



**T.C.**

**ANKARA YILDIRIM BEYAZIT UNIVERSITY**

**INSTITUTE FOR INTERNATIONAL RELATIONS AND  
STRATEGIC RESEARCH**

**GRADUATE THESIS WRITING GUIDELINES**

Ankara,2021

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**STRATEGIC RESEARCH**

**GRADUATE THESIS WRITING GUIDELINES**

**FOREWORD**

**Purpose, Scope and Basis**

**Purpose**

The purpose of this guide is to clarify the principles regarding the postgraduate theses to be prepared in the departments affiliated to Ankara Yıldırım Beyazıt University Institute for International Relations and Strategic Research in accordance with Ankara Yıldırım Beyazıt University Postgraduate Education Regulation.

**Scope**

This guide covers the standards, principles and formal features of writing and publishing "Master's (Science Specialization)" and "PhD (Doctor of Science)" theses to be prepared in the departments affiliated to Ankara Yıldırım Beyazıt University Institute for International Relations and Strategic Research.

**Basis**

This guide has been prepared based on Ankara Yıldırım Beyazıt University Postgraduate Education Regulation. Students, who prepare master's and doctoral theses in the departments affiliated to the Institute for International Relations and Strategic Research and advisors, who supervise the thesis should prepare their theses in accordance with this guide.

The compliance of the theses (to be submitted to the Institute Directorate) with ‘Graduate Thesis Writing Guideline’ is inspected by the Institute Directorate.

During the writing process of the thesis, this guideline should be read carefully; the thesis writing template should be used; attention should be paid to plagiarism, copyright and patent rights; the thesis should be written in a clear and understandable manner by using short sentences; unnecessary words and expressions should be avoided.

## **1. THESIS FORMATTING**

### **1.1. Thesis Format and Appearance**

#### **1.1.1. Font**

"Times New Roman" font should be used throughout the thesis, including the hard cover page.

#### **1.1.2. Font Size (Point – pt)**

The font size (character size) of all texts should be 12 pt, except for the cover pages and titles. Where necessary, smaller font size (8-10 pt) can be used in tables, figures, pictures and footnotes, provided that they are easily readable. Different requirements for font size on the front pages are also indicated in the relevant sections.

All page numbers should be 12 pt. Subscripts and superscripts should be smaller than the font size.

#### **1.1.3. Font Color**

Except for the emblem on the outer cover, all texts of the thesis should be in black. All titles (from the first degree up to last degree) should be bold. For numbers and names of tables, figures or pictures the words of table, figure or picture, numbers and punctuation marks should be bold and names should be light. Page numbers should be light in color. All manuscripts should be in light color unless there is a different recommendation in the fields of science and the relevant sections of this thesis-writing guideline.

### **Carriage Return, Alignment, and Paragraph**

All lines except paragraph beginning lines should start at where the left margin ends. Each new paragraph should start 1 tab 10 mm in. Rows should end in line. Lines and sentences should not begin with numbers, symbols or abbreviations. The numbers corresponding to the beginning of the sentence and the line (excluding the dates) should be written in words.

#### **1.1.4. Typeface**

The text should be written in the "normal" layout. Italic, bold, bold italic, underlined layout can be used according to the recommendations of the scientific fields.

#### **1.1.5. Main and Subtitles**

The front pages of the thesis and the main parts of the thesis (titles of the first-degree chapters) should start on a new page. The titles of the front pages and the first-degree chapter titles of the thesis should be written in capital letters, and for the second- and further-degree chapter titles, the first letter of each word should be written in uppercase, the remaining letters in lowercase. Conjunctions (and, or, with, etc.) in all titles should be written in lower case. Punctuation marks should not be used in titles. In the front pages, the titles on the hard cover, cover page, acceptance and approval page, acknowledgement, summary and abstract page should be in the middle of the page. Table of contents, symbols and abbreviation index, figure index and tables should be written left aligned. The main and sub-titles of the thesis text (starting from the first-degree chapter titles) should start from the left margin (based on the beginning of the line) of the area reserved for writing.

### **1.1.7 Title Numbering**

Title numbering of the front pages and the main text, appendixes and resume parts are different. The front pages and the titles on the resume page are not numbered. The main chapter titles, main title and subtitles of the text, references and appendixes are numbered according to the decimal system. In this system, the first-degree chapter titles of the thesis text are “Introduction”, “General Information”, “Material and Method”, “Findings”, “Discussion” and “Conclusion and Suggestions”. Also, the “Resources” and “Appendixes” parts are numbered as first-degree chapter titles. Subsection titles higher than the third degree should not be used. When needed, further degree subsection titles can be written in accordance with the secondary title rules. However, they are not numbered and do not appear in the "Table of Contents" part. If there are unnumbered subtitles between the numbered section and subsection titles, they should be given as "plain underlined", "italic" and "underlined italic". These subtitles should not be written in bold.

### **1.1.8. Decimal system**

#### **FIRST CHAPTER**

##### **1.1. First Degree Sub-section**

###### **1.1.1. Second Degree**

###### **1.1.1.1. Third Degree**

###### **1.1.1.2. Third Degree**

###### **1.1.2. Second Degree**

##### **1.2. First Degree Sub-section**

#### **SECOND CHAPTER**

### **1.1.9. Punctuation Marks and Parentheses**

There is a one-character break after the punctuation marks (full stop, comma, semi-colon, etc.). There should not be a break before punctuation marks. Parentheses are opened with a space after the word. Once opened the parenthesis, it is written inside without leaving a space and the parenthesis is closed without leaving a space. If the sentence ends after the parenthesis is closed, a full stop is placed after the parenthesis without leaving any spaces. If an explanation or abbreviation of the explanation or abbreviation written in parenthesis is

required, the outer parenthesis should be squared “[ ]” and the inner parenthesis should be rounded “( )”. In cases where three parentheses are needed, curly braces “{ }”, square and round brackets are used respectively from outside to inside. Sample: {.. [.. (..) .. ]..}

In case of spaces associated with punctuation marks, the Turkish Language Institution's spelling guide is applied.

#### **1.1.10. Writing the Numbers**

In the writing of integers, spaces should be left in the thousand digits, and full stops or commas should not be placed in these spaces. Sample; 1 512 612 (True) 1.512,612 (False) 1,512,612 (False).

In fractional numbers full stop “.” should be used, comma “ , ” should not be used. Sample; 25 023.61 (Correct) 25 023,61 (False). In decimal numbers, a full stop “.” should be used at the beginning of the decimal point (0.1 should be preferred instead of 0,1). Numbers up to 10 in the text should be written in words, and larger ones should be written in numbers.

#### **1.2. Paper and Print Details**

All parts of the thesis should be prepared in electronic format and printed on one-sided A4, white paper classified as high-grade paper pulp by laser printer.

#### **1.3. Thesis Plan**

The thesis should consist of 4 main parts: front pages, main text, references and appendix. Each part should start with a separate top of page. The front pages consist of the hard cover, the cover page, the acceptance and approval page, optional declaration and dedication, acknowledgment, summary, abstract, table of contents, symbols and abbreviations, index of figures and tables, respectively. The main text should contain the main titles of "INTRODUCTION", "GENERAL INFORMATION" (can be added according to the scope of the thesis), "MATERIALS AND METHOD", "FINDINGS", "DISCUSSION", "CONCLUSION AND SUGGESTIONS".

Following the "RESOURCES", the "APPENDIXEX" is created for the information that is not appropriate to be included in the main sections of the thesis, but should be given (Figure 1).

<ul style="list-style-type: none"> <li>• HARD COVER PAGE</li> <li>• COVER PAGE</li> <li>• THESIS ACCEPTANCE AND APPROVAL PAGE</li> <li>• DECLARATION</li> <li>• DEDICATION</li> <li>• ACKNOWLEDGEMENT</li> <li>• SUMMARY</li> <li>• ABSTRACT</li> <li>• CONTENTS</li> <li>• INDEX OF SYMBOLS AND ABBREVIATIONS</li> <li>• INDEX OF FIGURES</li> <li>• INDEX OF TABLES</li> </ul>	
<ol style="list-style-type: none"> <li>1. INTRODUCTION</li> <li>2. GENERAL INFORMATION</li> <li>3. MATERIAL AND METHOD</li> <li>4. FINDINGS</li> <li>5. DISCUSSION</li> <li>6. CONCLUSION AND RECOMMENDATIONS</li> <li>7. RESOURCES</li> <li>8. APPENDIXES</li> </ol>	
<ul style="list-style-type: none"> <li>• RESUME</li> </ul>	

**Figure 1. Example of Thesis Plan**

#### **1.4. Page Layout**

In the text, 3 cm from the left edge of each page and 2.5 cm from the other edges; 2.5 cm space should be left at the top and bottom.

Theses over 500 pages can be printed on double-sided paper from the introduction page. In double-sided print, the page layout is 3 cm from the left edge for the right page and 2.5 cm from the other edges; 2.5 cm from the top and bottom, 3 cm from the right edge for the left page and 2.5 cm from the other edges; 2.5 cm space should be left at the top and bottom. (Figure 4)

In the main text, syllable division should not be done at the end of the lines and the writing of the text should be in the "justified" order.

## **1.5. Page Numbering**

Numbering should be indicated at the bottom of the page and should be centered. Marks such as parentheses or lines should not be used next to page numbers. The size of the page numbers should be 12 pt and the font should be the same as applied in the text. The front pages should be numbered with small Roman numerals, starting from the 'TABLE OF CONTENTS' to the '1. INTRODUCTION'. Pages of the main text should be numbered as 1, 2, 3, 4, 5, ... in an uninterrupted manner, starting from the “1. INTRODUCTION” to the last page of “REFERENCES” and, if any, “APPENDIXES”.

