**

#### **2.1. Method to Be Applied in Thesis / Project Writing**

For writing, one side of standard 75–80 g/m<sup>2</sup>, 21 cm x 29.7 cm (A-4) paper is used.

Graduate School of Education students must prepare the working text electronically, using the MS Windows-based MS Word writing program. Because text sometimes becomes jumbled in other programs, the MS Word writing program is taken as the standard.

Excel may be used for tables, graphs, and figures. Because text sometimes becomes jumbled in other programs, the Excel program is taken as the standard.

Times New Roman must be used as the font. The font size is 12 points.

Separate point sizes and bold formatting will be explained within the Guide where applicable (e.g. Outer Cover, Inner Cover, Footnotes, Chapter Headings).

The entire text color will be black.

One character space is left after punctuation marks.

Proper and correct use of Turkish is extremely important in project or thesis writing. In this regard, the current Spelling Guide of the Turkish Language Association must be taken as the standard. Words such as "bu," "şu," "o" (this, that, it) must never appear at the beginning of sentences.

#### **2.2. Page Layout**

The page is set up leaving 3 cm margins from the top, bottom, and right, and 3.5 cm from the left. Header and footer are set to 1.3 cm.

*[Original figure: MS Word Page Setup dialog — Margins: Top 3 cm, Bottom 3 cm, Left 3.5 cm, Right 3 cm; Orientation: Portrait; Apply to: Whole document.]*

#### **2.3. Line Spacing and Text Layout**

The page is set up leaving 3 cm margins from the top, bottom, and right, and 3.5 cm from the left. Header and footer are set to 1.3 cm.

- Text alignment is justified to both sides of the page, written as Left (0 cm) Right (0 cm).
- The first-line indent, Special (first line), Value (1.25 cm), must begin indented.
- Paragraph spacing must be set to Before (0 pt) After (6 pt).
- Line spacing is set to 1.5 lines.
- The first sentence of a paragraph is not placed at the bottom of a page, nor its last sentence at the top of a page.
- In footnotes, single line spacing and 10-point type must be used.

## 2.4. Project and Thesis Page Arrangement

A project or thesis study consists of three parts: the Front Part, the Body Part, and the Final Part. The page ordering of these parts is given below:

**Table 2. Parts of Theses and Projects**

| Main Parts | Order of Pages                                                                                                                    | Page Numbers                                                                                                   |
|------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| FRONT PART | OUTER COVER<br>INNER COVER<br>DECLARATION OF OATH<br>Page<br>Project / Thesis Examination<br>Minutes<br>ABSTRACT (ÖZ)<br>ABSTRACT | Not shown.<br>Not shown.<br>Not shown.<br>Not shown.<br>Not shown.<br>Not shown.                               |
|            | CONTENTS<br>LIST OF TABLES<br>LIST OF FIGURES<br>ABBREVIATIONS                                                                    | Shown with lowercase Roman numerals starting from (i) at the Contents page and continuing up to the Body Part. |
| BODY PART  | INTRODUCTION<br>OTHER CHAPTERS<br>CONCLUSION                                                                                      | Begins with 1 and continues to the end of the thesis / project.                                                |
| FINAL PART | BIBLIOGRAPHY<br>APPENDICES<br>(Ethics committee approval, survey, interview, official permissions, additional tables and figures) |                                                                                                                |

**Source:** Created by the author.

Starting from the CONTENTS page, page numbering begins to be shown with the lowercase Roman numeral "i" centered on the page; it continues in lowercase Roman numerals (i, ii, iii, ...) up to the Introduction.

In the Body Part, numbering begins from the INTRODUCTION with 1, centered on the page, and continues uninterrupted in the format (1, 2, 3, ...) up to the end of the BIBLIOGRAPHY page in the final part.

All page numbers are placed centered at the bottom of the page.

## 2.5. Front Part

### 2.5.1. Outer Cover

On the cover page appear: the names of the University, the Institute, the Department, and the Program (Field of Science); the title of the project or thesis; the type of work (project/thesis); the name and surname of the author; the place of defense (Istanbul); and the year. No abbreviation is made in the student's name and surname.

On the spine appear: the student's Name SURNAME, the THESIS/PROJECT TITLE, and Istanbul, Year. All statements on the spine must be written in bold letters.

*[Point sizes on the cover: University/Institute names and other information — 14 pt; Thesis Title — 16 pt; Thesis Type — 14 pt; "Prepared by," Student No, ORCID ID, Advisor labels — 14 pt; Student Name SURNAME, Student Number, ORCID Number, Advisor's Title Name SURNAME — 18 pt; City, Year — 14 pt.]*

### **2.5.2. Inner Cover**

The inner cover repeats the outer cover content (University, Institute, Department, and Program names; thesis title; thesis type; "Prepared by" with Student Name SURNAME; Student Number; ORCID Number; Advisor's Title Name SURNAME; and City, Year), using the same point sizes described above.

## **2.6. Declaration of Oath**

"I hereby declare and honorably confirm that this work titled "...", which I submit as a Master's Project / Thesis - Doctoral Thesis, was written by me in accordance with scientific ethics and traditions; that I obtained all the information in this thesis within academic and ethical rules (that I did not use artificial intelligence and similar tools in a way that would constitute plagiarism); that all of the works I benefited from are shown in the references and that they are cited wherever they are used within my work; and that I have engaged in no conduct violating patent and copyright rights. DATE — SIGNATURE"

For an example, see Appendix-1: Declaration of Oath.

In the declaration of oath, the title of the thesis must be written entirely in bold. Each word in the thesis title must begin with a capital letter and continue in lowercase.

The student's signature must appear above the Name and SURNAME, as shown in Appendix-1.

## **2.7. Project Evaluation Minutes and Thesis Examination Minutes**

After successfully passing the Project Advisory Evaluation / Thesis Defense Examination, this page appears in the copies of the work submitted to the Institute (see Appendix-2a and 2b). This page is obtained from the Institute Student Affairs Office or the Institute website.

For an example, see Appendix-2a and 2b.

## **2.8. Abstract**

- The abstract consists of 250–300 words describing, as plainly as possible, the aim, design, method, findings, and conclusion of the research.
- Keywords appear in the abstract. These words consist of terms that reflect the work and represent its essence (see Appendix-3). The number of keywords must be at least three and at most five. Keywords must be listed alphabetically,

and only the first letter of the first keyword is capitalized (except for abbreviations).

- The title and ABSTRACT of the work are the first parts that give an idea about the work; therefore, at least as much care must be shown to this part as to the other sections of the work.
- Because it refers to the completed state of the work, it must be written in the past tense. Future-tense suffixes must not be used.

## **2.9. Abstract**

The Abstract consists of the translation of the Turkish abstract (öz) and keywords (see Appendix-4). The translation must be carried out flawlessly and must be checked by the author before being added to the project/thesis. In addition, the English equivalents of information such as the Advisor's title and the master's program in which the thesis was written must be included. The English equivalents of advisors' titles are as follows:

- Dr. Öğr. Üyesi → Asst. Prof. Dr.
- Doç. Dr. → Assoc. Prof. Dr.
- Prof. Dr. → Prof. Dr.

## **2.10. Contents**

The heading CONTENTS is placed at the top of the page, centered, in 12-point bold Times New Roman. One line of space is left before the Contents heading and one line after. On the line below, right-aligned, "Page No." is written in 10-point size.

