



DOGUS UNIVERSITY
GRADUATE
THESIS/PROJECT WRITING
GUIDELINE



**DOGUS UNIVERSITY
INSTITUTE OF GRADUATE STUDIES**

**GRADUATE THESIS/PROJECT
WRITING GUIDELINE**

Istanbul, 2021

TABLE OF CONTENTS

	Page No.
INTRODUCTION	1
1.BASIC PRINCIPLES AND CONCEPTS	
1.1. Basic Principles	1
1.2. Basic Concepts	3
1.2.1 Project Advisor.....	3
1.2.2 Graduate Project	3
1.2.3 Thesis	4
1.2.3.1 Graduate Thesis	5
1.2.3.2 Ph.D. Dissertation	5
1.2.3.2.1.Thesis Proposal	6
1.2.3.2.2.Report and Defence	6
2.GENERAL FORMAT AND WRITING RULES	
2.1. General Format	8
2.1.2. Page Layout	9
2.1.3. Line Spaces and Order	9
2.2. Page Layout for Project and Thesis	10
2.3. Front Page	12
2.3.1. Outer Cover	12
2.3.2. Inner Cover.....	13
2.4. Declaration.....	14
2.5. Project Evaluation and Thesis Defence Report	14
2.6. Abstract (Özet).....	14
2.7. Abstract	14
2.8. Contents	15
2.9. List of Tables and Figures	15
2.10. Abbreviations	16
2.11. ORCID ID Supply.....	16

3.MAIN TEXT

3.1. Chapter Numbers and Title Format	17
3.2. Introduction	17
3.3. Other Chapters of the Text.....	18
3.3.1. Introductory Sections to Theoretical Framework and Field	18
3.3.2. Special Sections to Non-experimental and Observational Studies ...	18
3.4. Citations	19
3.4.1. IEEE Citation Format	19
3.4.2. Author Date System Submission for Text (APA).....	20
3.4.2.1. Bibliography and In-Text Citations Match.....	21
3.5. Names of Tables and Figures	23
3.6. Result.....	25
3.7. Last Part	25
3.7.1. References	26
3.7.2. Appendices	26
3.7.3. Resume	28
3.8. Major Mistakes Made in Research.....	27
3.9. Pre-graduation	30
3.9.1. Thesis Submission to the Institute before Jury Selection.....	30
3.9.2. Project Submission Process Before Delivery	31
3.10. Graduation	31
3.10.1. Submission of the Thesis at Graduation Stage to the Institute	31
3.10.2. Project at Graduation Stage	32

APPENDIX

Appendix-1: Example of Declaration Page.....	35
Appendix-2a: Example of Master's Thesis Defence Examination Report	36
Appendix-2b: Example of Project Evaluation Report	37
Appendix-3: Example of Turkish Abstract and Keywords	38
Appendix-4: Example of English Abstract and Keywords	39
Appendix-5: Example of Table of Contents Page.....	40
Appendix-6: Example of List of Tables	41

Appendix-7: Example of List of Figures	42
Appendix-8: Example of List of Abbreviations	43
Appendix-9: Example of IEEE Reference	44
Appendix-10: Example of APA 6.0. Reference	46
Appendix-11: Curriculum Vitae Sample	49
Appendix-12: Thesis Delivery to the Council of Higher Education.....	50
Appendix-13: Preparation of Compact Discs.....	52
FREQUENTLY ASKED QUESTIONS	54

INTRODUCTION

Having been prepared to provide a standard for the rules that master and doctoral candidates in the Institute of Graduate Studies of Dogus University are required to follow in writing projects and thesis, this guide emphasizes both scientific method and form/content requirements for academic purposes. Students must carefully read this guide and Dogus University Graduate Education Regulation and fulfill their requirements. Although Master's Project, Master's Thesis, and Ph.D. thesis are subject to the same conditions given in this guide in terms of form, all three study types differ in duration, scope, and expectations. Students enrolled in Turkish-medium departments can prepare their thesis in Turkish. Only in departments where the language of instruction is English, the thesis must be prepared in English. This manual is designed to guide students in the process of thesis preparation. However, it is one of the most important factors in determining the success of the thesis that students are in regular contact with their advisors.

1. BASIC PRINCIPLES AND CONCEPTS

1.1. Basic Principles

Students must strictly adhere to the ethical rules and academic requirements throughout the thesis-writing process. The student must prepare his/her project or thesis himself/herself. Referencing (quotation) and citation rules must be strictly followed.

Regardless of the level of the project or thesis, objectivity should be maintained in order to allow the readers to make a judgment and comment, and opinions and comments of the author should be clear and precise throughout the study. The whole study needs writing in passive voice with the third person singular. In the theoretical framework and literature review, the author must avoid expressing his/her personal opinions. Especially in the context of literature review, the author is not to insert his/her own personal opinions but can add links and explanations. S/he should state such views and comments in the context of the research results, mainly in the conclusion section. Also, it must be avoided to improve the study with unnecessary

details or narrow it down to such a degree that it would disrupt the integrity of the study.

There is no general rule/pattern about how long a project/thesis needs to be. It should be noted that the number of pages depends upon the content requirements of the study. A good project/thesis is one that is sufficiently refined. Yet, there are unwritten rules to be generally accepted in the world. While there are some cases where the criterion is taken to determine the number of pages in the thesis, one of the most important criteria is a sufficient and up-to-date number of sources.

Theses and projects must be reproduced on a high-grade white paper in A4 format (21 x 29.7 cm, 80 g/m²) without disrupting their features. The copies must be clean and legible. Some important points to be considered in the project/thesis are listed below:

- The digital copy of all cited works or the photocopy of the relevant pages must be kept by the author up until the graduation clearance process. In case of need, all the resources might be required by the Ethics Committee or Institute Administrative Committee. For this reason, inaccessible resources should never be included in the study, and every resource mentioned in the bibliography must be accessible.
- It requires permission from Dogus University Ethics Committee for survey and interview questions. Questionnaires without the approval of the Ethics Committee must not be conducted. Correspondences with relevant institutions need to be maintained through proper channels and the use of written communications. Students ought to apply to the Institutions and companies for conducting a questionnaire through our Institute. They can compile a list of up to ten institutions in the section of the Ethics Committee application form where the questionnaire will be applied.
- All references should definitely be listed in the study.
- It is worth noting that all the sources in the reference list are to be cited in the text.
- Original ideas, approaches, and methods should not be included without citing their owners. The preface can only be included in the theses defence copies- it should not be included in the copy to be uploaded to YÖK National Thesis Center. In accordance with Personal Data Protection Board, personal data (wet-

ink signature and e-mail address, telephone number of the author responsible for the thesis, etc.) should not appear in 1 (one) of the thesis reports delivered as a CD-ROM.

- Too short or one-sentence paragraphs need avoiding throughout the study. It is important to note that each paragraph is to be designed in such a way that it is semantically integrated both with itself and the written part.

1.2. Basic Concepts

1.2.1. Project / Thesis Advisor

The Project / Thesis advisor is the appointed faculty member who supervises his/ her students in terms of academic principles guiding them with his/her experience, level of knowledge, and being a role model during all stages of the project/thesis from the subject selection to defence.

Although there is no specific criterion for this, the advisor is obliged to devote necessary attention and allocate time to ensure that the student completes the program on time. The office hours determined by our faculty members for their students should be noted, and students should confer with their advisors regularly during these periods. In addition, they must send their documents to their advisors through the internet at regular intervals and record their progress. It is of great importance for the successful completion of the thesis that all students are in regular contact with their advisors via e-mail, telephone, or face-to-face meetings.

1.2.2. Graduate Project

The aim of the Non-Thesis Master's Degree Program is to expand the student's theoretical and practical knowledge in the relevant field and to gain the ability to produce application-oriented solutions providing him/her with a profound point of view. A project is a written report which includes the student's work intended to resolve implementing issues or to develop alternative proposals for proving his/her ability to use the acquired knowledge in practice.

The student proves that s/he has achieved this level with successful completion of the course work and submission of acceptable Master's project. The minimum expectation for a master's project is to define and identify cases existing in a certain field originally and elaborately (literature review), as well as presenting solutions or innovations which can be brought into practice through research.

Extensive studies such as adaptation of the above-mentioned original practice to the project, examination of relationships between cases, newly-generated scientific knowledge, and even the creation of theoretical models, etc. are beneficial to attain high levels of quality in projects.

Sample of Project Content

- Cover Pages (Outer and Inner Cover)
- Project Approval Page
- Özet / Abstract
- Contents
- List of Tables
- List of Figures
- Abbreviations
- Introduction
- Text (Chapters of the Text)
- Conclusion
- References
- Appendices

1.2.3. Thesis

It is necessary to determine the thesis topic and the problem leading to the research. Literature review to be carried out on the selected topic not only clarifies the questions related to the problem, but also shows the originality of the study.

A certain system and format should be taken in all areas to support the thesis: “Technical details of the thesis;” “Purpose of Research”, “Scope of Research” “Research Model, “Limitations”, “Research Hypothesis/Question”, “Data Collection Tools”, “The Validity and Reliability of Data Collection Tools”, “Data Collection”

“Data Analysis Methods”, “Research Methods Designed in the Study,” “Statistical Methods” etc.

1.2.3.1. Graduate Thesis

The aim of the Master's Degree program is to expand the student's theoretical and practical knowledge in the relevant field, provide him/her with the ability to produce new information by doing scientific research, evaluate and interpret information as well as a scientific perspective on problems and solutions. The student proves that s/he has achieved this level with successful completion of the course work and submission of acceptable Master's thesis.

