

FMV IŞIK UNIVERSITY
SCHOOL OF GRADUATE STUDIES
MASTER’S THESIS GUIDELINES

1. Introduction

It is essential to establish a common standard in the preparation of graduate (master's) thesis supervised at the departments affiliated with FMV Işık University School of Graduate Studies. This guideline provides the thesis writing rules for master's studies conducted at the School of Graduate Studies. Graduate theses prepared in the departments and programs under the School of Graduate Studies must be written under the supervision of the thesis advisor in compliance with the principles specified in this guideline. Students who are required to prepare a thesis must comply with the rules outlined in this procedure. The rules of the APA 7th edition must be followed for references and citations.

2. Format and Appearance

2.1. Paper Quality and Duplication

All copies of the thesis must be written and printed on "A4" (210x297 mm) standard paper. After binding and cutting, the final dimensions of the theses must be 205 x 290 mm. The hard copy must be printed on 80–100-gram high-quality white paper. The reproduction must be done without distorting the features of the original text, and the copies must be clear and legible.

2.2. Margins and Justification

In the thesis, a margin of 4 cm from the left edge of each page, 3.5 cm from the

right edge, and 3.5 cm from the top and bottom edges must be reserved. Footnotes, if any, must remain within these limits. Headings on all first pages (Table of Contents, Abbreviations, List of Figures, List of Tables, Abstracts, Chapters, References, Appendices, Resume, etc.) must be inserted 3.5 cm below the top edge of the page. Word breaks are allowed in the thesis text. The text must be aligned according to the left and right margins (justified). Only single-sided copies are accepted.

2.3. Font and Spacing

All theses must be prepared on a computer using advanced word processing software capable of running under the Windows operating system. Printouts must be taken from laser or inkjet printers. The thesis must not contain corrections, erasures, or scrapings that were done manually or by typewriter. Typewritten theses and dot matrix printouts are not accepted. Tables, figures, and formulas in the thesis must be created on a computer. Figures that cannot be created in a computer environment must be prepared according to the principles of technical drawing, and text and symbols must be written with a template. No manual correction is allowed on such figures.

Fonts:

The font to be used in the thesis must be **12-point Times New Roman**. The text must be written in upright, standard letters. The font size and spacing may vary in different parts of the thesis. Italic letters are generally used in titles. However, if it is preferred to highlight certain words or sentences, they may be written in bold. If necessary, the font size may be reduced by 1 or 2 points.

Spacing

Plain texts must be written with **1.5 spacing**. No extra spacing is required

between paragraphs. However, the indent must be uniformly applied as **1 cm**. One character space must be left after punctuation marks (comma, period, question mark, colon, semicolon, etc.). The first line of a paragraph cannot be written as the last line of the page, and the last line of a paragraph cannot be written as the first line of the page. The subheading at the end of the page must be followed by at least two lines of text, or the subheading must be placed on a new page.

2.4. Headings

"TABLE OF CONTENTS, LIST OF ABBREVIATIONS, LIST OF FIGURES, LIST OF TABLES, ABSTRACT, REFERENCES, APPENDICES, and RESUME" and main section headings are referred to as first-level headings. Therefore, there is no separate description of the style of each of them. The second, third and following headings should be written flush to the left. **ALL HEADINGS *must be centered***.

Fonts:

Section numbers must be written in capital letters and **14-point bold**; first-level headings are written in capital letters, bold, and **12-point Times New Roman**. For the second, third, and fourth level section headings, 12-point bold and Times New Roman must be used. While the first and second level section headings are written with all capital letters, the first letters of the words in the third and fourth level sub-section headings must be capitalized, and the others must be lowercase. If there are conjunctions such as "**and, or, with**" in the subheadings, all of these must be written in lower case.

Spacing:

First level headings must be written **3.5 cm** below the top edge of the relevant page and centered. After the first-level section heading, **a 36-point** (3 spaces in a single line spacing) space is left. Second level headings are preceded by a

36-point space (three single-spaced spaces), followed by an **18-point space** (1.5 single-spaced spaces), and third and fourth level headings are preceded by a **12-point space** (single-space).