## **1.6. Title Numbering**

All main section and subsection titles should be numbered. The main titles of the thesis text should be numbered as 1, 2, 3, 4, 5, ... starting from the “INTRODUCTION” to “REFERENCES” and, if any, “APPENDIXES”, followed by a full stop and a space, and the name of the main section title should be written. The first subsection title, following the main section title of “1. INTRODUCTION”, should be in the form “1.1 Subsection Title”. If this subsection has another subsection, it should be written as “1.1.1. Subsection Title”. There should be no more than a third-degree subsection title. This should continue numerically for all other main sections and their subsections as well.

## **1.7. Figure, Table and Picture Numbering**

The Ankara Yıldırım Beyazıt University emblem on the cover page should be in the upper middle part of the page – 3.5x3.5 cm in size and colored. All writings on the cover and the university logo should be centered on the vertical midline. There should be 1.5 line spacing for the text. The title of the thesis should be 16 pt, except for the place and year of the submission. for the rest on this page, the font size should be 14 pt. The place and year in which the thesis was submitted should be 12 pt. Apart from the thesis title, author name and place; all should be in capital letters on the cover. The initials of the titles and the initials of the names should be written in capital letters, and the rest should be written in lowercase. Titles should be written in abbreviated form (e.g. Dr., Dr. Lecturer, Associate Professor, Prof. Dr.). The title of the thesis and the student's name and surname should be in bold on the cover page.

Figures, tables, pictures and their captions should be centered in the text and, if possible, should be placed on the page referred or on the next page. Large figures, tables or pictures may be shrunk or presented under the title "APPENDIXES". If figures longer than one page should be included in the thesis text; those can be arranged according to one page size and given on the next page. In this case, the figure title should be written with a note – "continued" – in parentheses after the number, keeping the number and title the same. For example, "Figure 3.4 (continued)".

1.5 line spacing should be left between paragraphs and the following figures, tables and pictures. In cases where this is not possible, they should be placed as close as possible to the place immediately after where they are first referred to in the text, provided that they comply with the page layout format.

1.5 line spacing should be left between the caption lines of tables, pictures or figures and the text.

Numbering and caption should be written under the figures and pictures, and above the tables. The first digit (the first number in the annexes) should be the number of the section where the figure, table or picture is placed, and the second number should be the sequence number of that figure, table or picture in the section, and numbering should be applied sequentially and without space, with a full stop in between. For example, "Table 1.1.", "Annex 1."

1 line spacing should be left between the table or figure description and the table or figure, and 1 line spacing should be used in the description. In general, the font size of the captions is between 8-12 pt. However, authors can be flexible in font size of the captions provided that they are legible (Figure 3). Figure numbers and captions should be below the figure, centered in the text; table numbers and captions should be written at the top of the table, with 1 tab inside.

The description of figures, tables and pictures should be written with a full stop after the number and a space left, only the first letter of the first word in capital letter and the other words in lowercase. For example, a description should be written as "Figure 3.2. "Crisis definition and framework".

If the captions continue on the bottom lines, the second and other lines should be aligned after the figure, table or picture number.

If three or more related illustrations need to be shown on the same page; the letters (a), (b), (c), ... should be used respectively for those illustrations, a single table or figure number should be given to each of them and explained separately.

For example;

**Figure 4.2.** Crisis definition and framework a) Global crises framework, b) Research universe, c) Others.

If figures that cannot be created in electronic format should be drawn according to the 'technical drawing' requirements; text and symbols should be written with a template and no manual correction should be done.

### **1.8 Carriage Return and Line Spacing**

In the thesis text, paragraphs should be started from the left side 1 tab (paragraph space) inside. 1.5 line spacing should be applied through the text. Pages should be in A4 size and there should be 3 cm margins on the left (bound) margin and 2.5 cm margins on the top, bottom and right edges of each page. The text should be justified on both sides. Only for the 'Introduction', 2 line spacing should be left after 2.5 cm (Figure 2, Figure 2.1, Figure 2.2, Figure 2.3, Figure 2.4, Figure 2.5).

### **1.9 Organizing Main Sections and Subsections**

All main sections should start on a new page. For the introductory section only, 2 pieces of 1 line space should be left between the top of the page and the main section title. In addition, 2 pieces of 1 line space should be left between the main section titles and the subsection title, or between the main section titles and the first paragraph. There should be 2 pieces of 1 line space between the first paragraph before the subsection titles, and 1 piece of 1 line space between the first paragraph after it. The main section and subsection titles should be indented in 1 tab from the left side, and the font size of main section titles should be in 14 pt bold and the subsection titles should be 12 pt bold. In addition, in cases where the length of the main section and subsection titles exceed one line, the second line should be written with 1.5 line spacing, starting from the column where the first line (excluding the number) starts. Main section titles should be written in capital letters and conjunctions should be written in lower case. The first letters of the words in the subsection titles should be written in capital letters and the others in lowercase. Conjunctions such as and, or, with in the subsection titles, if any, should be written in lowercase. Subsection titles should not be written as the last line of the page. In such a case, the title should be transferred to the next page. In addition, if at

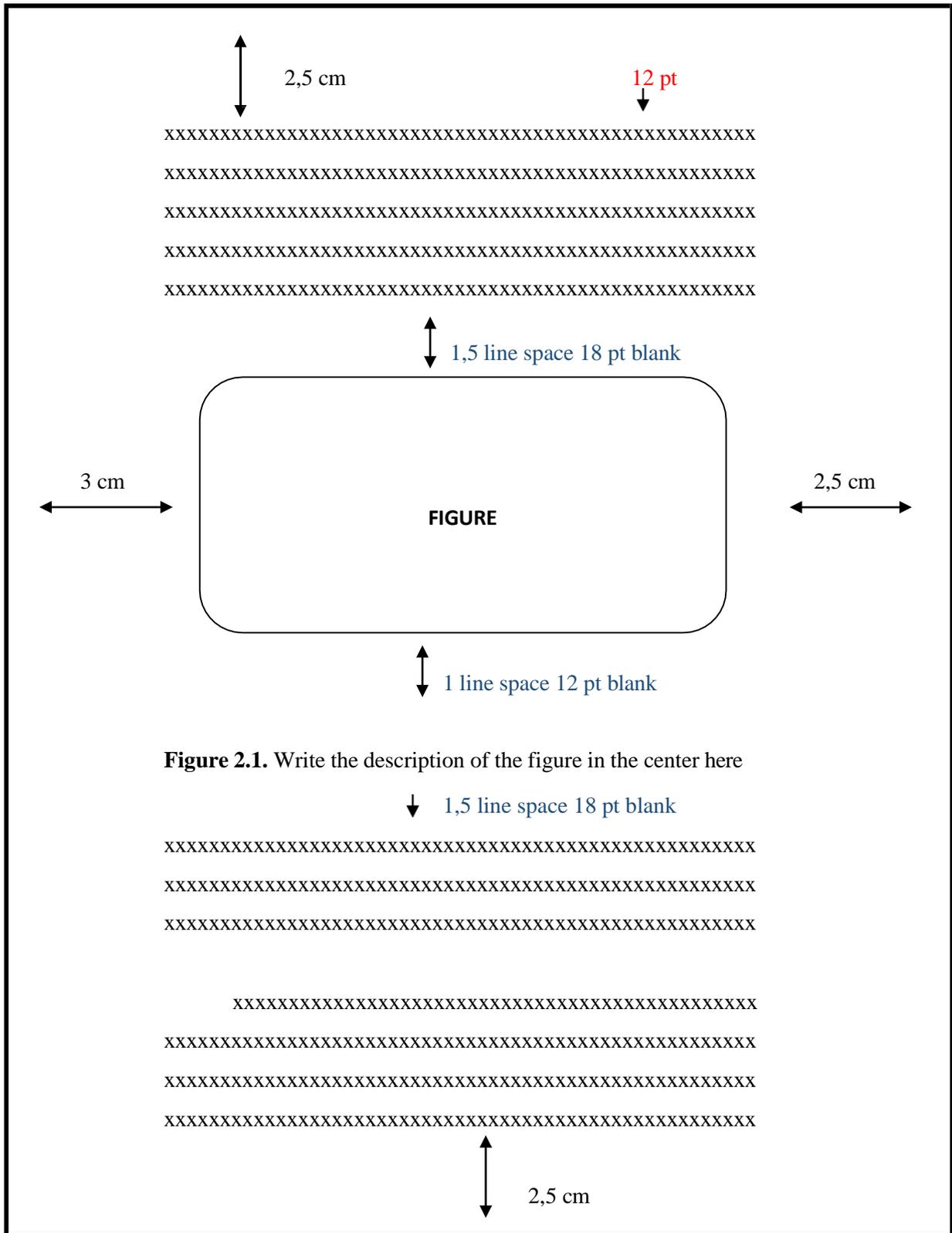
least two lines of text cannot be written after the subsection titles, it should be left blank and the title should be written on the next page. If there are unnumbered subtitles between the numbered section and subsection titles, they should be started in the same format, in bold or italic (italic), font size 12 pt and 1 tab inside. One-line spacing should be left before and after these subtitles. No punctuation marks should be used at the end of the titles.