A master's thesis is a scientific work involving academic research that the student has done in order to produce, evaluate and interpret new information using the theoretical and practical knowledge and skills gained. The minimum expectation for a master's thesis is to ensure the thesis is based on scientific research in a certain field, to investigate the relationship between cases, address the problems, and offer an original solution to them. It is desirable that the master's thesis has the standards to produce a national or international scientific article. Compared to the master's project, the qualitative and academic distinguishing characteristic of the master's thesis is that thesis is scientifically research-oriented. That research must be carried out with qualitative or quantitative techniques and the findings should be objectively presented to the reader.

1.2.3.2. Ph.D. Dissertation

The aim of the doctoral program is to provide the student with the deepest and broadest theoretical and practical scientific knowledge and skills necessary to enable them to conduct independent scientific research, to make comments by examining scientific events, to produce new information and original alternative solutions. Upon successful completion of the program, the student is awarded the title of 'Doctor' in his/her area. The student proves that s/he has achieved this level with successful completion of the course work and submission of acceptable Ph.D. dissertation. The minimum expectation for a Ph.D. dissertation is to originally contribute to knowledge, develop a new scientific method, or ensure that an existing method can be applied to new fields.

Compared to the master's thesis, the distinguishing characteristic of the doctoral dissertation is that it is based on a deep scientific research in a specific field. It is essential to generate at least one scientific article at Ph.D. level and to contribute to the relevant literature theoretically or practically.

1.2.3.2.1. Thesis Proposal

For the student who is successful in the comprehensive examination, a Thesis Monitoring Committee consisting of at least three faculty members is formed by the Head of the Department within one month upon the recommendation of the Head of the Institute and the approval of the Institute Executive Board. The student, who completes the doctoral comprehensive examination successfully, defends his/her dissertation proposal orally, which includes the title, topic, purpose, method, and work plan of the research, within one hour in front of the Thesis Monitoring Committee, within six months at the latest. Typically, thesis proposal should have the following elements:

- Title of the proposed thesis
- Thesis topic
- Purpose of research
- Significance of research
- Approach/methods
- Conceptual framework
- Scope and Limitations
- Data Collection Procedures
- Bibliography

1.2.3.2.2. Report and Defence

The student, who completes the doctoral comprehensive examination successfully, defends his/her dissertation proposal orally, which includes the title, topic, purpose, method, and work plan of the research, in front of the Thesis Monitoring Committee within six months and the time period specified in the regulation at the latest. The student submits his/her defence request to the Institute with a petition approved by his/her advisor. The student distributes a written report on the dissertation proposal to

the committee members at least fifteen days before the oral defence. The student who does not submit a written dissertation proposal and/or does not make a presentation within the required time period is deemed unsuccessful in the defence.

For the student whose dissertation proposal is accepted, the Thesis Monitoring Committee meets at least twice a year, once between the months of January to June and July to December. The student submits a written report to the committee members at least one month before the meeting date. In this report, the summary of the work done so far and the work plan to be done in the next semester is clearly stated. The student's dissertation work is determined as successful or unsuccessful by the committee. The committee decision is notified to the Institute by the related Department/Art Major within the following three working days. After the successful completion of the dissertation in Monitoring Committee meetings, a thesis progress report is prepared by the thesis advisor and sent to the Institute within fifteen days at the latest. A student who fails twice in a row or three times intermittently by the Committee is dismissed from the University.

The following information should be included in the reports to be submitted to the Institute:

- Student Name and Surname
- Department/Program
- Reporting Period
- Thesis Advisor and Committee Members
- Acceptance Date of Thesis Proposal
- Thesis Topic
- Research Method
- Revisions within the reporting period
- Plans for the next reporting period

In order for a doctoral student to take the dissertation defence exam, s/he must publish at least one original article in a national or international refereed journal, or submit an acceptance letter to the Institute board of directors. Thesis advisors can take part in this publication as co-authors, but the work should not include an author's name who

has not contributed to the thesis. The relevant publication must be addressed to Dogus University.

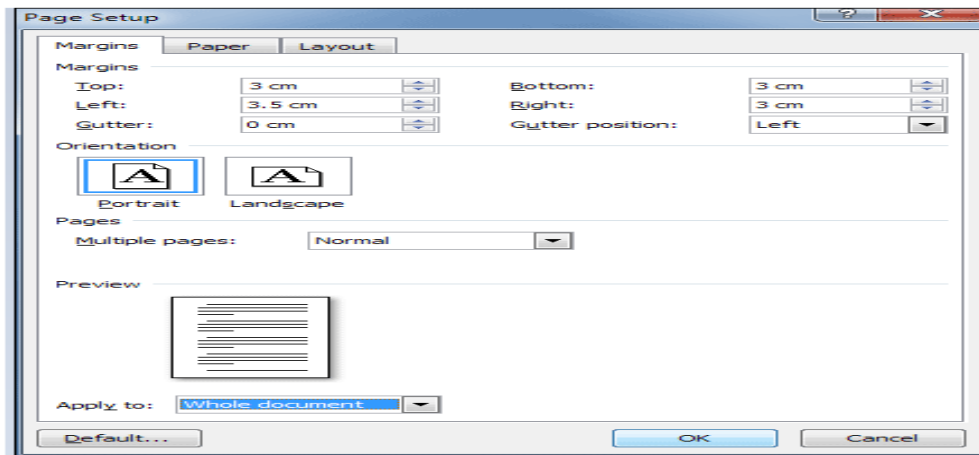
2. GENERAL FORMAT AND WRITING RULES

2.1. General Format

- The copy of thesis must be printed on one side of standard A4-size (21 cm x 29.7 cm), 75-80 gr weight.
- Students of Institute of Graduate Studies must prepare their study electronically, using MS Word writing program or similar software.
- Tables, graphs, and figures can be created using Excel or another program recommended by the advisor.
- Three fonts can be used: Times New Roman, Arial, and Calibri. In case Times New Roman (TNR) is used throughout the text, the font size needs to be 12 points. If Arial or Calibri fonts are to be used, all fonts should be calculated as -1. For example, while a normal text is written 12 pt. in Times New Roman, 11 pt. should be used when Arial or Calibri is preferred.
- Separate and bold fonts need explaining in the guide when appropriate (such as Outer Cover, Inner Cover, Footnotes, Section Headings).
- The default text colour must be black.
- Proper and correct use of Turkish is extremely important in writing a project or thesis. In this regard, the up-to-date Turkish Spelling Guide of the Turkish Language Association should be taken as a basis.

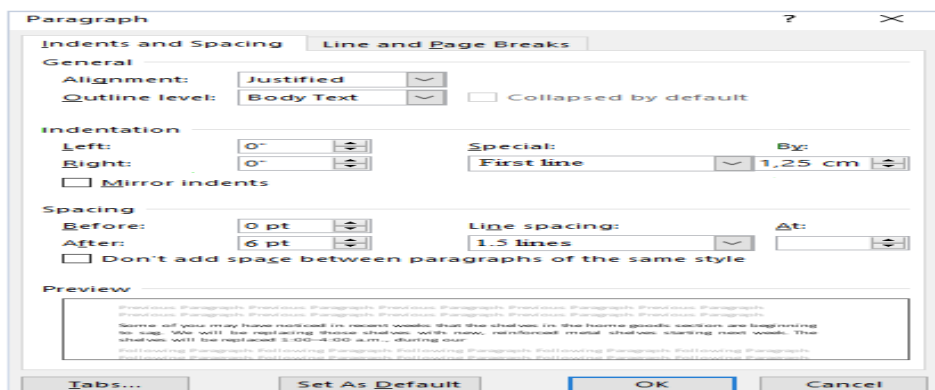
2.1.2. Page Layout

The top, bottom, and right margins are required to be 3 cm, and the left margin 3.5 cm from the edge of the page. The header and footer must be set at 1.3 cm.



2.1.3. Line Spaces and Order

- The text should be aligned Justified, Indent: Left 0 cm, and Right 0 cm.
- When starting a new paragraph, the first line should be indented by 1.25 cm.
- Line spacing needs to be set before or after paragraphs; Before: 0nk, After: 6nk.
- The spacing between paragraphs should be 1.5 lines.
- The first sentence of a paragraph should not be placed at the bottom nor the last sentence at the top of the page.
- For footnote texts, the line spacing should be single and 10 points fonts must be used.