All chapters of the work are shown on this page in the form in which they appear in the work:

- Main chapter headings in 12-point uppercase bold letters, centered,
- Lower-level chapter headings with the first letter of each word capitalized, in lowercase non-bold letters.
- A heading containing a question mark is not used.
- All page numbers are added at the far right of the page (see Appendix-5).

There is a tool in MS Office Word that automatically generates the Contents page. The structural format can then be adjusted.

## **2.11. List of Tables and List of Figures**

Leaving one line of space at the top, the heading LIST OF TABLES is placed in 12-point Times New Roman, bold, uppercase, centered, and one line of space is left after the heading. Right-aligned, "Page No." is written in 10-point size.

Tables, together with their names, are numbered consecutively from the beginning to the end of the work; in other words, at chapter changes the table numbering continues from the previous chapter (see Appendix-6). The table number and table

name are given above the table, in bold and centered. The source of the table is written below the table. Each table is explained or interpreted.

Leaving one line of space at the top, the heading LIST OF FIGURES is placed in 12-point Times New Roman, bold, uppercase, centered, and one line of space is left after the heading. Right-aligned, "Page No." is written in 12-point size.

Figures, like tables, are numbered consecutively from the beginning to the end of the work; in other words, at chapter changes the figure numbering continues from the previous chapter (see Appendix-7). The figure number and figure name are given below the figure, in bold and centered.

## **2.12. Abbreviations**

Leaving one line of space at the top, the heading ABBREVIATIONS is placed in 12-point Times New Roman, bold, uppercase, centered, and one line of space is left after the heading.

Certain institutions and concepts appearing in the work, along with abbreviations made as required by writing conventions, are listed on this page in alphabetical order (12-point Times New Roman, bold), with their full expansions written opposite them (12-point Times New Roman) (see Appendix-8).

For abbreviations in the text, when an abbreviated expression is used for the first time, the full name may be written with the abbreviation given in parentheses. Turkish equivalents of English abbreviations must also be added.

If pictures, photographs, drawings, and similar material are provided within the work, a list of these is arranged as a separate list, in the same format as the List of Tables or List of Figures.

*MS Office Word and other writing systems have features that do these automatically.*

## **2.13. ORCID ID**

ORCID (Open Researcher and Contributor ID) is a non-proprietary alphanumeric code used to identify scientists and academic authorities uniquely. ORCID provides a persistent digital identifier (ORCID ID) that you own and control and that distinguishes you from all other researchers. You can link your ID with your professional information. You can use your ID to share your information with other systems, to ensure recognition of all your contributions, to save time, and to reduce the risk of error. The ORCID ID is obtained free of charge online at <https://orcid.org/>. This ID number must be written on the line below the student number that appears on the Inner Cover.

## **CHAPTER THREE**

### **BODY PART**

The section called the Body Part comprises the chapters in which theoretical sections and, if any, empirical applications are described.

In the first chapter of the work: the definition of the work, its relationship with other disciplines if any, its historical development, aim, limitations, assumption(s) (hypothesis), and significance are discussed. A literature review is conducted for the significance of the work. The aspects of the work that differ from the conducted literature review reveal the significance of the work. The second and third chapters of the work contain, rather than theoretical knowledge, information and findings oriented toward application.

The form and content requirements are explained below.

#### **3.1. Chapter Numbers and Heading Writing Format**

On the CONTENTS page, chapter headings and chapter subheadings are shown in graded, hierarchical form according to their levels. The Chapter Heading is written in 12-point Times New Roman, bold, uppercase, and centered on the page (see Appendix-5).

- i. Main chapter headings begin on a new page.
- ii. Main chapter headings are written in 12-point Times New Roman, bold, uppercase.
- iii. Headings at a level below the first are written in 12-point Times New Roman, beginning with a capital letter and continuing in lowercase.
- iv. All headings within the text are indented by one tab, left-aligned.
- v. Whatever the level, text must be written beneath the headings.
- vi. A new heading is written leaving one line of space after the preceding text ends.
- vii. No line of space is left between a heading and the text beneath it.
- viii. Beneath each chapter, if a subheading is needed, there are at least two subheadings.
- ix. Chapter subheadings beyond the fourth level are not created.
- x. Chapter numbers are written in 12-point Times New Roman, bold. Chapter numbers are separated from one another by periods without spaces between them and end with a period (e.g. 3.4.2.).

#### **3.2. Introduction**

##### **Figure 1. Introduction Writing Technique**

*[Original figure: an inverted triangle (funnel) showing, from top to bottom:]*

- General information about the work (subject) is given. This information may be one or two paragraphs. (A heading in the form of general information is never given.)
- Information about the candidate's work is given. This information may be at most three paragraphs.
- The candidate's work: Aim, Limitations, Assumption (hypothesis), Significance (a literature study is conducted; how the candidate's work differs from prior studies is identified — this is given in greater breadth in the first chapter, which reveals the significance of the work).
- How many main parts the work consists of, with brief explanations, is written.
- The research method of the work is determined — briefly explained as a literature review or as an empirical study.

**Source:** Created by the author.

In the Introduction (**the Introduction and Conclusion are not a chapter**), the person preparing the work / the candidate gives general information introducing the subject of the work. Here they identify the problem area of the work / subject. Thus the research area is clarified. Depending on the nature of the work (theoretical / experimental, etc.), **the aim, significance, scope, limitations, assumptions, hypotheses, and method are outlined in broad terms**; the path to be followed throughout the work is described. The steps within the triangle above must be followed in order.

**Lower-level chapter subheadings such as "Research Problem," "Aim of the Research," "Significance of the Research," "Scope of the Research," "Definitions" must not be created.** If necessary, they may be done in the form ( • ). A number must never be given.

Narration must never be done in the future tense. Future-tense possessive suffixes must not appear in the narration of a written and printed work.

**In the INTRODUCTION AND CONCLUSION**, material such as tables and figures does not appear, and no footnotes or in-text citations are given.

### **3.3. Introductory Chapters on the Conceptual Framework and the Field**

The theories forming the basis of the work's subject, and the empirical study, are determined by following the methods indicated in the triangle above for theoretical structure. Each of these is explained in chapters and subheadings. All concepts investigated / interpreted throughout the work are defined together with the necessary sources, with a clarity that leaves no doubt about their roles within the work. These definitions are reinforced, on condition of citing sources, by referring to other studies in the literature. The candidate must also write how they themselves developed a perspective from these citations. Subjects not directly related to the research are not placed in these chapters; the purpose of these chapters is to draw the conceptual framework of the research.

### **3.4. Special Chapters for Non-Observational and Non-Experimental Studies**

In the theoretical discussion carried out earlier, there may be a chapter / chapters containing the candidate's original approaches and interpretations, and appropriate main headings may be chosen accordingly.

Because some Departments of Arts / Departments (such as Cinema-TV, Textile Design, English Language and Literature, and International Relations) carry different characteristics, in cases where the need to prepare a project/thesis of a different design arises, works appropriate to the expectations of the relevant field may be carried out and prepared under the guidance of the Advisor, taking this Thesis Writing Guide as the basis.

### **3.5. Referencing**

In thesis writing, either Footnote Referencing (bottom-of-page referencing) or the APA Seventh Edition Method (in-parenthesis referencing) may be used.