### **1.10 References (Citations)**

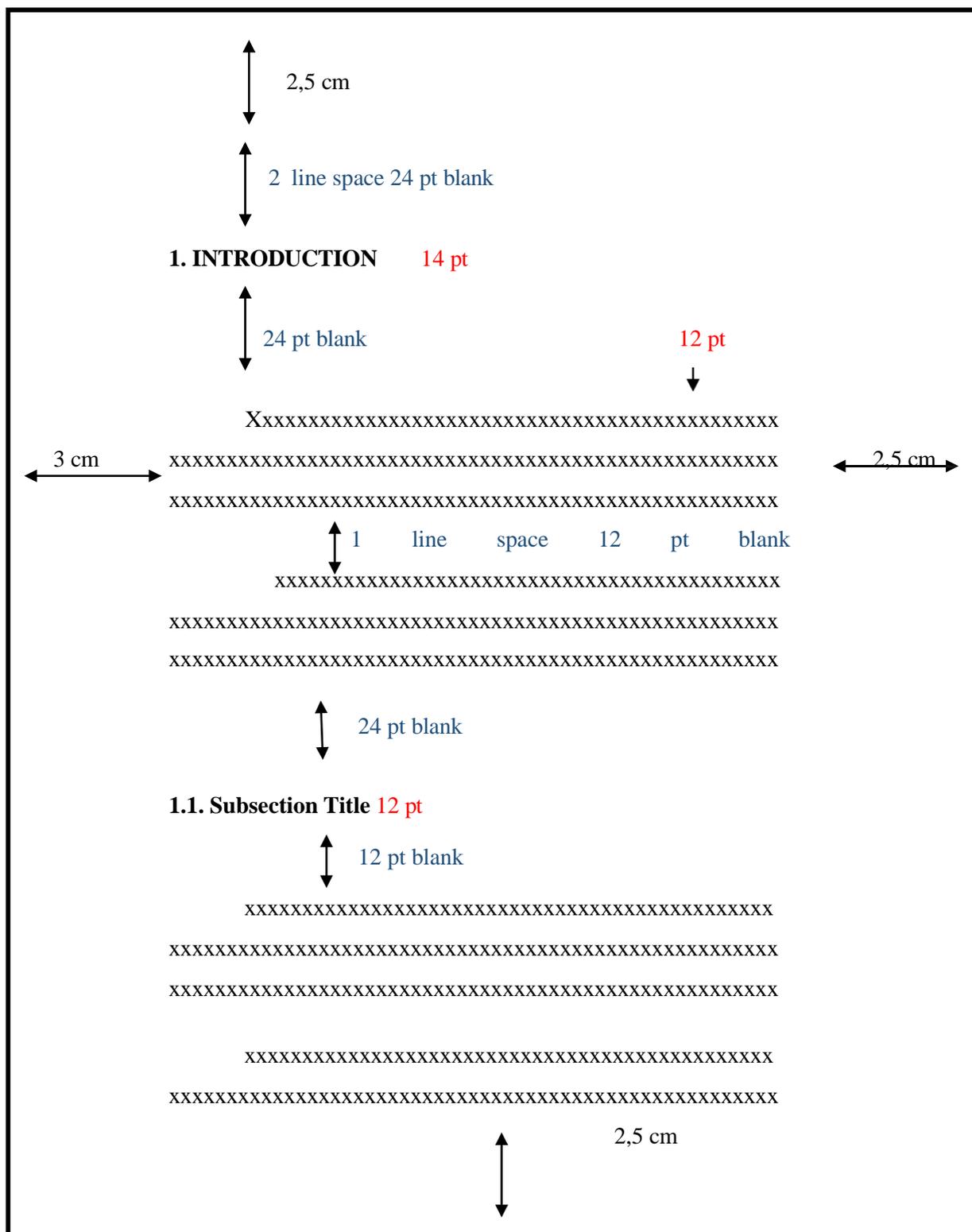
Every source referred in the thesis should be included in "REFERENCES" section.

If the means of expression through picture, figure etc. is taken from a source; the so-called picture or figure should be indicated by showing the relevant source (where it is cited) in the text and should be included in REFERENCES, taking into account the source order.