2.2. Project and Thesis Page Layout

Project or Thesis work; It consists of three parts, the Preface, the Text Part, and the Final Part. The page order of these sections is as follows:

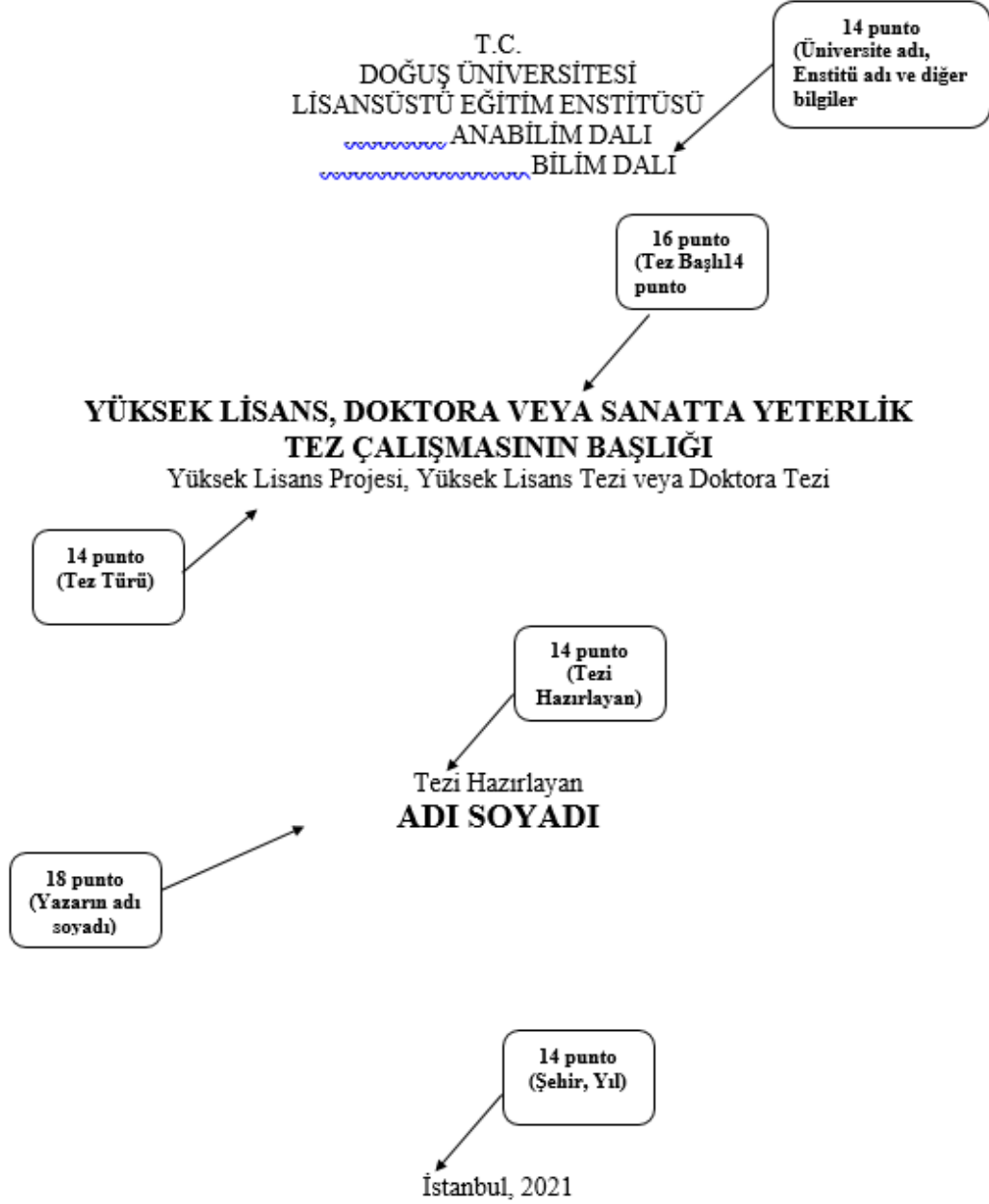
Main Sections	Order of Pages	Page Numbers
PREFACE	OUTER COVER	Not displayed
	INNER COVER	Not displayed
	OATH TEXT PAGE	Not displayed
	PROJECT/ THESIS EXAM REPORT	Not displayed
	SUMMARY	Not displayed
	ABSTRACTS	Not displayed
	CONTENTS	Roman numerals (i) begin to appear from the Table of Contents and continue until the text
	LIST OF TABLES	
	LIST OF FIGURES	
	ABBREVIATIONS	
DICTIONARY		
TEXT PART	ENTRANCE	It begins with 1 and continues until the end of thesis/project.
	OTHER SECTIONS	
	CONCLUSION SECTION	
FINAL PART	RESOURCES	
	ATTACHMENTS	
	RESUME	

From the CONTENTS page, the page numbering starts with the small Roman numeral “i” in the middle of the page;

In the Text Section, it should start from the middle of the page with 1 in the INTRODUCTION section and continue to the end of the CV in the last section with numbers (1, 2, 3,...) without interruption. All page numbers should be placed centered at the bottom of the page.

2.3. Preface

2.3.1. Outer Cover

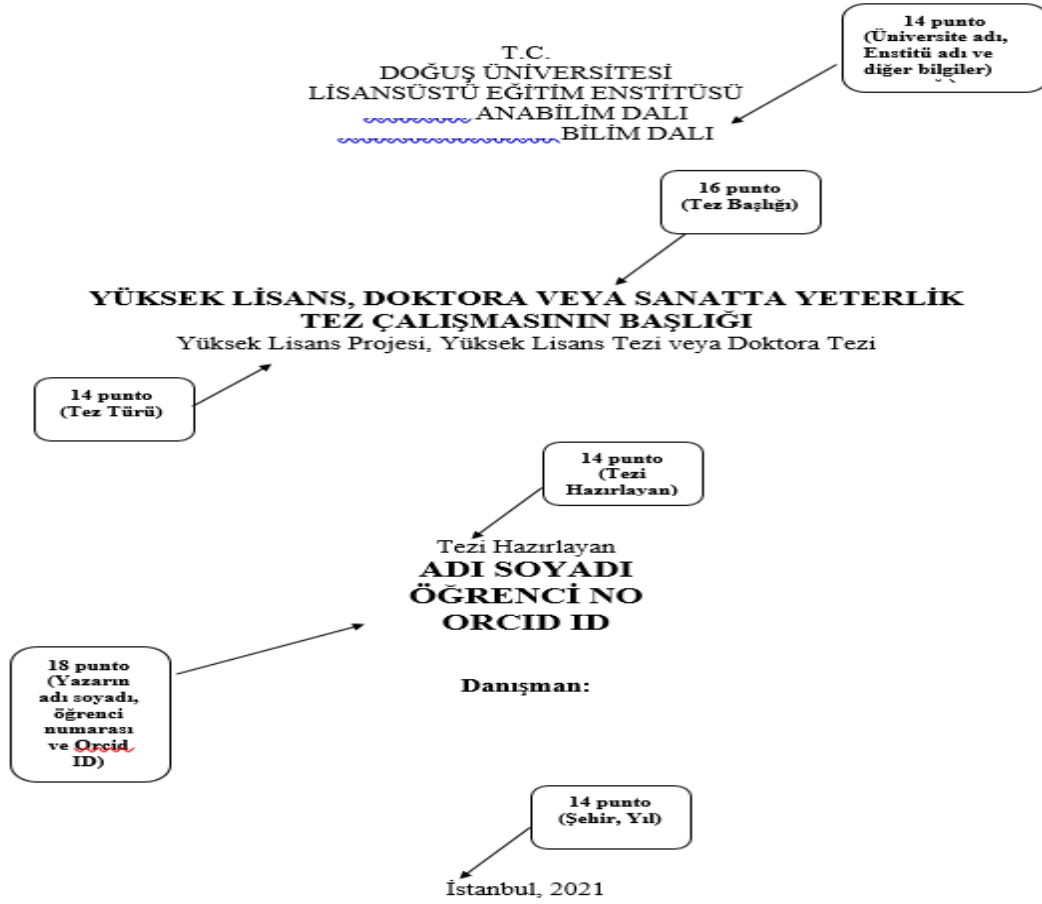


On the cover page; The names of the University, Institute, Department, Department of Science, the name of the project or thesis, the type of study (project / thesis), the name

and surname of the author, the place (Istanbul) and the year it is defended. The student's name and surname should not be abbreviated.

2.3.2. Inner Cover

The page layout of the inner cover is the same as the layout of the outer cover. However, on the inner cover, in addition to the information on the outer cover, the student number is also included in the block containing the student's name and surname. ORCID ID should be placed just below the student number. The consultant's block should be added to the page and the title of the consultant should be written here without abbreviation.



2.4. Text of the Oath

The text of the oath includes the following statements:

Master's Project / Thesis - I declare that this study titled “.....”, which I submitted as a Ph. and wherever they are used in my work, I state that they are referenced, that I have not acted in violation of patents and copyrights, and I proudly confirm this. Date – Signature.

For an example, see Annex-1: Text of the Oath.

2.5. Project Evaluation Report and Thesis Exam Report

The project is included in the copies of the studies submitted to the Graduate School after successfully passing the advisor's evaluation / thesis defense exam (See Appendix-2a and 2b). This page can be obtained from the Graduate School Registrar's Office or from the institute website.

2.6. Summary

- The abstract consists of 200-250 words, describing the purpose, setup, method, findings and conclusion of the study as plainly as possible.
- Key words are included in the abstract. These words consist of terms that reflect the work and represent its essence (see Appendix-3). The number of keywords should be at least three and at most five.
- The title of the study and the summary are the first parts that give an idea about the work; therefore, these parts should be given as much care as the other parts of the study.
- Since the finished work is mentioned, it should be written in the past tense. Future tense suffixes should not be used.

2.7. Abstract

It consists of Turkish abstract and translation of key words (see Appendix-4). The translation must be done without errors and must be added to the project/thesis after being checked by the author. In addition, information such as the title of advisor faculty member and the graduate program in which the thesis was written should also be in English.

2.8. Contents

A TABLE OF CONTENTS title is placed on the top of the page with a 12-point dark TNR font, centered. A blank line is given before the table of contents, and a blank line after it. Page No. is written. All parts of the work are displayed on this page in the order they appear in the work;

- The main section titles should be written in 12-point capitals and bold letters.
- Sub-headings should be written in lower case letters with the initials of the words in capital letters.
- The title with a question mark should not be used.
- The main section headings should be placed on the far left of the page, while the lower section headings should be placed in cascades, like one “Tab” or two “Tabs” as the title level increases.
- All page numbers should be added to the far right of the page (see Appendix-5).

