

# **ISTINYE UNIVERSITY INSTITUTE OF SOCIAL SCIENCES**

## **THESIS WRITING GUIDELINES**

### **SENATE ACCEPTANCE INFORMATION**

<b>MEETING DATE</b>	<b>SESSION NO</b>
15/08/2018	16

**2018**

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## **SECTION 1**

### **MAIN PRINCIPLES**

Every thesis at a master's level must be an original study. The study must not only meet the academic standards of the master's program, but its writing also needs to meet the standards of the Istinye University Institute of Social Sciences.

The theses, thesis proposals and projects to be submitted to the Istinye University Institute of Social Sciences, as well as the reports to be submitted to the thesis monitoring committee must be prepared in accordance with the rules stated in these guidelines, to be accepted. The contents of these guidelines include information on the content, writing rules and format features of the Master's and PhD theses to be submitted to the Institute of Social Sciences at the end of the academic research and thesis studies at Istinye University.

#### **1.1 Preparation and Submission of the Thesis**

All theses should be prepared in the electronic environment using appropriate software. 3 compact discs including the full text and abstract pages of the thesis, the "Thesis Approval Page", the "Certificate of Authorization for the Reproduction and Publication of Theses", and the "Thesis Data Entry Form" should also be submitted to the Institute while submitting Master's and PhD theses as per the decision of YOK in its General Assembly dated 10/03/2006.

#### **1.2 Theses including Patentable Information**

If the thesis includes patentable information, a maximum period of 90 days may be requested before the thesis is made public. If the request is accepted by the Board of Directors of the Institute of Social Sciences, the thesis will not be made public during this period. This period begins on the date of the official graduation.

### **1.3 Reference to Previous Studies and Plagiarism**

The academic ethics rules should be strictly followed during the preparation of the thesis. The student must prepare his/her project or thesis, himself/herself. Referencing and quotation rules should be strictly followed. Research data should be obtained from reliable sources and should not be edited or modified for any reason.

Using the ideas or findings of others as one's own is **plagiarism**. It is not only unethical, but it's also a crime. Therefore, in the original study, the author of the study must write his/her own ideas and work in a way that is clearly distinguishable from those of others.

## **SECTION 2**

### **GENERAL APPEARANCE AND WRITING RULES**

#### **2.1 Paper**

Theses should be printed from a computer on only one side of a high-grade white paper in A4 format (21 x 29.7 cm, 80 g/m<sup>2</sup>), the printouts should be taken from a laser or inkjet printer, they must be reproduced without disrupting their features and the copies must be clean and legible. Deletions, scrapings or manual corrections on the thesis are not accepted.

#### **2.2 Page Structure**

In the thesis, the left side of the pages should have a margin of 4 cm, while the other sides of the pages should have a margin of 2.5 cm. All titles, text, tables, page numbers and footnotes should remain within these limits.

#### **2.3 Font**

The thesis should be written in the Times New Roman font with a size of 12. The font size can be reduced to 8 points in tables and figures, if required. Text is written in straight and normal letters, and bold letters are used in titles. The font and its size should be consistent throughout the thesis. A space of one character should be left after punctuation.

#### **2.4 Line Spacing**

The thesis text should be written with a 1.5 line spacing by distributing it evenly between the right and left margins. Abbreviations, lists of tables, figures and symbols, names and descriptions of tables and figures in the text, footnotes, preface, abstracts, appendices, and resumes should be written with single spacing. In the thesis text, words can be divided at the end of the line and the text is aligned to the left and right borders.

Sub-titles cannot be written as the last line of the page. If at least 2 more lines cannot be placed under the title, the title should also appear on the next page. The first line of a paragraph cannot be written as the last line of the page and the last line of the paragraph cannot be written as the first line of the page.

## **2.5 Page Numbering**

All pages of the thesis, other than the outer cover, inner cover and the approval page shall be numbered. The table of contents section of the thesis shall be numbered with small Roman numerals (i, ii,...) starting with one, and the main section starting with the introduction shall be numbered with Latin numerals (1, 2,...), with the numbers placed in the middle at the bottom of the page. All page numbers should be in the same size and format.

