



İZMİR UNIVERSITY OF ECONOMICS FACULTY OF FINE ARTS AND DESIGN

Alessandro Segalini, Dept. of Communication Design: alessandro.segalini@ieu.edu.tr — <http://homes.ieu.edu.tr/~asegalini>

GRADUATION THESIS

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Thesis and Dissertation Guide

HOW TO WRITE A THESIS OR DISSERTATION

A thesis or dissertation shall be a carefully written exposition of the research undertaken by the candidate under supervision. It should:

- Critically investigate the topic;
- Demonstrate an appropriate level of expertise in the methods of research and scholarship;
- Demonstrate the independent development of ideas relevant to the topic;
- Present the results lucidly in a manner, which makes a contribution to the subject area concerned.

It should normally include the following:

- A clear outline of the research question to be addressed and the theoretical, contextual or disciplinary basis of the candidate's research, and provide an overview of the rest of the thesis;
- Although structures, methods, and formats may differ between and within disciplines, it should normally include discussion of the methodology. It should also develop the arguments in a sustained and coherent manner and these should be brought to a conclusion.

In general, an appropriate thesis or dissertation includes those parts described below:

INTRODUCTION

The Introduction is one of the most important parts of any document. It should explain clearly the purpose of the document and prepare the reader for what is to come. A good introduction should include the following:

- (a) A clear statement of the nature of the project (what is being carried out).
- (b) The location(s) where the project has been undertaken.
- (c) The period over which any fieldwork was carried out.
- (d) An introduction to the key problems/issues being tackled and why these are important. Put the work in a wider context.

The Introduction section serves several purposes:

- It establishes the topic area in which the research is conducted
- It provides the audience with a clear understanding of both the general subject at hand and the specific research objective
- It allows for a discussion of the motivation for undertaking the research
- It provides a clear statement of the thesis (the question, the problem, the hypothesis, the research object)
- It gives an indication of how the research problems will be addressed
- It provides an opportunity to briefly outline the rest of the document

Depending on the issues involved, the introduction should set the scene for the reader and clearly explain the point of carrying out the work in the first place, i.e. its rationale. This rationale will be referred to again in more detail within the aims and objectives and the literature review. Every project should have a well thought-out purpose, which should have been identified through discussion with your supervisor when preparing your proposal. This is the point at which that purpose should be made clear to anyone reading your work for the first time.

PROBLEM STATEMENT / AIMS & OBJECTIVES (RESEARCH QUESTION OR HYPOTHESIS)

The Problem Statement section is intended to expand on the thesis that was presented to the reader in the Introduction section. The thesis should be clearly stated again, and then each element of the thesis should

be clearly explained. All terms used in the thesis statement should be defined (especially those that are specific to a particular discipline).

This section allows the researcher to expand on the thesis statement by explaining why the research question has been chosen, by explaining how the research question is significant, and by identifying clear objectives and goals that addressing the problem will meet.

The aims and objectives should form the backbone of the dissertation and present the criteria on which success or failure or a null result may be judged. This section should clearly outline any research questions, models you wish to test, or competing hypotheses. For example:

- (a) If there are competing hypotheses, which you have set out to test, this section can be used to present them.
- (b) If the study is comparative with earlier work (e.g. same area/different method, or different area/same method) you could explain how your study is different from previous studies and why the different approach could lead to different results.
- (c) If there is a gap in the current state of knowledge, which poses a set of new questions, you might want to describe how you intend to fill or exploit that gap in knowledge.

LITERATURE REVIEW /CONTEXT/BACKGROUND

The Literature Review is an absolutely essential element of any research project. It is imperative that you explain the state of the existing body of knowledge by identifying the most critical works relevant to your project. You cannot assert that an original contribution has been made unless you have reviewed the contributions made by others in the field. Without a literature review there is no way to know that someone hasn't already accomplished the goals of the proposed research.

All references cited in the literature review (or elsewhere in the manuscript) must be listed in the References section at the end of the document.

The title of this section will vary with the nature of the topic under investigation but it should aim to give more detail and place the subject of the project in its proper context. This section should contain any information on the following:

- (a) Historical background to the issues(s) being investigated.
- (b) A summary of the current state of knowledge of the area/topic involved.
- (c) Any relevant social or political context of the issue(s).
- (d) The nature of any controversies or opposing interpretations arising from existing research.

METHODOLOGY

In this section, you have the opportunity to describe to the reader exactly how the data for the project were acquired. For these reasons, writing a methodology is often like writing a recipe. Make sure everything is clearly explained and described so that someone else would be able to repeat the exercise. It should be as concise a description as possible of the overall approach, methods, equipment, computer programs, etc. used to generate the data. However, remember that "concise" does not mean insufficient. The methodology section should not contain any important procedure gaps and should provide any competent reader with the knowledge required to repeat the methods or procedures you employed without any misunderstanding. For this section, it is important to try to place yourself in someone else's shoes and write as clearly as possible.

The kinds of topics that might be covered in this section include:

- (a) How the data were collected (what was the method of collection)
- (b) When the data were collected (on a single date or over a period of time)
- (c) Where the data were collected
- (d) Why the data were collected (what research questions were the data originally meant to address?)