If at least two lines of text cannot be written at the end of the page after the subheading, the subheading must be added to a new page.

Pagination:

Headings must be numbered with the "decimal system" to indicate their level. In the thesis, each first-level chapter heading must be written on a separate page. The headings must be numbered according to the chapter number, the number of the heading, and the subheading of the heading (1, 1.1, 1.1.1, ...) In the numbering of the headings, no more than 4 levels are allowed, and subdivisions must be arranged as (i., ii., iii., ...). '**SECTION/CHAPTER No**' is required (like SECTION/CHAPTER 1). The number sequences must be arranged in such a way as to indicate the level of the sub-sections: For example: 1.2.3 General Structure of the Collection Process (like the title of the 3rd subsection of the 2nd subsection of the 1st chapter).

2.5. Page Numbering

Page numbers are not used on the outer and inner covers of the thesis. Except for the cover pages, page numbering must be carried out with small Roman numerals (i, ii, iii, iv,...) in the sections up to Chapter/Section 1, and with small Latin numerals (1, 2, 3, ...) in the remaining sections. **Page numbers** must be inserted at the bottom-center of the page.

2.6. References,

Footnotes and Equations

References:

In a thesis, borrowing a piece of information or a text from another source is called a 'citation'. In the case of direct quotations from sources, the source must

be indicated at the end of the sentence in which the quotation is included. If the quotation is in the form of a paragraph, the source must be presented at the end of the paragraph. Quotations longer than 40 words must be written 1 cm from the text, single-spaced, without quotation marks and in standard font. For quotations shorter than 40 words, the excerpt must be enclosed only in quotation marks without affecting the structure and order of the sentence.

APA 7 referencing style is required in all theses conducted at FMV Işık University School of Graduate Studies.

- References are listed alphabetically by author's surname in the references section. In case the references are cited according to the author's surname, the source in the text is indicated as (Long, 2005) at the end of the sentence or paragraph.
- When the source has more than one author; a) if the number of authors is two, the surnames of the authors are written as (Kaymaz and Uluğ, 2006), b) if the number of authors is more than two, the surname of the first author and others are written as (Kıran et al., 2001) or (Levi et al., 2003).
- Publications by the same author and released in the same year are written as (Mutlu 1994a), (Mutlu 1994b).

If there is another excerpt within the citation, these quotations must be given between **double quotation marks** ("....."). **The ellipsis symbol (...)** must be used for the parts omitted (not intended to be included in the thesis) in the quotation. If the excerpted part is paraphrased by the author of the thesis, there is no need to use quotation marks. At the end of the quotation, the author's surname and year are indicated in parentheses. At the end of the descriptive information of tables and figures taken from the sources without any change, the surname and year of the author are also indicated in parentheses.

If it is intended to refer to a table, figure, or section on any page of the thesis, the phrase "see" (**See: Figure No., Table No., Title No.**) can be used in parentheses. For detailed information, **see: Spacing.**

After providing information about the image at the top of the tables and at the bottom of the figures, the source must be cited according to APA 7 in-text

citation rules. Accordingly, after the necessary information about the image is given, the author's name, year, and page number are stated in parentheses, and the parenthesis is closed. Tables and figures are cited in this style.

Footnotes:

Some clarifications that are required in the text may be provided at the bottom of the page in the form of footnotes. The relevant part of the footnote is indicated with a superscript (¹) in the text or with numbers, if more than one footnote is requested on the same page. Footnotes should be brief and concise so as not to distract from the subject and attention. Footnotes must be separated from the main text on the page by a single line drawn from left to right to the center of the page after leaving a space of **18 pt (1.5 spacing)**. The **3.5 cm space** at the bottom of the page must not be exceeded. **One full space** must be left between the footnote line and the footnote mark and the footnote text following it on the same line. Footnotes must be written in **10-point font** and are **single spaced**.