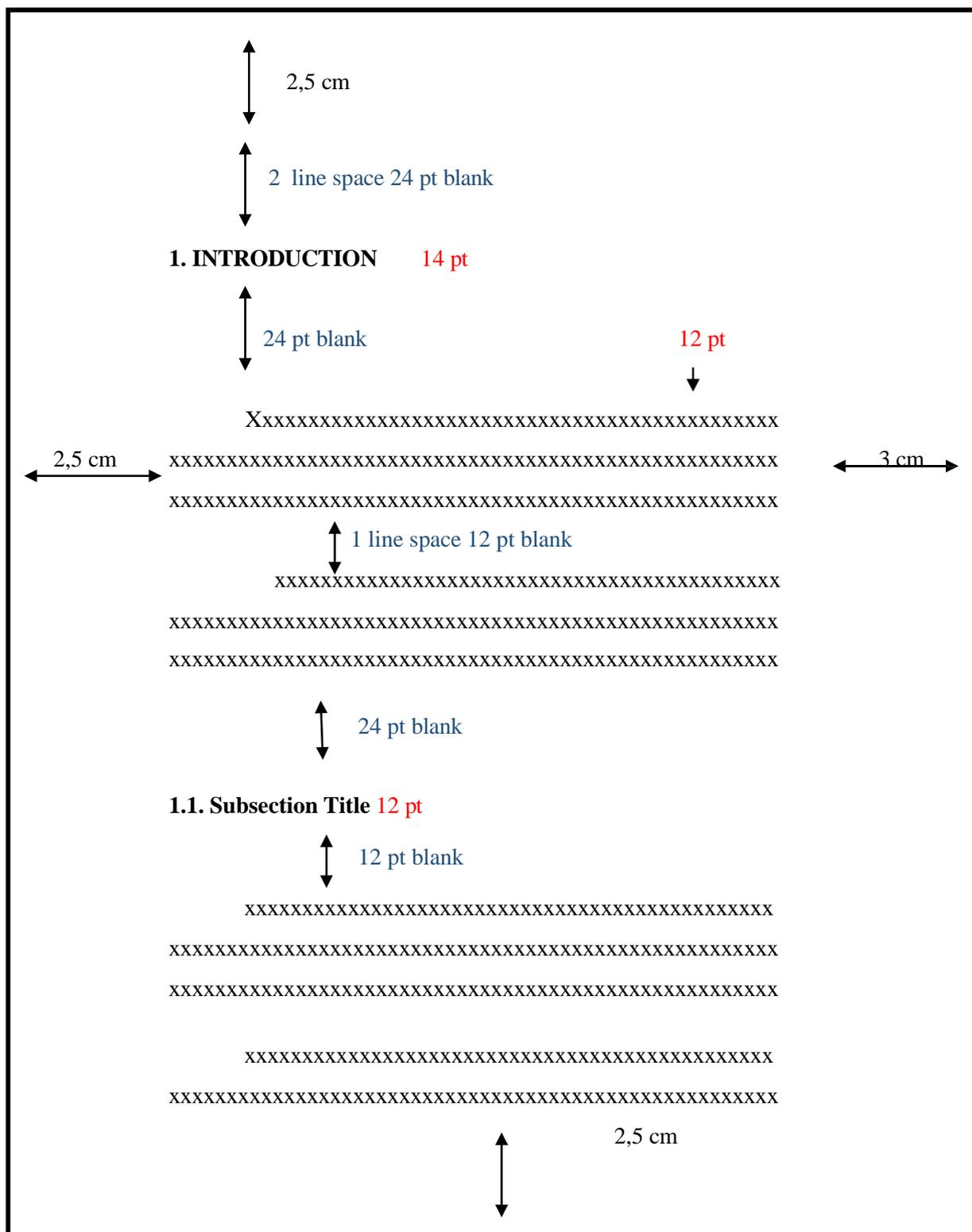




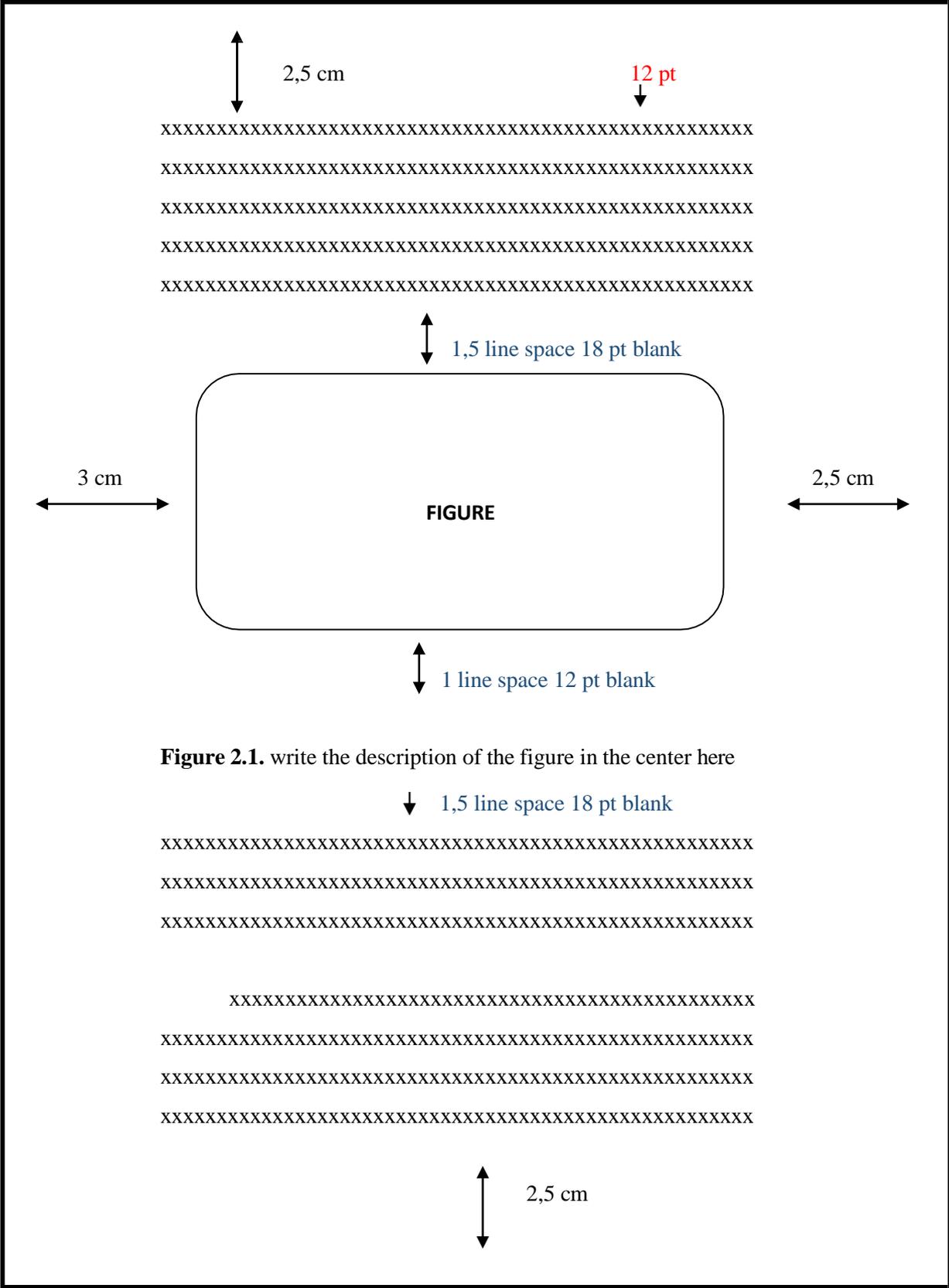
**Figure 2.1.** Example of page layout for thesis text with figures (for theses less than 500 pages)



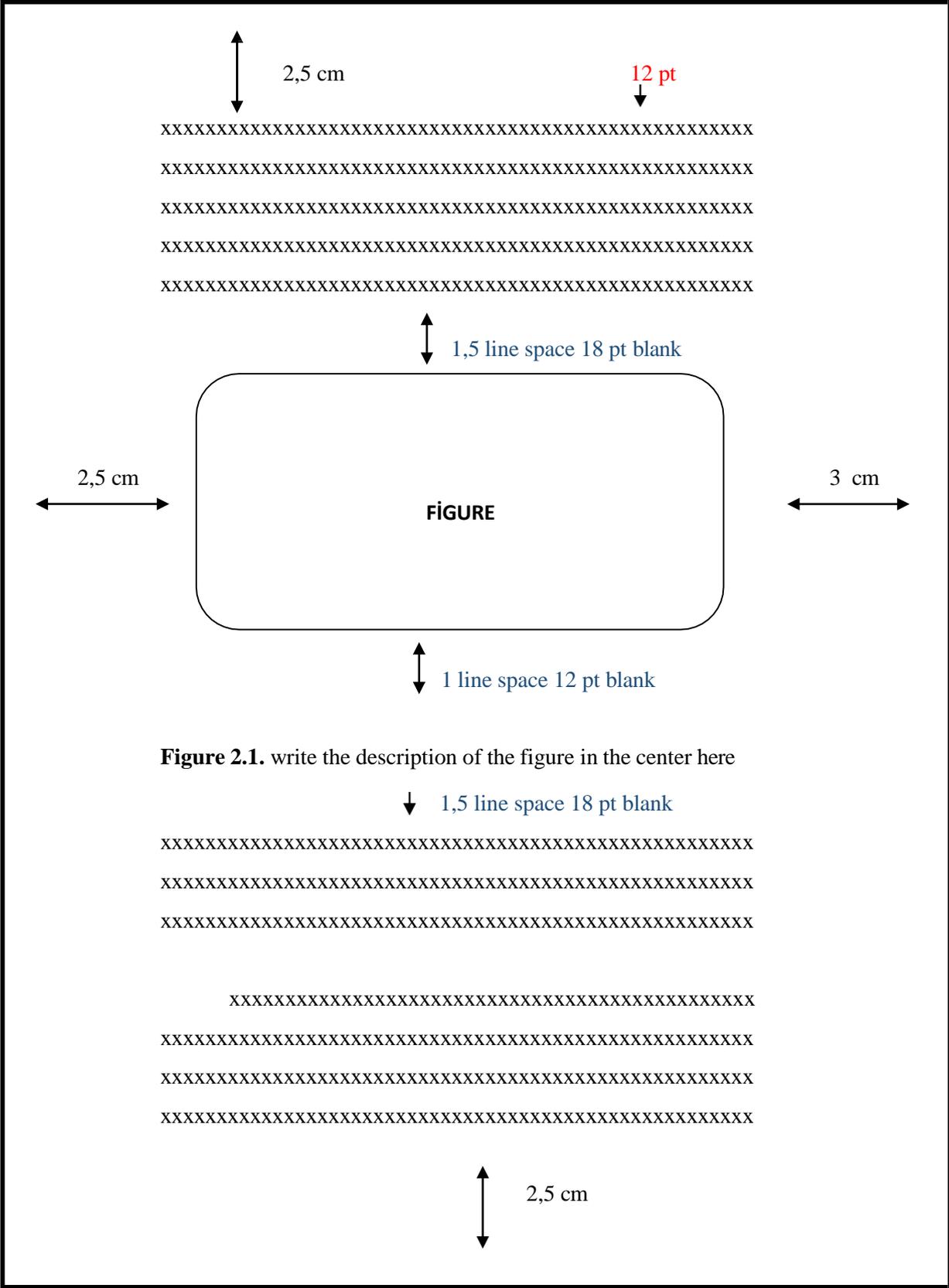
**Figure 2.2.** Example of page layout for the thesis text (right page of more than 500 pages of theses)



**Figure 2.3.** Example of page layout for the text of the thesis (left page of theses over 500 pages)



**Figure 2.4.** Page layout example for thesis text with figures  
 (For the right page of theses over 500 pages)



**Figure 2.5.** Page layout example for thesis text with figures  
(For the left page of the theses over 500 pages)

### **1.11. Tables and Figures**

All presentations other than tables (photos, graphics, histograms, equations, formulas, etc.) should be expressed as 'figures'. Figures and charts can be used for illustration of the text in theses. However, unnecessary shapes should be avoided. All kinds of lines, signs, symbols, numbers and writings on the figures should be prepared in electronic format and should be easily visible and/or legible in terms of their size and clarity. Provided that the information presented in the table is easily readable; depending on the content, smaller fonts can be used. The texts in the figures and tables should be in "Turkish". 1 or 1.5 line spacing should be preferred in tables. The contents of figures taken from foreign-language sources should not be in the original language of the source, and should be written in Turkish (except for proper names, Latin expressions, etc.). Photographs should not be copy-pasted on the thesis page directly; all presentations expressed as figures should be prepared in electronic format and placed in the thesis text. Photographs of individuals within the scope of the study should be used in accordance with ethical principles and personal rights.

### **1.12. Placing Tables and Figures**

Figures and tables should be placed in the thesis text, where they are referred or on the next page. Folded tables and figures should not be included in the thesis text. Tables and figures that do not fit on one page can be divided from where appropriate and placed on the other page or presented in "APPENDIXES". Figures and tables should be placed centered on the page and should not overflow into the page margins.

There should be 2 lines spacing between two figures, two tables or figures and tables to be placed on the same page, and 1.5 line spacing between the text and the table caption/figure. A single line spacing should be left between the table and the table caption and the figure and the figure subtitle. Descriptions should be as short and concise as possible. Table, figure, picture words and related numbers should be written in bold in table, figure, picture captions (**Table 1., Figure 1., Figure 2, Figure 2.1, Figure 2.2, Figure 2.3, Figure 2.4, Figure 2.5, Figure 1.**).

## **2. PARTS OF THE THESIS**

The front pages consist of the hard cover page, the inside cover page, the acceptance and approval page, optional declaration and dedication, acknowledgment, abstract, table of contents, index of symbols and abbreviations, index of figures and tables.

### **2.1 Hard Cover Page**

The hard cover of the thesis should be prepared in dark turquoise for the doctoral thesis and in turquoise cloth for the master's thesis. The thesis text, together with its additional pages and appendixes, should be properly binded together – as a single volume. Printed and other (CD, DVD, booklet, etc.) materials other than the standard size should be submitted in the pocket made on the back cover of the thesis. All texts on the hard cover should be written in "Times New Roman" with 1.5 line spacing. The official emblem of the University should be placed 2.5 cm below the top of the page, in color and 3.5x3.5 cm in diameter. Following the emblem, 1.5 line spacing should be left and the name of the University and Institute should be written in 14 font, capital letters. 11 times, 1.5 line spacing should be left between the name of the Institute and the master's/doctoral thesis, and the name of the thesis should be centered in this space in 16 font, bold and capital letters. For example, if the name of the thesis is 3 lines, 4 times 1.5 line spacing should be left before and after the thesis name. This way, the total line spacing will be 11 times 1.5 line spacing. After writing the master's thesis, in 14 font, capital letters, the name and surname of the student who submitted the thesis should be written in 14 font and bold, 1.5 line spacing, without using any title. Afterwards, the name of the program from which the student will graduate should be written 2 times 1.5 line spacing below, in 14 pt and capital letters. Then, the place and year of the thesis should be written in 12 font-size, leaving 1.5 line spacing twice. On the back of the thesis cover, starting from the bottom edge, respectively, the name and surname, initial(s) and surname of the student who submitted the thesis should be written in capital letters, and in the middle, MASTER'S/DOCTORATE THESIS and on the upper side, the year of the thesis submission should be written in "Times New Roman", 14 font size (Annex-1).