- (e) Why you chose the sampling procedures and sampling strategy that you did.
- (f) Why different areas were sampled at different times and in the order that they were.
- (g) Full details of any specialized equipment used in the field.
- (h) Details of secondary sources consulted.
- (i) If a questionnaire was used, you should discuss the kinds of questions that were asked and the structure of the questionnaire.
- (j) A mature evaluation of your methodology – a chance to tell your supervisor (and the project committee) about any unexpected problems you encountered during the fieldwork and how you dealt with them.

Remember that the methodology section should link clearly with the aims and objectives section. It should clearly explain how you set out to achieve the intended aims and objectives (research questions).

OUTLINE OF DATA COLLECTED

This is simply a statement of what data were actually collected and how they will be presented in the dissertation and it will vary according to the exact nature of the project. Depending on the material collected, as in many cases it will have to be recorded in field notebooks, this section may be quite short but it might give a brief resume of some or all of the following:

- (a) From where the data was collected and discussion of data collection methods.
- (b) How many questionnaires were returned.
- (c) The coverage and quality of the data.
- (d) What the nature of the measurements was and how they differed between sites.
- (e) Details of documentary or other secondary data sources investigated.

Where field notebooks were used to record data, it is often easier if these are included as an appendix at the end of the report.

ANALYSIS OF DATA

The Analysis or Methods section of the Master's Degree Report is where you describe the specific processes that have been used (with the data described in the previous section) in order to address the research question. Questions such as: what algorithms were used with the data, what statistical procedures were applied, what – if any – simplifying assumptions were made, and what equipment or materials were used (including software and hardware), should all be addressed.

In this section hypotheses are tested by using appropriate statistical tools or other measurement methods. It should be noted that the student is required to justify the tools and methods s/he has used while analyzing the data.

The steps in any complex procedures should be explained (perhaps with a flow chart), although common statistical procedures need not be explained in detail. The steps in procedures should generally be ordered chronologically. Enough detail should be provided such that another researcher can replicate the results of the experiment. Whenever possible give specific quantities (distances, weights, concentrations) of values that were used in the procedures.

FINDINGS

Here you describe the results observed from the analytical procedures described in the previous section. All significant results should be reported whether or not they support the thesis. Generally speaking the most important results should be presented first. Simple results should be presented before complex results. Do not simply repeat tables of output data, instead select results that are representative of the research findings. Beyond simply reporting the results, you should also discuss the significance of the results.

CONCLUSIONS & RECOMMENDATIONS

Conclusions include the discussion of the findings with regard to particular field. This part may also include implications of findings with regard to contributions to literature and implications for practitioners. Students are also expected to include the limitations of the research and how they affected the findings in this section.

There are three primary components to the conclusion, each of which may merit a separate subsection:

- Assessment
- Contributions
- Future Research

You must assess the results of the research, as described in the previous section, relative to the project objectives laid out at the start. You should explain if the goals and objectives have been met, and if not, why not.

In the Contributions subsection you must describe the new contributions that this research has made to a particular field of study. The claims made here must be substantiated by the research results. You may want to refer to the work of others in order to make comparisons.

The Future Research subsection is intended to guide future researchers to areas where additional research questions have been identified. The process of answering research questions virtually always leads to additional research questions, and you should anticipate some of the more pressing new research questions, which might emerge. Suggestions for improving the work described in the report, or expanding on the research are valid directions for future research.

ADDITIONAL SECTIONS

In addition to these, the written thesis or dissertation will normally contain:

- An abstract;
- A table of contents;
- A table of diagrams and illustrations (where applicable);
- A detailed description of the candidate's research methods, findings and data and the overall conclusions of the thesis;
- A bibliography or reference list;
- Indices (of important words, phrases, and symbols, data collection documents, questionnaires etc.) and/or glossaries as appropriate.

A thesis is normally within the range of 25,000-35,000 words long (excluding references, appendices etc.), whereas doctoral dissertations may include significantly more words. These guidelines exclude the bibliography (or reference list), footnotes and appendices. The Chair of the department in which the candidate is enrolled has the discretion, in consultation with the supervisor(s), to allow a thesis or dissertation to exceed these guidelines where it is thought this would be more appropriate for the topic.

Full information concerning the form and style of theses is given in the booklet *Thesis Guide* available on the website of Graduate School of Social Sciences (<http://ss.ieu.edu.tr>), and the regulations are set out in *Izmir University of Economics Academic Calendar, Standing Orders and By-Laws*.

Using Citations and Plagiarism

It is essential that every student understand the standards of academic honesty and how to avoid dishonesty by proper acknowledgment of intellectual indebtedness. As the student develops his own work, drawing on the ideas of others is an essential and exciting component of intellectual work. Whenever the student uses other writers' ideas, however, s/he must acknowledge the sources.

As a student, provide citations whenever you use:

- direct quotations
- paraphrases and summaries
- borrowed ideas
- facts that are not common knowledge

QUOTATIONS

Use quotation marks and a citation when you use another writer's exact words *even when using only a short phrase*. You must make clear to the reader which words are your own and which are another writer's. For direct quotations, citations alone are NOT sufficient; you must enclose the quoted material in quotation marks. When used judiciously, quotations serve a number of important functions in a well-crafted paper.