Equations:

Equations must be placed in the text in line with the narrative in the thesis. The transition from the narrative in the text to the equations should be done in a way that does not disrupt the logical integrity and conforms to the spelling rules. The symbols used in the equations must be defined under the equations in the first place they appear (e.g. i ; interest rate, C_h ; holding cost, ¥ : deviation).

The symbols in the equations must be the same as those specified in the Symbol List. All equations must be written in **12-point Times New Roman**. While positioning the equations, there must be a **12-point space** at the top and bottom between them and the text. The equations are numbered according to the sequence number in the relevant section.

The numbering must be done in such a way that the first digit indicates the section number (in the appendices, it must be a letter) and the second digit indicates the sequence number of the equation in that section [(1.1), (1.2), (

2.1), (2.2), (A.1), (A.2) etc.].

If it is necessary, subexpressions of the same equation may be numbered as (1.1a), (1.1b). It is optional to bold the numbering; however, whichever type is chosen, the same type must be maintained throughout the text. Equation numbers are written at the end of the equation and to the far right of the relevant line.

2.7. Wording

Theses must be prepared in accordance with general writing rules. Generally acknowledged expressions, concepts, and definitions in academic literature must be used. Concepts that do not have exact equivalents in the language in which the thesis is written can be indicated in parentheses and in the original language where they were first used. Theses must be written in the third person in brief and concise sentences.

3. Page Layout

The content structure of the theses to be submitted to the Graduate School must be organized as follows:

1. Cover

- Outer Cover
- Inner Cover

2. Preliminary Pages

- Approval Page
- Abstract
- Abstract in Turkish
- Acknowledgements (Optional)
- Table of Contents
- List of Figures
- List of Tables

- List of Abbreviations

3. The Body

Chapter/Section 1 [Introduction]

Chapter/Section 2 [General Information (General Information; Review of References)]

Chapter/Section 3.... [Thesis Studies (Research Method; Research Tools; Studies Conducted)] Final Chapter [Conclusion and Recommendations]

4. References

5. Appendix

6. Resume/CV

3.1. Cover Page

The area of use of the thesis cover page is the same as the area of use specified in section "2.2. Margins and Justification". **Times New Roman font** must be used as the typeface. All information required to be written on the cover page must be centered horizontally and symmetrically according to the page layout specified in Section 2.3. On the back of the outer cover, the name and surname of the student must be written at the top, the name of the thesis, the type of graduate thesis (Master's), the program and the year (at the bottom) must be written vertically from top to bottom.

THESIS COVER SPINE SAMPLE

YEAR	PROGRAM	TYPE OF THESIS	TITLE OF THESIS	STUDENT'S NAME AND SURNAME

Bottom

Top

3.2. Approval Page

The approval page comes after the outer cover and must be printed on regular high-quality paper (≈ 90 g/m²).

3.3. Inner Cover

The inner cover comes after the outer cover and must be printed on regular high-quality paper (≈ 90 g /m²). All information requested to be written on the inner cover must be centered horizontally and symmetrically with respect to the vertical center axis according to the page layout specified in Section 2.3. As a distinction from the outer cover, the student's graduate school number is added.

3.4. Table of Contents

This page is the part where the content of the thesis is presented as a whole with titles and page numbers. In this section, first-level headings are written in **12-point font**; other headings are written in 12-point font. First and second level headings are written in upper case (bold), third level headings are written in lower case (bold) with the first letters of the words capitalized, and fourth level headings are written in lower case with the first letters of the words capitalized. Sub-headings start three columns to the right of the previous heading. **Double spaces** are left before and after first-level headings, and **single spaces** are left before and after second-level headings. There is no extra line spacing before and after third and fourth level headings.

