

FENERBAHÇE UNIVERSITY

GRADUATE SCHOOL

THESIS AND TERM PROJECT WRITING GUIDE

2025

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FENERBAHÇE UNIVERSITY

GRADUATE SCHOOL

THESIS/TERM PROJECT WRITING GUIDE

All theses and term projects completed within the diploma programs of the Graduate School at Fenerbahçe University must be prepared by the standards outlined in this guide.

1. DEFINITIONS

**a) Advisor:** The faculty member who provides academic guidance to ensure that the thesis or term project complies with scientific or artistic principles and coordinates necessary revisions through the review process.

**b)** **School:** Fenerbahçe University Graduate School

**c) Guide:** Fenerbahçe University Thesis/Term Project Writing Guide

**ç) Thesis/Term Project:** A master’s thesis, a doctoral dissertation, a term project, a doctoral thesis in art, or a written creative work prepared within the diploma programs of the Fenerbahçe University Graduate School.

**d) Student:** A student enrolled in the diploma programs at the Fenerbahçe University Graduate School who has reached the stage of preparing a thesis/term project.

2. GENERAL RULES

**a)** Preparing the thesis or term project must comply with the rules defined in this guide, scientific standards, ethical principles, and applicable regulations.

**b)** The thesis or term project is the joint responsibility of both the student and the advisor. For this reason, the Academic Integrity Statement must be signed by both parties.

**c)** The School will not process a thesis or term project that does not meet the criteria specified in this guide.

ç) The School may not conduct or process the

se or term projects involving human participants, fieldwork, data collection, or other activities requiring approval from the relevant ethics committees.

**d)** The main body of the term project (not including the cover page, Preface, abstract, list of abbreviations, table of contents, list of figures, list of tables, footnotes, endnotes, references, appendices, curriculum vitae, etc.) must contain at least 5,000 words.

**e)** The thesis or term project must be written in the program's language of instruction. However, Turkish programs may also be written in another language approved by the Senate by the relevant decision of the Council of Higher Education.

**f)** The Writing Rules of the Turkish Language Association must be followed for these or term projects written in Turkish. (See [Writing Rules – Turkish Language Association](https://tdk.gov.tr/kategori/icerik/yazim-kurallari/)) For work written in English, the rules outlined by the Cambridge Dictionary must be followed. (See [Spelling - Grammar - Cambridge Dictionary](https://dictionary.cambridge.org/grammar/british-grammar/spelling)).

**g)** The thesis or term project must be written academically and scientifically.

**ğ** For these and term projects, the maximum similarity rate is set at 15%, and the maximum allowable rate of artificial intelligence software is limited to 10%.

**h)** The deadlines for the student to submit the thesis or term project to the advisor, and for the advisor to submit it to the School, are listed separately for the fall and spring semesters in the academic calendar for that year.

**ı)** In cases not covered by the guide or in situations of uncertainty, adjustments will be made based on the decisions of the advisor, the head of the department, or the Graduate School Board.

3. OUTLINE OF THE THESIS / TERM PROJECT

Table 3.1 outlines the standard content of the thesis or term project. However, with the advisor’s approval, changes may be made to the content to align with the diploma program's level and scientific/artistic requirements.

Table 3.1: Outline of the Thesis / Term Project

|  |
| --- |
| * Outer Cover * Inner Cover * Acceptance and approval * Academic integrity statement * Dedication *(Optional)* * Preface *(Optional)* * Synopsis * Abstract * Table of Contents * List of Figures * List of Tables * List of Abbreviations and Symbols * Introduction * Main Chapters / Articles *(if the articles are recognized as postgraduate work)* * Conclusion * Bibliography * Appendices * Curriculum Vitae |

4. PAGE LAYOUT AND FORMATTING

The layout and formatting of the thesis or term project must comply with the rules specified in this section.

a) Paper

White A4 paper must be used. However, if necessary, other paper types may be used in the Appendices section.

b) Page Layout

A "vertical" format is used for the page layout. However, a horizontal page layout may be used for specific figures, tables, and appendices.

c) Font and Font Size

Times New Roman font is used with a 12-point size for the main text and a 10-point size for the footnotes. However, different font sizes may be limited to figures, tables, and mathematical formulas. Italics and bold letters are not used, except for the criteria specified in this guide.