Select quotations that

- develop a step in your argument
- present striking, memorable phrasing
- provide a strong, specific example
- introduce a claim open to interpretation
- summarize an author's main points

When selecting quotations, avoid

- quoting details
- padding a thin argument with unnecessary quotations
- quoting commonly known information, e.g., "Ataturk died on November 9, 1938."
- quoting blocks of text that could be summarized or quoted more selectively
- quoting information you could state in your own words

PARAPHRASES

Paraphrasing is the rewriting of an author's idea in your own words. Paraphrase rather than quote when you want to present an author's idea but the exact language is not significant. When you paraphrase, *you must cite the source*. You also must *fully rewrite* the original language and original sentence structure. A common mistake is partial paraphrasing. Do not keep the author's exact wording or the same sentence structure. If you retain even a *short phrase* or a *distinctive word*, use quotation marks.

Incorrect and correct examples of paraphrasing:

Original text

Descartes introduces the possibility that the world is controlled by a malicious demon who has employed all his energies to deceive him (Lu 24).

Incorrect paraphrase

Descartes suggests that the world is controlled by an evil demon who may be using his energies to deceive (Lu 24).

Comment: Plagiarism: even though the citation is provided, the sentence still has exact wording (italicized).

Correct paraphrase

Descartes suggests that the evil power who rules the world may be attempting to mislead him (Lu 24).

Comment: Not plagiarism: the language is fully rewritten, and a citation is provided.

Combination of paraphrase and quotation

Descartes suggests that the evil power who rules the world may be using "all his energies to deceive him" (Lu 24).

Comment: Not plagiarism: the paraphrased portion is fully rewritten, the exact language is quoted, and a citation is provided.

When paraphrasing, you must rewrite the original language, change the original sentence structure, and cite the source according to the expectations of the discipline.

BORROWED IDEAS

Acknowledge sources from which you borrow ideas even when you don't directly quote the text. Borrowed ideas come in many forms, including original concepts, observations, data, and logic. Include a citation when you use

- another author's tables, maps, or graphs
- another author's data, even if using the data for a different argument
- the organization or logic of another author's argument

These guidelines include the use of reference materials such as encyclopedias and study aids.

COMMON KNOWLEDGE

You do not need to cite an idea that is standard information of the discipline, such as material discussed in class or general information your reader knows or can locate easily (e.g., momentum equals mass times velocity, or Daniel Moi became president of Kenya in 1978). Such information is widely available and not disputed.

You do need to cite a fact that is not common knowledge, e.g., "Moi's election came after a heated succession struggle that allegedly included an assassination plot against Moi himself" (Karimi and Ochieng 1980: 109).

Beware of over-citing, which is usually the result of unnecessary citing of general knowledge or excessive reliance on source material. Remember to check with your instructor if you are unsure whether to cite information.

INTEGRATING SOURCE MATERIAL

When introducing source material, avoid using a weak lead-in verb, e.g., "the author *says*"; instead, select a verb that conveys the author's attitude toward the material, e.g., "the author *questions*". Aim to integrate source material into your own argument; explain to your reader *how* the source material contributes to your analysis. Be sure to smoothly integrate the quotation into the surrounding language, matching the syntax of the quotation to the syntax of the surrounding statement.

After you have presented the quotation or paraphrase, tie it your argument. Explain to your reader why the idea is significant in the context of your ideas.

CRITERIA FOR JUDGING A RESEARCH STUDY

This section may be helpful in analyzing if you are on the right track or not. Below is an excerpt from Salkind (2000), which is extremely useful in evaluating the quality of a research study.

REVIEW OF PREVIOUS RESEARCH.

- How closely is the literature cited in the study related to previous literature?
- Is the review recent?
- Are there any seminal or outstanding references you now of that were left out?

THE PROBLEM AND PURPOSE

- Can you understand the statement of the problem?
- Is the purpose of the study clearly stated?
- Does the purpose seem to be tied to the literature that is reviewed?
- Is the objective of the study clearly stated?
- Is there a conceptual rationale to which the hypotheses are grounded?
- Is there a rationale for why the study is an important one to do?

THE HYPOTHESIS.

- Are the research hypotheses clearly stated?
- Are the research hypotheses explicitly stated?
- Do the hypotheses state a clear association between variables?
- Are the hypotheses grounded in theory or in a review and presentation of relevant literature?
- Are the hypotheses testable?

THE METHOD

- Are both the independent and dependent variables clearly defined?
- Are the definition and description of the variables complete?
- Is it clear how the study was conducted?
- What type of study/research design was this?

THE SAMPLE

- Was the sample selected in such a way that you think it is representative of the population?
- Is it clear where the sample comes from and how it was selected?
- How similar are the participants in the study to those that have been used in similar studies?

RESULTS AND DISCUSSION

- Does the author relate the results to the review of literature?
- Are the results related to the hypothesis?
- Is the discussion of the results consistent with the results?
- Does the discussion provide closure to the initial hypothesis that the author presents?

