TOKAT GAZİOSMANPAŞA UNIVERSITY INSTITUTE OF GRADUTE STUDIES

Thesis Writing Guide

[[1]](#footnote-1) Purpose and Scope

* The purpose of this text is to regulate the principles regarding the writing and printing of Master's / Doctorate / Proficiency in Art theses in accordance with the Postgraduate Education, Training and Examination Regulations at the Social Sciences Institute of Tokat Gaziosmanpaşa University.

Page layout

* Paper Specifications: A4 (21 x 29.7 cm) size, at least 80 g / m2 paper should be used..
* Margins: In the bound version of the thesis, there should be 3.5 cm margins from the top and left margins and 2.5 cm from the right and bottom edges of the pages.
* Page Numbers: They should be written 1.5 cm below the top right corner of the page. Page numbers should not be given on the inner cover, acceptance and approval pages. In numbering, it should be in small roman numerals (i, ii, iii, iv ...) on the pages up to the introduction, and in the form of "1, 2, 3," on the pages from the home page to the last page of the thesis.
* Font Type and Size: In the thesis text, Times New Roman 12 pt; Times New Roman 10-point font should be used in footnotes, justified quotations, drawings and tables.
* Line Breaks: 1.5 lines (18 pt) between lines in the text, 1 line (12 pt) space in footnotes or in justified quotations.
* Paragraphs: Body text should be justified. Paragraphs should start with a 1.25 cm indent. In justified quotations exceeding three lines, the entire text of the quotation should be written with 1 cm additional indent from the left and right, without paragraph (first line) indent and in double quotes. Quotations up to three lines are indicated in italics within the text in quotation marks.
* Section Titles: First Degree titles should be written from the new page, with all the words in capital letters, bold and Times New Roman 14 point font and centered.

Second Degree titles should be written with all the words in capital letters, bold and Times New Roman 12 point font size and 1.25 cm indent, left justified.

Third Level titles should be written with the first letters of all words in capital, bold and with Times New Roman font size of 12 pt, with 1.25 cm indent left justified.

Fourth Degree titles should be written in capital, bold, italic and Times New Roman 12-point font size with 1.25 cm indent, left justified.

Fifth Degree titles should be written with the first letters of all words in capital, normal and Times New Roman 12 point font size and 1.25 cm indent, left justified.

All titles are numbered. Heading paragraph setting before: 12 pt, after: 0 and line spacing is set to 1.5.

Editing the Thesis

* Outer Cover: On the cover page, the University Logo, University, Institute Block, Title of the Thesis, Name and Surname of the Thesis Preparer, Department of Science, Type of Thesis, Name and Surname of the Thesis Supervisor, Publication Place and Year should be written on the cover page. The information on this page should be written in Times New Roman, 12 font, normal font and 1.5 line spacing, and there should be 3 lines of space between each section. Depending on the length of the title, the spacing between the title and the author may vary. Only the thesis title should be written in bold and 14 pt capital letters. If the title is longer than one line, each new line must start from the inside to the center for the title to appear as an inverted pyramid. The first letters of the names of the Preparer and Consultant and the surnames should be written in capital letters. The full name of the author should be written. The name of the consultant should be written with the title. The place (Tokat) and year of the thesis should be at the bottom of the page (See Example 1).
* Inner Cover: The outer cover must be facsimile on A4 paper..
* Scientific Ethics Page: (See Example 2).
* Approval Page: The title of the thesis should be written at the top of the page, in capital letters in 14 pt, centered on the page. Below this, there should be the date of acceptance of the thesis, the names of the jury members with their titles and signature places opposite them. The approval of the Director of the Institute should be placed under the statement indicating that the thesis was accepted by the jury determined in the session of the Institute Board of Directors. 4 cm space should be left from the top and bottom edges of the page (See Example 3).
* Dedication Page: The candidate can dedicate her thesis to the person or persons she wishes..
* Preface: Although it is not mandatory, a preface page can be included in theses.
* Turkish Abstract Page: The Turkish abstract should be prepared to include the purpose, importance, method and findings of the thesis in a maximum 250 words. The "ABSTRACT" title is placed in the center of the summary page. "Keywords" should be written under the 2 lines of the abstract with paragraph indent. Keywords should be at most 5.
* • Thesis Text: Thesis text consists of Introduction, Chapter, Sub-sections and Result. The text part of a thesis begins with "Introduction". In the introduction, the problem that the research is trying to solve is presented and the methods used and the limits of the research are mentioned. The introduction should contain sufficient basic information to enable the reader to understand and evaluate the thesis without the need to read other publications on the subject, and briefly explain the purpose and importance of the study. The reason why this topic was chosen and why it is important should be well emphasized in the introduction. This page begins with the word "INTRODUCTION" in capital letters and size (Times New Roman / 14 pt. / Bold) centered.