**Referencing will be applied according to the advisors' recommendation.**

#### **3.5.1. Footnote Referencing**

- i. Footnote referencing is given at the bottom of the page through the automatic footnoting system (insert footnote) under the References tab of MS Office Word.
- ii. Footnotes are numbered in sequence, starting from 1, up to the end of the work.
- iii. The texts in footnotes are written in 10-point Times New Roman with single line spacing. No space is left between footnotes.
- iv. Footnotes appear on the same page as the footnote number. They must not carry over to the next page.
- v. In footnotes, none of the persons' titles (academic, etc.) are used.
- vi. When a work is used as a footnote for the first time, it is used at the bottom of the page according to the order and format shown below.
- vii. The in-text use of footnotes differs from the use in the BIBLIOGRAPHY.

#### **General Features for In-Text Footnote Citation**

- The footnote numbers on words and the footnote numbers at the bottom of the page must be written in 10-point Times New Roman.
- Different footnote writing rules apply for the first reference to a source and for subsequent references.

#### **First Citation of a Source in a Footnote**

**In the Text:** For the first reference to a source, all information about the source must be given.

#### **Citing a Source in Second and Subsequent References**

**In the Text:** When a source that first appeared in a footnote is referred to again, all information about that source is not repeated. Since this information was stated in the previous footnote, in the second and later references it is sufficient to show only the author's surname, the abbreviation "a.g.e." (op. cit.) for the cited work, and the page number.

**Example (citation from a book):**

1. L. S. Brown, *Feminist Therapy*, American Psychological Association, Washington. DC, 2018, p. 141.
2. Brown, op. cit., p. 155.
3. Brown, op. cit., pp. 156-160.

**Example (citation from journals):**

1. K. Uslu, *Stratejik Kaynak Petrol ve Terör İlişkisi*, International Conference On Eurasian Economies, Avekon, 2020, pp. 48-55.
2. Uslu, op. cit., p. 65.

**3.5.2. General Examples for APA In-Text Citation**

Single author = (Altındağ, 2021, p. 124)

Two authors = (Altındağ and Tatlı, 2016, p. 86)

Three or more authors = (Altındağ et al., 2010, p. 669)

If citing two different works by the same author:

Surname, Date, and page number are given. This is called "a." For another of their works, the same items are written; this is called "b." In subsequent citations, they are given in the form (YEARa) or (YEARb).

Anonymous author = (Anonymous, 1918, p. 10)

Secondary source (as cited in) = (as cited in Yazar, 2003) Institution = (Ministry of National Education, 2018)

Examples:

**BOOKS — APA**

**In the Text**

(Author's surname, Date, p. Page number)

**Example:**

(Brown, 2018, p. 141)

**In the Bibliography**

Author's surname, First initial of author's name. (Publication date of the book). Title of the book with only the first letter capitalized and in italics. Publisher. Full DOI number if any.

**Example:**

Brown, L. S. (2018). Feminist therapy. American Psychological Association.  
<https://doi.org/10.1037/0000092-000>

#### **FOOTNOTE (Book)**

##### **In the Text**

1. First Initial and Surname of the Author, Book Title, Publisher, Place of Publication, Year of Publication, Page Number.

Example: 1. L. S. Brown, Feminist Therapy, American Psychological Association, Washington DC, 2018, p. 141.

##### **In the Bibliography**

Author's Surname, First Initial of Name. Book Title, Publisher, Place of Publication, Year of Publication.

Example: Brown, L. S. Feminist Therapy, American Psychological Association, Washington DC, 2018.

#### **EDITED BOOK — APA**

##### **In the Text**

(Author's surname, Date, p. Page number) Example: (Dönmez, 2013, p. 187)

##### **In the Bibliography**

Author's surname, First initial of author's name. (Publication date of the book). Chapter title with only the first letter capitalized. First initial of the editor's name. Editor's surname (Ed.), Title of the book with only the first letter capitalized and in italics (pp. Chapter range). Publisher.

##### **Example:**

Dönmez, B. (2013). Motivasyon. S. Özdemir (Ed.), Eğitim yönetiminde kuram ve uygulama içinde (pp. 185-229). Pegem Akademi.

#### **FOOTNOTE (Edited Book)**

##### **In the Text**

1. First Initial and Surname of the Author, 'Chapter Title', in Book Title, First Initial and Surname of the Editors (ed.), Publisher, Place of Publication, Year of Publication, Page Range.

Example: 1. B. Dönmez, 'Motivasyon', in Eğitim Yönetiminde Kuram Ve Uygulama, S. Özdemir (ed.), Pegem Akademi, Ankara, 2013, p. 185.

##### **In the Bibliography**

Author's Surname, First Initial of Name. 'Chapter Title', in Book Title, First Initial and Surname of the Editors (ed.), Publisher, Place of Publication, Year of Publication, Page Range.

Example: Dönmez, B. 'Motivasyon', in Eğitim Yönetiminde Kuram ve Uygulama, S. Özdemir (Ed.), Pegem Akademi, Ankara, 2013, 185-229.

#### **PERIODICALS / PRINT JOURNAL — APA**

##### **In the Text**

(Author's surname, Date, p. Page number) Example: (Asar and Çelikten, 2016, p. 608)

### **In the Bibliography**

Author's surname, First initial of author's name. (Publication date of the journal). Article title with only the first letter capitalized. Journal name in italics, volume number in italics, (journal issue), first and last page number of the article. Full DOI number if any.

### **Example:**

Asar, R. and Çelikten, Y. (2016). Shadowing a woman administrator: A Turkish case. *Universal Journal of Management*, 4(11), 607-614. <https://doi.org/10.13189/ujm.2016.041102>

### **FOOTNOTE (Print Journal)**

#### **In the Text**

1. First Initial and Surname of the Author, 'Article Title'. Journal Name, vol.:, no.:, Publication Date Month Year, Page number.

Example: 1. R. Asar and Y. Çelikten, 'Shadowing A Woman Administrator: A Turkish Case'. *Universal Journal of Management*, vol. 4, no. 11, November 2016, p. 607.

### **In the Bibliography**

Author's Surname, First Initial of Name. 'Article Title'. Journal Name, vol.:, no.:, Publication Date Month Year, Page Number, full DOI number if any.

Example: Asar, R. and Çelikten, Y. 'Shadowing A Woman Administrator: A Turkish Case'. *Universal Journal of Management*, vol. 4, no. 11, November 2016, 607-614, <https://doi.org/10.13189/ujm.2016.041102>

### **ONLINE JOURNAL / NEWS ARTICLE / BLOG POST — APA**

#### **In the Text**

(Author's surname, Date) Example: (Bustillos, 2013)

### **In the Bibliography**

Author's surname, First initial of author's name. (Year, Day, Month). Article title with only the first letter capitalized. Journal or Blog Name in italics. URL Link

### **Example:**

Bustillos, M. (2013, 19 March). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*. <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

### **FOOTNOTE (Online Journal / News / Blog)**

#### **In the Text**

1. First Initial and Surname of the Author, 'Article Title'. Journal or Blog Name, Publication Date Day Month Year, Name of the Website.

Example: 1. M. Bustillos, 'On Video Games And Storytelling: An Interview With Tom Bissell'. *The New Yorker*, 19 March 2013, [www.newyorker.com](http://www.newyorker.com)

### **In the Bibliography**

Author's Surname, First Initial of Name. 'Article Title'. Journal or Blog Name, Publication Date Day Month Year, URL Link

Example: Bustillos, M. 'On Video Games And Storytelling: An Interview With Tom Bissell'. The New Yorker, 19 March 2013, <https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

#### **MEETING / SYMPOSIUM — APA**

##### **In the Text**

(Author's surname, Date, p. Page number) Example: (Karadağ et al., 2010, p. 10)

##### **In the Bibliography**

Author's surname, First initial of author's name. (Year, Month). Title with only the first letter capitalized. First initial of the chair's name at the congress or symposium. Surname (Role), Name of the congress or symposium in italics. Organizing institution or body, Location information.