There is a tool in the MS Office Word program that automatically creates the Contents Page. The structural format can then be edited.

2.9. List of Tables and Figures

The LIST OF TABLES title is placed centered in 12 font size, TNR, bold, capital letters, leaving one line space from the top, and one line space is left after the title. Page No. 12 point, right justified. is written.

Tables are numbered consecutively with their names from the beginning to the end of the study. In other words, in section changes, table numbering should continue from the previous section (see Appendix-6). Table number and table name should be given above the table, in bold letters and centered.

The LIST OF FIGURES title should be written in 12 font size, TNR, bold, capital letters, centered, leaving one line space at the top, and one line space should be left after the title. In addition, Page No. 12 point, right-justified. should be written.

Figures should be numbered consecutively from the beginning to the end of the work, like tables. In other words, in section changes, figure numbering should continue from

the previous section (see Appendix-7). Figure number and figure name should be given below the figure, in bold letters and centered.

If pictures, photographs, drawings and similar materials are given in the work, their list should be arranged as a separate list, in the same way as the Tables or Figures List. In addition, MS Office Word program and other writing systems have the features to perform such operations automatically.

2.10. Abbreviations

After one line space is left from the top, ABBREVIATIONS title should be written in 12 font size, TNR, bold, capital letters, centered and one line space should be left after the title. Some institutions and concepts in the study and abbreviations made due to writing technique should be given in alphabetical order (12 point, TNR, bold) on this page and their full expansions (12 points, TNR) should be written (see Appendix-8). In abbreviations in the text, abbreviation can be given with parenthesis when the full name of the abbreviation phrases is written the first time.

2.11. ORCID ID

ORCID (Open Researcher and Contributor ID) is a non-proprietary alphanumeric code used to uniquely identify scientists and academic authorities. ORCID provides a permanent digital identifier (ORCID ID) that you own and control that distinguishes you from all other researchers. With ORCID ID you can connect with your professional information – (links, grants, publications, peer reviews and more). You can use your ID to share your information with other systems, to recognize all your contributions, to save time and to reduce the risk of errors. ORCID ID is obtained free of charge from the internet at <https://orcid.org/>. This ID number should be written on the bottom line of the student number on the inside cover.

3. TEXT PART

The section called the Text Section is the theoretical sections and the sections where empirical applications, if any, are explained. Format and content terms are as described below.

3.1. Chapter Numbers and Title Writing Format

On the CONTENTS page, the chapters and sub-headings of the chapters are displayed by cascading according to their rank. Chapter Title should be written in 12 font size, TNR, bold, capital letters and the page should be centered (see Appendix-5).

- i. First-degree chapter titles should start on a new page.
- ii. First degree titles should be written in 12 font size, TNR, bold, first letter capitalized.
- iii. Headings lower than the first degree should be capitalized with 12 points, TNR font. It should be written starting with a letter and continuing with lowercase letters.
- iv. All headings in the text should be left justified, leaving a tab space.
- v. Regardless of the degree, text should be written under the headings.
- vi. The new title should be written with one line space after the ending text.
- vii. No space should be left between the title and the text below it.
- viii. One line space should be left between paragraphs.
- ix. Under each section, there should be at least two subheadings, if required.
- x. No more than fourth degree subheadings should be made.
- xi. Section numbers are written in 12 point, TNR, bold font. section numbers,are separated from each other by a dot without leaving a space between them and should be finished (like 3.4.2.).

3.2. Introduction

This section introduces the subject of the study to the reader, explains the general problem area, and clarifies the research area. Depending on the nature of the study (theoretical/experimental, etc.), the purpose, importance, scope, limitations, hypotheses and method should be outlined and the path to be followed throughout the study should be explained.

Sub-section titles such as "Research Problem and Question", "Purpose of Research", "Importance of Research", "Scope of Research", "Definitions", "Study Plan" can be made within the department.

The INTRODUCTION should end with a brief summary of each section of the study. Narration should never be made in the future tense, and care should be taken not to include future tense possessive suffixes in the narrative of a written or printed work. Tables, figures, etc. in the INTRODUCTION section. Care should be taken not to include material.

3.3. Other Text Parts

3.3.1. Introductory Sections on Theoretical Background and Field

Theories, models and approaches that form the basis of the subject of the study should be given in these sections. All concepts explored/interpreted throughout the study should be defined with such clarity that there is no room for doubt about their role in the study. This narrative should be reinforced by citing other studies in the literature. Subjects that are not directly related to the research should not be placed in these sections. It should be noted that the purpose of these sections is to draw the theoretical framework of the research.

3.3.2. Special Sections for Non-Experimental and Observational Studies

Theoretical discussion, analysis, theoretical model development, paraphrase, etc. In works of this type, there may be chapters/sections containing the author's original approaches and comments within the framework of theoretical approaches and concepts explained in previous chapters, and appropriate main titles should be selected.

Since some Art / Departments (Cinema-TV, Textile Design, English Language and Literature, International Relations Departments) have different qualifications, in cases where there is a need to prepare a project / thesis in a different design, studies in accordance with the expectations of the relevant department can be carried out and prepared under the guidance of the consultant.

3.4. Citations

It is recommended to use the American Psychological Association (APA) Sixth Edition for theses where [] bracket references (numerical system) will be used for the thesis / project writing, and IEEE for the author date system. In the selection of one of the above-mentioned reference formats, the recommendations of the consultants should be taken into account.

3.4.1. IEEE Citation Format

- The IEEE citation style is a numbered reference style that uses the citation numbers given in square brackets in the text and is predominantly preferred in the field of engineering.
- Reference numbers should be given in square brackets.
- Authors with up to 6 authors are shown in the bibliography, while if there are more than six authors, the first author is taken and then et al. statement is added.
- If you want to refer to the previously numbered source again, the previous number should be used.
- In-text citations do not need to specify the author's name, pages used, or publication date.

References can be used in the text in the following ways to express the meaning in their explanations (In case of citing a single source):

[1] : Source number 1,

[3] : Source number 3.

(When referring to multiple sources at the same time, the preferred method is to give each number separately, in its own parentheses, using a comma or a hyphen between the numbers)

[4, 5] : Sources 4 and 5,

[5-8] : Resources 5, 6, 7 and 8,

[1, 5, 6] : Resources 1, 5 and 6,

[3, 8-10] : References 3, 8, 9 and 10.

Examples: In-Text Reference (IEEE)

... are given in [15].

... is found in the theoretical study of the event, [3], [5-8].

... takes at the boundary points of the network, [2],[9].

The existence and uniqueness of the ... solution are examined in [7] and [8].

Differentiation properties of the solutions found in [6]

In the studies in [2] and [4] ...

Localization of the solution in Guckenheimer [1]...

[1], [5-8] has shown that ...

Where ... is piecewise continuous (see [4], [5], [10], [17]) ...

Examples of IEEE bibliography format are shown in Appendix-9.

3.4.2. Author Date System Submission for Text (APA)

Reference is basically done in two ways: In a study conducted by Evans and Shaw (2008), it was emphasized that reading activities with the family had a positive effect on the child's reading skills.

or

Scientific journals are an important official communication tool used extensively by scientists. Continuity, rapid publication and access to current research results are the most basic features of scientific journals. These features distinguish scientific journals from other scientific communication tools and make them more used in disciplines where timeliness is at the forefront (Küçük, Al, & Olcay, 2008, p. 309).

3.4.2.1. Alignment of References and Bibliography

- Every reference cited in the text should be included in the bibliography, and every reference in the bibliography should be referenced in the text.
- The author's name and date information in the submission must be exactly the same as the author's name and date information in the bibliography.
- It is sufficient to refer to classical works such as the Bible and the Qur'an and personal communications in the text, and there is no need to specify in the bibliography.
- Submitting the articles that are the subject of meta-analysis if they are not mentioned separately in the text is not necessary.

Examples:

Single Authored Works

References to works with a single author include the author's surname and date information. Additions like JR. must not be mentioned.

Tag

Yilmaz, B. (2005). The process of restructuring the public administration in Turkey and the public libraries. *Turkish Librarianship*, 19, 56-77.

Reference

(Yilmaz, 2005, p. 58)

Studies with Two and/or More Authors

For a work with two authors, the surnames of both authors should be included in each reference.

Tag

Al, U. and Soydal, I. (2014). Library-e Turkey Project: Public library usage research. *Turkish Librarianship*, 28(3), 288-307.

Reference

(Al and Soydal, 2014, p. 300)

When citing studies with three, four and five authors, only the surnames of all authors are given in the first reference in the text. For other references, the first author's surname and others should be added next to it. While articles written in English refer to publications with three, four, or five authors, et al. The expression should be used.

Sample

First reference

(Airplane, Kurbanoglu, Şencan and Doğan, 2011)

Second and subsequent references

(Airplane et al., 2011)

If there is a reference to a work with three, four or five authors in a paragraph and if it is necessary to refer to the same source again within the same paragraph, there is no need to add the date information in the second and subsequent references.

Sample

If it is the first time in the source text:

Choo, Bergeron, Detior, and Heaton (2008, p. 794) discuss the use of knowledge in eight different classes. Choo et al., in the same study... If it is mentioned before in the source text, Choo et al. (2008, p. 794) discuss the use of information in eight different classes. Choo et al., in the same study

When referring to studies with six or more authors, only the surname of the first author is indicated.

Tag

Dougherty, M., Meyer, E. T., Madsen, C., Van den Heuvel, C., Thomas, A., and Wyatt, S. (2010). Researcher engagement with web archives: State of the Art. report. London: JISC.