The thesis subject is discussed in detail in the Chapters and Sub-sections after the introduction. The number of departments varies depending on the research topic. Since these sections will be for those who want to have detailed information about the thesis or to study on the same subject, the thesis work should be explained step by step without skipping important information. Generally, those who read the thesis book try to have an idea about that chapter by reading the first paragraph of each main chapter. For this, the first paragraph of each main section should outline that section. In order for the thesis work to be evaluated and understood more easily, the narration can be strengthened with figures and tables. The chapters should be supportive of the main idea discussed. Each Main Section should start from the new page, with the title of the section written in 14 pt / bold, capital letters centered on the page, and decimal system should be used for numbering (See Example 4). The conclusion part, which is the last part of the text, should start with the title of CONCLUSION in 14 points / bold, capital letters, centered on the page. In this section, the subject of the thesis should be defined, the methods used should be summarized, the results obtained should be expressed in clear and clear sentences and, if possible, generalizations should be made according to the results; In the thesis study, in order to guide those who want to work on this subject, it should be expressed how much the target determined at the beginning has been reached, what the superior and deficiencies of the study are, and suggestions should be included for future studies, if any. A summary of the thesis should not be made in the section with the title of the result.

References: All of the sources used in the thesis should be given in alphabetical order of the authors' surnames in the References section so as to include all the information of the works. References should not be numbered and bulleted. References should be arranged with 1.5 line spacing and the second lines should be hung from within 1.25 cm..

Citation: Citing is a requirement of science and art ethics. Whatever form it takes, the person transmitting the information must bear the responsibility of showing the source of the information. Theses make use of what other researchers and thinkers have done, especially in defining the problem, determining the research method, and interpreting the findings. Long direct quotations from other people's works should be avoided while making use of. The author should be able to present and discuss other ideas in a discussion style. The quotations made should be followed in the text. The reader should be able to easily follow where the quotation begins and ends, and its source. If literal quotations exceed three lines, 1. Cm. It should be written right justified inside and given in quotation marks.

Methods of Referencing: Different methods are used for referencing. The subject of which method will be followed should be determined together with the researcher's supervisor and the department, and the same method should be followed in the whole thesis. The citation methods are basically divided into two as In-Text Citation Method (APA System) where the citations are shown in the text and the Footnote Citation Method (Classical System) where the citations are indicated as footnotes at the bottom of the page. Please see (Annex-1) for Citation Methods and (Annex-2) for examples of Creating the List of References..

* Annexes: Explanations, tables and other documents that are not required to be included in the text should be given under the title of ANNEXES in the form of Annex-1, Annex-2, ... after the References. Also, the sources of the attachments used should be indicated.