##### **Example:**

Karadağ, E., Aypay, A. and Baloğlu, N. (2010, May). Eğitim yönetimi araştırmalarına analitik bir bakış: Kuram ve Uygulamada Eğitim Yönetimi Dergisi'nin analizi. S. Özdemir (Chair), 5. Ulusal Eğitim Yönetimi Kongresi, Gazi University Faculty of Education, Ankara.

#### **FOOTNOTE (Meeting / Symposium)**

##### **In the Text**

1. First Initial and Surname of the Author, 'Title of the Study/Presentation'. Meeting/Symposium/Event Name, Meeting/Symposium/Event Location, Full Date of the Event Day Month Year.

Example: 1. E. Karadağ, A. Aypay and N. Baloğlu, 'Eğitim Yönetimi Araştırmalarına Analitik Bir Bakış: Kuram Ve Uygulamada Eğitim Yönetimi Dergisi'nin Analizi'. 5. Ulusal Eğitim Yönetimi Kongresi, Ankara, 01-02 May 2010.

##### **In the Bibliography**

Example: Karadağ, E., Aypay, A. and Baloğlu, N. 'Eğitim Yönetimi Araştırmalarına Analitik Bir Bakış: Kuram Ve Uygulamada Eğitim Yönetimi Dergisi'nin Analizi'. 5. Ulusal Eğitim Yönetimi Kongresi, Gazi University Faculty of Education, Ankara, 01-02 May 2010.

#### **PAPERS and REPORTS — APA**

##### **(Papers) — In the Text**

(Author's surname, Date, p. Page number) Example: (Akçay, 2004, p. 3)

##### **In the Bibliography**

Author's Surname, First initial of name. (Year, Day, Month). Title in italics with only the first letter capitalized [Paper or poster presentation]. Meeting presented at, Location information.

Example: Akçay, A. (2004, 22 May). Bilgisayar destekli eğitim yazılımlarının özellikleri ve Fırat Üniversitesi öğrencilerinin BDE uygulamalarına yaklaşımı [Paper presentation]. Bilişim Teknolojileri Işığında Eğitim Konferansı, Ankara.

### **(Reports) — In the Text**

(Author's surname, Date) Example: (Fried and Polyakova, 2018)

### **In the Bibliography**

Author's Surname, First initial of name. (Year) Report title in italics with only the first letter capitalized. Institution or body with each word capitalized. Full link

Example: Fried, D., and Polyakova, A. (2018). Democratic defense against disinformation. Atlantic Council.  
[https://www.atlanticcouncil.org/images/publications/Democratic\\_Defense\\_Against\\_Disinformation\\_FINAL.pdf](https://www.atlanticcouncil.org/images/publications/Democratic_Defense_Against_Disinformation_FINAL.pdf)

## **FOOTNOTE (Papers / Reports)**

### **In the Text**

1. First Initial and Surname of the Author, 'Title of the Study/Article'. Meeting/Symposium/Event Name, Meeting/Symposium Location, Full Date of the Event Day Month Year, Page Number.

Example: 1. A. Akçay, 'Bilgisayar Destekli Eğitim Yazılımlarının Özellikleri Ve Fırat Üniversitesi Öğrencilerinin BDE Uygulamalarına Yaklaşımı'. Bilişim Teknolojileri Işığında Eğitim Konferansı, Ankara, 22 May 2004, 52-65.

### **In the Bibliography**

Example: Akçay, A. 'Bilgisayar Destekli Eğitim Yazılımlarının Özellikleri Ve Fırat Üniversitesi Öğrencilerinin BDE Uygulamalarına Yaklaşımı'. Bilişim Teknolojileri Işığında Eğitim Konferansı, Ankara, 22 May 2004, 52-65.

## **INTERNET SOURCES — APA**

### **In the Text**

(Author's surname or Website Name, Date) Example: (Yönetmelik, 2018)

### **In the Bibliography**

Author unknown: Site name (Year, Day Month). Article title in italics with only the first letter capitalized. Retrieved on Day Month Year from full address.

Author known: Author's surname, first initial of author's name. (Year, Day Month). Article title in italics with only the first letter capitalized. Retrieved on Day Month Year from full link.

### **Examples:**

Author unknown: Yönetmelik (2018, 3 November). Yönetim açısından insan doğası. Retrieved 8 August 2021 from <https://yonetsel.com/yonetim-acisindan-insan-dogasi/> (06.02.2025).

Author known: Asar, R. (2018, 3 November). Yönetim açısından insan doğası. Retrieved 8 August 2021 from <https://yonetsel.com/yonetim-acisindan-insan-dogasi/> (06.02.2025).

## FOOTNOTE

Author unknown: 1. Short domain name of the site, 'Title of the Page/Article', (Access Date). Example: 1. www.pwc.com.tr, 'PwC Türkiye Sürdürülebilirlik Raporu', (14.12.2022). (Once the date is given, the access date is not written again.)

Author known: 1. First initial of the author's name, surname, 'Title of the Page/Article'. Short domain name of the site, (Access Date). Example: R. Asar, 'Yönetim Açısından İnsan Doğası'. www.yonetsel.com, (08.08.2021).

### In the Bibliography

Author unknown: Site name, 'Title of the Page'. Full internet address, (Access Date). Example: www.pwc.com.tr, 'PwC Türkiye Sürdürülebilirlik Raporu', (14.12.2022).

Author known: Asar, R. 'Yönetim Açısından İnsan Doğası'. <https://yonetsel.com/yonetim-acisindan-insan-dogasi/>, (08.08.2021).

## THESES — APA

### In the Text

(Author's surname, Date, p. Page number) Example: (Asar, 2021, p. 20)

### In the Bibliography

Published: Author's surname, First initial of name. (Year). Thesis Title in italics with only the first letter capitalized [Doctoral thesis, University name]. Place of publication. Full link

Unpublished: Author's surname, First initial of name. (Year). Thesis Title in italics with only the first letter capitalized [Unpublished doctoral thesis]. University name.

### Examples:

Unpublished: Asar, R. (2021). Okul yöneticilerinin öğretmenlere ilişkin insan doğası varsayımları ve sergiledikleri yönetim tarzları [Unpublished doctoral thesis]. Hacettepe University.

Published: Asar, R. (2021). Okul yöneticilerinin öğretmenlere ilişkin insan doğası varsayımları ve sergiledikleri yönetim tarzları [Doctoral thesis, Hacettepe University]. Hacettepe University Open Access System. <http://www.openaccess.hacettepe.edu.tr:8080/xmlui/handle/11655/23612>

## FOOTNOTE

1. First Initial and Surname of the Author, 'Thesis title', Thesis Type, University and Institute Name, Place of Publication, Year of Publication. Example: 1. R. Asar, 'Okul Yöneticilerinin Öğretmenlere İlişkin İnsan Doğası Varsayımları Ve Sergiledikleri Yönetim Tarzları', Doctoral Thesis, Hacettepe University Institute of Educational Sciences, Ankara, 2021.