## **2.6 Cover and Binding**

Outer cover should be a good-quality carton of 200-300 g. The thesis text and its appendices should be properly bound after the exam. All master's theses should be bound in black, while all PhD theses should be bound in burgundy.

## SECTION 3

### RULES FOR THE THESIS SECTIONS

The two main rules of thesis writing should be taken into consideration:

- a) The writing style should be kept as simple as possible.
- b) The writing style should be consistent in the thesis.

There are three main sections in the entire thesis: the front pages, text and references. The following order should be followed in these sections. Required sections are marked with an asterisk (\*).

#### **Front Pages**

- \* Outer Cover Page
- \* Inner Cover Page
- \* Approval Page
- \* Signed Plagiarism Page
- \* Abstract
- \* English Abstract
- Dedication
- Acknowledgements
- Preface
- \* Table of Contents
- List of Tables
- List of Figures
- List of Symbols and Abbreviations

#### **Text**

- \* Main text

#### **References**

- \* Biography and Reference Appendices
- \* Resume (required for PhD theses)
- \* Abstract in Turkish or English (3000-4000 words for a master's thesis; 5000-7000 words for a PhD thesis)



### **3.1 Front Pages**

#### **3.1.1 Outer Cover**

The title shall be single spaced with a size of 12 pt, all of it shall be capitalized and it shall start 6 cm below the top of the page. The outer cover page shall contain the title, the student's name and surname, the university information and the date. (See Appendix 1)

#### **3.1.2. Inner Cover Page**

The title shall be single spaced with a size of 12 pt, all of it shall be capitalized and the top margin of the page shall be 6 cm. The inner cover page shall contain the title, the student's name and surname, the university, institute and department information, the master's/PhD degree and the date. (See Appendix 2)

#### **3.1.3 Approval Page**

The document indicating the thesis committee meeting date that shall be provided by the Institute of Social Sciences must be signed with a blue ink pen. (See Appendix 3) If the thesis is supported by TUBITAK or other similar institutions, this should be indicated on the inner cover with the project number.

#### **3.1.4. Plagiarism Page**

The plagiarism page includes the text of the oath signed by the student. (See Appendix 4)

#### **3.1.5 Abstract**

The abstract is a brief summary of the thesis and should consist of three parts:

- a) Addressing of the problem.
- b) Method and procedure.
- c) Conclusion and discussion.

The abstract should not exceed 250 words and should not include any references or footnotes. The abstract should be written on a separate page, the title should be single spaced with all letters capitalized and the top margin of the page should be 2.5 cm. 5 keywords related to the thesis should be written in bold underneath the abstract. (See Appendix 5)

### **3.1.6 English Abstract**

The English text called Abstract, is the translated version of the Turkish text in the abstract section. (See Appendix 6)

### **3.1.7 Dedication, Acknowledgments and Preface**

Dedication, acknowledgements and preface can be optionally added to the thesis. If a dedication is added it should not be titled, however, acknowledgements and preface should be titled and follow the dedication page. Titles are capitalized and centered, and texts begin at least two lines after the title.

The acknowledgments text consists of the student's thanks to the thesis supervisor, co-advisor, and those who assisted with and provided special contributions to the thesis.

The preface including the reason for the creation/writing of the thesis is written in lowercase letters except the initials. The title should start 6 cm below the top of the page, while the text should start 1.5 cm below the title.

### **3.1.8 List of Contents**

Each section and its sub-titles (sub-titles such as references, biography, etc.) should be included in the table of contents. Each main section to be included in this table should be written in bold. Sub-titles shall not be in bold. Sub-titles should be linked to the page numbers which are indicated at the end of the following points. The title of "Table of Contents" shall not include any capital letters other than the initials and begin at 6 cm below the top of the page. Section titles shall begin at 1.5 cm below the title. (See Appendix 7)

### **3.1.9 List of Tables**

This should be included on a new page immediately following the table of contents. Its page layout should be the same as that of the table of contents. The table numbers and headings in the list should be the same as those in the text. (See Appendix 8)

### **3.1.10 Lists of Figures/ Pictures etc.**

Each list of figures, pictures, etc., if any, should be on separate pages. Their page layout should be the same as that of the table of contents and list of tables.