ç) Page Margins

The page margins are "4 cm on the left, 2.5 cm on the right, 3 cm at the top, and 3 cm at the bottom".

d) Paragraph Spacing

The "nk" value for paragraph spacing is set to 6 points before and 6 points after. No spaces are added between paragraphs unless necessary.

e) Line Spacing

The line spacing is set to 1.5. However, "single" line spacing is used for the table of contents, list of figures, list of tables, abbreviations and symbols, figures, tables, footnotes, appendices, and the curriculum vitae.

f) Alignment

The following rules make alignment.

1. "Centered" alignment is used for figures, tables, mathematical expressions (equations, formulas, etc.), and their titles.
2. "Left" alignment is used for other titles (Preface, abstract, table of contents, list of figures, list of tables, abbreviations and symbols, introduction, main sections, conclusion, references, appendices, and the curriculum vitae).
3. "Centered" alignment is used for the cover and back pages.
4. "Justified" alignment (aligned on both sides) is used for all body text.

g) Indentation

For direct quotations containing 40 or more words, an indentation of 1 cm is applied to both the left and right margins. For the references section, the indentation format must be "special" (hanging) with a value of 0.5. Apart from these, no "indentation" adjustments are made unless required by design specifications.

ğ) Page Number

Page numbers are displayed according to the following rules.

1. All page numbers are displayed at the bottom of the page and "centered".
2. The page numbers are in Times New Roman font, with a font size of 12. They must not be in bold or italics.
3. Page numbers do not use markings such as brackets, lines, boxes, quotation marks, and slashes

.

1. Modern numbering (1, 2, 3, etc.) is used from the Preface to the end of the thesis or term project.

h) Covers and Back

The outer and inner covers and the back are arranged using the Template. (See Appendix: Template)

ı) Table of Contents

All headings within the thesis or term project are listed on the "Table of Contents" page in the order they appear in the thesis or term project, aligned to the left, with page numbers on the right and the same horizontal line. The Table of Contents begins on a separate page, with the "nk" value set to 6 before and six after, and the line spacing set to "single". The Table of Contents must be prepared using the relevant tabs or functions in MS Word or other software. (See Appendix: Template)

i) List of Figures Page

The titles of all figures (diagrams, photographs, graphs, maps, pictures, drawings, and images) in the thesis or term project are listed in the List of Figures, in the order they appear in the text—titles aligned to the left, with page numbers on the right and the same horizontal line. The List of Figures begins on a separate page, with the "nk" value set to 6 before and six after, and the line spacing set to "single". The list must be prepared using the appropriate tabs in MS Word or other software. (See Appendix: Template)

j) List of Tables Page

The titles of all tables in the thesis or term project are listed in the List of Tables, in the order they appear in the text. Titles are left-aligned, with page numbers on the right and the same horizontal line. The List of Figures begins on a separate page, with the "nk" value set to 6 before and six after, and the line spacing set to "single". The list must be prepared using the appropriate tabs in MS Word or other software. (See Appendix: Template)

k) Abbreviations and Symbols Page

All abbreviations and symbols used in the thesis or term project are listed according to the Template. The "Abbreviations and Symbols" section begins on a separate page, using Times New Roman font size 12. The alignment is set to "left," with the "nk" value set to 6 before and six after, and the line spacing set to "single". (See Appendix: Template)

l) Placement of Figures and Tables

The following rules apply to the placement of figures and tables.

1. A line of space is left after the text.
2. The titles are centered above the figures and tables, and the following rules are followed:

* The Title is positioned below the figure and above the table. Times New Roman font is used, with a size 12 and in bold. Italic characters are not used.
* The "nk" value of the Title is set to 6 before and six after, and the line spacing is set to "single."
* A space line is left before the table title, and no space is left before the figure title. For both, no space is left after the Title.
* The first Letter of each word in the Title is capitalized. However, conjunctions such as "and" and "or" are written in lowercase.
* The title number is determined based on the section number where the figure or table is located and its order within that section, which is separately taken into account.