Submission of the Thesis

* Similarity Check Program Output: Before starting the thesis submission process, your Department's Master's and Doctorate Theses are passed through the plagiarism control program (TURNITIN) by the institute personnel before they are submitted to the Institute before the defense. If plagiarism is detected in the thesis in a way that will require legal and administrative sanctions. The responsibility for this belongs to the author (According to the plagiarism report, the quoted rate applied in theses should not be more than 30%.)
* Initial submission: The thesis completed under the supervision of the thesis supervisor is submitted to the institute as a file with the "Thesis Submission Report to the Pre-Defense Institute" for formal control before the thesis defense, without being duplicated.
* Second submission: Prepared as 5 copies for the master's thesis and 7 copies for the doctorate thesis to be submitted to the Jury members for the defense of the thesis and submitted to the jury members with the "Thesis Delivery Report to the Pre-Defense Jury Members"..
* Final submission: The thesis accepted by the thesis jury is submitted to the jury's signature in its final form after the necessary corrections, if any, are made within 1 month. For the dorsum of the skin, see (Example. 9)..
* The candidate whose thesis is approved by the Jury must log in to http://www.yok.gov.tr and fill out the Thesis Data Entry Form and print out 2 copies..
* When the Thesis Data Entry Form is filled, the electronic thesis file is named by writing the reference number for the candidate's thesis and the name and surname of the candidate, adding the jury approval page after the cover pages and in accordance with the order of the titles in the section regarding the arrangement of the thesis and in a complete form including the CV page. Converted to PDF format. In this final form, the thesis is bound to 5 copies for the master's thesis and 7 copies for the doctoral thesis..
* The prepared PDF file is transferred to 2 CDs. The PDF file must be the same as the copy of the thesis approved by the jury and the institute. Any responsibility for the thesis in the CD to be the same as the original copy when viewed on the computer screen or printed out is the author's responsibility.

(Example for the name of the file transferred to the CD: 123456\_Name\_Surname pdf)

Thesis CD is put into DMS (transparent, thin) CD box and its cover is prepared as specified in (Example 10)..

* Thesis Data Entry Form, 1 Thesis CD, to the institute;

The thesis bound in 1 copy with 1 Thesis CD is delivered to the University library..

In addition, the bound thesis should be given to the thesis supervisor and the jury members in 1 copy.



T.C.

TOKAT GAZİOSMANPAŞA UNIVERSITY INSTITUTE OF SOCIAL SCIENCES

.TITLE OF THESIS.

Prepared by

Name SURNAME

Department

MA Thesis / PhD Thesis

Advisor

Title Name SURNAME

TOKAT - 2019

BİLİMSEL ETİK SAYFASI

According to the thesis writing guide of Tokat Gaziosmanpaşa University Institute of Social Sciences, My Master's / Doctorate thesis named “name of the thesis” that I have prepared under the consultancy of “advisor’s name” "is based on scientific ethical values and rules. I hereby declare that it is an appropriate, original work, and I will accept any legal sanctions if it is determined otherwise.

... / ... / ...

Thesis Author (Name and Surname) Signature

TEZ BAŞLIĞI

Tezin Kabul Ediliş Tarihi: / /

Jüri Üyeleri (Unvanı, Adı Soyadı) İmzası Başkan :

Üye :

Üye :

Üye :

Üye :

Bu tez, Tokat Gaziosmanpaşa Üniversitesi Sosyal Bilimler Enstitüsü Yönetim Kurulunun / / tarih ve sayılı oturumunda belirlenen jüri tarafından kabul edilmiştir.

Enstitü Müdürü: Mühür

İmza

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(Example 7. Abbreviations Page)

ABBREVIATIONS

EU European Union

UN United Nations

|  |  |
| --- | --- |
| ( Example 8. CV Page ) |  |
| CV |  |
| Name Surname : |  |
| Place and Date of Birth : |  |
| Education |  |
| BA : |  |
| MA : |  |
| Foreign Language : |  |
| Scientific Activities : |  |
| Work Experience : |  |
| GSM: |  |
| E-Post: |  |
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Anabilim Dalı

Bilim Dalı

Yüksek Lisans Tezi / Doktora Tezi

Danışman

Unvanı Adı SOYADI

TOKAT - 2019

YILI

(Örnek 10. CD Kutusu Kapak Etiketi Örneği)

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|  | TOKAT GAZİOSMANPAŞA ÜNİVERSİTESİ |
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|  | Anabilim Dalı / Bilim Dalı |
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|  | Hazırlayan |
|  | Adı SOYADI |

A- In-Text Citation Method (APA System)

The source is cited in the text, in parentheses, with (author's surname, publication date and page number).