### **3.1.11 Lists of Abbreviations/ Symbols**

Words/phrases can be abbreviated or symbols can be used in a way that is acceptable for the relevant discipline. The abbreviations and used symbols should be indicated.

## **3.2 Text**

The main body of the thesis should be divided into different sections to facilitate understanding. The headings of these sections should be numbered with counting numbers, centered, written in bold and capital letters in 12 pt., and begin 6 cm below the top of the page (2. SECTION NAME, 3. SECTION NAME, etc.).

Sections should be short but descriptive. Only new sections should start on new pages. Sub-sections within the main sections should follow each other. The sub-section titles should be written in bold in 12 pt. with lowercase letters that are aligned to the left, and should be placed 1.5 cm below the Section title. The text should start 1.5 cm below the section title. Second-level titles and sub-titles should be aligned to the left and written in bold with a font size of 12. Second-level titles should be numbered as 2.1, 2.2, and the first letter of each word should be capitalized with an indentation of 1.5 cm.

### **3.2.1. Visual Materials**

Visual materials should be placed in the main body of the thesis where the author deems necessary. As a general rule, they should be placed as close to the relevant text as possible. The table numbers and the numbers of pictures and photographs should be centered above the table and below the relevant image, respectively with an indentation of 8 mm. Images with a size of up to half a page can be on the same page as the text and 1.5 cm below the text. Images which are very wide for the page should be turned 90 degrees clockwise to be placed on the page. The locations of the page borders and page numbers should remain the same.

The images should be numbered consecutively based on the sections they are included in. Table titles and image captions should either have the same font as that of the text, or be consistently written in the same font size. In case of insufficient space, the size of the letters can be reduced to a minimum of 8 points. Images can be colored, provided that all copies are the same. Images must either be original or very good copies of the originals. Standard photocopies are not accepted. Where materials such as video, audio recordings, etc. need to be included in addition to pictures and photos, the relevant descriptions should be provided in the text.

### **3.2.2. Formulas**

If scientific formulas are used, they should be written through the appropriate notations of the science they are used in. If a reference will be provided for the formula/equation, the formula/equation must be numbered and included in the text in parentheses and aligned to the right.

### **3.2.3. Direct Quotations**

Purposeful direct quotations which are three lines or less should be included in the text in italics with double quotation marks (“*italics*”). Quotations that are longer than three lines should be excluded from the text and written as a single-spaced block of text with an indentation of 1 cm on the left.

### **3.2.4. Footnotes and Quotations**

Footnotes (descriptive notes) and quotations should be numbered and included at the bottom of the page. Footnotes and quotations are written with single spacing by leaving a double space between individual footnotes. Footnotes and quotations should be separated from the text by a horizontal line placed on top with a single line spacing. Numbers should be used for footnotes and citations.

## **3.3 References**

### **3.3.1. Referencing**

#### **3.3.1.1. In-Text Referencing**

Any reference in the thesis should definitely be included in the REFERENCES section of the thesis. For a citation in the text in parentheses, “The Author's Surname, Publication Year: Page Number” is provided after the citation.

a) Book by a Single Author:

“...Birçok alt kültür ve karşı kültür alanlarıyla günümüz toplumları çoğulcu toplum yapısını oluşturmaktadır (Eroğlu, 1996: 26).”

b) Book by Two or Three Authors:

“...The use of distribution keys such as direct labor hours for the distribution of the general production costs (GPC) to products in companies can generate accurate results when labor costs have a high rate in total costs (Cooper and Kaplan, 1988: 22).”

c) Book by More than Three Authors:

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

d) Citation of Multiple Sources:

“..The success of economic integration depends on its static and dynamic effectiveness (Güran, 1999: 41; Walther, 2002: 426).”