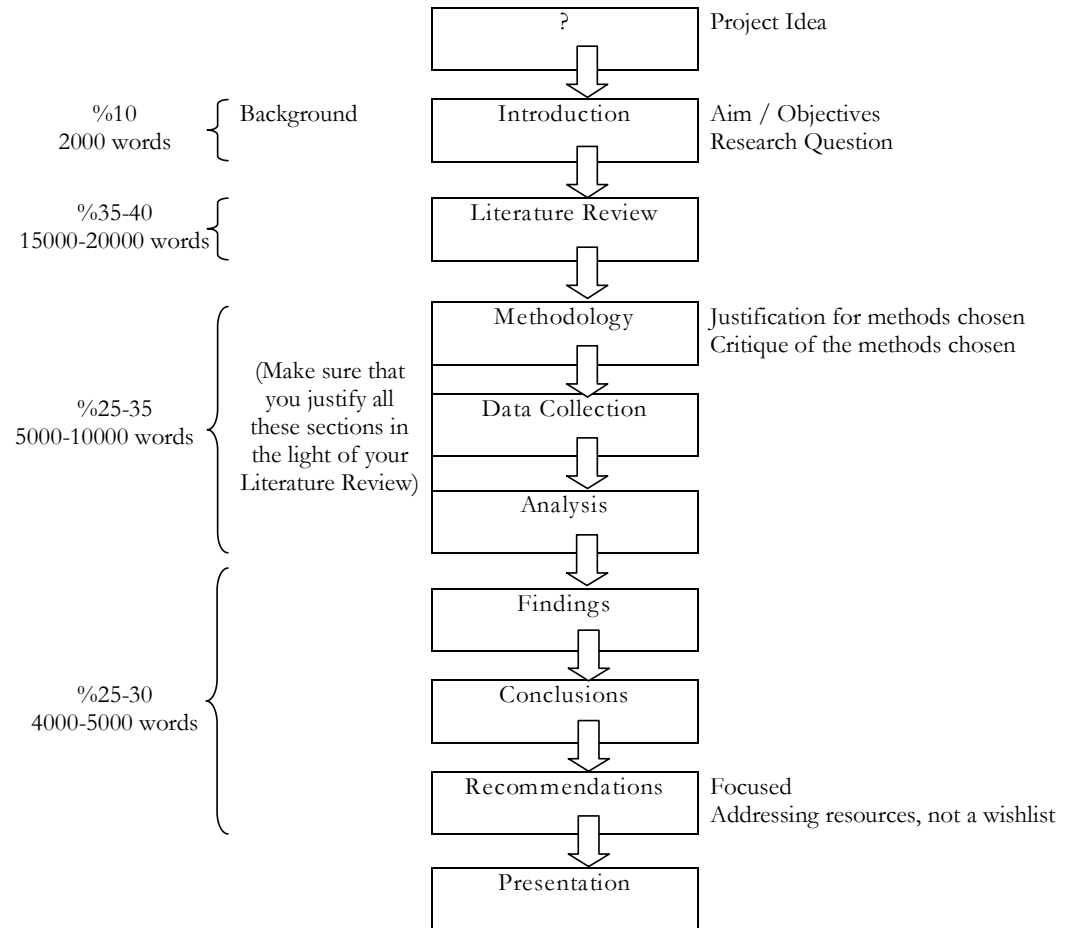
REFERENCES

- Is the list of references current?
- Are they consistent in their format?
- Are the references complete?
- Does the list of references reflect some of the most important reference sources in the field?

GENERAL COMMENTS ABOUT THE REPORT

- Is it clearly written and understandable?
- Is the language biased?
- What are the strengths and weaknesses of the research?
- What are the primary implications of the research?
- What would you do to improve the research?

FLOWCHART OF A THESIS



GUIDELINES FOR THESIS ADVISORS

THESIS ADVISORS

The Thesis Advisor may, but need not be the same person who was the Academic Advisor. When appointed, the Thesis Advisor assumes the duties previously performed by the Academic Advisor, in addition to the specific duties related to the thesis.

A thesis advisor is assigned to the graduate student until the end of the second semester with the proposal of the related Graduate School's Head of Department and the approval of the Graduate School Executive Committee. Thesis advisors are selected among academic personnel or doctoral education faculty. According to the subject of the thesis a second thesis advisor can be assigned. The Graduate School's Executive Committee determines which thesis advisor, and second thesis advisor if required, are to be assigned and as well as any change in the advisors.

For PhD program students who are completing their courses, applications, practicum, thesis, exhibitions, and projects, an advisor is to be assigned to each student no later than the beginning of the third semester with the approval of the related Graduate School's Head of Department, and the approval of the Graduate School's Executive Committee. Depending on the nature of the thesis content a second advisor may be assigned.

ROLES AND RESPONSIBILITIES OF THE THESIS ADVISOR

Broadly, the Thesis Advisor serves as the point of communication between the Thesis Committee and the student, as well as between the Thesis Committee, related Head of Department and the Dean of Graduate School. The specific duties of the Thesis Advisor are to

- Work with the student to identify potential thesis projects;
- Oversee the development of the proposal including (but not limited to) methods, preliminary data, assessment of project feasibility;
- Determine when the Letter of Intent (preliminary thesis proposal) is ready to be submitted to the Dean of Graduate School and Registrar's Office for formal approval;
- Work with the student to identify potential committee members with appropriate expertise to support the thesis project;
- Request that the Dean of Graduate School formally appoint specific members to the Thesis Committee;
- Mentor the student through all phases of the thesis project including reading and editing drafts of the proposal and thesis;
- Chair all thesis committee meetings;
- Oversee the fulfillment of the responsibilities of the Thesis Committee;
- Approve the completed final draft of the thesis for the final reading by the Thesis Committee;
- Submit the appropriate paperwork to the Registrar's Office so that the degree may be awarded.

GUIDELINES FOR THESIS PREPARATION

CHAPTER 1: GENERAL POLICIES

1.1. Introduction

Every thesis accepted for an advanced degree is a mature piece of original research. Just as the research should be precise and complete to meet departmental standards, the presentation of that research should be equally precise and complete to meet the Graduate School standards.

In addition, each manuscript must meet library and archival standards of permanence. Hence it is essential to use paper of the prescribed quality and to follow directions for the preparation of illustrative materials exactly.