When referring to the work with a single author, the Author's Surname, the Publication Year of the Work: Page Number ”is given. Example:

... çoğulcu toplum yapısını oluşturmaktadır (Eroğlu, 1996: 26).

If the author is an institution, the institution's name is written instead of the author's surname. Example:

.. .(Avrupa Komisyonu Türkiye Temsilciliği, 2000: 3).

When referring to a work with two authors, "First and Second Author's Surname, Publication Year: Page Number" is given. Example:

... (Nomer ve Şanlı, 2008: 227).

While citing a work with more than two authors in the text, all authors can be specified or abbreviated as "First Author's Surname and Others, Printing Year: Page Number" Example:

... Genel olarak, istatistiksel analiz teknikleri iki amaca hizmet etmektedir. Bunlardan ilki farklılıkların tespiti, diğeri ilişkilerin incelenmesidir (Altunışık vd., 2001: 141).

If more than one source is used in the text, in parentheses, “Surname of the Author of the First Work, Year of Publication: Page Number; Author's Surname of the Second Work, Publication Year: Page Number; Surname of the Author of the Third Work, Publication Year: Page Number ”. Authors' surnames should be written in alphabetical order. Example:

... Ekonominin başarısı statik ve dinamik etkinliğine bağlıdır (Güran, 1999: 41; Walther, 2002: 426).

If more than one work of the same author belonging to the same year is used, a separate letter (a, b, c,) for each work should be written next to the publication year of the work. Example:

... (Gillespie, 1997a: 25) ve (Gillespie, 1997b: 58).

If there is more than one author with the same surname, the first letters of the authors' names are also used. “Initial Letter of Author's Name. Surname, Year of Publication: Page Number ”should be given. Example:

... (E. Yıldırım, 2001: 101.

If the original source cannot be reached, the transfers made are shown in the footnote as follows. Example:

... (Metin içinde bahsedilirse) Livaneli’ye göre (aktaran Altan, 2006: 40).

... (Metin içinde bahsedilmezse) (Livaneli’den aktaran Altan, 2006: 40).

B- Footnote Citation Method (Classical System)

* In this system, while giving footnotes, a number is given at the end of the sentence or quoted sentence, and the necessary information is displayed opposite this number at the bottom of the same page. When the source is mentioned for the first time, the information of the work is given in detail as in the sources.
* For the second and later references in the footnote, if other sources are included, abbreviations such as age, agm are used after the name and surname of the author. Information other than page information is not included..
* If a source is placed in a footnote consecutively (one after the other); In other words, if no other source is included, the author's name and surname are not required. It is sufficient to provide age, agm and page information if necessary..
* When citing a book, the page information is definitely indicated in the footnote. However, while the title information about this book is given in the resources section, the page information is not included again..
* If the quotation is from an article, the page information is given in the footnote. In the references section, information about the page range of the article in the journal (or book) should be given. Likewise, if a reference is made to the article as a whole, the page range should be specified..

Footnote Citation Methods Single Author Book

Author's Name and Surname, Name of the Book, Edition Number, Publisher, Place of Publication Year, Page Number.

Book by Two Authors

First Author's Name Surname and Second Author's Name Surname, Name of the Book, Edition Number, Publisher, Place of Publication Year, Page Number.

Book by Three Authors

First Author's Name Surname, Second Author's Name Surname and Third Author's Name Surname, Name of the Book, Edition Number, Publisher, Place of Publication Year, Page Number.

Books by More Than Three Authors

First Author's Name, Surname and Others, Name of the Book, Edition Number, Publisher, Place of Publication Year, Page Number

An Institution as Author Name

Name of the Institution, Name of the Book, Edition Number, Publisher, Place of Publication Year, Page Number.

No Author Name

Publication Name, Subject Name, Edition Number, Year, Page Number.

Translated Books

Author's Name and Surname, Name of the Book, Translated Author's Name and Surname (trans.), Publisher, Place of Publication Year, Page Number.