Figure 1.1: The Geographical Distribution of Middle Eastern Urban Settlements in the Ancient Era

Table 1.1: The Share of the Female Labor Force in Employment in Turkey (1980–2020)

Figure 1.2: The Prevailing Wind Direction in Istanbul (2024)

Table 1.2: Proportional Change in Istanbul's Exports Over the Years

* The Times New Roman font is used within the figure/table, and the font size is adjusted to match the overall page design. However, figures and tables that are difficult or impossible to create can be copied and pasted from the relevant source, provided they are high-resolution.
* The source is cited below the Title in figures and below the table in tables, by the reference formatting rules specified in this guide. The Times New Roman font is in size 10, aligned to "center". The "nk" value is set to 6 before and six after, and the line spacing is set to "single." A line of space is left after the source. (See Figure 4.1, Table 4.1)

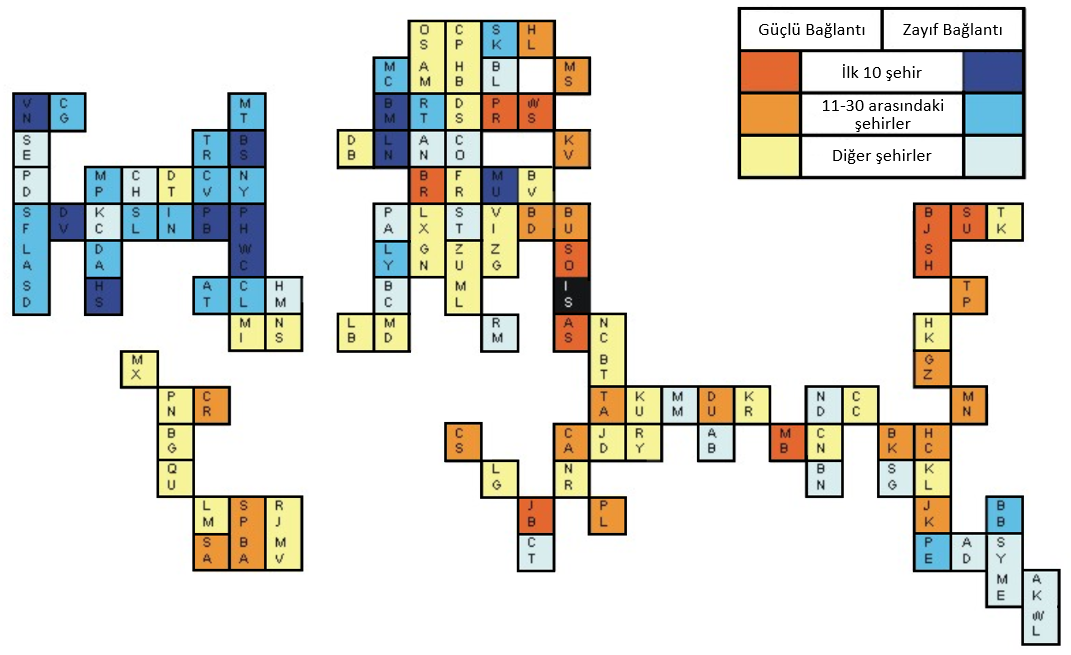


Figure 4.1: Hinterworld of Istanbul

Source:Taylor,P.J. (2004). Atlas of Hinterworlds. *Geography,* 89(2). 145-151, <https://www.lboro.ac.uk/gawc/visual/hwatlas.html>

Table 4.1: Household Labor Force Status

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | TÜRKİYE | | CITY | | COUNTRY | |
|  | 2007 | 2008 | 2007 | 2008 | 2007 | 2008 |
|  |  |  |  |  |  |  |
| Non-institutional civilian population (000) | 69 246 | 70 005 | 43 892 | 44 805 | 25 353 | 25 199 |
| Population aged 15 and above (000) | 49 575 | 50 339 | 31 856 | 32 628 | 17 719 | 17 711 |
| Workforce (000) | 22 879 | 24 009 | 14 157 | 15 000 | 8 722 | 9 009 |
| Employment (000) | 20 443 | 20 736 | 12 431 | 12 694 | 8 012 | 8 042 |
| Unemployed (000) | 2 436 | 3 274 | 1 726 | 2 306 | 710 | 967 |
| Labour force participation rate (%) | 46.2 | 47.7 | 44.4 | 46.0 | 49.2 | 50.9 |
| Employment Rate (%) | 41.2 | 41.2 | 39.0 | 38.9 | 45.2 | 45.4 |
| Unemployment Rate (%) | 10.6 | 13.6 | 12.2 | 15.4 | 8.1 | 10.7 |
| Non-agricultural unemployment rate (%) | 13.0 | 17.3 | 12.4 | 16.0 | 15.2 | 21.5 |
| Youth unemployment rate (1) (%) | 20.6 | 25.7 | 21.3 | 27.1 | 19.3 | 23.3 |
| Not participating in the workforce (000) | 26 696 | 26 330 | 17 699 | 17 628 | 8 997 | 8 702 |