The purpose of these guidelines is to ensure that every thesis that will carry the name of the Izmir University of Economics meets the same high standards of presentation. These standards are Graduate School standards and are applied consistently to all departments and programs.

Preparing a thesis with a word processor offers many advantages. However, the limitations of your software or hardware, or your limited knowledge of their capabilities, do not release you from the responsibility of meeting the guidelines. Therefore, it is important that you read and understand the guidelines before preparation of your manuscript. Manuscripts which do not follow these guidelines will not be accepted by the Graduate School.

Do not use previously approved theses as a guide to preparation of your manuscript. The current guidelines will be enforced. It is the responsibility of each student to meet current guidelines exactly.

For all cases not covered by the instructions given in this manual, please obtain the written approval of the Graduate School before presenting the thesis.

1.2 Classified Material

Because all theses are made available to the public, a thesis containing classified material cannot be accepted.

1.3 Theses Containing Potentially Patentable Information

If your thesis contains potentially patentable information, you may request a 90-day hold on the release of your thesis to the public. During this period, the Graduate School will not release your thesis to the public. The hold period begins immediately after the official graduation date.

CHAPTER 2 : FORMAT AND APPEARANCE

2.1 Paper and Duplication

To insure durability, permanency, and opacity, all copies must be on good quality white bond paper, of at least 75 g, measuring 21 by 29.7 cm (A4). Only single-sided copies will be accepted.

Submission of the original copy is not required. Photocopies must be made from the original, and all pages must have high contrast with consistently dark print throughout the thesis. The print must be permanent; it must not smudge. All pages must be copied onto acceptable paper, as described above. Inferior copies and copies not made on approved paper will not be accepted. It is recommended that you work with a reputable copying firm or bindery when having your thesis reproduced.

2.2 Type

The type size should be 10-point or larger. Any standard font (e.g., elite, pica, executive, Helvetica, Times, Roman, Palatino) is acceptable. Do not use script, or ornamental fonts. The typeface and size must be consistent throughout the thesis. Bold face letters and symbols, and italics may be used for special emphasis and foreign words.

In the body of the thesis, different typefaces and sizes may be used to set chapter titles, section headings, footnotes, endnotes, examples, quotations, tables, and charts from the rest of the text, as long as they are easily readable.

Laser and ink-jet prints are preferred. (Dot matrix print is allowed for a thesis, with qualifications. It must be near-letter quality and exhibit the following characteristics: no visible space between the dots of individual characters, smooth and well-defined character shapes, and uniformly dark images. Using the double-strike option on dot matrix printers without near-letter-quality capability is not an acceptable alternative.) All print works must be in permanent black ink and must appear on only one side of each page.

No ink corrections, strikeovers, correction fluid or tape, paste-ups, insertions between lines, and letraset are permitted on the final bound copies. If you must make corrections, do them on the original manuscript before it is copied (but not by ink corrections and strikeovers which are never allowed).

2.3 Spacing

The general text of the manuscript must use double line spacing, although tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.

2.4 Margins

The left margin (binding side) must be at least 4 cm wide to allow for binding; the other three margins must be 2.5 cm wide minimum. Narrower margins are not acceptable. Slightly larger margins are advisable, to allow for error during reproduction. Absolutely nothing should appear in the margins. This means that all headings, page numbers, text, tables, illustrations, etc., must be contained completely within the area bounded by the margins.

If right justification is used without hyphenation, right-justified text containing long technical and scientific words may result in unsightly white spaces between words, which are not acceptable.

2.5 Centering

All materials must be centered between the text margins rather than between paper edges. After the manuscript is bound, centered material will appear to be centered on the page.

2.6 Word and Text Divisions

Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word division. At least two lines of a paragraph must appear together at the top and bottom of every page. A subheading must be followed by at least two lines of a paragraph.

2.7 Pagination

All page numbers of the thesis or dissertation must appear in the same location on the page. You have three choices for this location: the upper right-hand corner, top center, or bottom center of the page. In any case, page numbers must be at least two single spaces above or below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and size.

The following pagination plan should be used:

- a) For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The Title page and the Approval page do not have numbers but count as pages i and ii, respectively. Actual page numbering begins with iii on the Abstract page.
- b) Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography, appendices, and vita. All pages must be numbered consecutively, including pages containing chapter pages, illustrations, such as tables, figures, plates, and photographs.

2.8 Multiple Volumes

If your finished manuscript exceeds 5 cm in thickness it must be bound in two or more volumes. Volumes are numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages are identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems begun in Volume I continue through Volume II. As with the title page of Volume I, that of Volume II is counted among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi," "vii," etc. Each volume contains the Table of Contents.

2.9 Binding

All master's and doctoral theses are to be bound in the material determined by the University. A bound copy of the thesis should measure 21.5 by 28.5 cm.

See Appendix A for the front cover and the spine.

A list of authorized binderies can be obtained from the student dean's office. It is your responsibility to have the pages of the text in correct order when it is submitted to the bindery.

CHAPTER 3: SPECIFIC GUIDELINES FOR THE PARTS OF THE THESIS

Two general rules of thumb should govern the presentation of any thesis: keep the format as simple as possible, and be consistent with the format throughout the thesis. Every thesis has three main parts or divisions: the preliminary pages, the text, and the reference matter. You must follow the order of items within these parts as listed below. Required sections are marked with asterisk. Further instruction about each section follows this list.