Prepared

Author's Name Surname (hzl.), Name of the Book, Publisher, Place of Publication Year, Page Number.

Compiled

Name and Surname of the Author, “Title of the Chapter”, Name of the Book, Name of the Compiled Author (drl.), Publisher, Place of Publication Year, Page Number.

Single Editor Book

Editor's Name Surname (Ed.), Name of the Book, Publisher, Place of Publication Year, Page Number.

Two Editors Book

First Editor's Name and Surname of the Second Editor (Ed.), Name of the Book, Publisher, Place of Publication Year, Page Number.

Chapter from a Book with Editor

Author's Name and Surname, “Title of the Section”, Name of the Book, Editor's Name and Surname (Ed.), Publisher, Place of Publication Year, Page Number.

Periodicals with a Single Author

Author's Name and Surname, “Name of the Article”, Name of Periodical Publication, C., S., (Month Year or Fall / Spring Year), Page Number.

Periodicals with Two or Three Authors

First Author's Name Surname and Second Author's Name Surname, "Name of the Article", Name of Periodical Publication, C., S., (Month Year or Fall / Spring Year), Page Number.

Periodicals with More Than Three Authors

First Author's Name, Surname and Others, “Name of the Article”, Name of Periodical Publication, C., S., (Month Year or Fall / Spring Year), Page Number.

Periodicals without an Author

Name of Periodical Publication, “Title of Article”, C., S., (Month Year or Fall / Spring Year), Page Number.

Publications Presented in the Congress and Symposium

Name and Surname of the Author, “Name of the Paper”, Name of the Proceeding Book, Publisher, Place of Publication Day Month Year, Page Number.

Reports

Author's Name, Surname, “Title of the Report”, Name of the Report, Publisher, Place of Publication Year, Page Number.

Reports without Author

Name of Place Publishing the Report, Name of the Report, Place of Publication Year, Page Number.

Seminars

Name and Surname of the Author, "Title of the Subject", Name of the Seminar, Place of Performance, Date (day-month-year), Page Number.

Standards

Code of the Standard, Name of the Standard, Name of the Institution, Place of Publication Year, Page Number.

Brochure

Name of the Institution, “Title of the Brochure”, Number of Prints [Brochure] Year, Page Number.

Newspaper (with Author)

Author's Name, Surname, "Subject Name", Name of the Newspaper, Date (day-month-year), Page Number.

Newspaper (No Author)

Name of the Newspaper, "Name of the Subject", Date (day-month-year), Page Number.

Newspaper (No author and Untitled)

Newspaper Name, Date (day-month-year), Page Number.

Encyclopedia

Author's Name, Surname, "Name of the Substance", Encyclopedia Name, C., Publisher, Place of Publication Year, Page Number.

Dictionary

Dictionary Name, "Name of Substance", Publisher, Place of Publication Year, Page Number.

The holy books

Name of the Bible, Name of the Surah, Verse No.

Unpublished Theses

Name and Surname of the Author, Name of the Thesis, University where it was prepared, Institute Unpublished YL / DR Thesis, Publication Year, Page Number

Archive Documents, Minutes and Law Articles

In such citations, first the name of the archive, if any, then the name of the archive document or the explanations indicating the nature of the document, the date of the document, if any, the file, page numbers and other explanations are written.

Court Decisions

Name of the Deciding Court, Date of Decision, Number (Name of the Source from which the Decision was Published, Month Year), Page Number.

Personal Interview

Name and Surname of the Interviewee, -Title- “Name of the Subject of the Interview”, Place: Date (day month year).

Internet - An Institution as Author Name

Name of the Institution, Name of Publication, Year, Internet Address (day month year / hour for date of access), Page Number.

Internet - Journal Article Published on the Internet

Name and Surname of the Author, “Name of the Article”, Name of the Journal, C., S., Internet Address (day month year / hour for access date), Page Number.

Internet - Electronic Version of Periodicals

Author's Name, Surname, “Name of the Article”, Journal Name, Year, C., S., (day month year / hour for date of access), Page Number.