### In the Bibliography

Author's Surname, First Initial of Name. 'Thesis Title', Thesis Type, University and Institute Name, Place of Publication, Year of Publication. Example: Asar, R. 'Okul Yöneticilerinin Öğretmenlere İlişkin İnsan Doğası Varsayımları Ve Sergiledikleri

Yönetim Tarzları', Doctoral Thesis, Hacettepe University Institute of Educational Sciences, Ankara, 2021.

#### **NEWSPAPER / NEWS ARTICLE — APA**

##### **In the Text**

(Author's surname, Date) Example: (Harlan, 2013)

##### **In the Bibliography**

Author's Surname, First initial of name. (Year, Day Month). News headline with only the first letter capitalized. Newspaper Name in italics, page number without prefixes such as p. or pp.

Example: Harlan, C. (2013, 2 April). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

##### **FOOTNOTE — In the Text**

1. First Initial and Surname of the Author/Editor, 'News Headline', Newspaper Name, Newspaper Clipping Date, Page Number of the News. Example: 1. C. Harlan, 'North Korea Vows To Restart Shuttered Nuclear Reactor That Can Make Bomb-Grade Plutonium', *The Washington Post*, 2 April 2013, A1-A4.

##### **In the Bibliography**

Example: Harlan, C. 'North Korea Vows To Restart Shuttered Nuclear Reactor That Can Make Bomb-Grade Plutonium', *The Washington Post*, 2 April 2013, A1-A4.

#### **ENCYCLOPEDIA AND DICTIONARY — APA**

##### **In the Text**

(Author's surname and Institution Name, Date) Example: (Türk Dil Kurumu, 2021)

##### **In the Bibliography**

Author's name or institution (Year). Title of the work in italics with only the first letter capitalized. Retrieved on Day Month (spelled out) Year from full link.

Example: Türk Dil Kurumu (n.d.). Türk Dil Kurumu sözlükleri. Retrieved 20 June 2021 from <https://sozluk.gov.tr/> (06.02.2025)

##### **FOOTNOTE (Author Known)**

1. First Initial and Surname of the Author, 'Entry Title', Encyclopedia/Dictionary Name, First Initials and Surnames of the Editors (ed.), Publisher, Place of Publication, Year of Publication, Page Range.

Example: 1. A. Batur, 'Taşkıyla', *Dünden Bugüne İstanbul Ansiklopedisi*, N. Bayar, E. Işın, N. Sakaoğlu, O. Baydar, M. B. Tanman, M. S. Koz, B. Aksoy, A. Batur, Y. Yusufoğlu (ed.), Ana Basım AŞ, İstanbul, 1994, 221-223.

##### **FOOTNOTE (Author Unknown)**

Example: 1. Ö. A. Aksoy, 'Atasözleri', *Atasözleri ve Deyimler Sözlüğü* (Vol. I), İnkılâp Kitabevi Yayınları, İstanbul, 48-137.

##### **In the Bibliography (Author Known)**

Example: Batur A. 'Taşkışla', Dünden Bugüne İstanbul Ansiklopedisi, N. Bayar, E. Işın, N. Sakaoğlu, O. Baydar, M. B. Tanman, M. S. Koz, B. Aksoy, A. Batur, Y. Yusufoglu (ed.), Ana Basım AŞ, İstanbul, 1994, 221-223.

#### **In the Bibliography (Author Unknown)**

Example: Aksoy, Ö. A. 'Atasözleri', Atasözleri ve Deyimler Sözlüğü (Vol. I), İnkılâp Kitabevi Yayınları, İstanbul, 48-137.

### **FILM — APA**

#### **In the Text**

(Director's surname, Date) \*Film titles are written in italics in the text. Example: One Flew Over the Cuckoo's Nest (Forman, 1975)

#### **In the Bibliography**

Director's Surname, First initial of name. (Director). (Year). Translated film title in italics with only the first letter capitalized. [Original film title with only the first letter capitalized] [Film]. Distributor With Each Word Capitalized.

Example: Forman, M. (Director). (1975). One flew over the cuckoo's nest. [Guguk kuşu] [Film]. United Artists.

#### **FOOTNOTE — In the Text**

1. First Initial and Surname of the Director, Person's Title, Film/Documentary Name, Genre, Distributor Company, Year of Production. Example: 1. S. Spielberg, Director, Yapay Zeka, Film, Universal Pictures, 2021.

#### **In the Bibliography**

Example: Spielberg, S. Director, Yapay Zeka, Film, Universal Pictures, 2021.

### **YOUTUBE VIDEO / OTHER INTERNET VIDEOS — APA**

#### **In the Text**

(Channel name or Surname of the Person Who Uploaded the Video, Date) Example: (Avrupa Yakası, 2015)

#### **In the Bibliography**

Uploader (Year, Day Month). Title of the video in italics with only the first letter capitalized [Video]. Name of the video platform or website. Full link (Access Date).

Example: Avrupa Yakası (2015, 21 August). Avrupa Yakası 51. bölüm [Video]. YouTube. <https://www.youtube.com/watch?v=nAkHkHwZVAs> (06.02.2025).

#### **FOOTNOTE — In the Text**

1. Channel name or First Initial and Surname of the Person Who Uploaded the Video, "Full Title of the Video", Name of the Video Platform or Website, Upload Date Day Month Year. Example: 1. Avrupa Yakası, 'Avrupa Yakası 51. Bölüm', YouTube, 21 August 2015.

#### **In the Bibliography**

Example: Avrupa Yakası, 'Avrupa Yakası 51. Bölüm', YouTube, 21 August 2015, <https://www.youtube.com/watch?v=nAkHkHwZVAs> (06.02.2025).

### 3.6. Table and Figure Names

Tables are numbered starting in the form Table 1. Table Name up to the end of the work. The table name is written above the table, centered on the page, in 12-point Times New Roman and bold. Any source used must be given below the table, justified to both sides, in 10-point Times New Roman, single spacing, and as a full citation.

Table content must be written in 12-point Times New Roman, centered, without line spacing, single-spaced. If there is a table or figure created by the author, the statement "created / compiled by the author" must be added.

**Table 3. Learning Levels**

| Levels       | Processes          | Inputs and Outputs                                               |
|--------------|--------------------|------------------------------------------------------------------|
| Individual   | Intuiting          | Experience<br>Images<br>Metaphor                                 |
|              | Interpreting       | Language<br>Cognitive map<br>Discussion and dialogue             |
| Group (Team) | Integrating        | Shared understanding<br>Mutual adjustment<br>Interactive Systems |
| Organization | Institutionalizing | Plans / Routines / Norms<br>Diagnostic systems                   |
|              |                    | Rules<br>Procedures                                              |

**Source:** Crossan, M., Lane, H. (1999) An organizational learning framework: From intuition to institution. *Academy of Management Review*, 24(3).  
<https://doi.org/10.5465/AMR.1999.2202135>.

Figures are numbered starting in the form Figure 1. Figure Name up to the end of the work. The figure name and any source used are written below the figure, centered on the page, in 12-point Times New Roman. The source must be written justified to both sides, in 10-point TNR, single spacing, as a full citation. Graph names are likewise written below the graph, centered, in 12-point Times New Roman (see Appendix-7).

There must be no line spacing between tables, figures, and graphs and their names.

**Figure 2. Kolb's Learning Model Cycle**

*[Original figure: a four-stage cycle — Concrete Experience → Reflective Observation → Abstract Conceptualization → Active Experimentation → back to Concrete Experience.]*

**Source:** Kolb, A. (2005). Learning styles and learning space: Enhancing experiential learning in higher education. *Academy of Management Learning and Education*, 4(2). <https://doi.org/10.5465/AMLE.2005.17268566>.