e) Citation of the Multiple Works of the Same Author Published in the Same Year:

“.... (Gillespie,1997a: 25; Gillespie,1997b: 58).”

b) Citation of the Works of Multiple Writers with the Same Surname:

“.... (E. Yıldırım, 2001:101; R. Yıldırım, 1999: 23).”

c) Citation of a Thesis: “.... (Top, 1980).”

d) Citation of Encyclopedias, Dictionaries: “.... (Anabritanika, 1997, Vol. 4: 573- 584).”

e) Citation of Internet Sources: “.... (Nakip, b.t.).”

f) Citation of an article from a periodical or non-periodical internet publication: “.... (Nakip, 2007).”

### **3.3.1.1. End of Text Referencing**

All references should be listed under the “References” title at the end of the thesis. All quotations in the text should be listed in the references section. The references section is not numbered with a chapter number, but its pages can be numbered. The references title should be centered, starting 6 cm below the top of the page, and the list should be 1.5 cm below this title. The entry to be made for each reference should have a single line spacing, with a double line spacing between two entries.

a) Referencing a Book:

Aydınlı, M. (2006). *Pazarlama Araştırmaları*. Ankara: Seçkin Yayınevi.

b) Books by Two or More Authors:

Ellsworth P.T. , Leith, J. C. (1975), *The International Economy. (5th Baskı)*, NewYork: Macmillan.

c) Translated Book:

Aliyev, H. (1998). *Dünya Siyasetinde Azerbaycan Petrolü*. A. Çiftçi and E. Kocabıyık (transl.), İstanbul: Sabah Kitapları (originally published in 1997)

d) Chapter from an Edited Book:

Koçak, A. M. (2004). The Housekeeping Department. N. Kozak (Ed.). In *Hotel Management*. Ankara: Detay Yayıncılık, 2002, 67-98.

e) Periodicals:

Shorter, R. (2000). Trade, Investment and Regional Integration. *Finance & Development*, 38(4), 14-17.

Altan, R. ve D. Baran. (2002). Çalışan Memnuniyeti: Ayın Elemanı Uygulaması. *Ekonomi Dergisi*. 7(22), 11-18.

f) Unpublished theses:

Taner, S. (2000). *İşletme Kuruluş Yerinin Belirlenmesi*. Unpublished PhD Thesis. İstanbul: İstanbul Üniversitesi SBE.

g) Article from an Online Journal:

Wale, T. (2002). *International Business Management*. *Journal of Management* 12(2) 190-220. <http://www.texshare.edu7ovidweb/ovidweb.cgi> (March 4, 2005).

h) Article from an Online Periodical - e-Journal:

Doe, J. (2003). Role of Indication Basics in the Variety of Property by Psychology Undergraduates. [Electronic Version] *Journal of Psychology Research*. 3: 110-120 (November 4, 2005).

i) Internet Quotation from the Website of an Organization:

MEB. (2003). Yıllık Rapor. <http://www.meb.gov.tr> (January 10, 2005).

j) Encyclopedias:

Sarç, Ö.C. (1973). Milli Gelir. İktisat Ansiklopedisi. Vol. 2. İstanbul: Ak Yayınları.

k) Dictionaries:

Ansiklopedik Ekonomi Sözlüğü. (1987). "Japon Ekonomisi", İstanbul: Dünya Yayınları.

### **3.4 Appendices**

Some authors may want to attach test forms, detailed descriptions, tables, computer programs, etc. in the thesis. Where more than one list of appendices is required, lists should be created as Appendix A, Appendix B. The appendices title should be centered, the top margin of the page should be 6 cm and the title should have a descriptive title. Its font and font size should be the same as those of the other section titles. Each appendix list must be indicated separately in the table of contents, being treated as different sections. The pages of each appendix list should be numbered according to the format.

### **3.4.1 Ethics Committee Approval**

The approval of the ethics committee should be received for studies where such an approval is required, and a copy of the ethics committee approval should be attached to the thesis. If the author is successful in the thesis exam, a copy of the approval should be scanned and placed in its proper location in the thesis in the digital environment.