3.5. Abstract

The abstract is a concise form of the thesis and should summarize the research. The aim of the abstract is not to explain the significance or purpose of the thesis. It usually consists of one paragraph that includes the purpose of the thesis, the methods used, findings and results. In the abstract, the problem addressed in the thesis is briefly introduced and the methods used, the results obtained, and

the innovations introduced are stated. The abstract text is placed under the title of the thesis (**14 p bold**). Abstracts should be 1-2 pages in length, but not less than 200 words (**maximum 1000 words**). In abstracts, past tense forms are used. Present tense use is not advised. References are not presented in abstracts. The abstract does not include equations, especially figures and tables, unless it is necessary to express the findings in the shortest possible way. Although commonly used abbreviations (CPI, EVA, etc.) may be used in the abstract, abbreviations are generally preferred. The foreign language abstract must be the equivalent of the Turkish abstract. The title of the thesis is written above the abstract and keywords (maximum 5) related to the title of the thesis are stated below it.

3.6. Abbreviations

Abbreviations in a thesis are listed on separate pages. Plain texts are written **in single-spaced, 12-point type**. Abbreviated concepts are written left justified in 12 pt. and in bold. The title as **Abbreviations/ABBREVIATIONS** (or **LIST OF ABBREVIATIONS**) is written at the top center of the page, 3.5 cm below the top of the paper, in bold and capital letters in 14 pt.

Organizing Symbols and Abbreviations in the Text:

Each symbol should be defined at its first occurrence in the text. Abbreviations can be created by using the initials of terms that are commonly referred to in the thesis and consist of more than one word. Abbreviations are explained only once in parentheses at their first mention.

Font:

12-point type must be used for symbols and abbreviations. The upper and lower indices must be in **10-point font**, and **8-point font** may be used in cases of necessity.

3.7. Lists of Figures and Tables

Figures and tables in the thesis are listed on separate pages. Plain texts must be written **in single-spaced, font size 12**. The headings **LIST OF FIGURES** and **LIST OF TABLES** are placed at the top center of the page, 3.5 cm below the top, in 14-point bold.

Organizing Figures and Tables in the Text:

All tables, figures, and formulas must be **electronically generated** by using a word processor or relevant software. Figures that cannot be generated electronically must be manually drawn subject to technical drawing principles, and text and symbols must be written with a template. No manual corrections are allowed in such figures.

Formatting tables and figures:

Tables and figures should be inserted after the first mention in the text, as close as possible and within the area of use, provided that they comply with the principles of page layout. More than one table or figure may be placed on the same page; however, one table or figure cannot exceed two pages. Such tables or figures may be included in appendices when necessary.

Numbering:

Tables and figures are numbered as "**Table 1.3**", "**Figure 4.2**", with the first number being the chapter number and the second number being the sequence number of the table or figure within the chapter. Graphics and pictures provided in the thesis must also be numbered as figures.

Labeling and Description:

The number and description of each figure are written below the figure, and the number and description of each table are written above the table. Figure and table captions must be capitalized (**Figure 2.2, Table 2.2, etc.**). Table texts

must be left justified (align left), and figure texts must be centered (center). The titles of the figure and table must be written in 12-point font with capitalized initials and in plain text. On the second page of tables and figures placed on two pages, the phrase "Next" must be written after the table and figure numbers. Tables should have as few vertical lines as possible. The necessary explanations (footnotes) in the tables and figures must be inserted in such a way that they cannot be separated from the table and figure by marking (1) or (2) or ⁽¹⁾ or ⁽²⁾ in the necessary places on the table or figure. These explanations must be inserted at the end of the table, below the bottom line, and left justified. Explanations of more than one line must be written by keeping the first line head aligned. Explanations in figures must be placed next to the figure title in the same paragraph.

Font:

The recommended font size for tables and figure captions is 12-point Times New Roman.

Spacing:

The space between the main text and the table or figure caption must be 18 points (**1.5 line spacing, single spaced**). The space between the table caption and the table must be 18 points (**1.5 line spacing, single spaced**), and the space between the figure and the figure caption must be 18 points (**1.5 line spacing, single spaced**).

3.8. Preparation of the Thesis Text

The Main Chapters/Sections listed below may contain Sub-Chapters within the order of the thesis. Chapters and Sub-Chapters must be listed in Latin numerals following the top numbering (e.g. 1.1.1.). There is no page limitation for thesis chapters.