### 3.7. Conclusion

The Conclusion is not a chapter; it appears in all Project and Thesis studies regardless of the Department of Arts / Department. It is the most important part of the work. If the work is theoretical, it describes the perspective the literature study has given it. An empirical study, on the other hand, interprets the empirical result. The candidate writes their work in original sentences in accordance with scientific ethical rules and contributes it to the scientific literature. Because a conclusion is reached here, sentences ending in "should/must" are used. The candidate then addresses the limitations of the work and the new issues that have emerged and could be recommended for other research. Finally, if the work contains results that could provide practical benefits in application to institutions and individuals, these too are offered as recommendations to academics and relevant people in the field. Because it is the most original part of the work, it must not be kept short. After writing the conclusion, the candidate may also make some recommendations. These recommendations are listed item by item. **No separate heading is given for recommendations.**

**Note: In some works, the candidate makes their interpretation and then begins with a paragraph as a conclusion at the end. A conclusion cannot have a conclusion.**

**There are no subheadings in the Conclusion. No footnotes or in-text citations are used in the Conclusion.**

### **3.8. Final Part**

The Final Part contains the BIBLIOGRAPHY and APPENDICES pages. Each begins on a new page. No chapter number is given for these.

#### **3.8.1. Bibliography**

This is a section titled BIBLIOGRAPHY in which all sources used in the work are given with a defined system.

As required by academic ethics, all sources used in the work (except personal communication) are shown in this section. Sources not used in the work are not shown in this section. Every source shown must be available with the author as a digital or physical printout. During any part of the project and thesis writing process — including after the defense — some or all of the sources may be requested by the Institute or the Ethics Committee. All sources indicated by the author as used in the bibliography must be ready to be submitted to the Institute when required. A record of the works in PDF format in digital form is sufficient. For physical books and other works without a digital record, a photocopy or image of the cover, inner cover, and used pages must be kept by the author.

Titles of persons are not used in the bibliography or in the text. The Bibliography Writing Format and Layout are as follows:

- i. One line of space is left before and after the heading.

- ii. The heading BIBLIOGRAPHY is written in Times New Roman, 14 point, and bold. The bibliography content is written in 12-point TNR.
- iii. In thesis and project writing, the bibliography content is ordered from A to Z by the authors' surnames. Sources such as books, journals, and theses are not grouped separately; only internet sources are grouped separately. After all sources are listed, a subheading titled Internet Sources may be opened on the same page in continuation; no separate categorization other than this should be made.
- iv. Required measurements in the Bibliography section: justified body text, right (0 cm) left (0 cm), Special (hanging) Value (1.5 cm), Spacing Before (6 pt) After (6 pt), line spacing (1.5 lines).

*[Original figure: MS Word Paragraph dialog showing Alignment: Justified; Indentation Left 0 cm, Right 0 cm, Special: Hanging, By 1.5 cm; Spacing Before 6 pt, After 6 pt, Line spacing 1.5 lines.]*

### 3.8.2. Appendices

Tables, figures, pictures, secondary data, or surveys, permission documents, correspondence, etc. of a length and size that could disrupt the flow of the text appear in this section. Direct quotations exceeding one page also appear in the appendices. Each appendix is given on a separate page.

On the CONTENTS page, the heading APPENDICES is given without a page number, and beneath it all appendices are indicated together with their page numbers.

After numbering in the form Appendix-1, Appendix-2 in the upper-left corner of the page, the name of the material presented in the appendix is given. The general format is as follows:

Appendix-No: Appendix Name (12 point, bold, Times New Roman: 12 point, Times New Roman; all words begin with a capital letter except conjunctions such as "and," "with")

#### **Example:**

Appendix-4: Survey Form Used in the Research

### 3.9. Principal Errors Made in Research

The principal errors made in research can be listed as follows:

**Table 4. Research Sections and Frequently Made Errors**

| Section                      | Frequently Made Errors                                                                                                                                           |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Topic Selection</b>       | Selecting a feasible topic appropriate to the aim and available means; topic titles being too general.                                                           |
| <b>Cover Page</b>            | Being poorly arranged and containing incomplete information.                                                                                                     |
| <b>Abstract and Abstract</b> | Being written too long or too short. Straying beyond aim, method, and findings so that it resembles the Introduction; the Abstract translation being incomplete. |

| Section                                               | Frequently Made Errors                                                                                                                                                                                                                                           |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction</b>                                   | Being written too long, citing other sources, straying outside the subject.                                                                                                                                                                                      |
| <b>Literature</b>                                     | Not including a sufficient number of sources, overlooking the newest and most current sources, and evaluating the examined sources incorrectly and incompletely.                                                                                                 |
| <b>Method</b>                                         | Selecting a method appropriate to the research subject and aim. Not following an appropriate path in sample selection, data collection, data analysis, and the presentation of results. Insufficient number of subjects and failure to represent the population. |
| <b>Findings and Conclusion</b>                        | Findings being incorrect and results being interpreted wrongly, statistical analyses and tests being incorrect. The findings and results obtained not being appropriate to the aim of the research and the data used.                                            |
| <b>Recommendations</b>                                | Not being appropriate to the proposed work; recommendations being made on matters not considered, dwelt upon, or sufficiently researched; recommendations not being meaningful and applicable. Recommendations being too long or too short.                      |
| <b>Bibliography List</b>                              | Being kept too short; including, in order to keep the bibliography list broad, sources not used in the text; following common academic reporting rules in presenting the list. Internet sources lacking dates.                                                   |
| <b>Language and Style Used in the Research Report</b> | The language and style of narration not being chosen in a way appropriate to the research subject and scientific depth, to the level of the reader or beneficiary audience, and ultimately to the aim and level of the person writing the report.                |

**Source:** R. Arıkan. 2010. "Araştırma Teknikleri ve Rapor Yazma" Rauf Arıkan, Ankara: Gazi Kitabevi, p. 276.

*Furthermore, according to TÜBİTAK, ethical violations are listed as follows:*

- Fabrication: Producing data not present in the research and reporting or publishing it.
- Falsification: Altering research materials, equipment, processes, and records in a way that could give different results, or changing results.
- Plagiarism: Using others' methods, data, writings, and figures without citing their owners.
- Duplication: Sending or publishing the same research results to more than one journal.
- Least Publishable Units (Slicing): Dividing a research's results in a way and form that disrupts the integrity of the research and is inappropriate, so as to make numerous publications.
- Failure to Acknowledge Support: Failing to state the support of the funding institution or body in presentations and publications containing the results of supported research.

- **Changing Author Names:** Without the consensus of co-researchers and authors in a research or article, removing the names of those who actively contributed to the research, or adding new authors for a contribution incompatible with authorship, or changing the order of authors.

*Types of plagiarism committed without citing sources:*

- **The Ghost Writer:** Taking all information word for word from another source.
- **The Potluck Paper:** Taking from many sources and presenting it as one's own.
- **The Poor Disguise:** Concealing by changing the keywords within a paragraph.
- **The Self-Stealer:** Taking verbatim from one's own previous work.
- **The Photocopy:** Taking a section from a particular source without any change.
- **The Labor of Laziness:** Instead of making an effort for original work, filling a large part of the work with quotations from other sources.