Internet - Newspaper Article Published on the Internet

Name and Surname of the Author, “Name of the Article”, Name of the Newspaper, Publication Date of the Newspaper, Internet Address (day month year / hour for the date of access).

Internet - Document without Author

Document Name, (t.y.) Year, Internet Address (day month year / hour for access date).

Internet - Unhistorical Document

Document Name, Internet Address (day month year / hour for access date).

Internet - Document for a University Program or Department

Author's Name, Surname, "Name of the Document", Year, Name of the University, Name of the Institute, Internet Address (day month year / hour for access date).

Database

Author's Name, Surname, “Name of the Article”, Name of the Journal, C., S., Year, Name of the Database (date of access day month year / hour).

Audio and Video Resources

Name and surname of the person to be featured without the title or additive (director, scriptwriter, actor, writer, composer, etc.), contributing organizations, format (record, VCD, DVD, etc.) and broadcast information are specified. Example:

Nuri Bilge Ceylan (Yön. Ve Sen.), Oyuncular: Muzaffer Özdemir, Mehmet Emin Toprak, Zuhal Gencer Erkaya vd. DVD, Artificial Eye Company, 2004.

A- According to In-Text Citation Method (APA System)

For a Single Author Book; Author's SURNAME, First letter of the name, (Year of Publication). Title of the Work. Place of Publication: Publisher.

ÇETİNER, E. (1989). Konaklama Yönetim Muhasebesi. Ankara: Güney Grafik.

For a Book with Multiple Authors; Author's SURNAME, First letter of the name., Second Author's SURNAME

ALTUNIŞIK, R., Çoşkun, R., YILDIRIM, E. ve BAYRAKTAROĞLU, S. (2001). Sosyal Bilimlerde Araştırma Yöntemleri. Sakarya: Sakarya Kitabevi.

For the article; Author's SURNAME, First letter of his name, Second Author's SURNAME, First letter of his name and Third Author's SURNAME, First letter of his name. (Year of Publication). Title of Article. Journal Name. Volume (Issue): Range of Pages.

DEMİRBİLEK, T. (2003). Liderlik Tipleri Açısından İşçi Sendikası Yöneticileri Üzerine Bir Araştırma. D.E.Ü. Sosyal Bilimler Enstitüsü Dergisi. 5(1): 22-37.

If there is a chapter in the book, “Author's SURNAME, First letter of his name., Second Author's SURNAME, First letter of his name. and Third Author's SURNAME, the first letter of his name. (Year of Publication). Name of the Department. Title of the Book (ss. Page Range). Place of Publication: Publisher.

BALTAŞ, N. (2004). The Economy of the European Union. European Union Enlargement (pp.146-157). New York: Palgrave Macmillan.

Page range of a resource in the abstract book is specified;

SARIASLAN, H. (1994). KİT’lerin Özelleştirilmesinde Sistematik Bir Yaklaşım. Özelleştirme Sempozyumu Kitabı (ss.183-193), Düzenleyen Dokuz Eylül Üniversitesi İ.İ.B.F. Maliye Bölümü ve Celal Bayar Üniversitesi İ.İ.B.F. Manisa. 28-29 Nisan 1994.

Thesis;

ÇOLAKOĞLU, Ü. (1997). Konaklama İşletmelerinin Yönetici-Yönetilen İlişkilerinde İletişim Stratejileri.

(Yayınlanmamış Doktora Tezi). İzmir: Dokuz Eylül Üniversitesi Sosyal Bilimler Enstitüsü.

HANSEN, M. (2009). Investigating the Construct Validity of Perceived Cultural Tightness and Culture Strength. (Unpublished Doctoral Dissertation). North Carolina: Graduate Faculty of North Carolina State University.

Translated books;

WALTER, B. (1995). Pasajlar. Çev. Ahmet Cemal. İstanbul: Yapı Kredi Yayınları.

İnternet kaynakları için: “Yazarın Soyadı, Adının ilk harfi. (Eserin Tarihi). Internet Sayfasının Adı. Erişim Adresi, (Erişim Tarihi).