CHAPTER 1 INTRODUCTION AND PURPOSE

This section contains introductory statements about the thesis topic. There is a brief introduction to the topic and some background information. The purpose of the study should be clearly stated by revealing the reasons for the thesis study. This section usually does not exceed two pages.

CHAPTER 2 GENERAL INFORMATION

In this section, the preliminary information that those interested in the thesis should know is presented in an appropriate order. The chapter can be divided into sub-sections. For example, **2.1. GENERAL INFORMATION; 2.2. THEORETICAL APPROACHES; 2.3. LITERATURE REVIEW**

In the sections on *General Information* and *Theoretical Approaches*, the general structure of the problem addressed and the approaches available for solution are discussed in detail.

The *Literature Review* section must provide a historical overview of past studies on the topic and a discussion of the findings. Preliminary examinations and evaluations on the subject are conducted in this sub-section, and the purpose of the thesis is restated if necessary.

CHAPTER 3 THESIS STUDY (Methodology / Method)

In these chapters, thesis-related studies are presented in an organization. Sections can be named as following, according to the purpose and scope of the study:

3. Research Method; 4. Research Tools; 5. Studies Conducted. These headings can be changed based on the nature of the research. However, these sections of the thesis should be planned in a way that is easily comprehensible. If necessary, figures and tables are presented in this section. It is useful to submit the studies in an order similar to the steps that lead to the objective. Steps are numbered as further sub-sections within themselves, such as 1.1.1.1.1. In the Research Method section, the method or methods used in the research are described. The

steps of the research should be clear for anyone reading this part. The method(s) can be schematized if necessary.

The *Research Tools* section includes a list of the devices, equipment and computer programs used. The names and specifications of these tools are indicated. Empirical and theoretical studies carried out during the research are presented in an orderly manner in the *Studies Conducted* section. Experiments, procedures, products, or findings can be numbered and referred to in the text using this system. This is generally done with Roman numerals and **black** typesetting in parentheses. In this way, these numbers do not interfere with the reference numbers listed in the text. **Experiment, product or finding numbers in Roman numerals must be the same throughout the thesis.**

Intermediate results that are considered important must be specifically mentioned, and justification for further steps must be highlighted.

The *Studies Conducted* section can be divided into first-level sections depending on the nature and detail of the thesis topic. All first-level sections can be divided into sub-sections and sub-sections can be divided into further sub-sections if needed. In determining the chapters and sub-chapters in the thesis, unnecessary detail should be avoided. There should be a logical coherence between chapters and sub-chapters. No subdivision is allowed below the fourth level.

RESULTS AND RECOMMENDATIONS

This section compiles the data presented in the "Studies Conducted" section and makes it ready for discussion. The findings reached in the thesis are stated clearly and concisely. If necessary, the findings are written in categories, and the correlations between them are indicated. In this section, the findings obtained in the studies conducted are discussed and evaluated. If necessary, three sub-sections can be written: as *Discussion, Evaluation and Recommendations*.

In the *Discussion* subsection, the findings are discussed, and the innovations introduced by the thesis study to the exploration or analysis of the issues addressed are presented.

In the *Evaluation* sub-section, the information provided by the study is compared with the information provided by the relevant sources, and the positive and negative aspects of the findings are presented.

In the *Recommendations* sub-section, there may be suggestions about the utilization of the results obtained from the thesis or the evaluation of the thesis.

3.7. References

References are the presentation of the sources used by the author of the thesis to the reader. A presentation example is shown under the general presentation order of resources heading. The publications utilized during the writing of the thesis text must be cited as references and made available as a list. In this way, the reader should be able to access a source of interest in the thesis text.

Sources to be used are categorized as follows:

- 3.7.1. Books, Manuals
- 3.7.2. Theses
- 3.7.3. Articles in Scientific Periodicals
- 3.7.4. Articles in Special Editions
- 3.7.5. Presented and Published Conference Proceedings
- 3.7.6. Conference Presentations
- 3.7.7. Patents
- 3.7.8. Reports
- 3.7.9. Maps etc.
- 3.7.10. Personal Interviews
- 3.7.11. Internet Sources

The references are listed in alphabetical order. While the sources are listed in alphabetical order, a list is created using a suspended paragraph for each work. If the information about the source is on the second line, the second line and other lines should be written by leaving a space of 0.5 cm. References are written with 1.5 line spacing.