Reference

(Dougherty et al., 2010)

In-text reference can be made for APA 6 by using the Word program automatically (insert citation) under the References heading. For each work format (Book, Book Chapter, Journal Article, Paper, etc.) in APA 6 format, all information on the subject should be added.

Kaynak Oluştur

Kaynak Türü **Kitap**

APA için Kaynakça Alanları

Yazar

Yazar Kuruluşu

Başlık

Yıl

Şehir

Yayıncı

Tüm Kaynakça Alanlarını Göster

Etiket adı

REFERENCES format for APA 6 is also automatically available. Then, REFERENCES writing formats can be applied (see Appendix-10).

Ne yapmak istediğinizi söyleyin...

Alıntı Ekle

Kaynakları Yönet

Stil: APA

Resim

Şekiller Tablosu Ekle

Tabloyu Güncelleştir

Girdiyi İsaretle

Yerleşik

Başvurular

Başvurular

Çene, C. (2003). *Alıntılar ve Başvurular*. İstanbul: Kemal Kitabevi.

Göktepe, M. (2005). *Resmî Yayın Oluşturma*. Burdur: Yazın Şti.

Kemer, M. A. (2006). *Kaynakça Nasıl Yazılır*. Ankara: Serüven Yayınevi.

Kaynakça

Kaynakça

Çene, C. (2003). *Alıntılar ve Başvurular*. İstanbul: Kemal Kitabevi.

Göktepe, M. (2005). *Resmî Yayın Oluşturma*. Burdur: Yazın Şti.

Kemer, M. A. (2006). *Kaynakça Nasıl Yazılır*. Ankara: Serüven Yayınevi.

Sözü Geçen Çalışmalar

Sözü Geçen Çalışmalar

Çene, C. (2003). *Alıntılar ve Başvurular*. İstanbul: Kemal Kitabevi.

Göktepe, M. (2005). *Resmî Yayın Oluşturma*. Burdur: Yazın Şti.

Kemer, M. A. (2006). *Kaynakça Nasıl Yazılır*. Ankara: Serüven Yayınevi.

Kaynakça Ekle

3.5. Use of Tables and Figures

Tables are numbered starting from Table 1. Table Name until the end of the study. The name of the table should be written above the table, centered on the page, 12 point TNR and bold. If citations are made, it should be given under the source table, justified 10 point TNR and single spacing (see Appendix-6).

Example:

Table 1. Distribution of Cited Sources by Publication Type		
Publication Type Classification	N	%
Book	6.083	42,1
Magazine	5.646	39,1
Electronic Publication	1.726	12,0
Thesis	600	4,2
Other Publications	372	2,61
Total	14.359	100

Source: Şencan, İ and Doğan, D. 2017. “APA 6 Guidelines for Citation, Table and Figure Creation in Scientific Publications. Turkish Librarians Association, p. 23.

Figures, Figure 1. Figure name is numbered until the end of the study. The figure name and the source are written as 12 point TNR by centering the page under the figure. If the source is under the figure name, it should be written in 10 pt TNR and left aligned with single space (see Appendix-7).

Example 1:

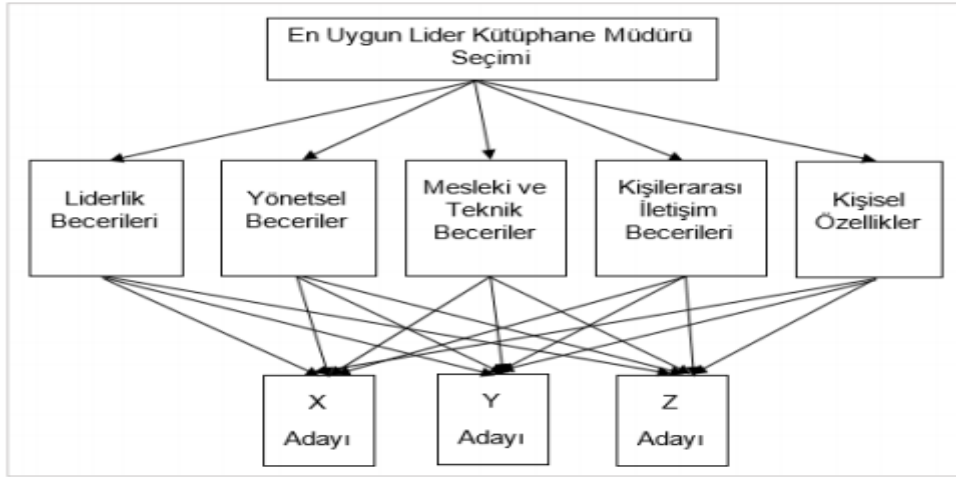


Figure 1. Hierarchical Structure for Selection of Lead Library Manager.

Source: Yılmaz, M. 2010. “The Analytical Hierarchy Process (AHS) and an Application: Selecting a Leading Library Manager.” Turkish Librarianship, 4(2), p. 223

Example 2:

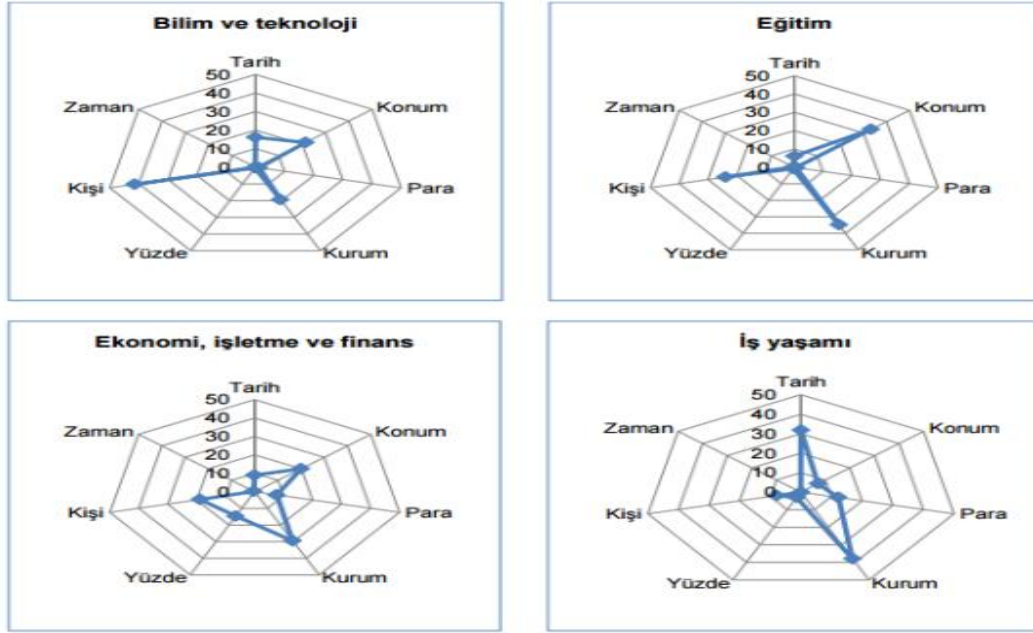


Figure 2. Radar Chart Representation of Asset Distributions

3.6. Result

This section is the last section of the Text Section and is found in all Project and Thesis studies, regardless of which Art / Department. It is the most important part of the work. In this section, firstly, a brief summary of the study is given along with a brief verbal description of the findings. Then, by presenting a brief summary of the author's comments, it addresses the limitations of the study and the suggestions for new and other research that have emerged in the study. Finally, if the study contains results that can provide practical benefits to institutions and individuals in practice, these are also presented as suggestions to academics and relevant people in the field of study. Since it is the most original part of the work, it should not be kept short.

- The use of subtitles in the CONCLUSION section should be avoided.
- A title number should not be given in the CONCLUSION section.
- Care should be taken not to use footnotes in the CONCLUSION section.

3.7. Last Part

The last part contains the BIBLIOGRAPHY, APPENDIX, and BIOGRAPHY pages. Each one starts from the top of the page. No partition numbers are given for these.

3.7.1. References

The purpose of bibliography is to assist readers in accessing and using resources. For this reason, the information on the sources given in the bibliography should be correct and complete. Each imprint generally includes the author, publication year, title, and publication information fields. The best way to check this information is to go to the original publication and verify each imprint. Attention should be paid to the complete transfer of journal names, publication year information, volume and issue numbers, page numbers and electronic access information, spelling of proper names and foreign language words containing special accents or signs. Authors are responsible for all information in the bibliography list. Accurate and complete bibliography helps build credibility as a careful researcher.

Every source used in the text must be available to the author as digital or physical output. Some or all of the resources may be requested by the institute or the ethics committee at any stage of the project and thesis writing process, including after its defense. All sources specified by the author used in the bibliography should be ready to be submitted to the institute when necessary. The digital recording of the works in PDF format is sufficient. The photocopy or picture of the cover, inner cover and used pages of physical books and other works that do not have a digital record must be kept by the author. While creating the bibliography format, the following points should be considered:

- One line space is given before and after the title.
- REFERENCES title is written in TNR, 14 points and bold. The bibliography content is written as 12 point TNR.
- The bibliography should be listed alphabetically according to the surnames of the first authors of the references.
- In the Bibliography section, when using justified body text, Spacing should be set to Before (0nk) After (6nk), Line spacing (1.5th line).

3.7.2. Appendices

Tables, figures, pictures, secondary data or questionnaires, permission documents, correspondence, etc. is included in this section. At the same time, more than one page

of direct quotations are also included in the appendices. Each appendix is given on a separate page.