1. Population aged 15-24

Source: Turkish Statistical Institute (2009). *Household Workforce Status.* <http://www.tuik.gov.tr/PreHaberBultenleri.do?id=4014>

5. HEADINGS

The formatting of headings within the thesis or term project must follow the rules specified in this section.

a) Font and Size

The Title on the outer and inner cover pages must be written in Times New Roman, 14-point, bold. All other headings must be in 12-point, bold.

b) Alignment

The cover pages and the titles of figures and tables are "centered", while all other titles are aligned "left".

c) Chapter and Section Headings

The following rules apply to writing chapter and section headings.

* The headings of the chapters that make up the main text of the thesis or term project, along with their section headings, are numbered using Arabic numerals.
* Chapter headings (first-level headings) and section headings (second-level headings) are all capital letters. In other headings, only the first Letter of each word is capitalized, while conjunctions such as "with," "and," and "or" are written in lowercase.
* The headings are created based on the following examples.

**1. CAPITALS** (Chapter headings - first-level headings)

**1.1. CAPITALS IN EURASIA** (Second-level headings)

**1.1.1. Capitals in West Asia** (Third-level headings)

**1.1.1.1. Capitals in the Middle East** (Fourth-level headings)

**1.1.1.1.1. Capital of Turkey** (Fifth-level headings)

* Headings are not placed at the bottom of the page.
* Chapter headings (first-level headings) always begin on a new page.
* After the text, one space line is left before the following headings. However, there is no space between two consecutive headings if no text exists between them. The text following headings begins immediately, without any extra spacing.

Other Headings

The headings of the acceptance and approval page, declaration of academic integrity, Preface, Abstract (in both languages), table of contents, list of figures, list of tables, abbreviations and symbols, introduction, conclusion, references, appendices, and curriculum vitae are unnumbered, written in all capital letters, and left-aligned. Each of these headings begins on a new page.

6. QUOTATIONS

Quotations in the thesis or term project must be formatted according to the rules specified in this section.

a) Short Direct Quotations

A short direct quotation, less than 40 words, is enclosed in double quotation marks within the text or paragraph.

Example:

The concept of the global economy refers to a more complex and integrated economic system than the world-economy described by Immanuel Wallerstein (1995: 173-192). The world economy, which refers to the spread of capital accumulation and commercial activities across the globe, has existed in regions controlled by Western Europe since the sixteenth century. “In contrast, the global economy is an integrated and complex system with the capacity to operate simultaneously on a world scale, beyond mere capital accumulation” (Smith, 2003: 44). The world-economy was ultimately replaced by the global economy in the late twentieth century, driven by advancements in information and communication technologies.

b) Long Direct Quotations

Direct quotations of 40 words or more are presented as a separate paragraph, with a 1 cm indentation on both the right and left. The text is in Times New Roman, 12-point font, with 1.5 line spacing.

**Example:**

In this transformation process, which refers to the fact that a significant portion of interstate relations and policy-making now operates under the umbrella of international or supranational institutions, it has become clear that states, even the largest ones, are limited and ineffective when faced with major international issues. In this context, the nation-state has experienced an erosion of its authority. Globalization, in this regard, refers to the increase in the number of international or transnational institutions that impact a global scale, along with the expansion of their influence, which can now partially or fully cover the world (Held et al., 1999: 53).

**c)** **Modified Quotations**

No indentations or double quotation marks are used for citations that have been partially or substantially modified.