FETTWEİS, C.J. (14 Mart 2006). Eurasia, “The World Island": Geopolitics, and Policymaking in the 21st Century. http://www.globalresearch.ca/index.php?context=viewArticle&code, (24.05.2007).

When showing other sources belonging to the same author, a line is drawn instead of the author's name and surname..

ÇETİNER, E. (1989). Konaklama Yönetim Muhasebesi. Ankara: Güney Grafik.

(2001). Üretimde Maliyet. Ankara: Gazi Kitabevi

(2007). Maliyet Muhasebesi. Ankara: Gazi Kitabevi

In works co-authored by the same author with other authors;

EVANS, C. S. (1985) Philosophy of Religion. Illinois: Inter Varsity Press.

ve Manis, R. Z. (2010). Din Felsefesi. Ferhat Akdemir (çev.). Ankara: Elis Yayınları.

, Ferre, F. ve Manis, R. Z. (2010). Philosophy of Religion. Illinois: Inter Varsity Press.

B- Six-Footnote Citation Method

Single Author Book

Author's SURNAME, Name, Name of the Book, Edition Number, Publisher, Place of Publication Year.

Book with Two Authors

First Author's Surname, Name and Second Author's SURNAME, Name, Title of the Book, Edition Number, Publisher, Place of Publication Year, Page Number.

Book with Three Authors

First Author's SURNAME, Name, Second Author's SURNAME, First Name and Third Author's SURNAME, Name, Book's Name, Edition, Publisher, Place of Publication Year.

Books by More Than Three Authors

First Author's SURNAME, Name, Second Author's SURNAME, Name, Third Author's SURNAME, First Name and Fourth Author's SURNAME, Name, Book's Name, Edition Number, Publisher, Place of Publication Year.

An Institution as Author Name

Name of the Institution, Name of the Book, Edition Number, Publisher, Place of Publication Year.

No Author Name

Publication Name, Subject Name, Edition Number, Year.

Translator

Author's SURNAME, Name, Book's Name, Translating Author's Name Surname (trans.), Publisher, Place of Publication Year.

Prepared

Author's SURNAME, Name (hzl.), Name of the Book, Publisher, Place of Publication Year.

Compiler

Author's Surname, Name, “Title of the Chapter”, Title of the Book, Compiled Author's Name and Surname (drl.), Publisher, Place of Publication Year, Page Range of the Chapter.

Single Editor Book

Editor's Surname, Name (Ed.), Name of the Book, Publisher, Place of Publication Year.

Two Editors Book

First Editor's Surname, Name and Second Editor's Surname, Name (Ed.), Name of the Book, Publisher, Place of Publication Year,

Chapter in an Edited Book

Author's Surname, Name, “Title of the Section”, Name of the Book, Editor's Name Surname (Ed.), Publisher, Place of Publication Year, Page Range of the Chapter.

Periodicals with a Single Author

Author's SURNAME, Name, “Name of the Article”, Name of Periodical Publication, C., S., (Month Year or Fall / Spring Year), Page Range.

Periodicals with two-three Authors

First Author's Surname, Name and Second Author's Surname, Name, "Article's Name", Name of Periodical Publication, C., S.,

(Month Year or Fall / Spring Year), Page Range.

Periodicals with More Than Three Authors

1. Author's SURNAME, Name, 2. Author's SURNAME, Name, 3. Author's SURNAME, Name and 4. Author's SURNAME, Name, "Article's Name", Name of Periodical Publication, C., S., (Month Year or Fall / Spring Year), Page Range.

Periodicals without an Author

Periodical Name, "Title of Article". C., S., (Month Year or Fall / Spring Year), Page Range ..

Papers Presented in Congresses and Symposiums

Author's Surname, Name, "Name of the Paper", Name of the Proceedings Book, Publisher, Place of Publication Year, Page Range of the Paper.

Reports

Author's SURNAME, Name, “Title of the Report”, Name of the Report, Publisher, Place of Publication Year.

Reports without Author

Name of Place Publishing the Report, Name of Report, Place of Publication Year.