On the CONTENTS page, the APPENDIX title is given without specifying the page number, and all appendices are indicated with the page numbers under it (see Appendix-7). The ATTACHMENTS title should not be placed anywhere other than the CONTENTS page of the study.

After numbering in the form of Annex-1, Annex-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: Name of Suffix (12 pt, bold, TNR: 12 pt, TNR; all words start with a capital letter except for conjunctions such as 'and', 'with').

Annex-4: Questionnaire Form Used in the Research

3.7.3. Resume

A CV of the person who prepared the study, describing especially his educational life and academic studies, if any, is included at the end of the study (see Appendix-11). A brief biography of the person who prepared the study, describing especially his educational life and academic studies, if any, is located at the end of the study and should be explained with a passive sentence structure in the third person singular. The CV is not included in the CONTENTS page.

3.8. Major Mistakes Made in Research

It is possible to list the main mistakes made in the research as follows:

RESEARCH PARTS	MAJOR MISTAKES
Subject Choice	Choosing a feasible topic that is suitable for the purpose and the possibilities at hand, subject headings being very general
Cover page	It is not well organized and contains incomplete information.

Summary and Abstract	Writing too long or too short. It is similar to the Introduction by going beyond the purpose, method and findings, Abstract translation is not complete
Introduction	Writing too long, citing other sources, going off topic
Literature	Not including sufficient number of sources, ignoring the most recent and up-to-date sources, erroneous and incomplete evaluation of the examined sources.
Method	Choosing the appropriate method for the research topic and purpose. Failure to follow the appropriate path in sample selection, data collection, data analysis and presentation of results. Insufficient number of subjects and not representing the main population
Matters& Conclusion	Inaccurate findings and misinterpretation of results, erroneous statistical analyzes and tests. The findings and results obtained are not suitable for the purpose of the research and the data used.
Suggestions	Not complying with the proposed study, Presenting suggestions on issues that were not taken into consideration, not emphasized or sufficiently researched in the research, and suggestions were not meaningful and applicable Suggestions are too long or too short

Reference List	Keeping it very short, including unused sources in the text to keep the bibliography list wide, following the common academic reporting rules in the presentation of the list Lack of dates of internet resources
Expression	The language and style of the narrative is not chosen in
Language and Style	accordance with the subject of the research and scientific
Used in the	depth, the level of the reader or beneficiary audience, and
Research Report	finally the purpose and level of the person who wrote the report.

Source: R. Arıkan. 2010. "Research Techniques and Report Writing" Rauf Arıkan, Ankara: Gazi Publishing House, p. 276.

In addition, according to TÜBİTAK, ethical violations are listed as follows:

- Fabrication: To produce, report or publish data that is not available in the research.
- Falsification: Modifying or altering research materials, devices, procedures, and research records or results in a way that may produce different results.
- Plagiarism: Using other people's methods, data, writings and figures without attribution.
- Duplication: Submitting or publishing the same research results to more than one journal for publication.
- Least Publishable Units: Making a large number of publications by separating the results of a research in a way that violates the integrity of the research and inappropriately.
- Not Expressing Support: Not stating the support of the supporting institution or organization in presentations and publications containing the results of supported research.
- Changes in Author Names: Removing the names of those who actively contributed to the research or adding new authors or changing the order of authors due to a

contribution incompatible with the authorship, without the consensus of the co-researchers and authors in the research and article.

It is possible to list the types of plagiarism made without reference as follows:

- The ghost writer: Getting all the information, word for word, from another source.
- The potluck paper: Taking from many sources and presenting it as one's own.
- Weak / Insufficient Concealment (Disguise) (The poor disguise): To hide the keywords in the paragraph by changing them.
- The self-stealer: Replicating from a previous work of his own.
- The Photocopy: Taking a section from a specific source without making any changes.
- The Labor of Laziness: Filling a large part of the work with quotations from other sources instead of striving for the original work.

Plagiarism by citing the source is as follows:

- The Forgotten Footnote: To eliminate the possibility of reaching the original source by naming the author but not giving the full citation.
- The misinformer: To eliminate the possibility of reaching the original source by giving the wrong citation.
- The Too-Perfect Paraphrase: The author citing the source he quoted verbatim, but heedless of putting quotation marks.
- The Resourceful Citer: The author citing all sources, using quotation marks, but the research does not contain any original ideas.
- The Perfect Crime: The author citing sources in some places, but not citing some sources in order to create the idea that the analyzes in the rest of the article are his own.

3.9. Pre-Graduation

3.9.1. Submission of the Thesis to the Institute Management Before Jury Selection

The Thesis Exam Minute on the front is not included in the pre-defense volumes given to the jury members. With the approval of the thesis advisor, four (4) copies of the Master's work with spiral binding, which are exactly the same, and seven (7) copies of the PhD theses with spiral binding, which are exactly the same, should be submitted to the Institute Administration.

3.9.2. Project Delivery Stages Before Project Delivery

Our project students must first submit their completed project to their advisors and obtain approval. If the consultant approves, they can complete the delivery to the institute together with the three “Project Submission Minutes” to be filled together with the plagiarism report.

3.10. Graduation

3.10.1. Submission of the Thesis at Graduation Stage to the Institute

After the Thesis Defense is found to be “Successful”, the Thesis Exam Minutes are signed by all the jury members and placed in the order shown in the 2nd Chapter, three (3) copies of the Master's or Doctorate work, which are exactly the same, are presented to the Institute with a white cardboard cover or in a place to be determined by the Graduate School.

Thesis / Non-Thesis Master's students are also obliged to fulfill the requirements in Appendix-13. The electronically saved forms of the Master's Theses (excluding projects) will be forwarded to the Higher Education Council (YÖK) by the Institute and will be published on the internet by the YÖK National Thesis Center. Master's Projects will be stored electronically by the Institute.

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

Naming the filename of the Turkish abstract: name_surname_ozet_tr.pdf

Naming the filename of the English abstract: name_surname_ozet_en.pdf

The text will be written on the Project and Thesis volume according to the following template:

FRONT FACE Outer cover (see 4.1)		
BACK		
[Name SURNAME]	[NAME OF THE WORK]	[İSTANBUL, YEAR]
BACK FACE Will be left blank.		

3.10.2. Project at Graduation Stage

The student in the Non-Thesis Master's program; he/she should write the project in accordance with the institute thesis and project writing guide and present it to his/her advisor. The consultant makes a successful or unsuccessful decision about the submitted project and prepares the appraisal report for the project evaluation. He adds an updated similarity report to this report and presents it to the student. If the student has successfully completed all the obligations of the non-thesis master's program, for graduation; The project must be provided and delivered to the institute in full, a duplicated and bound copy with English summary, .pdf formatted CDs and all the other documents required below:

- a) A duplicated and bound copy of the project with English summary and CDs in PDF format (The whole project must be in PDF format and in one piece).
- b) Project evaluation report.
- c) Similarity report with current date and wet signature of the consultant.
- d) Project data entry form.
- e) Project submission form.
- f) Dismissal form (to be obtained from the Institute).

Resources Used in the Preparation of the Guide

- Boğaziçi University, Thesis Writing Guide (2011). Boğaziçi University Web page.
Access address: <http://www.sbe.boun.edu.tr/en/thesis/style-guide>
- Chicago-Style Citation Quick Guide (2021). Access Address:
https://www.chicagomanualofstyle.org/tools_citationguide.html
- Doğuş University Post Graduate Thesis Writing Guide (2013). Doğuş University
Web page. Access Address:
<https://www.dogus.edu.tr/Content/files/20180511085619680.pdf>
- İstanbul Technical University Post Graduate Thesis Writing Guide (2008). İTÜ Web
page.
Access Address: <https://sbe.itu.edu.tr/ogrenci-isleri/tez-yazim-kilavuzu>
- İstanbul University, Social Sciences Institute, Thesis Preparation Instruction (2020).
İstanbul University Web page. Access Address:
<https://cdn.istanbul.edu.tr/statics/sosyalbilimler.istanbul.edu.tr/wp-content/uploads/2018/04/tez.hazirlama.yonergesi.pdf>
- Kadir Has University, Thesis Writing Guide (2021). Kadir Has University Web
page. Access Address: <https://sgs.khas.edu.tr/tr/tez-yazim-ilkeleri>
- Marmara University, Social Sciences Institute, Post Graduate Thesis Writing Guide
(2021). Marmara University Web page. Access Address:
<https://sbe.marmara.edu.tr/ogrenci/tez-yazim-kilavuzu-yeni>
- Okan University Thesis Writing Guide (2021). Okan University Web page. Access
Address: https://www.okan.edu.tr/uploads/pages/tez-proje-yazim-kurallari/sbe_tez.pdf
- Sabancı University Thesis Writing Guide (2021). Sabancı University Web page.
Access Address: <http://people.sabanciuniv.edu/~onat/Files/TezYazimi.pdf>
- Sakarya University, Social Sciences Institute, Thesis Writing Guide (2021). Sakarya
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<https://sbe.sakarya.edu.tr/tr/icerik/8417/23300/tez-yazim-kilavuzu>
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22(2), 187-204.
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Tezleri-Sanatta Yeterlik Eser Çalışması Eser Kılavuzu (2007). Yıldız Teknik
Üniversitesi Web sayfası. Erişim Adresi:
<http://www.sbe.yildiz.edu.tr/images/files/yazim.pdf>

APPENDIX

Appendix-1: Example of Declaration Page

I stated that this study titled “.....”, which I submitted as a Master's Project / Thesis - PHD Thesis, was written by me in accordance with scientific morals and traditions, that I obtained all the information in this thesis within academic and ethical rules, that all the works I benefited from are shown in the sources and that my study I state that they are referenced wherever they are used, and that I have not acted in violation of patents and copyrights, and I proudly confirm this. / / (Date)

(Signature)

Candidate's Name and Surname

Appendix-2a: Example of Master’s Thesis Defence Examination Report

..... /..... /20....