ç) Citation of Quotations

All sources are cited according to the rules outlined in this guide.

7. CITATIONS

The citations included in the thesis or term project are formatted according to the rules specified in this section.

a) Basic Rules

The following rules apply when making a citation:

1. According to the principles and patterns outlined in this guide, all citations must follow the current APA (American Psychological Association) style.
2. Page numbers may be omitted from citations if the advisor deems it appropriate, within the generally accepted rules of the relevant academic discipline.
3. Titles of individuals are not included in citations.
4. Special attention should be given to punctuation (periods, commas, colons, semicolons, ellipses, hyphens, parentheses, square brackets) and italic fonts in citations.

b) Citations Where the Author's Surname is not Directly Indicated in the Sentence

The formats and examples of such citations are shown in Table 7.1.

Table 7.1: Citations Where the Author's Surname is not Directly Indicated in the Sentence

|  |  |  |  |
| --- | --- | --- | --- |
| Formats | | | |
| Format 1 (Single-author work) | (Author's surname, year of publication, p. / pp. page number/page numbers) | | |
| Format 2 (Two-author work) | (First author's surname and "and" conjunction, second author's surname, year of publication, p. / pp. page number/page numbers) | | |
| Format 3 (Work with three or more authors) | (Author's surname “et al.” phrase, year of publication, p. / pp. page number/page numbers) | | |
| Examples | | | |
|  | Single page | Specific range of pages | Non-consecutive Pages |
| Single-author work | (Erdem, 2012, p. 9) | (Aksu, 2016, pp. 28-37) | (Toprak, 2022, pp. 35, 41) |
| Two-author work | (Erdem and Bilgin, 1998, p. 87) | (Aksu and Soydan, 2003, pp. 98-109) | (Toprak and Bulut, 2021, pp. 59, 63) |
| Work with three or more authors. | (Erdem et al., 2017, p. 129) | (Aksu et al., 2003, pp. 98-109) | (Toprak et al., 2024, pp. 192, 198) |

**c)** **Citations Where the Author's Surname is Directly Indicated in the Sentence**

If the author's Name, or in the absence of an author, the Name of the publishing institution is mentioned directly in the text, the citation information is provided in parentheses immediately after the author's name/publishing institution. (See Table 7.2)

Table 7.2: Citations Where the Author's Surname is Directly Indicated in the Sentence

|  |  |
| --- | --- |
| Single-author work | According to Ortaylı (2019, p. 150), the modern municipal organization in Istanbul was established in 1854.  Dinçer (1997, pp. 8-11, 18, 23) outlines two main differences between strategy and policy in Strategic Management.  Inalcık (1973)'s work, the Ottoman Empire is a rich source in this respect. |
| Two-author work | Sassen and Taylor (2007, p. 92) explained in detail the hypotheses on which global cities are based.  Kaplan and Tunalı (2012, pp. 35-49, 81, 89) mention the reform initiatives in their work titled Public Administration in Turkey.  Keleş and Hamamcı's (1998) book, Environmental Science, systematically explains the concept of sustainable development. |
| Work with three or more authors. | According to Eryılmaz et al. (2005, p. 71), the historical development of municipalism in Turkey dates back to the Seljuk period.  Aktan et al. (2009, pp. 24-32, 43, 67) described the basic features of patrimonial bureaucracy in their work Bureaucracy.  Şen et al. (2024) included a comprehensive analysis of the debates during the construction of the 1876 Constitution in their book Constitutions. |

ç) Other Types of Citation

1. If more than one work by an author published in the same year is used, alphabetical letters are added to the end of the publication years (starting with "a") to distinguish between the works. This applies similarly to multi-author publications with similar characteristics. References should follow these formats:

* Reference to a single page: (Erdem, 2015a, p. 91)
* Reference to a specific page range: (Soydan and Kara, 2017ç, pp. 290-296)
* Reference to non-consecutive pages: (Altun et al., 2010b, pp. 3, 8, 27)

1. If it is necessary to refer to the works of the same author(s) published in different years, they should be listed from the oldest to the newest, based on their publication dates, with a semicolon between them.