Preliminary Pages

- * Blank Page
- * Title Page
- * Approval Page
- * Abstract
- * Ozet (Turkish translation of the Abstract)
- Dedication
- Acknowledgments
- Preface
- * Table of Contents
- List of Tables
- List of Figures
- List of Illustrations
- List of Symbols and/or Abbreviations

Text

- * Main Body

Reference Matter

* Bibliography or References

Appendices (May be placed before Bibliography or References)

* Vita (Required only of doctoral candidates)

3.1 Preliminary Pages

3.1.1 Blank Page

It is just a blank page that is not used for any purposes.

3.1.2 Title Page

The title must be single-spaced, in all capital letters, and should begin at 5 cm from the top of the page. The information retrieval systems consulted by many scholars to locate theses and dissertations relating to their own work use the key words in the title. Consequently, the title must not contain mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other non-standard abbreviations and characters; words must be substituted.

The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in Appendix B.

3.1.3 Approval Page

A sample Approval Page is provided in Appendix C. It is strongly recommended that the approval page of the thesis be signed in black ink.

3.1.4 Abstract

The abstract gives a *brief* account of the thesis or dissertation, including a statement of the problem, procedure and methods, results, and conclusions. It must not exceed 250 words, must not include diagrams, and should not include mathematical formulas unless essential. A sample Abstract is provided in Appendix D.

3.1.5 Özet (özet)

Özet is the Turkish translation of the Abstract. A sample Özet is provided in Appendix E.

3.1.6 Dedication, Acknowledgments, and Preface

If included, each of these items must appear on a separate page. A heading for the dedication is not required, but it must have a page number. If used, the dedication must be brief and centered on the page. A sample Dedication is provided in Appendix F.

Like the dedication, acknowledgments and preface are optional. They must have headings and should use the same spacing as the text (i.e., double spacing or space and a half). The heading ACKNOWLEDGMENTS or PREFACE appears centered between the text margins without punctuation 5 cm from the top of the page; text begins at least three spaces below the heading. A sample Acknowledgments is provided in Appendix G.

3.1.7 Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices, and vita (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leader dots, which connect it to its corresponding page number.

The heading TABLE OF CONTENTS appears without punctuation centered between the text margins 5 cm from the top of the page. The listing of actual contents begins at the left margin at least three spaces below the heading. A sample Table of Contents is provided in Appendix H.

3.1.8 List of Tables

A list of tables may be included for the convenience of the reader. If included, it will immediately follow the table of contents on a new page.

The heading LIST OF TABLES appears centered between the text margins without punctuation 5 cm from the top of the page; the listing begins at the left margin at least three spaces below the heading.

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots, which connect it to its page number.

A sample List of Tables is provided in Appendix I.

3.1.9 List of Figures or List of Illustrations

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables. A sample List of Figures is provided in Appendix J.

3.1.10 List of Symbols and/or Abbreviations

If included, you should follow a format consistent with acceptable practice in your discipline.

3.2 The Text

The text, or the body of a thesis or dissertation, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on the page and kind of type used. No headers, giving the titles of chapters or other sections, are allowed at the top of the pages.

Chapters are numbered consecutively in Arabic or Roman numerals and capital letters (CHAPTER 1, CHAPTER 2, etc., or CHAPTER I, CHAPTER II, etc.). In addition to general titles like INTRODUCTION, the chapters need substantially descriptive titles as well.

Only chapters should begin with a new page. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations. Subsection numbering must not go beyond three levels (e.g. 1.2.3 Subsection Title) unless absolutely necessary.

The heading CHAPTER 1 in all capitals is centered between the text margins 5 cm from the top of the page; the title goes two spaces below. The text begins at least three spaces below.

In many cases, the main body of the thesis will include certain materials other than ordinary text, such as illustrations, formulas, quotations, footnotes, and endnotes. In such cases, the following guidelines should be observed.

3.2.1 Illustrative Material

Illustrations include drawings, charts, figures, tables, diagrams, plates and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as near as possible to the part of the text relating them.

Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below by triple spacing; illustrations longer than one-half page are better placed on a separate sheet.

Illustrations that are too large to be placed sideways between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the illustration runs parallel to the left-hand margin of the page. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

Illustrations of any kind must be numbered consecutively. This includes appendices, if you have them.

You may follow a straight sequence (1, 2, 3, etc.) or preferably use a decimal approach (1.1, 1.2, 1.3, A.1, A.2, where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number).

Illustrations may run longer than one page. In such cases all subsequent pages of the illustration must include at least the illustration number and the notation that it is continued, e.g., "Table 1 (cont.)" or "Table 1 (continued)."

All headings and captions must be prepared either in the same typeface and point size used for the text, or in the same typeface and point size as every other heading and caption. Choose a point size that can be read easily, especially for tables.

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.

Color may be used in figures and photographs only with prior permission from the Graduate School. Photographic illustrations must be originals or well-done photographic copies of the originals. Standard photocopies of photographs are not acceptable. Wherever required, mounting of illustrations should be done with a technique that ensures durable and good quality result (e.g., dry mounting). With dry mounting, the paper to which photographs are attached will not curl. Other methods, such as library paste, rubber cement, spray mounting, or tape, are not acceptable: such mounting techniques are not permanent, and the adhesives used will eventually destroy both the paper and the photograph. If audio-visual material (e.g., videotape, cassette, etc.) is needed to accompany and supplement the text, it should be adequately described within the continuity of the text. Such material will be submitted only with the Departmental copy.