Plagiarism committed even while citing sources includes:

- **The Forgotten Footnote:** Giving the author's name but not the full citation, eliminating the possibility of reaching the original source.
- **The Misinformer:** Giving an incorrect citation, eliminating the possibility of reaching the original source.
- **The Too-Perfect Paraphrase:** The author citing the source of a verbatim quotation but neglecting to place quotation marks.
- **The Resourceful Citer:** The author citing all sources and using quotation marks, but the research containing no original idea whatsoever.
- **The Perfect Crime:** The author citing sources in some places but, with the intent to create the impression that the analyses in the remaining parts are their own, failing to cite certain sources.

### **3.9.1. On the Use of AI Tools Such as ChatGPT**

Although AI language models such as ChatGPT and the like have various benefits, the ethical use of these tools is quite important. When conducting research and writing a thesis, attention should be paid to the following points:

#### **Benefits:**

**1. Source of information:** AI tools such as ChatGPT are based on a broad knowledge base. During the research process, they may provide you with sources or preliminary clues about the topic.

**2. Question-answer format:** AI tools have the ability to communicate in a question-answer format. You can ask your questions about specific parts of your research and test your ideas using the chatbot's responses. You can use them as an aid especially for questions related to the methodological aspects of your thesis.

#### **Points to Watch and Ethical Issues:**

**1. Accuracy and reliability:** It is not guaranteed that the information provided by AI tools such as ChatGPT is always accurate and reliable. They can make errors when

presenting information to users or solving problems. For this reason, it is important to verify the information provided by these tools with other sources.

**2. Comprehensiveness:** Although language models such as ChatGPT are based on a broad database, their scope is limited and outdated. When writing a thesis, instead of relying solely on the chatbot's responses, you must reach current scientific research through a literature review.

**3. Data privacy:** The confidentiality and security of data obtained from users is important. You should be careful with chatbots that request your private or personal information or data related to your research.

**4. Originality:** Chatbots may present information without citing sources. When writing a thesis, the ideas and information the chatbot provides must not be accepted as a definite and accurate source; it is very important to check the original sources and make the necessary citations. When obtaining the information you will present in your own thesis, instead of being content with the information the chatbot provides, you must conduct strong research and reach current sources directly.

Most importantly, using AI tools directly to write your thesis, and using them as a reference without checking the original sources and making citations, is a **SERIOUS** offense of plagiarism.

### **3.10. Before Graduation**

Candidates have certain obligations to fulfill before graduation. These stages are completed in cooperation between the candidate and the Institute.

#### **3.10.1. Submission of the Thesis to Institute Administration Before Jury Selection**

The Thesis Examination Minutes in the Front Part do not appear in the pre-defense bound copies given to jury members. With the approval of the thesis advisor, four (4) spiral-bound copies of the prepared Master's work, each exactly identical, or, for Doctoral theses, seven (7) exactly identical spiral-bound copies, are submitted to Institute Administration. If theses exceed 200 pages, the printing must be done double-sided on paper.

#### **3.10.2. Submission Stages of the Project Before Project Delivery**

Non-thesis master's program candidates must first present their completed project to their advisors for approval. If the advisor grants approval, they may carry out the submission procedures to the Institute together with a similarity (Turnitin) report and three copies of the "Project Submission Minutes" to be filled out.

### **3.11. Graduation Stage**

Candidates' completed theses and projects must be submitted to the Institute under appropriate conditions. This section addresses the elements candidates must pay attention to when submitting theses and projects to the Institute Board of Directors.

### 3.11.1. Submission of the Thesis to Institute Administration at the Graduation Stage

After the Thesis Defense is found "Successful," three (3) exactly identical copies of the Master's or Doctoral work — with the Thesis Examination Minutes signed by all jury members and placed in the position shown in Chapter Two — are bound with a white cardboard cover or a material determined by the Institute and submitted to the Institute.

The electronically saved forms of Master's Theses (excluding projects) will be transmitted by the Institute to the Council of Higher Education (YÖK) and will be published on the internet by the YÖK National Thesis Center. Master's Projects, on the other hand, will be kept by the Institute in printed and electronic form.

Naming of the file of the entire thesis: ReferenceNumber.pdf

Naming of the Turkish abstract file: name\_surname\_ozet\_tr.pdf

Naming of the English abstract file: name\_surname\_ozet\_en.pdf

**Text will be written on the project and thesis binding according to the template below:**

| FRONT                  |                     |                  |
|------------------------|---------------------|------------------|
| Outer Cover (see 4.1.) |                     |                  |
| SPINE                  |                     |                  |
| [Name SURNAME]         | [TITLE OF THE WORK] | [ISTANBUL, YEAR] |
| BACK                   |                     |                  |
| Will be left blank.    |                     |                  |

### 3.11.2. The Project at the Graduation Stage

The student in the Non-Thesis Master's program must write their project in accordance with the Institute Thesis and Project Writing Guide and present it to their advisor. The advisor renders a decision of success or failure regarding the submitted project and prepares the evaluation minutes concerning the project assessment. They attach a current similarity report to these minutes and present it to the student. If the student has successfully fulfilled all the obligations of the Non-Thesis Master's Program, then for graduation they must fully provide and submit to the Institute one reproduced and bound copy of the project with an English abstract, .pdf-format CDs, and all other documents requested below:

- a) One reproduced and bound copy of the project with an English abstract, and .pdf-format CDs (the entire project must be in .pdf format and as a single file).
- b) Project Evaluation Minutes.
- c) A similarity report with a current date and the advisor's wet signature.
- d) Project data entry form.
- e) Project submission form.
- f) Clearance form (to be obtained from the Institute).

### **3.12. Points to Be Noted by Students of the STV Department Thesis-Based Master's and Proficiency-in-Art Programs**

Cinema-TV Master's and Proficiency-in-Art students, in order to graduate, shoot a short film and write a thesis report related to their films. Students who defend their film and Thesis Report before a jury may graduate if found successful by an absolute majority of the jury members. All writing rules, page layout, sectioning, and referencing formats that students must observe in the thesis report they write about their films are as specified in the Thesis Writing Guide. The points students must observe in writing the thesis report are summarized below:

**1. Project Topic and Aims:** Making an appropriate topic selection for the film and thesis work is important. The topic must be appropriate to the student's areas of interest and expertise. In addition, setting specific goals and aims will help the project stay focused.

**2. Literature Review:** When writing the thesis, it is important to research the existing literature related to the topic. Examining studies on similar topics will help you understand how to position your own work based on previously conducted studies. It is important to cite all sources used in the literature review with the correct reference system. The citation system is exemplified in detail in the Thesis Writing Guide.

**3. Ethics and Permissions:** When shooting films and collecting data, it is important to respect the privacy and rights of participants, to obtain the necessary permissions, and to act in accordance with ethical rules.

**4. Reporting the Film Production Stage:** When shooting a film, attention must be paid to basic production elements such as a good script, correct casting, appropriate set design, and sound and lighting. A good film is important to support your thesis. In your thesis report, explanatory and detailed information must be given about the following topics:

- **Project Definition and Aims:** Explaining the film's subject, the main story, and the principal objectives. Clearly expressing the aim of the film production, the target audience, and the message.
- **Screenplay and Screenplay Development:** Explaining the draft of the film's screenplay and the development process. Providing information on storytelling, character development, and how the screenplay was created. Including the synopsis, treatment, and screenplay.
- **Production Plan:** Showing the planned process and timeline of the film production. It must include details such as casting, set preparations, the shooting plan, and the production team. Do not forget to cite sources for the visuals you use in these sections (if created by the author, the author themselves must be shown as the source).
- **Set Reports:** Presenting detailed set reports for each shooting day. Stating the progress, successes, and difficulties in the shoots.
- **Actor Performances:** Making evaluations that assess the actors' performances and explain their contributions in the shoots.