* (Sarıca, 1984, p. 91; 1993, p. 77; 1999, p. 105)
* (Keleş and Hamamcı, 2005, pp. 123-129; 2011, pp. 148-150)

1. If works that do not have the Name of the author, Editor, compiler, or publisher on their covers are used, the Name of the publishing institution/organization should be specified:

* (Istanbul Metropolitan Municipality, 2024, p. 73)

1. Abbreviations or short names of institutions and organizations may also be used in square brackets, provided they are mentioned in the Abbreviations and Symbols page, in the text, or the relevant footnote. Citations should be formatted as follows:

* First citation: (Ministry of National Education [MoNE], 1989, pp. 101-109). Subsequent citations: (MoNE, 1989, p. 153)
* First citation: (Türkiye Vakıflar Bankası [Vakıfbank], 2023, pp. 105, 149, 156). Subsequent citations: (Vakıfbank, 2023, pp. 189-191)

1. If an interview has been used, the Name of the interview and the date are indicated in quotation marks after the surname of the interviewee and referenced by the example below:

* (Kadıoğlu, “The Problem of Mucilage in the Marmara Sea”, 2022)

1. Suppose it is necessary to cite more than one work for the exact quotation. In that case, a semicolon is placed between the citations as shown in the examples below, and the works are sorted alphabetically according to the authors' surnames.

* (Işık, 2015: 91; Taşçı, 2013, p. 26)
* (Akyurt and Kutman, 2018a, pp. 182-188; Çatalcı, 2021, p. 9)
* (Aksu, 1999c, pp. 21, 29; Erdem et al., 2010b, pp. 3, 8, 27)

1. If it is necessary to refer to a work whose publication date cannot be determined, the following examples are considered:

* (Esterâbâdî, n.d., p. 121)
* In a couplet in the original copy of Mevlana's (n.d.) Mesnevi ...

1. When citing works by authors with the same surname, the citation should be made based on the alphabetical order of the authors' first names, not their surnames, and the following examples are considered:

* (N. Güler, 2008, p. 69; S. Güler, 2010, p. 42)
* N. Güler (2011, p. 21) and S. Güler (2017, p. 59) stated that corporate loyalty is one of the most essential elements of human resources management.

1. If the source used (secondary source) has cited another source (primary source), the secondary source should also be cited in the same parentheses using the abbreviation "qtd." after referring to the primary source in the thesis or term project.

* (Akdağ, 2001, p. 9 qtd. Hamamcı, 2014, p. 23)

1. If interviews conducted by the author of the thesis or term project or replies to letters written or messages sent are cited, the initials, surname, and date of the interview, Letter, or message are provided according to the following examples:

* (N. Öztürk, personal communication, March 25, 2012)
* In N. Öztürk's reply letter on the interaction of globalization and neoliberalism (personal communication, March 25, 2012) …

1. When citing a source whose author is not specified, the citation should be made according to the following example:

* (Anonymous, 2021)

1. When referring to a news article or piece whose author is not specified in a printed newspaper or periodical, the year of publication is shown along with a few words from the Title that form a meaningful phrase, as demonstrated in the following example:

* (Healthy Oil Prescription, 1993)

1. In references to translated works, both the date of the original publication and the translation are shown after the Name of the author, by the following examples:

* (Bruce, 1970/1994, p. 121)
* According to Bruce (1970/1994), games are crucial in the psychosocial development of children.

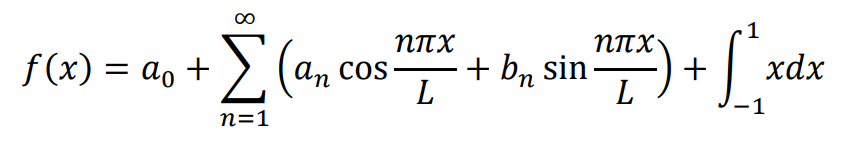
8. MATHEMATICAL EXPRESSIONS AND THE METRIC SYSTEM

The rules specified in this section apply to mathematical expressions and the metric system used in the thesis or term project.

a) Mathematical Expressions

Mathematical expressions(equations, formulas, etc.) follow the following rules.