### **2.2. Blank Page**

A blank A4 page should be left between the hard cover of the thesis and the [inner] cover page and before the hard-back cover.

### **2.3. Cover Page**

There should be no emblem on the thesis cover page. After leaving a 2.5 cm margin at the beginning of the page, the name of the University and the Institute, the master's/doctoral thesis, the student's name, surname and the name of the program should be written in order as on the hard cover (with the same spaces and spelling features). However, if the work has been supported by DPT or a similar institution, this should be stated on the [inner] cover page with the project number and the program name, leaving 2 times 1.5 line spacing and 14 font, bold, 1.5 line spacing. Then, the place and year in which the thesis was submitted should be written as on the hard cover (Appendix-2).

If the work is not supported by any institutions; after the program name is written, the place and year of the thesis should be written with a 2.5 cm space at the bottom of the page, with an appropriate space between the program name and 12 pt font size.

### **2.4. Acceptance and Approval Page**

For Master's and Doctorate Theses, once the thesis defense has been passed, the required corrections (if any) should be added to the thesis and signed by the thesis supervisor as well as the jury members. Blue ink pen should be used for signatures. The thesis, in its final version, should be sent to the jury members and to the Institute Directorate. (Acceptance and Approval Page APPENDIX-3)

### **2.5 Declaration (Concerning Ethics, Plagiarism, Copyright and Patent Rights)**

The declaration should be written in accordance with the attached (ANNEX-4) sample and signed by the author with a blue ink pen. The thesis defense date should be taken as the basis in the thesis itself.

### **2.6. Dedication**

If desired, a personal dedication can be written in front of the acknowledgement, centered on the page as right-left and top-bottom, similar to the example below.

Example: "I dedicate it to my Mother / Father / Wife / Teacher / My country etc. "

### **2.7 Acknowledgement**

Specific persons or organizations that directly or indirectly contributed to the thesis should be thanked briefly and concisely (Appendix-5).

## **2.8. Contents Page**

This page includes all the front pages (summary, abstract, index of symbols and abbreviations, index of figures and index of tables, respectively), the main and subsection titles, references and appendixes in the thesis text completely, except the hard cover, cover page, thesis acceptance and approval page, declaration, dedication and acknowledgment. The page number of the title should be written in front of each title; subsection titles higher than the third degree should not be used in the "contents page" (Annex-6)

## **2.9 Abstract Pages [in Turkish and Foreign Language]**

Abstracts of the thesis (Turkish "ABSTRACT", English "ABSTRACT") should be limited to a max. 300 words, excluding the title and keywords, and should not exceed one page if possible. The main purpose of the research should be implied, the methodology used should be explained, the findings should be summarized and the main conclusion should be stated. The purpose, methodology, findings and conclusion of the thesis should be written in separate paragraphs. References should not be given in the abstract. Abbreviations should not be referred in the abstract and the abbreviated form of words used in the thesis should be introduced under the "Symbols and Abbreviations Index".

The title of the thesis in Turkish and in English should be written with the first letter of each word (except for conjunctions and, or, and etc.) capitalized, bold and centered on the page.

There should be at least three and at most five keywords under the Turkish and English abstract. Keywords should be listed in alphabetical order, separated by commas (,).

## **2.10. Index of Symbols and Abbreviations**

APPENDIX-9

## **2.11. Index of Figures**

APPENDIX-10

## **2.12. Index of Tables**

ANNEX-11

### **3. TEXT OF THE THESIS**

#### **3.1. INTRODUCTION**

This part should contain descriptive information about the topic. The nature and scope of the research problems should be presented clearly, the current status of the subject should be briefly emphasized by referring to the relevant publications, the importance of the study should be briefly emphasized, and the innovations aimed by the research study in terms of its contribution to science and/or method should be explained. The Introduction should not contain information about the material-method, findings or discussion. In last paragraph of this part, the purpose of the thesis and the hypothesis of the study should be clearly stated.

#### **3.2. GENERAL INFORMATION**

Under this part, information that will shed light on the research and facilitate the understanding of the subject should be given in a short and concise manner; previous research studies should be referred, and the different aspect of the thesis in comparison with those studies should be explained. Information should also be given about the studies examining the subject with different methods and materials. Further, in order to compare research results, there should be a small briefing about results of previous research studies. The relevant information of this part should be given in chronological order, hereby, the reader should have the opportunity to get to know the development of the work done so far, the issues that have been clarified, and the new problems that have arisen. General information should not exceed one-third of the thesis.

#### **3.3. MATERIAL AND METHOD**

This part should describe the material and examination method. Type of research (descriptive, experimental, prospective, etc.), individuals used, universe (population) and sampling size, how and by which method the sample was selected should be stated. The experimental set-up and study groups in the research study should be explained in detail. Data collection date, data collection tools (experimental tools, questionnaires, scales with validity and reliability, etc.) and by whom the data collection tools were prepared should be written by referring the source when necessary. The forms applied (questionnaire, scale, etc.) should be

submitted as an attachment. Information about commercial products, chemicals and devices (brand, mode, producer firm, city, country etc.) should be given under this part. A method diagram may be used to ease understanding of applied method. Dependent and independent variables of research, the way in which data evaluation is made and applied statistical tests should be explained. The permissions taken for conducting this study and ethics committee approval should also be specified under this part and the relevant documents should be submitted in the “Appendixes”.

### **3.4. FINDINGS**

In this part, the question “What did you get?” should be answered based on statistical analysis. Results may or may not be in favour of hypothesis of the research study. Researcher should present results as they are, and make no debate or comment in ‘Findings’. Tables, graphics, photographs about results should be shown here.

### **3.5. DISCUSSION**

DISCUSSION should argue material-method and results of the thesis falling within the respective scope, that is given in Introduction, General Information and Methods. The reasons behind the choice of applied method, its weakness and strengths should be stated. The findings should be compared with the literature, similarities or differences should be discussed, if there are any differences, these should be explained, and the meaning of the findings should be interpreted. The opinion of the researcher should be given under Discussion, however comments that are not compatible with reality should be avoided. There should not be unnecessary sub-titles in Discussion. Contribution of the research to science and whether hypotheses of the thesis are confirmed or not should be stated here, under Discussion.

### **3.6. CONCLUSION AND RECOMMENDATIONS**

In this part, to what the extent, the aim of the thesis implied in Introduction has been achieved should be stated in general and clear terms, however statistical expressions should

be avoided. The suggestions proposed by the researcher according to the Findings obtained through this research study should be included in this part. Recommendations should be based on those findings; recommendations should not be made for situations that are not included in the research findings. There should also not be any recommendations, if those do not take place in the research results. Results and recommendations can be listed as clauses. This part should not exceed two pages.

### **3.7. REFERENCE and CITIATION METHOD**

All academic resources (article, thesis, book, paper, report, web page, etc.) used in the thesis should be included in the bibliography. Unpublished articles, papers, lecture notes, personal interviews etc. cannot be cited as a source.

The information used in thesis writing process, except for description, information etc. that should be quoted without modification as a direct quote (with quotation and reference), should be paraphrased by the author – with her/his own way of expression. However, it's worth noting here that even if the expression format has been changed, the original view still belongs to someone else, so it should be absolutely necessary to refer (cite) the relevant source in the text. As long as comments, expressions, judgments belong to others, it is obligatory to cite the source. When citing, ethical rules determined by the Inter-University council (ÜAK) should be considered and plagiarism should be avoided.

Plagiarism is the acknowledged use of another person's work, either published or unpublished; verbatim or in close paraphrase. Intention makes no difference to plagiarism, only to the severity. Therefore, in any written work, the sources and ideas applied should be referred properly. This is a requirement of academic ethics.

Citations in the thesis can be either in the form of “in-text” or “footnote” style. Whichever of these is preferred, should be applied through the whole thesis.

#### **3.7.1. In-text Reference**

Sources used in the thesis are referred at the end of the sentence and, when necessary, in the sentence, by numbering respectively in parentheses. If more than one source is cited in a

sentence, the order of citation numbers are listed consecutively from lower towards the upper citation number by using a comma between the sources in the same parenthesis. For example “(1,7,72)”.

### **3.7.1.1. In-text Reference: Examples**

How to refer sources in the thesis is specified under “ **In-text Reference (3.7.1)** ”. Here we illustrate how to make reference in text. Different examples can be found for reference to tables, figures or pictures in the thesis. If the table, figure or picture is to be placed in the text (on the mentioned page or on the following pages); the references should be made in accordance with one of the examples below.

#### **For the tables:**

The risk levels for stocks have been evaluated (Table 11).

Standard risk levels for stocks are presented in Table 11.

The stimulus-response analysis results are statistically presented in Table 11....

Risk levels related to stocks (Table 11).....

#### **For the Figures:**

Before the fundamental analysis, the distributions of the variables in the perceptual space were created (Fig. 5).

The similarity levels created by the variables in the perceptual space over time started to increase.

The distributions of the variables in the perceptual space before the fundamental analysis are shown in Figure 5.