Stored information in the form of computer discs will be submitted only with the Departmental copy.

Computer printouts must conform to the margin specifications, must be dark and legible with high black and white contrast, and must be copied on thesis-quality paper.

Authors may treat oversized materials in one of the following three ways:

- a) Captions may be placed on a separate page, facing the illustration. Consequently, it is the right margin of a facing page, not the left, that must be at least 4 cm for binding purposes. If an oversized illustration is rotated and the caption appears on a facing page, the caption must also be rotated.
- b) An illustration may be photo-reduced, but its page number and caption must be the same size and typeface as in the rest of the illustrations.
- c) An illustration may be folded and inserted in either of the following ways:
 - i) Fold the illustration and insert it in a white or manila envelope no larger than 16.5 by 24 cm, which may be mounted on paper of the proper weight for inclusion in the thesis. Each page enclosed in the envelope must be included in the pagination of the thesis; the page on which the envelope is mounted should have a single page number or inclusive page numbers, as needed,
or,
 - ii) Fold the illustration and mount it on 21 by 29.7 cm sheet.

3.2.2 Formulas

Mathematical and chemical formulas, equations and expressions may be printed, neatly hand-lettered, or both. If reference is made to them, they must carry numerical identification. All hand-lettered pages require prior approval of the Graduate School.

3.2.3 Quotations

Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations, which exceed three lines, should be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin, with no quotation marks at beginning or end.

3.2.4 Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography.

Footnoting practices differ widely among publications in the sciences, the humanities, and the social sciences. Candidates should consult with their departments regarding accepted footnoting practice in their individual disciplines.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote. Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

3.3 The Reference Material

The reference material consists of a bibliography or references, which is required, and appendices, which are optional.

3.3.1 Bibliography or References

A bibliography is a selected list of all books, articles, and other source material related to the thesis research and is always in alphabetical order, with the author's last name first.

In some disciplines it is customary to list all of the references at the end of the thesis in a section headed "References," "List of References," or "Literature Cited" instead of "Bibliography." One of these headings should be used if the references in the thesis are cited by year, e.g., Smith (1966), or by number, e.g., Smith [3]. If numbers are used, the listing should be in numerical order, and the author's last name need not be first.

- a) Do not give the bibliography or references a chapter number, but it must have page numbers written in the same typeface and size used for pagination throughout the thesis.
- b) The heading BIBLIOGRAPHY or REFERENCES is centered between the text margins without punctuation 5 cm from the top of the page; the list begins four spaces below.
- c) Each bibliographic entry should be single-spaced with double spacing between entries.
- d) The candidate's major department should be consulted for a reference style that is appropriate to the discipline and acceptable to the department.

3.3.2 Listing styles of Bibliography

- a) Bibliography style for a book by one author

Brinkley, Allan. 1982. *Voices of Protest: Huey Long, Father Coughlin, and the Great Depression*. New York: Alfred A. Knopf.

- b) Bibliography style for a book by two authors

Graves, Robert, and Alan Hodge. 1971. *The reader over Your Shoulder: A Handbook for Writers of English Prose (2nd ed.)*. New York: Random House.

c) Bibliography style for a book by three or more authors

McCrum, Robert, William Cran, and Robert McNeil. 1986. *The Story of English*. New York: Viking Penguin.

Up to three authors, include the names of all the authors. When there are more than three authors, use the expression "et al" as shown below:

Bradock, Richard and et al. 1963. *Research in Written Composition*. Urbana, Ill.: National Council of Teachers of English.

d) Bibliography style for a book by an organization

U.S. Department of Commerce. 1976. *Pocket Data Book USA 1976*. Washington, D.C.: U.S. Government Printing Office.

e) Bibliography style for a book without the author's name

Begin the bibliography entry with the title of the work.

f) Bibliography style for a book with editor, compiler or translator

A bibliography item begins with the name of a book's editor, compiler or translator when one of these is listed on the title page and no author's name is given. Editor or other term is abbreviated and placed after the name:

DeVoto, Bernard (ed.) 1962. *Mark Twain: Letters from the Earth*. New York: Harper & Row.

When an author's name appears on the title page together with the name of editor, compiler or translator, begin the bibliography entry with the author's name. Place the name of the editor, compiler or translator after the title:

Twain, Mark. 1958. *Adventures of Huckleberry Finn*. Henry Nash Smith, ed. Boston: Houghton Mifflin Co.

g) Bibliography style for a book edition, series, or volume

The edition, series, or volume is placed after the book's title in the brackets.

h) Bibliography style for a book in a reprinted edition

Bierce, Ambrose. 1958. *The Devil's Dictionary*. Neale Publishing Co. 1911. (Reprint). New York: Dover Publications, Inc.

i) Bibliography style for a book publisher not known

Budgen, Frank. 1955. *Further Recollections of James Joyce*. London: n.p.

j) Bibliography style for a book in a language rather than English

Tanpınar, Ahmet Hamdi. 1969. *Edebiyat üzerine makaleler* (Essays on Literature). Istanbul: Milli Eğitim Basımevi.

k) Bibliography style for an unpublished work

An unpublished work such as a thesis, a paper presented at a conference, manuscript, or book in draft is treated the same as a published book but with two exceptions. The title is placed in

quotation marks and is not in italics, and the word thesis or similar term is used to label the work after the title of the work.

l) Bibliography style for articles

When listing articles, list authors' names in the same manner that you would list authors' names for books. Then give date followed by the title of the article in quotation marks, title of the periodical in italics, volume number and issue number, and the inclusive pages that the article appeared on.