Referencing Guide:

Books:

Single Author

Kazgan, G. (2000). *İktisadi düşünce* (9. baskı). Remzi Kitabevi.

Yin, R. K. (2003). *Case study research, design and methods* (3rd ed.). Sage.

In-text: (Kazgan, 2000, p. 45).

Two Authors

Ortaylı, İ. ve Erdiñ, E. Ş. (2000). *İttihad ve Terakki*. İnkılâp Yayınları.

Garnham, A., & Oakhill, J. (1997). *Thinking and reasoning* (4th ed.). Oxford: Blackwell.

In-text: (Ortaylı ve Erdiñ, 2000, p. 34).

In-text: (Garnham&Oakhill, 1997, p. 12)

Three or More Authors

Mosteller, F., Rourke, R. E. K., & Thomas, G. B. (1967). *Probability and statistics* (2nd ed.). Addison-Wesley Publishing Company.

In-text: (Mostellet, Rourke& Thomas, 1967, p. 55)

Translated Book

Demidov, V. (1986). *How we see what we see*. (A. Repyev, Trans.). Mir Publishers.

(Original work published 1986)

In-text: (Demidov, 1986, p. 99)

Book Chapter

Kuhn, T. S. (1971). *The priority of paradigms*. In *The structure of scientific revolutions* (3rd ed.) (43-52). The University of Chicago Press.

In-text: (Kuhn, 1971, p. 76)

Single Editor Book

Posner, M. I. (Ed.). (1998). *Foundations of cognitive science* (6th ed.). MIT Press.

In-text: (Posner, 1998, p. 66)

Book with Two Editors

Goldstein, W. M., & Hogarth, R. (Eds.). (1997). *Research on judgement and decision making*. Cambridge University Press.

In-text: (Goldstein and Hogarth, 1997, p. 33)

Book with Three Editors

Connolly, T., Arkes, H. R., & Hammond, K. R. (Eds.). (2000). *Judgement and decision making*. Cambridge University Press.

In-text: (Connolly, Arkes & Hammond, 2000, p. 11)

Chapter in an Edited Book

Pinker, S. (1998). Language acquisition. In M. I. Posner, (Ed.). *Foundations of cognitive science* (6th ed.) (359-400). MIT Press.

In-text: (Pinker, 1998, s. 398)

Periodicals

Single Authored Article from Periodicals

Coren, S. (1986). An efferent component in the visual perception of direction and extent. *Psychological Review*, 93 (4), 391-411. <https://doi.org/10.4274/Npa.y6294>

In-text: (Coren, 1986, p. 410)

Article with Two Authors from Periodicals

Kirkman, B. L., & Rosen, B. (1999). Beyond selfmanagement: Antecedents and consequences of team empowerment. *Academy of Management Journal*, 42, 58-74. <https://doi.org/10.4274/Npa.y6294>

In-text: (Kirkman&Rosen, 1999, p. 59)

Article with Three Authors from Periodicals

Wright, G. N., Philips, L. D., Whalley, P. C., Choo, G. T., Ng, K., Tan, I., et al. (1978). Cultural differences in probabilistic thinking. *Journal of Cross Cultural Psychology*, 9 (3), 285-299. [https://doi.org/ 10.4274/Npa.y6294](https://doi.org/10.4274/Npa.y6294)

In-text: (Wright, Phillips and Whalley, 1978, p. 290)

Web Sources

Walker, J. R. (1995). *MLA – style citations of electronic sources*. Retrieved October 26, 1995, from <http://www.cas.usf.edu/english/walker/mla.html>

In-text: (Walker, 1995)

Article from an Online Periodical

Lee, D. S., Austin, P. C., Rouleau, J. L., Liu, P. P., Naimark, D., & Tu, J. V. (November 19, 2003). Predicting mortality among patients hospitalized for heart failure. *The Journal of the American Medical Association*, 290 (19), 2581-2587. Retrieved November 23, 2003, from <http://jama.amaassn.org/cgi/content/abstract/290/19/2581>.