Distributions in perceptual space in Figure 5...

#### **For the pictures:**

Same as suggested for figures.

In the thesis, if it is necessary to refer to previous tables, pictures and figures again; the reference should be made in parentheses by using abbreviation "See" in accordance with the examples below.

(See Figure 5) or (See Table 11)

In reference to tables, figures or pictures taken from another publication; after the description of the tables, figures or pictures, surname of the author of the cited publication should be written in parentheses – "from" or "by" should be written before the author's surname, then comma “,” and the serial number of the publication in the end.

For example:

Figure 5. Volatility Measurement Methods (from Kalkan, 15)

Referring to a model/equation/equation;

- According to equation ..... (7), long-run causality can be tested.
- .....can be tested based on the long-run causality (7) model

### **3.7.1.2. Listing Sources under the REFERENCES**

If "in-text" reference style is used, all of the sources should be listed under the title of “**References** ” at the end of the thesis. The first line of each resource is aligned to the left of the page, the second (if any) and subsequent lines are written inside with a paragraph indentation. Particular attention should be paid to the format and punctuation while listing those sources.

### **3.7.1.3. Resources Directory**

If "in-text" reference is used, all resources (articles, books, tables, figures, etc.) should be listed in the bibliography. References in the resources directory should be started without leaving any spaces on the left side of the page. The resources in the index should be written in general typeface of the thesis (Times New Roman) and point size (12 points). If the source has more than one line; between the second and other lines, it should be written without any

spaces and carriage return. A line spacing should be left between the two sources. Authors' surname in Bibliography should be written with first letter uppercase, the rest lowercase, then one space, and first letter of author's name should be written in uppercase (e.g. Yavuz Ö.) If the author(s) has more than one name, the first letters of the names should be written without spaces (e.g. Pancarcı ŞM). If the source belongs to one single author, a full stop should be added to the end of the first letter of author's name. If there are multiple authors, all authors should be written consecutively and a comma should be used after the author's name and a full stop after the last author's name. One character space should be left after all punctuation marks and the last character of the relevant source should be a full stop.

If there is more than one work by the same author, if these works belong to the same year, they should be written in a sequence, sorted alphabetically (for example: Kaya, M. (2018a), Kaya, M. (2018b)); if they belong to different years, they should be written from old to new (for example: Kaya, M. (2017), Kaya, M. (2018))

### **Articles published in a scientific journal**

While the journals are referred as the source, the relevant referencing should be as follows:

Author(s)' surname and initials (with a capitalized first letter; if the author has two names/surnames, the first letters should be written adjacent; If there is more than one author, they should be separated by commas). (The article's year of publication). title of the article (only the first letter is capitalized), Journal name (*journal names in italics*), volume number (issue): starting - ending page numbers (without abbreviation in page numbers).

### **Examples:**

- Apergis N, Miller SM. (2009). Do structural oil-market shocks affect stock prices? *Energy Economics* , 31:569-575.
- Hamilton JD. (2003). What is an oil shock?. *Journal of Econometrics*, 113:363-398.
- Jones CM, Kaul G. (1996). Oil and the stock markets. *The Journal of Finance*, 51:463-491.
- Sadorsky P. (1999). Oil price shocks and stock market activity. *Energy Economics*, 21:449-469.

The articles that are still in print should be written together with the name of the relevant journal (*journal names in italics*) and the DOI (Digital Object Identification) number following the year of publication, provided that they are published electronically.

Example:

- Ozen H, Ozen S. (2011). Interactions in and between strategic action fields: A comparative analysis of two environmental conflicts in the gold-mining field in Turkey, *Organization & Environment*, doi:10.1177/1086026611426343.

### **Papers presented at Scientific Meetings (Congress, Conference, Symposium, etc.) and published abstracts**

If the papers are applied as a source, the referencing should be as follows: Author(s) surname and initials (with a capitalized first letter; if the author has two first/surnames, first letters will be written adjacent; separated by commas if there are multiple authors). (The year the meeting was held). The title of the paper (only the first letter is capitalized), the name of the congress, place, name of the proceedings book (the *journal titles will be italicized* ), if any, volume number (issue): page number.

**Example:**

- Kapsuzoglu A, Ceylan NB. (2016). How does Turkey's macroeconomy response to the world oil prices shock? International Conference on Energy, Environment and Economics, Edinburgh- United Kingdom, *WEENTECH Abstract Book*: 56.

### **Book**

In case of using sources with several pages such as books or reports in the thesis, this should be shown by specifying the page number or numbers used:

Author's surname initials (with a capitalized first letter; if the author has two first/surnames the first letters should be written adjacent; if there is more than one author, they should be separated by commas). (The year of the book was published). Title of the book (first

letters should be *capitalized, italicized*), number of edition. Place of publication, publisher, start-end page numbers (without abbreviation in page numbers).

**Example:**

For a foreign language book:

- Madura J. (2014). *International Financial Management*, 12 th ed. South-Western College Pub., 68-80.

For a Turkish book:

- Karan MB. (2013). *Investment Analysis and Portfolio Management*, 4th Edition. Ankara, Gazi Bookstore, 456-459.

**Book Chapter**

If the referenced book is compiled by an editor or editorial group and consists of the different chapters and authors, it should be cited as follows:

Author's surname initials (with a capitalized first letter; the author's two names / surnames if any, the first letters should be written adjacent; if there is more than one author, they should be separated by commas). (The year of the book chapter was published). Chapter name. In (for foreign source) / İçinde (for Turkish source): Editor(s) surname and initials (if there is more than one editor, separate them with a comma) (ed/eds) (for foreign source) or (editör/editörler) (for Turkish source). Title of the book (first letters should be *capitalized, italicized*), number of editions, place of publication, publisher, beginning - end page numbers (start-end page numbers of the referenced chapter).

**Example:**

For the book's chapter in a foreign language:

- Kapusuzoglu A, Ceylan, NB. (2017). The Impact of Russian Economy on the Trade, Foreign Direct Investment and Economic Growth of Turkey: Pre- and Post-Global Financial Crisis. In: U. Hacıoglu and H. Dincer (eds). *Global Financial Crisis and Its Ramifications on*

*Capital Markets: Opportunities and Threats in Volatile Economic Conditions*, 1st ed. Switzerland, Springer International Publishing, 275-286.

For the Turkish book's chapter:

- Buffalo PE. (2018). Efficient Markets Hypothesis. In: Gündoğdu A (Editor). *Finance Fundamental Theories*, 1st Edition. Istanbul, Beta Publishing, 83-113.

### **Foreign Language Translation Book**

If the translated book to be referred has been compiled by an editor or editorial group and translated by different chapters and authors, it should be referred as follows:

Author's surname initials (with a capitalized first letter; if the author has two names / surnames, the first letters will be written adjacent; if there is more than one author, they should be separated by commas). (The book's year of publication). Turkish name of the chapter. In: The Turkish name of the book (with a capitalized, *italic* first letter), the surname and initials of the Translation Editor(s) (if there is more than one editor, they should be separated by comma), (translation editör/editors). Original title of the book (first letters should be capitalized, italicized), the surname of the author the first letter of the first name (if there is more than one author, they should be separated by commas). Translated book's edition number, the place of publication, the publisher, the start-end page numbers (start-end page numbers of the referenced chapter).

### **Example:**

- Çakar L, Şahin G, Yermen N. (2007). Respiratory. In: Medical Physiology, Çavuşoğlu H, Yegen BÇ, (Translation editors). Textbook of Medical Physiology, Guyton AC, Hall JE. 11th Edition, Istanbul, Nobel Medicine Bookstores, 469-533.

If the book to be referred has been translated by an author without an editor, it should be referred as follows:

Original book's author surname, initials (with a capitalized first letter; if author has two name/surname, the first letters should be written adjacent; if there is more than one author,

they should be separated by commas). (The year the book was published). Original title of the book (first letters capitalized, italicized). Translation: Translator's surname, initials (if there is more than one translator, they should be separated by commas). Turkish name of the book (first letters should be capitalized, *italicized*), edition number. The place of publication, Publisher, start- end page numbers (without abbreviation of page numbers).

**Example:**

• Daugirdas JT. (2011). *Handbook of Dialysis*. Translation: Keleş M. *Dialysis Handbook*, 4. Edition. Ankara, Bahar Publishing, 45-51.

**Thesis**

Surname and initials of the author of the thesis cited (with a capitalized first letter). (Thesis year). Title of the thesis, affiliated Institute/Faculty/School, Department, type of thesis (Master's/Doctoral thesis), the place where the thesis was submitted: University.

**Example**

• Memiş A. (2015). The Impacts of Global Prices Fluctuations on Stock Market Returns: An Empirical Analysis for OECD Countries, International Relations and Institute of Strategic Studies, Department of Banking and Finance, M.Sc. Undergraduate Thesis, Ankara: Ankara Yıldırım Beyazıt University.

**Law and Regulation**

The name of the law / regulation, the place of publication, the number and date (Day-Month-Year) should be specified.

**Example:**

- Payment and Securities Settlement Systems, Payment Services and Electronics Law on Monetary Institutions, Official Gazette of the Republic of Turkey, no: 6493, 20 June 2013.
- Communiqué on Required Reserves, Official Gazette of the Republic of Turkey, no: 29945, 11 January 2017.

- Accounting Practices of Financial Leasing, Factoring and Financing Companies Regulation on Financial Statements, Official Gazette of Republic of Turkey, number: 28861, 24 December 2013.