3.3.3 Appendices

Some authors may desire to include certain materials of the thesis in an appendix rather than in the main text. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

a) If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). The heading APPENDIX A should appear centered between the text margins 5 cm from the top of the page. The typeface and size should be those used for chapter titles.

b) Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.

c) Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

d) All appendices must have page numbers written in the same typeface and size used for pagination throughout the thesis.

e) If an appendix contains photocopied material, the photocopies should be of letter quality.

3.3.4 Vita

The vita is required only for doctoral theses. It is a professional biography of the candidate, which includes date and place of birth, educational institutions attended (after high school), degrees and honors won, titles of publications, and teaching and professional experience. It should be short, concise, and written in the third person, although in some departments a resume or curriculum vitae may be substituted.

a) Note the correct spelling: either "Vita" or "Curriculum Vitae."

b) Do not give the vita a chapter number, but it must have page numbers and be included as the last item in the table of contents.

c) The vita must be in the same typeface and size as the rest of the thesis.

d) A sample Vita is provided in Appendix K.

CHAPTER 4 : SUPPLEMENTARY INFORMATION

A thesis is a formal research presentation. Hence it should be written in a formal style appropriate to the discipline (e.g., active voice, impersonal style). For example, adopt the past tense throughout ("Results of the experiment demonstrated") and avoid slang and colloquialisms. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well.

Because stylistic conventions vary greatly from one discipline to another, you should consult with your supervisor and/or graduate coordinator regarding recommended style manuals. We recommend the most recent editions of the following style manuals:

American Psychological Association, Publication Manual, Arlington.

A Manual of Style, Chicago, University of Chicago Press.

Campbell, W.G. and Stephen, V.B., Form and Style: Theses, Reports, Term Papers, Boston, Houghton Mifflin Co.

Dodd, J.S., Ed., The ACS Style Guide: A Manual for Authors and Editors, Washington, D.C., American Chemical Society.

Gibaldi, J. and Achtert, W.S., MLA Handbook for Writers of Research Papers, New York, Modern Language Association of America.

Turabian, K.L., A Manual for Writers of Term Papers, Theses and Dissertations, Chicago, University of Chicago Press

Appendix A: Sample Front Cover

ANSWERING THAT TECHNICAL QUESTION:

"WHAT IS ACCOUNTING FOR?"

BURCU PINAR

JUNE 2003

Appendix B: Sample Title Page

ANSWERING THAT TECHNICAL QUESTION:

"WHAT IS ACCOUNTING FOR?"

A THESIS SUBMITTED TO
THE GRADUATE SCHOOL OF SOCIAL SCIENCES
OF
IZMIR UNIVERSITY OF ECONOMICS

BY

BURCU PINAR

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF ART/MASTER OF SCIENCE/DOCTOR OF PHILOSOPHY
IN
THE GRADUATE SCHOOL OF SOCIAL SCIENCES

JUNE 2003

Appendix C: Sample Approval Page

Approval of the Graduate School of Social Sciences

(Title and Name)
Director

I certify that this thesis satisfies all the requirements as a thesis for the degree of Master of Science/Doctor of Philosophy.

(Title and Name)
Head of Department

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of Master of Science/Doctor of Philosophy.

(Title and Name)
Co-Supervisor

(Title and Name)
Supervisor

Examining Committee Members

(Title and Name in alphabetical
order of last name)

.....
.....
.....
.....
.....

Appendix D. Sample Abstract

ABSTRACT

WORKING WITH THE INTERNATIONAL FINANCIAL MARKETS

Uckok, Tengiz

MBA, Department of Business Administration

Supervisor: Prof. Dr. -----

Co-Supervisor: Prof. Dr. -----

June 2003, 76 pages

This thesis analyzes the -----

Keywords: -----

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Appendix E. Sample Özet

ÖZET

ULUSLARARASI FİNANSAL KURUMLARLA ÇALIŞMA

Uckok, Tengiz

İşletme Yüksek Lisans, İşletme Yönetimi Bölümü

Tez Yöneticisi: Prof. Dr.

Ortak Tez Yöneticisi: Prof. Dr.

Haziran 2003, 76 sayfa

Bu çalışma, -----

Anahtar Kelimeler:

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Appendix F. Sample Dedication

To My Parents

Appendix G. Sample Acknowledgments

ACKNOWLEDGMENTS

I express sincere appreciation to Prof. Dr. Alev Katrinli for her guidance and insight throughout the research. Thanks go to the other faculty members, Prof. Dr. ----- and Assoc. Prof. Dr. -----, for their suggestions and comments. The technical assistance of -----, -----, and ----- is gratefully acknowledged. To my sister, Sermin, I offer sincere thanks for her unshakable faith in me and her willingness to endure with me the vicissitudes of my endeavors. To my children, Kerem and Asli, I thank them for understanding my frequent absences.

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Appendix K. Sample Vita

VITA

Tengiz Üçok was born in Ankara on August 18, 1969. He received his B.S. degree in Civil Engineering from the Middle East Technical University in June 1991. He worked in İskenderun Iron and Steel Works as a civil engineer from 1991 to 1992. Since then he has been working as chief engineer in the same company.