DOĞUŞ UNIVERSITY
Post Graduate Education Institute

Department:
Name and Surname:
Student Number:
Name of the Thesis Advisor:
Name of the Second Thesis Advisor:
Tittle of the Thesis:

At the end of the evaluations made in accordance with the 32nd article of Doğuş University Post Graduate Education and Examination Regulations;

Acceptance of the Thesis Making some corrections in the Thesis Rejection of the Thesis was decided by consensus /majority of votes. It is offered as needed.

Advisors

Member

Member

Member

Member

Department Head Approval:

Appendix-2b: Example of Project Evaluation Report

..... /..... /20....

DOĞUŞ UNIVERSITY
Post Graduate Education Institute

Department:

Name and Surname:

Student Number:

Name of the Thesis Advisor:

Name of the Second Thesis Advisor:

Title of the Thesis:

Appendix-3: Example of Turkish Abstract and Keywords

Name and Surname :
Advisor :
Degree and Date :
Major :
Key Words Archives, public archives, private archives, types of archives, city archives.

ÖZET

TEZ ADI

Arşivcilik biliminde arşivler teoride ve uygulamada temelde iki gruba ayrılmıştır. Bunlardan ilki “kamu arşivleri” diğer ise “özel arşivler”dir. Bu gruplandırmanın temelinde arşiv belgelerinin hukuki olarak mülkiyeti, kullanım hakkı ve aidiyeti yer almaktadır. Zaman içerisinde özel kuruluşların ya da sermayenin devletin üretim ve yönetiminde etkin bir konuma gelmesiyle özel arşivlerin tanımlanması önem kazanmış ve birçok dünya ülkesi arşiv mevzuatlarında bu konuda yeni yasal düzenlemeler yapmak zorunda kalmışlardır. Zira özel arşivlerin miktarı ve içeriği hiç de azımsanmayacak boyutlara ulaşmıştır. Bu düzenlemeyi yaparken arşivciler, özel hayatın gizliliği, bilgi edinme hakkı yasası, kamu menfaatlerinin korunması gibi önemli hak ve özgürlükleri birbirleriyle bağdaştırmak durumunda kalmışlardır.

Özel arşiv türlerinden biri olan kent arşivleri yerel kültürün gelecek nesillere aktarılmasında çok önemli bir işleve sahip olduklarından dolayı Avrupa’da uzun zamandır faaliyet göstermelerine rağmen ülkemizde yerel yönetimlerin öncülüğünde ancak 2000’li yılların başından itibaren hizmet vermeye başladıkları görülmektedir.

Bu çalışmada ülkemizdeki ve dünyadaki özel arşiv mevzuatı uygulamaları incelenerek karşılaştırmalar yapılmıştır. Elde edilen veriler ışığında Milli Arşiv Yasası’nda özel arşivlere ilişkin olarak yer alması gereken unsurlar sıralanmıştır. Kent arşivlerine ilişkin olarak ise yurtdışı kaynaklı arşivler incelenmiştir. Bu incelemelerden elde edilen veriler doğrultusunda ülkemizdeki kent arşivlerinde mevcut durumun saptanabilmesi amacıyla il yerel yönetimleri tarafından kurulan toplam 7 kent arşivini kapsayan anket çalışması uygulanmıştır. Uygulanan anket çalışması sonucunda derlenen veriler ışığında ulusal ölçekli ve uluslararası standartlarda bileşenlere sahip olan bir “kent arşivi modeli” geliştirilmiştir. Bu model çerçevesinde; personel, arşiv binaları, sağlama, koruma, saklama, erişim ve dijitalleştirme başlıkları altında kent arşivlerinin yapılandırılmasına ilişkin olarak model önerisinin bileşenleri detaylandırılmıştır. Ayrıca kent arşivinin işleyiş yapısını belirleyecek olan kapsam, metot, standartlar, kurumsal yapılanma ve sürdürülebilirlik ile ilgili kavramlar model içerisinde ele alınmıştır.

Appendix-4: Example of English Abstract and Keywords

Name and Surname :
Advisor :
Degree and Date :
Major :
Key Words Archives, public archives, private archives, types of archives, city archives.

ABSTRACT

THESIS NAME

In archival science, in theory and in practice, archives are fundamentally divided into two groups as 'public archives' and 'private archives'. Legal possession, right of usage and ownership of archival records underlie aforementioned grouping. In time, as private enterprises or capital stock have reached a remarkable level in state's production and governance, identifying private archives has come into prominence and numerous

countries have been obliged to set new legal regulations in their national archival legislation. In this respect, amount and content of private archives have reached considerable dimensions. Archivists, when setting those regulations, have had to correlate some significant rights and freedoms such as the right of privacy, right to demand information and preserving public interests with each other.

City archives are a type of private archives. Even though city archives have been operating for ages in Europe since they are crucial in terms of handing down local culture to the next generations, it has been observed that in Turkey, they have just begun to serve under the leadership of local governments from 2000s onwards.

In this study, private archive legislation regulations from Turkey and other countries were examined and compared. In the light of data obtained, the elements needed to be included in National Archives Act regarding private archives were compiled. Concerning city archives, foreign-sourced archives were analyzed. In accordance with the aforesaid analysis, with a view to determine the current state of city archives in our country, a survey, which comprised 7 city archives established by provincial local governments, was conducted. In the view of the data collected from the survey, ' a city archive model ' which is on a national scale and holds international standard components, was created. Within the framework of this model, the components of the proposed model were elaborated under the titles of staff, archive buildings, supplying, preserving, storage, access, and digitalizing regarding the reconstruction of city archives. Furthermore, concepts of content, method, standards, institutional structuring, and sustainability, which are to determine the operational system of the city archive, were discussed in the model.

Appendix-5: Example of Table of Contents Page

TABLE OF CONTENTS

	Page Number
SUMMARY	
ABSTRACT	
LIST OF TABLES	ii
LIST OF FIGURES	iv
ABBREVIATIONS	v
INTRODUCTION	1
FIRST PART	
LITERATURE REVIEW ON DEVELOPMENT	
1.1. Real Capital.....	16
1.2. Human Capital.....	17
1.2.1. Micro Investment in People.....	20
1.2.2. Macro Investment in People.....	22
1.3. The Importance of Regional Development.....	26
SECOND PART	
TURKEY'S SOCIO-ECONOMIC DEVELOPMENT LEVEL	
2.1. Marmara Region.....	32
2.2. Aegean Region.....	35
THIRD PART	
THE EFFECTS OF DEVELOPMENT LEVEL ON THE TURKISH ECONOMY: A TIME SERIES ANALYSIS	
3.1. Method.....	37
RESULT	55
REFERENCES	63
APPENDIX	
Appendix 1: Time Series Application Outputs	72

Appendix -6: Example of List of Tables

LIST OF TABLES

	Page No.
Tabla 2. Number of Employees in the City Archive	125
Table 2. Staff Working Time	127
Table 3. Working Positions of the Personnel	128
Table 4. Number of Archive/Museum Expert Personnel in the Institution....	129
Table 5. Adequate Technical Personnel Status in Your Institution.....	132
Table 6. Level of Expertise of the Personnel in the Field of Museology/Archiving	134
Table 7. Support Services Personnel	136
Table 8. Financial and Administrative Support of Senior Management.....	138
Table 9. Usage Areas of City Archives (M ²)	140
Table 10. City Archives Budgets	141
Table 11. City Archives Material Numbers	143

Appendix-7: Example of List of Figures

LIST OF FIGURES

	Page Number
Figure 1. Education Level of Employed Personnel	126
Figure 2. Types of Materials	145
Figure 3. Ways of Providing Material	147
Figure 4. Legal Basis of Classification Studies	148
Figure 5. Placement Format of Materials.....	150
Figure 6. Material Access Method	151
Figure 7. Retention of Material Information	152
Figure 8. Storage Areas	153
Figure 9. Temperature, Light, Humidity	154
Figure 10. Special Precautions Against Fire	156
Figure 11. Extinguishing Fire with Water	157
Figure 12. Preparedness for Disasters such as Flood.....	158
Figure 13. Measures Taken Against Theft	159

Appendix -8: Example of List of Abbreviations

ABBREVIATIONS

USA :	United States of America
APIKAM :	Ahmet Piriştina City Archive and Museum
BS :	British Standards
CHP :	Republican People's Party
CLIP :	Chartered Institute of Library and Information Professionals
CULTNAT :	Center for Documentation of Cultural and Natural Heritage
DAGM :	General Directorate of State Archives
DOAJ :	Directory of Open Access Journals
DP :	Democratic Party
ISO :	International Standards Organization
KIT :	Public Enterprise
LC :	Library of Congress
LISA :	Library, Information Science & Technology
LMA :	London Metropolitan Archive
m . :	Matter
B.C :	Before Christ
A.D :	Anno Domini

Appendix 9 : Example of IEEE Reference

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Appendix 10 : Example of APA 6.0. Reference

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Appendix-11 : Curriculum Vitae Sample

RESUME

I was born on April 20, 1977 in the Fatih district of Istanbul. After completing primary, secondary and high school in the same district, I enrolled in Doğuş University, Faculty of Economics and Administrative Sciences, Department of Business Administration. After graduating from this department in 2001, I completed my military service in Kayseri Airborne Forces. Since 2003, I have been working as a financial advisor in a private company. In 2004, I started my master's degree at Doğuş University, Department of Business Administration.