In-text: (Lee, Austin, Rouleau, Naimark& Tu, 2003)

Journal Article from a Database, Single Author

Foster J. (2001). Education as sustainability. *Environmental Education Research*, 7, 153-165. Retrieved June 22, 2001, from ERIC database.

In-text: (Foster, 2001)

Journal Article from a Database, Multiple Authors

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from PsycArticles database.

In-text: (Borman, Hanson, Oppler, Pulakos& White, 1993)

Article from a Non-Periodical Internet Publication

Carlson, E. (July 17, 2003). *Study suggests interplay of gene, stress can predict depression*. Retrieved February 20, 2004, from

<http://www.news.wisc.edu/story.php?get=8766>.

In-text (Carlson, 2003)

E-book

Austin, J. *Pride and prejudice*. Retrieved May 10, 2002, from <http://www.agoodread.com/Pride>.

In-text (Austin, 2000, p. 55)

Online News Article

Cohen, R. (February 6, 2004). Trivial pursuits. *The Washington Post*. Retrieved February 7, 2004, from http://www.washingtonpost.com/wpdyn/articles/A17487_2004Feb5.html.

In-text: (Cohen, 2004)

Internet Document with no Author and Date

GVU's 8th user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/usersurveys/survey1997-10/>

In-text: (*GVU's 8th user survey*, n.d)

Discussion Group, Forum or Contact List Posting on the Internet

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html>.

In-text: (Frook, 1999)

Theses

Hughey, A. C. (1933). *The treatment of the Negro in South Carolina fiction*. Unpublished master's thesis, University of South Carolina.

In-text: (Hughey, 1933, p. 123)

Official Publications

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U. S. Government Printing Office.

In-text (National Institute of Mental Head, 1990)

Encyclopedia Article

Bergmann, P. G. (1993). Relativity. *In The new encyclopedia britannica* (26, 501-508).
Chicago: Encyclopedia Britannica.

In-text: (Bergmann, 1993)

Newspaper Article or News with an Author

Schwartz, L. (1992, November 3). Obesity and its affects. *The Washington Post*, 1-4.

In-text (Schwartz, 1992)

Newspaper Article or News with Anonymous Author

New drug appears to sharply cut risk of death from cholesterol. (1993, July 15). *The New York Times*, 12.

In-text (*The New York Times*, July 15 1993)

Leaflet

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

In-text: (Research and Training Center on Independent Living, 1993)

Nationally or Internationally Available Film or Video

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really Big Disaster Movie* [Motion picture]. United States: Paramount Pictures.

In-text: (*Really Big Disaster Movie*, 2001)

Television Show

Important, I. M. (Producer). (1990, November 1). *The Nightly News Hour*. [Television broadcast]. New York: Central Broadcasting Service.

In-text: (Important, November 1, 1990)

Audio Recording

Laupin, B. (1975). Someone saved m y life tonight [Recorded by Elton John]. On

Captain fantastic and the brown dirt cowboy [CD]. London: Big Pig Music Limited.

Video

American Psychological Association. (2011, September 19). *This is psychology: Family caregivers* [Video file].
<https://www.facebook.com/photo.php?v=10150303396563992>
In-text: (American Psychological Association, 2011)

Photograph, Figure, Graphic etc.

Evans, J. (2000). *Waka taua: The Maori war canoe*. Auckland, New Zealand: Reed.

In-text: (Evans, 2000, p. 45).

Denali National Park and Preserve. (2013). *Lava* [Photograph]. Flickr. <https://www.flickr.com/photos/denalinps/8639280606/>

In-text: From *Lava* [Photograph], by Denali National Park and Preserve, 2013, Flickr (<https://www.flickr.com/photos/denalinps/8639280606/>).