### **Electronic Resources**

Official websites of national and international institutions can be referred as additional resources by specifying the URL address and access date. Commercial websites and websites contributed by non-scientific data cannot be referred as a source (i.e. Wikipedia).

Author surname first name. The name of the resource. URL address (web address). Access date (Day-Month-Year).

#### **Example:**

İnci O. Principles of scientific publication ethics, diversions, suggestions to prevent diversions. <http://uvt.ulakbim.gov.tr/tip/sempozyum7/inci.pdf>. 9 March 2012.

For electronic source, whose author is unknown:

Institution/organization/board/association etc. to which the resource belongs. Name of the resource. URL address (web address). Access date (Day-Month-Year).

#### **Example:**

Republic of Turkey Ministry of Health. Aging and Nutrition. [http://www.ailehekimligi.gov.tr/index.php?option=com\\_content&view=article&id=280:yalk-and-nutrition&catid=57:salk-and-care&Itemid=200](http://www.ailehekimligi.gov.tr/index.php?option=com_content&view=article&id=280:yalk-and-nutrition&catid=57:salk-and-care&Itemid=200). 13 April 2012.

### **Patent**

Patentee's surname initial of name (with a capitalized first letter; if there are two names/surnames, first letters will be written adjacent) or Company name (patentee). Title of the patent, patent number, year.

### **Example:**

- Yıldız AS, Sağlam R, Kaya A (patentee). PPAR agonisti patent, TR19062001, 2011.
- Jenkins AW (inventors). Transdermal device patent, WO249956, 1992.

### **3.7.2. Footnote Style Reference**

Where a source is firstly referred, all details should be stated; In the following parts of the article, a shorten version of reference should be required, if applied again to the previously referred source (Author's Surname, the page to be cited) in the footnotes. If more than one work of the same author is referred, in order to distinguish the work in the shortened format, reference should be made by specifying the year in which the work was published (Author's Surname (YEAR), the page to be referred). If the author has two works published in the same year, the letters "a, b" should be added next to the year information. (Author's Surname (YEARa or YEARb), page to be cited)

In the first reference to a source and in the bibliography, only the surname and name of the author will be written in bold, and in subsequent references, only the surname will be written in bold.

The “^” sign indicates that if there is information on the subject in that type of source, the relevant information should be specified.

"s.e.t." refers to the last access date.

If an original work (archive document, etc.) needs to be referred, the preferred method should be used uniformly throughout the article.

Each footnote should be completed with a full stop.

In cases where there is no rule in this citation system, the OSCALA (The Oxford University Standard for Citation of Legal Authorities) system should be followed.

In addition, APA or ISNAD Citation System can also be used apart from the citation system mentioned above.

According to the type of source to be referred, references should be made as follows.

### **Book**

**Author's Surname, Name** (Year) Book title, Edition, City, Publisher.

Example: **Uşan, M. Fatih** (2009) Basic Principles of Turkish Social Security Law, 2nd Edition, Ankara, Seçkin.

In case of multiple authors: **Author's Surname, Name / Second Author's Surname, Name** (Year) Book title, Edition, City, Publisher.

Example: Acer, Yücel / Kaya, İbrahim (2014) International Law Basic Textbook, 5th Edition, Ankara, Seçkin.

### In cases with four or more authors:

In the first reference and bibliography, the full citation will be included in the above method, in the second and subsequent citations, after the surnames of the first three authors written, reference will be made by saying "et al".

Example: The first reference and bibliography: **Özbek, Veli Özer/ Doğan, Koray / Bacaksız, Pınar/ Tepe, İlker** (2016) Türk Ceza Hukuku Genel Hükümler, 7. Baskı, Ankara, Seçkin Yayıncılık.

The second reference: **Özbek / Doğan / Bacaksız et al**, p.13.

### **Editorial Book**

**Editor's Surname, Name** (Editor) (Year) Book Title, Edition, City, Publisher.

Example: **Dülger, İbrahim** (Editor) (2010) Hukuka Giriş, 4. Bası, Konya, Sayram.

### **Book Chapter**

**Author's Surname, Name** 'Article Title': Editor's Surname, Name (Editor) (Year)  
Book Title, Edition, City, Publisher.

Example: **Uşan, M. Fatih** 'İşin Zaman Bakımından Düzenlenmesi': Aydın, Ufuk / Kocabaş, Fatma (Editors) (2014) Bireysel İş Hukuku, 1.B, Eskişehir, Anadolu Üniversitesi Yayınları.

### **Translated Book**

**Author's Surname, Name** (Year) Book Title, Edition, City, Publisher (Translated by: Translator's Surname, Name (Year) Translated Book Title, Edition, City, Publisher).

Example: **Dworkin, Ronald** (1977) Taking Rights Seriously, 1. Edition, London, Gerald Duckworth (Translated by: Türkbağ, Ahmet Ulvi (2007) Hakları Ciddiye Almak, 1.Baskı, Ankara, Dost).

### **Electronic Book**

**Author's Surname, Name** (Year) Book Title l.a.d. Last Access DATE.

Example: **Demircioğlu, A. Murat** (2010) Labor in law Turkey <<http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=652813>>  
l.a.d. 10.08.2015

### **Electronic Book Chapter**

**Author's Surname, Name** 'Chapter Title': Editor's Surname, Name (Year) Book Title <Internet Address > l.a.d. Last Access DATE.

### **Article**

**Author's Surname, Name** (Year) 'Article Title' Journal Title, Vol., No., The First-Last Page(page range).

Example: **Uşan, M. Fatih** (2008) 'Yargıtay Kararları Işığında İşe İade Davalarının Sonuçları' Kamu-İş, Vol:10, No:1, pp.1-48.

## Electronic Article

**Author's Surname, Name** (Year) 'Article Title' Journal Title, <Internet Address>  
l.a.d. Last Access DATE.

Example: **Uşan, M. Fatih** (2003) 'Mesleki Eğitim ve İstihdam, Devlet Personel Rejimi ve İş Mevzuatı', e-akademi, <<http://www.e-akademi.org/makaleler/fusan-1.htm>> l.a.d. 28.07.2015.

## Conference Paper

**Author's Surname, Name** (Published Year) 'Paper Title', Editor's Surname, Name (Editor) Conference Title, Date, Location.

Example: **Uşan, M. Fatih** 'Taşeron İşçisi de İşçi: Öyleyse Ona da İş Sağlığı ve Güvenliği': Toprak, Ahmet (Editor) 7. Uluslararası İş Sağlığı ve Güvenliği Konferansı, 4-7 May 2014, Çalışma ve Sosyal Güvenlik Bakanlığı İş Sağlığı ve Güvenliği Genel Müdürlüğü, İstanbul.

## Thesis

**Author's Surname, Name** (Year) 'Thesis Title', (Thesis Type: Master's-Doctorate), University, Institute.

Example: **Kılınc, Ahmet** (2013) 'Osmanlı Ceza Hukukunda Yaptırım Türü Olarak Teşhir' (Doktora), Gazi Üniversitesi Sosyal Bilimler Enstitüsü.

## Court Order

Case Name, Authority, Application No., E:, K:, T:, Source

Example 1: **Burak Günay Başvurusu (2)**, AYM, Başvuru No:2013/6218, K.T. 10.6.2015.

Example 2: Yargıtay 2. Ceza Dairesi, E: 2011/2-395, K: 2012/89, T: 13.03.2012.

## Internet Address

**Surname, Name** Website Name, Title, <İNTERNET ADRESİ> l.a.d. Date.

Example: **Uşan, M. Fatih** Kamu-İş Kamu İşletmeleri İşverenleri Sendikası, Yargıtay Kararları Işığında İş İade Davalarının Sonuçları, <<http://www.kamu-is.org.tr/pdf/1011.pdf>>, l.a.d. 27.07.2015.

If the text in the relevant internet address consists of a single web-page, the first reference will be cited in other citations after the first reference is written as full citation as above.

Example: **Uşan**, dn. 24.

### **Report**

**Surname, Name** (Year) Institution, Title, Report Name, Report No.: <Internet Address> l.a.d. Date.

Example: **Oğuz, Fuat & Kent, Bülent** (2011) İstanbul Ticaret Odası, ‘Anayasa’da Ekonomik ve Ticari Hükümlerin Değerlendirilmesi ve Yeni Bir Anayasa İçin Öneriler’, <<https://anayasa.tbmm.gov.tr/docs/ito-anayasa-arastirmasi.pdf>>, l.a.d. 27.07.2015.

#### **3.7.2.1. Bibliography**

If the “Footnote Style” reference is preferred, all sources (articles, books, tables, figures, etc.) applied in the text should be listed under the bibliography. References in the bibliography should be started without leaving any spaces on the left side of the page. References in the bibliography should be written in the general font applied through the thesis (Times New Roman) and font size (12 points). If the source has more than one line, it should be written without any spaces between the second and other lines, and without leaving any spaces on the carriage return. A line spacing should be left between the two sources.

In the bibliography, the reference sources should be arranged in an alphabetical order according to the surname of the authors. Further, those references should be arranged according to the citation rules in 3.7.2.

### **3.8. Appendixes**

The curriculum vitae, ethics committee approval, permissions taken for the study (i.e. permissions from the relevant units in survey studies), a questionnaire or scale sample if used in the thesis, special information about the method, tables or figures that will not fit on the page or will disrupt the integrity of the page when placed in the thesis text, etc. are presented in this section. The "APPENDIXES" starts with a new page continuing the current page numbering. Each appendix is given on a separate page and is indicated such as APPENDIX-1., APPENDIX-2., APPENDIX-3., with their explanations in the upper left corner of the page. (See Appendix-1. for an example) In addition, the attached document/information should be written in the "CONTENTS" page with the page numbers.