### **3.4.2 Authorization of Patent Rights**

If the study requires a patent right to be authorized, such authorization must be received, and a copy of the authorization document should be included. If the author is successful in the thesis exam, a copy of the authorization document should be scanned and placed in its proper location in the thesis in the digital environment.

### **3.4.3 Authorization of Copyright**

If the study requires a copyright to be authorized while it's being written, such authorization must be received, and a copy of the authorization should be included. If the author is successful in the thesis exam, this page should be scanned and placed in its proper location in the thesis in the digital environment.

### **3.4.5 Resume**

This is an article with one or two paragraphs, which includes a short background information, educational background, schools that are graduated from, grades and achievements, and professional experience in teaching. It should be brief, clear and written in the third-person singular form. The resume is not given a section number, but is given a page number and is included in the table of contents. It should have the same font and font size as that of the thesis. Resume is only mandatory for PhD theses.

### **3.4.6 English Abstract**

An English abstract is mandatory for both master's and PhD theses. An abstract including 3000-4000 words and 5000-7000 words should be written for master's theses and PhD theses, respectively. It should have page numbers and be written in the same font and font size as that of the thesis.



## **APPENDICES**

NAME & SURNAME

ISU 2018

**APPENDIX 1: OUTER COVER**

THESIS TITLE

NAME & SURNAME

2018

18

**APPENDIX 2: INNER COVER**

THESIS TITLE

ISTINYE UNIVERSITY  
INSTITUTE OF SOCIAL SCIENCES

NAME & SURNAME

This thesis is presented for the Master's/PhD degree of the  
Department (Department name) of Istinye University.

**APPENDIX 3: APPROVAL PAGE**  
**ISTINYE UNIVERSITY**  
**APPROVAL OF THE INSTITUTE OF SOCIAL SCIENCES**

[Title and Name & Surname of the Institute Manager]

I certify that this thesis meets all the requirements for a Master's/PhD degree.

Head of the Department  
[Title and Name/Surname]

I certify that this thesis meets all the requirements for a Master's/PhD degree.

[Title Name and Surname]  
Co-Advisor (if available)

[Title Name and Surname]  
Advisor

We declare that this thesis, which we read and listened to, provides all the scope and quality requirements for a Master's/PhD degree.

[Title name and surname of the committee president] [Institution]

[Title name and surname of the advisor] [Institution]

[Title name and surname of the committee member] [Institution]

[Title name and surname of the committee member]  
(In a PhD Thesis) [Institution]

[Title name and surname of the committee member]  
(In a PhD Thesis) [Institution]

**Appendix 4. Plagiarism Page**  
**ISTINYE UNIVERSITY**  
**INSTITUTE OF SOCIAL SCIENCES**

**THE ETHICS DECLARATION**

I hereby declare and acknowledge that the study with the title  
“.....”, which I presented as a Master’s/PhD thesis was prepared in  
accordance with the scientific ethics rules in all the processes from the project  
phase to the conclusion and that the sources I used consist of those listed in the  
references section.

Name & Surname

Date and Signature

**APPENDIX 5: ABSTRACT**  
**ABSTRACT**

THESIS TITLE

Name & Surname Department  
Advisor: Name & Surname  
Co-Advisor: Name & Surname

2018

Abstract...

,

Keywords:

**APPENDIX 6: English Abstract**  
**ABSTRACT**

THESIS TITLE

Department  
Advisor: Surname, Name  
Co-Advisor: Surname, Name

2018

Abstract.....

,

Keywords:

## APPENDIX 7: LIST OF CONTENTS

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## APPENDIX 8: REFERENCES

### REFERENCES

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- Berking, M., Wupperman, P., Reichardt, A., Pejic, T., Dippel, A., & Znoj, H. (2008). Emotion-regulation skills as a treatment target in psychotherapy. *Behaviour Research and Therapy*, *46*, 1230–1237.
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