3.8. Appendices

Explanations that, if located in the main chapter, would distract from the subject and prevent continuity, that are too long to be given as footnotes, and that would contribute to a better understanding of the subject are given in this section. Materials (CDs, maps, etc.) that are related to the study but cannot be placed in the thesis due to their size, quality, or content are presented separately from the thesis in a separate cover or envelope under the title Appendices, provided that they are named in this section in accordance with the citation order in the in-text. If the computer program lists or tables to be submitted in the thesis are more than 5 pages, they must not be included as written text in the text section or in the appendices. These lists and tables must be submitted on a CD as an appendix to the thesis. CDs are placed in a slot on the inside back cover of the thesis. A label should be affixed to the CDs to provide information about their contents (e.g., "Appendix A: Computer Program").

The Appendices section must be separated from the rest of the thesis with a

single page labeled APPENDICES/APPENDIX. Appendices must be presented after this page. In the appendices section, separate appendix sections must be organized for different topics. Each appendix must have a symbol representing the appendix and a subject heading appropriate to the content. The headings are Appendix A, Appendix B and must be included at the beginning of the appendices according to the order of presentation in the thesis text. The subheadings in the appendices must be A.1, A.1.1. (Writing rules are given separately in the relevant sub-sections.) Each appendix section must start on a new page. The page numbers of the appendices must follow the page numbers of the previous chapters. The appendices must be listed in the "Table of Contents" section, indicating their page numbers in order.

Thesis Submission Procedure

- A student who passes the Master's Thesis Defense Examination is required to submit four blue bound copies of his or her thesis prepared in accordance with the Master's Thesis Guidelines to the Graduate School within one month at the latest.
- A Research Assistant for Clinical Psychology department shall be assigned by the Graduate School to formally review the thesis and the student will be informed.
- The student must submit five CDs to the Graduate School together with the bound theses. The CDs must be labeled as indicated in the example below (Figure 6.1). Each of these CDs must contain PDF versions of the full text of the thesis and its appendices. In addition, the thesis signature approval page must be in its original location in the thesis with the original signatures. The full text of the thesis must be saved as a single PDF file. The file must be uncompressed and unencrypted.
- For the defended thesis to be submitted to the Turkish Higher Education Council's (YÖK) Thesis Center, the thesis author must first log in to the system with his or her e-government password by clicking on the "Member Login" option at <http://tez2.yok.gov.tr>, fill in the Thesis Data Entry Form on the page electronically, and then print and submit the signed version to the Graduate School together with the thesis. The form is designed to transfer the

information submitted by the author to a temporary table linked to the Thesis Database. Once the form is filled in and the "OK" box is clicked, a printable form is issued with a system-generated "Reference Number" on it. This form must be printed, signed, and submitted to the Graduate School together with the thesis. If, for any reason, incorrect data has been entered, it is possible to change it by going back before printing the form. However, if the error is noticed after the form is printed, a new one must be filled out and printed, and the previous one must be canceled. The Reference Number on the form submitted to YÖK will be valid in the data entry controls of the Thesis Center, thus this issue requires special attention. You are required to submit the full-text PDF file of the thesis to your graduate school together with the CD containing the full-text PDF version of the thesis.

- The reference number on the Thesis Data Entry Form must be entered in the YÖK Researcher Number section on the Işık University Library Thesis Data Entry and Publication Permission Form, and the form must be submitted to the Graduate School.
- The original copy of the Plagiarism Software Program Report and Plagiarism Report signed by the thesis advisor and signed by the student before the defense must be submitted to the Graduate School.
- The Thesis Submission Report signed by the thesis advisor and the student, the other forms mentioned above, and four copies of the bound thesis are submitted to the Graduate School through the Head of the Department.
- A thesis cannot be submitted with incomplete documents.
- Please visit the following webpage to download the forms:
<https://www.isikun.edu.tr/akademik/lisansustu-egitim-enstitusu>
- **Clinical Psychology Programs thesis must be submitted to the relevant research assistants.**



Figure 1 CD Labeling