My special interests are business management, financial statement analysis, strategic decision making processes and statistical analysis in decision making processes.

My foreign language is English, I am married and have a child.

Candidate :.....

Appendix -12 : Submission of Theses to the Higher Education Institution

HIGHER EDUCATION COMMITTEE NATIONAL THESIS CENTER

MATTERS TO BE CONSIDERED IN THE PREPARATION AND SUBMISSION OF THESES

1- Theses will be submitted electronically in compact disc format. Theses will not be accepted on paper or floppy disk.

2- The titles and abstract pages of the theses are uploaded into the scannable areas of the Thesis Database. Therefore, such text fields should not use italics, tables, figures, graphics, chemical or mathematical formulas, symbols, subscript or superscript, Greek letters, or other non-standard symbols or characters.

3- Abstracts should be prepared in two languages, one in Turkish, not exceeding 250 words each.

4- Theses must contain the "Approval Page" which includes the name of the institute and university to which the thesis is delivered, the thesis name, the thesis author's name, the thesis defense date, the thesis advisor and the names of the other jury members.

5- "Thesis Data Entry Form". In order to fill out this form, first you must have an account. The thesis author must log in from the "member account", fill out the "thesis data entry form", sign it and submit it to the institute.

6- Submission of theses; In universities, the Director of the Institute and the Dean of the Faculty of Medicine are responsible, while the Chief Physicians are responsible for the Education and Research Hospitals affiliated to the Ministry of Health. Personal data (wet signature and the thesis author's e-mail, telephone, etc.) should not be included in 1 copy of the thesis report to be delivered to the institute, as per the KVKK.

7- Theses, YÖK National Thesis Center 'What an absolute thesis approving authority (Institute, Faculty, Teaching Hospital) and by strong thesis title, author name and

theses type (master, doctorate, etc.) academic year with a list that contains the data are in to public should be sent as

8- The compact discs (CD) prepared in accordance with the conditions below should be labeled with the title of the thesis, the name of the author, the name of the higher education institution, the name of the institute, the name of the faculty or training hospital for specialty theses in medicine, and placed in a shockproof CD box, and It should be submitted with the Thesis Approval Page and the Thesis Data Entry Form.

Appendix-13 : Preparation of Compact Discs

1- The full text of the thesis will be prepared as a single PDF file. The links on the PDF preparation page can be used to convert Word files to pdf files. Explanations for mixed theses with appendices other than text format are included in Article 7.

2- The PDF files prepared will be the same as the copy of the thesis approved by the institute or the dean's office. Since no changes will be made on the thesis by the Council of Higher Education, any responsibility regarding the fact that the thesis is the same as the original copy when viewed on the computer belongs to the author. The author should ensure that the pages are numbered and the places of the items such as pictures, figures, graphics and tables in the main text of the thesis are identical with the printed thesis.

3- The files will be uncompressed and unencrypted.

4- Turkish characters will not be used while naming the files .

5- When naming the files, information about what the file is about will be added to the end of the author's name and surname.

Example : name_surname_ thesis.pdf

6- Thesis annexes in text format or prepared by copying (photocopy) will be included in the pdf file containing the full text of the thesis . To do that, documents will be converted to pdf format using scanners or digital copiers.

7- Mixed theses: If the thesis does not only consist of a text file, if pictures, maps, computer programs, video or sound recordings are also used, this should be stated in the "Thesis Data Entry Form" by giving the file names. Preferred formats for picture, video and sound recordings are listed below. If a different program is used, it must be included in the CD with the thesis under license, allowing readers to access it.

Acceptable Formats:

i - Picture Formats

Image files will be prepared in one of the formats given below.

GIF (. gif)

PDF (.pdf)

TIFF (.tiff)

JPEG (.jpeg)

ii- Video Formats

MPEG (.mpg)

QuickTime – Apple (.mov)

Audio Video Interleaved – Microsoft (.avi)

iii- Audio Formats

wav (.wav)

MIDI (.midi)

MP3 (.mp3)

FREQUENTLY ASKED QUESTIONS

- Which text editing software should I choose while writing a project or thesis?

- The most widely used software is Microsoft Office programs, and Libre Office, Zoho Office or similar programs can also be used instead of this program. For Macintosh users, the iWork program can be preferable.

- When is the earliest I can submit and defend my thesis?

- Master's theses can be submitted to our institute in the second semester of the thesis year at the earliest. After determining the thesis topics and at least three successful thesis follow-up meetings, our Doctoral and Proficiency in Art students can submit their thesis to our institute and set a defense date. Theses must be defended in front of a jury within 1 month at the latest after they are submitted to our institute. All defenses are held at our Çengelköy Campus. Our students are required to contact with all the jury members in advance and determine the defense date themselves. An appropriate class will be provided to our students by the institute if the day and time of the defense is notified to our institute at least two days in advance.

- Am I responsible for the format conditions of the thesis? Or can I get professional help on this?

- Our students are responsible for all the form conditions stated in the guide. Since such skills should also develop in the natural learning flow of the project and thesis writing process, the main purpose is to develop the skills of our students to produce scientific works and manage the process independently from everyone else. However, in theses requiring advanced statistical analysis and in studies where there is difficulty in transferring mathematical expressions in the text, provided that the thesis advisor knows, external professional support can be obtained. The main point here is that the support received is shared transparently with the thesis advisor throughout the process.

- What should I do for the thesis defense day?

- In addition to advice of the thesis advisor, it is necessary to arrive at least 1 hour before the exam time in order to learn the available class from the institute and receive the exam documents before the thesis defense. A presentation that will not exceed 20 minutes in total should be prepared, and striking results, statistical analyzes and

hypotheses related to the thesis should be presented rather than theoretical concepts in the presentation. When the presentation time is too long or the pre-specified time is exceeded, it may give the impression that the thesis is of low quality and not adequately prepared. Similarly, if the thesis is too short and sloppy, it will have a similar effect. Appropriate visuals should be used together with the texts in the presentation, and the presentation should be made by giving striking information on a screen without overwhelming the reader with long texts. Before the presentation time, the computer and projector of the exam class must be checked.

- What decisions can the jury make in the thesis defense?

- There are three possible outcomes of a master's and doctoral thesis defense . In case of acceptance, our student was found successful. He completes his thesis together with the correction list sent to him and submits it to the institute within a month in the format specified in the guide. In the graduate departments, the students, whose theses are decided to be corrected, defend their theses again in front of the same jury after making the necessary corrections within three months at the latest. After this second defense, a student who is found unsuccessful and whose thesis is not accepted is dismissed from the University. Depending on the regulation, our students whose theses are rejected have the right to pass to non-thesis master's programs, provided that they complete the missing course and other obligations and financial payments.

If the thesis jury decides that the doctoral thesis needs to be corrected, the student makes the necessary corrections in the thesis and defends the thesis again in front of the same jury within six months at the latest. A student who is also unsuccessful in this defense is dismissed from the University. Those who are not successful in their thesis among those who are accepted to a doctorate with a bachelor's degree, are given a non-thesis master's diploma according to the fourth paragraph of article 39, upon their request.

Depending on the regulation, our students whose theses are rejected have the right to pass to non-thesis master's programs, provided that they complete the missing course and other obligations and financial payments.

- What happens if plagiarism is detected in the Project / Theses ?

- A plagiarism report is obtained through plagiarism programs before the thesis / project submission. If a real plagiarism is detected in the data in the report, the thesis is sent to the institute board of directors for a decision together with its justification.

- Are all projects and theses submitted to the institute checked?

- All projects and theses are subjected to a comprehensive check in our Graduate Education Institute. In addition to the form and guide conditions, controls are provided with various electronic plagiarism detection programs, and in addition, manual bibliography check is carried out. Projects and theses are not checked on random samples, but on each work one by one.

- What should we do if we have difficulties in reaching and communicating with our advisor?

- There are information boards at the office doors of each of our faculty members showing the courses and the time periods they allocate to the students. In this context, you can make an appointment with our faculty members and visit them. It is also recommended that you communicate regularly by e-mail. In particular, sending your academic work to your advisor periodically and sharing your progress will benefit you during the graduation process.

- Why is there no Acknowledgments and Preface section in the manual?

- Sections such as acknowledgments or prefaces in academic studies cause the works to leave the academic framework and take on an informal structure. For this reason, our students who want to use these two sections can use these sections in the copy they will keep while printing their project and thesis. However, the acknowledgments and preface sections should not be included in the copy submitted to the institute and sent to YÖK.

- Can I restrict Access to my thesis at the National Thesis Center?

- The theses that are found successful and submitted to the institute for graduation should be uploaded to the YÖK National Thesis Center for publication. If theses do not contain a patent right officially supported by scientific institutions, they can be

restricted for a maximum of 6 months. In order for this restriction to be implemented, our students must obtain approval from both the advisors and the Head of Department with a wet signed petition for the thesis to be restricted for 6 months. Following the submission of these petitions to the institute, YÖK National Thesis Center will be informed by our Institute.

- What are the limit values used in the Institute for Similarity Rate?

- The upper limit has been determined as 25% for projects and 20% for theses (excluding the bibliography section) . The most important point here is that the concepts of similarity and plagiarism should not be confused with each other. The similarity ratio represents the cumulative amount of one-to-one citations in a study. Plagiarism, on the other hand, is the situation where the texts taken from academic sources are presented as if they were written by the author or deliberately cited improperly.