### **3.9 Ethics Committee Approval**

It is necessary to comply with certain ethical rules in all experimental studies to be conducted on humans and animals. Before starting the study, permission should be obtained from the respective ethical committees (human or animal ethics committee). The approval of the ethics committee should be presented at the end of the thesis in the Appendixes. Ethics committee approval is not obligatory, provided that the principle of voluntariness is followed in question-answer type studies, where questionnaires or scales are applied. However, due to the problems that may occur during the publication of the thesis, it is recommended to obtain the so-called approval in such studies.

#### **4. SUBMISSION OF THE COMPLETED THESIS TO THE INSTITUTE**

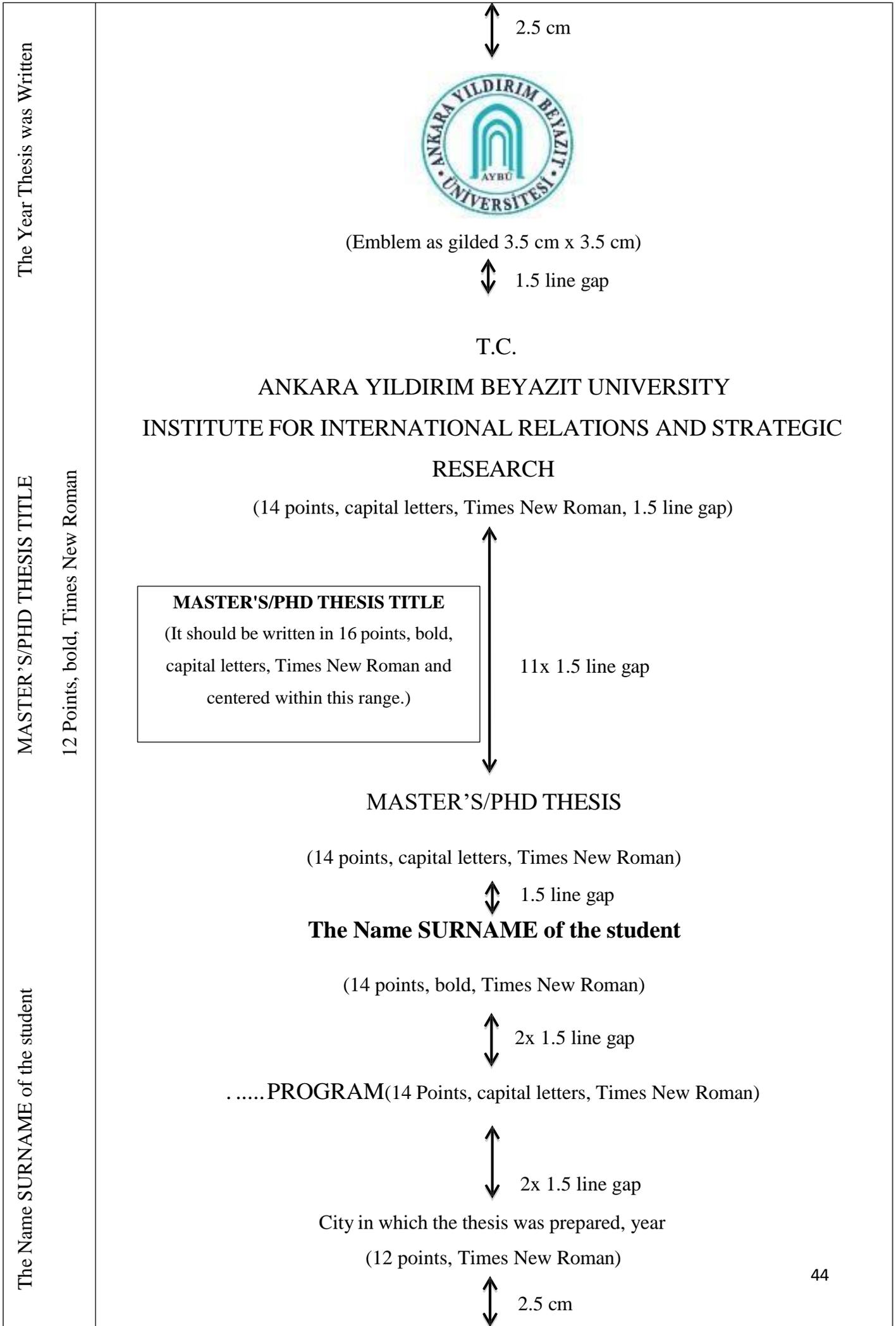
By the supervisor of the student, who submits the thesis and comes to the thesis defense stage, the proposals of the main and substitute exam jury "**Thesis Exam Jury Appointment Form**" are filled and submitted to the Institute. The thesis (draft) written in accordance with the Thesis Writing Guideline is copied by the student and delivered to the jury members at least 15 days before the meeting date, with the "**Thesis Review and Evaluation Form**" by having the "**Thesis Submission Record Form**" signed. The "**Thesis Defense Exam Minutes Form**" should be kept ready for the thesis defense. **(Related forms are available in the FORMS section of the Institute for International Relations and Strategic Studies website.)**

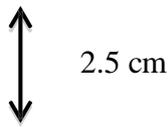
The result of the exam is notified to the Graduate School by the Department with a cover letter, adding "Thesis Defense Exam Report Form", "Thesis Review and Evaluation Form", "Thesis Submission Record Form" and "Plagiarism Report".

The student who is successful in the exam; by satisfying the Graduate School's graduation procedures unit before the thesis is published, by performing the procedures stated in the section of the thesis, of which the control has been completed, 3 "Cloth Bound" printed, 1 CD and it is submitted according to Institute for International Relations and Strategic Research website / Useful Links / Graduation Procedures.

## APPENDIXES

Appendix-1. Outer Cover Example



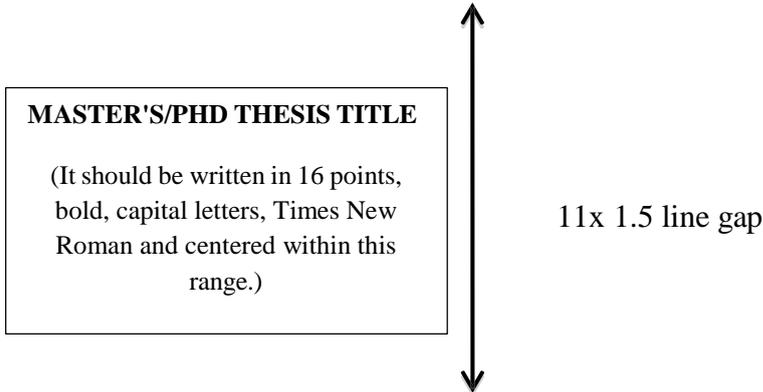


T.C.

ANKARA YILDIRIM BEYAZIT UNIVERSITY

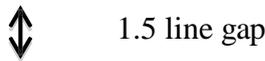
INSTITUTE FOR INTERNATIONAL RELATIONS AND STRATEGIC  
RESEARCH

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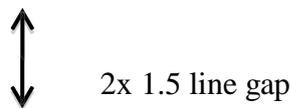


**MASTER'S/PHD THESIS TITLE**

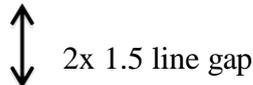
(14 points, capital letters, Times New Roman)



**The Name SURNAME of the Student**(14 points, bold, Times New Roman)

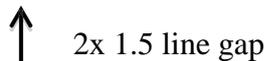


.....PROGRAM (14 points, capital letters, Times New Roman)



**Thesis Advisor**

(14 points, bold, Times New Roman)



The city thesis was prepared, year

(12 points, Times New Roman)



**Thesis advisor**  
(If the student has two Thesis Advisors, the 1st Advisor should be written on the left side, the second advisor should be written on the right)

**Appendix-3. Acceptance and Confirmation**

**Confirmation Text**  
1.5 line gaps



2.5 cm

**Confirmation Page**

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JURY MEMBER	Institution	Signature
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The Title, Name, Surname of the Jury Member		
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	
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Institute:

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#### **Appendix-4. Declaration Page Example**

### **DECLARATION**

I declare that this thesis is my own work, that I have not had any unethical behaviour infringing patent rights and copyright at any stages from the planning to writing of the thesis, that I have obtained all the information in this thesis within academic and ethical rules, and that I have cited all the information and comments used in this thesis.

Date (Day/Month/Year)

Signature

Name SURNAME

## Appendix-5. Acknowledgement Page Example

### Acknowledgement

I owe my gratitude to Prof. Dr. ...., who has always trusted me as a colleague, not as a student, who has always supported me, appreciated and complimented me since my master's degree, who set me free in every sense of this thesis and allowed me to perceive scientific thought as a way of life. My dear teacher, my second advisor, Assoc. Dr..... I would like to thank for his patience, kindness, guiding me at every step of my thesis, and most importantly, for never leaving me alone.

## Appendix-6. Contents Page Example

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## **Appendix-9. Sample Index for Symbols and Abbreviations**

### **SYMBOLS AND ABBREVIATIONS INDEX**

UNDP : United Nations Development Programme

UNHCR : United Nations High Commissioner for Refugees

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**Index of Figures**

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The thesis “.....” submitted by  
 ....., have been approved as Master’s / Doctoral thesis by the  
 committee members below with unanimity / by majority of votes at Ankara Yıldırım Beyazıt  
 University Institute for International Relations and Strategic Studies, in (Write Program Name  
 here).

ove

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