- **Set Design and Visual Elements:** Providing information about the décor, costumes, lighting, and other visual elements used for the film's visual aesthetic.
- **Sound Design and Music:** Explaining how the film's sound design and music were created.
- **Post-Production Process:** Explaining the post-production process such as editing, effects, and color grading done after shooting is completed.
- **Difficulties and Solutions:** Describing the difficulties encountered and how these difficulties were overcome.
- **Conclusion and Evaluation:** Making an evaluation of the results and successes of the film production. Discussing whether the goals were achieved.

**5. Thesis Writing:** When writing the thesis, it is important to use a structure that conforms to academic rules and a consistent language. Your thesis report must include standard sections such as a good literature review, method, process, and results.

**6. Evaluation of Results:** It is also important to evaluate the results obtained critically and to explain the limitations of the work. Thus, you can clearly reveal the contributions and shortcomings of your work.

**7. Communication and Presentation:** To present the results of the project effectively, it is necessary to develop good presentation skills and to be prepared for the thesis defense.

For the documents required when submitting the Film and Thesis Report, contact Student Affairs. In addition to the documents to be submitted to the Institute, Cinema-TV Master's and Proficiency-in-Art students must also submit 2 business-card USB drives. The information on the thesis outer cover must appear on the business card. What must be on the USB drive is stated below:

- The entire thesis (report) (in PDF format)
- The final version of the film (in MP4 or MOV format)
- One poster of the film (in JPEG or PNG format)

## **BIBLIOGRAPHY**

- American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). American Psychological Association.
- Halil Seyidoğlu, Bilimsel Araştırma ve Yazma El Kitabı, Güzem Can Yayınları, Revised 10th ed., İstanbul, 2009.
- Doğuş Üniversitesi, Proje ve Tez Yazım Kılavuzu, İstanbul, 2023.
- Uçak, N. Ö., & Birinci, H. G. (2008). Bilimsel etik ve intihal. Türk Kütüphaneciliği, 22(2), 187-204.
- Karamanoğlu Mehmetbey Üniversitesi Sosyal Bilimler Araştırma Dergisi. (2015). Yazım kuralları ve kaynak gösterme biçimi (APA 6.0). Karamanoğlu Mehmetbey Üniversitesi Sosyal Bilimler Araştırma Dergisi, 6(1), 1-15.

## APPENDICES

### Appendix-1: Sample Declaration of Oath

#### DECLARATION OF OATH

I hereby declare and honorably confirm that this work titled "...", which I submit as a Master's Project / Thesis - Doctoral Thesis, was written by me in accordance with scientific ethics and traditions; that I obtained all the information in this thesis within academic and ethical rules (that I did not use artificial intelligence and similar tools in a way that would constitute plagiarism); that all of the works I benefited from are shown in the references and that they are cited wherever they are used within my work; and that I have engaged in no conduct violating patent and copyright rights.

...../...../.....

(Date)

(Signature)

Candidate's Name Surname

### Appendix-2a: Sample Master's Thesis Defense Examination Minutes

#### Master's Thesis Defense Examination Minutes

#### GRADUATE SCHOOL OF EDUCATION

Date: ...../...../20....

Department / Department of Arts : .....

Student's Name Surname : .....

Student No : .....

Thesis/Project                      Advisor's                      Name                      Surname                      :  
.....

Second                      Thesis                      Advisor's                      Name                      Surname                      :  
.....

Title of the Thesis/Project : .....

As a result of the evaluations carried out pursuant to Article 33 of the Doğuş University Graduate Education-Teaching and Examination Regulation;

☐ acceptance of the thesis    ☐ correction of the thesis    ☐ rejection of the thesis

has been decided unanimously / by majority. Submitted for information.

#### Advisor Member

Member

Member

Member

Member

Department / Department of Arts Chair Approval:

[The form carries a KVKK (Personal Data Protection Law No. 6698) notice in Turkish and English at the bottom.] Form: EO.FR.LEE.026, Publication Date: 13.01.2026 / Revision Date: 19.01.2026 / Revision No: 1.

## Appendix-2b: Sample Thesis-Project Submission Minutes

### Thesis-Project Submission Minutes GRADUATE SCHOOL OF EDUCATION

Date: ...../...../20....

Department / Department of Arts : .....

Student's Name Surname : .....

Student No : .....

Thesis/Project                      Advisor's                      Name                      Surname                      :  
.....

Second                      Thesis                      Advisor's                      Name                      Surname                      :  
.....

Title of the Thesis/Project : .....

The form provides signature and approval boxes for: Advisor and Advisor Approval; Audit Commission and Audit Commission Approval; Department / Department of Arts Chair and Chair Approval.

[The form carries a KVKK notice in Turkish and English at the bottom.] Form: EO.FR.LEE.024, Publication Date: 13.01.2026 / Revision Date: 13.01.2026 / Revision No: 0.

## Appendix-3: Sample Turkish Abstract (Öz) and Keywords

Name and Surname : .....

Advisor : .....

Degree and Date : Master's (Thesis) / Master's (Non-Thesis) / Doctorate / Proficiency in Art, 2023

Doctorate / Proficiency-in-Art Field : .....

Keywords :

### ÖZ THESIS TITLE

The main aim of the study is to investigate to what degree and in what direction new-generation management approaches, through strategic human resources practices, affect firm performance. Within this framework, of the new-generation management approaches, organizational ambidexterity, learning organization, and innovation capability have been included in the study as independent variables, and the effects on firm performance — through the mediation of talent management and the recruitment process among the strategic human resources management practices — have been tested empirically.

[This study] aims to fill an important gap in the field of [topic]. By examining the relationship between [main variables or concepts], the article seeks to contribute to the existing literature. In the research, the [method or analysis technique] method was used and [sample group or data source] was taken as the basis. The findings obtained show [main results], and these results are of importance in terms of [theoretical/practical contributions]. In line with [main findings or recommendations], the study makes various implications for future research and applications.

#### **Appendix-4: Sample English Abstract and Keywords**

Name and Surname : .....

Supervisor : .....

Degree and Date : Master's (Thesis) / Master's (Non-Thesis) / PhD / Proficiency in Art, 2023

Major : .....

Key Words :

#### **ABSTRACT THESIS NAME**

The main purpose of this study is to research how and to what degree a company's performance is affected by the new generation management methods through strategic human resources applications. Within this framework, of the new generation management methods, organizational ambidexterity, learning organization and innovation capability have been included as independent variables, and of the strategic human resources applications, with the mediation of talent management and the recruitment and selection process, the effects on firm performance have been tested empirically.

This study aims to fill a significant gap in the field of [research topic]. By examining the relationship between [key variables or concepts], the article seeks to contribute to the existing literature. The research employs [method or analytical technique] and is based on [sample group or data source]. The findings indicate that [main results], which are crucial in terms of [theoretical/practical contributions]. The study provides various insights for future research and practical applications in light of [key findings or recommendations].

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### **Appendix-8: Sample ABBREVIATIONS**

#### **ABBREVIATIONS**

|     |                                                              |
|-----|--------------------------------------------------------------|
| LEE | : Graduate School of Education (Lisansüstü Eğitim Enstitüsü) |
| YL  | : Master's (Yüksek Lisans)                                   |
| YÖK | : Council of Higher Education (Yüksek Öğretim Kurumu)        |