Seminars

SURNAME, Name of the Author, "Title of the Subject", Name of the Seminar, Place of Performance, Date (day-month-year), Page Range of the Subject.

Standards

Code of the Standard, Name of the Standard, Name of the Institution, Place of Publication, Year.

Brochure

Name of the Institution, “Title of the Brochure”, Number of Prints [Brochure], Year.

Newspaper (with Author)

Author's SURNAME, Name, “Subject Name”, Name of the Newspaper, Date (day-month-year).

Newspaper (No Author)

Name of the Newspaper, “Name of the Subject”, Date (day-month-year).

Newspaper (Untitled and no author)

Name of the Newspaper, Date (day-month-year).

Encyclopedia Article

Author's SURNAME, Name, “Name of the Substance”, Encyclopedia Name, C., Publisher, Place of Publication Year, Page Range.

Dictionary

Dictionary Name, "Name of the Substance", Publisher, Place of Publication Year.

The holy books

Name of the Bible, Name of the Surah, Verse No.

Unpublished Theses

Author's SURNAME, Name, Name of the Thesis, University where it was prepared Institute Unpublished YL / DR Thesis, Place of Publication Year.

Archive Documents, Minutes and Law Articles

In such citations, first the name of the archive, if any, then the name of the archive document or the explanations indicating the nature of the document, the date of the document, if any, the file, page numbers and other explanations are written. Example:

Başbakanlık Osmanlı Arşivi, Rusya Ahidname Defteri, 83/1, s.229-231.

Türkiye Büyük Millet Meclisi Zabıt Ceridesi, Devre 2, Cilt 25, 29.05.1926, s.605-615.

Court Decisions

Name of the Deciding Court Decision Date Number (Name of the Source from which the Decision was Published, Month Year), Page Range of the Source

Personal Interview

Surname and Name of the Interviewee, -Title- “Name of the Subject of the Interview”, Place, Date (day month year).

Internet - An Institution as Author Name

Name of the Institution, Name of Publication, Year, Internet Address (day month year for date of access).

Internet - Journal Article Published on the Internet

Author's Surname, Name. “Title of Article”, Journal Name, C., S., Year, Page Range, Internet Address (day month year / hour for access date).

Internet - Electronic Version of Periodicals

Author's Surname, Name, "Name of the Article", [Electronic Version] Journal Name, C., Page Range (day month year / hour for access date).

Internet - Newspaper Article Published on the Internet

Author's Surname, Name, “Article's Name”, Journal's Name. Publication Date of the newspaper (day month year). Internet Address (day month year / hour for access date).

Internet - Document without Author

Document Name, Year, Internet Address (day month year / hour for access date)

Internet - Unhistorical Document

Document Name, (t.y.) Internet Address (day month year / hour for access date).

Internet - Document for a University Program or Department

Author's Surname, Name, "Name of the Document", Year, Name of the University, Name of the Institute, Internet Address (date month year / hour for access date).

Database

Author's Surname, Name, “Name of the Article”, Journal Name, Year, C., Name of the Database (date of access day month year / hour).

Audio and Video Resources

The name and SURNAME of the person to be featured without the title or additive (director, scriptwriter, actor, writer, composer, etc.), other contributing organizations, format (record, VCD, DVD, etc.) and broadcast information are specified. Example:

Nuri Bilge CEYLAN (Yön. ve Sen.), Oyuncular: Muzaffer Özdemir, Mehmet Emin Toprak, Zuhal Gencer Erkaya vd. DVD, Artificial Eye Company, 2004.

• English Abstract Page: It is prepared like a Turkish abstract page. "ABSTRACT" title is put. "Key Words" expression is used instead of Keywords.

* • Contents: The list of the titles in the thesis should be included in the Table of Contents (See Example 4).
* • List of Tables: It should contain the number, name and page number of the table (See Example 5).
* • List of Figures: It should contain the number, name and page number of the figure (See Example 6).
* • List of Abbreviations and Symbols: A short representation of stereotypes frequently used in the text and defined by the author.

1. [↑](#footnote-ref-1)