1. The alignment of the text is "centered."
2. The numbers of mathematical expressions are placed on the page's right side, at the expression's level, and enclosed in parentheses, with no bold font used. The section number is listed first, followed by the order of the mathematical expression within that section. The font used for mathematical expression numbers is Times New Roman, size 12. Sub-expressions can be denoted as (2.1a) and (2.1b) when necessary. One line of spacing is left before and after mathematical expressions.



8.(1)

b) The Metric System

The symbols in the International System of Units (kg, m, s, mol/L, mmol/L, µmol/L, etc.) represent weight, time, length, density, pressure, and volume measurements. In decimal number representation, commas are used in Turkish texts, and periods are used in English texts. For example, 11,26 in Turkish texts and 11.26 in English texts. The percent sign (%) is placed to the left of the number in Turkish texts and to the right in English texts, with no space between—for example, %78 in Turkish texts and 78% in English texts.

9. FOOTNOTES

Information, idioms, terms, concepts, legislative provisions, judicial decisions, religious texts, historical documents, and other explanations that do not constitute the main text of the thesis or term project but provide intellectual support may be included in the footnote section (footer). After the explanation in the footnote, the relevant source should be cited according to the rules specified in this guide.

For all explanations and information in the footnote, Times New Roman font, size 10, should be used, with "justified" alignment. The "nk" value should be set to 0 before and zero after, and the line spacing should be set to "single".

10. REFERENCES

a) Basic Rules

The following rules are followed when creating the references section.

1. The references section should include only the sources cited in the text
2. .
3. If the advisor deems necessary, all cited sources may be listed in a single section or grouped or subdivided, similar to the example in the Template. Subdivision headings are not numbered.
4. The references are organized per the latest APA (American Psychological Association) style version, considering the rules, patterns, and examples specified in this guide. Additionally, due to Turkish grammar rules, the initials of proper names in titles are capitalized.
5. All references cited are listed alphabetically by the author's surname. If no author is given, the Name of the publishing institution is used. If neither is available, the reference is listed alphabetically by the first word of the citation.
6. If more than one study by the same author or institution is cited, the studies are listed in order of their publication dates. If the publication dates are the same, the studies are arranged alphabetically by the Title, with a lowercase letter added to the right of the publication date in alphabetical order. Examples:

* Sassen, S. (2002a). Global cities and global city-regions: A comparison. In A. J. Scott (Ed.), Global city-regions: Trends, theory, policy (pp. 78–95). Oxford University Press.
* Sassen, S. (2002b). Locating cities on global circuits. Environment & Urbanization, 14(1), 13–30.
* Sassen, S. (2008). Towards a multiplication of specialized assemblages of territory, authority, and rights. In Democracy and development in a globalized world (pp. 64–73). International IDEA.
* Sassen, S. (2011). The global city today: Advantages of specialization and costs of financialization. In M. Amen, N. J. Toly, P. L. McCarney, & K. S. Ashgate (Eds.), Cities and global governance: New sites for international relations (pp. 177–199). Routledge.

1. The titles of individuals are not included in the references section.
2. The abbreviation of the institution's Name is placed in square brackets after the full Name of the institution.
3. No changes are made to the original imprint of the source.
4. Page ranges are indicated for periodicals and sources such as book chapters, encyclopedias, and dictionary articles. The page range is not specified for other publications.
5. Web addresses of online resources are included. However, the DOI number is provided for references with DOI numbers, and web addresses are not.
6. The indentation format for all references should be "special" (hanging), with an indentation value of 0.5.

Books

Book with a single author

The following format and examples should be followed when citing books by a single author.

**Format:** Author's surname, author's initials (publication date). *Title of the book*. Edition number, if any. Publishing institution. DOI number/web address, if available.

* **Example 1 (Printed book):** Sassen, S. (2001). *The global city.* 2nd ed. Columbia University Press, USA.
* **Example 2 (Online book):** Reich, S. (1998). *What is globalization? Four possible answers.* Kellogg Institute. <https://kellogg.nd.edu/sites/default/files/old_files/documents/261.pdf>
* **Example 3 (Book with DOI):** Brown, L. S. (2018). *Feminist therapy,* 2nd ed. American Psychological Association. <https://doi.org/10.1037/0000092-000>

2. Book with Two Authors

**Format:** First author's surname, first author's initial. Conjunction "and" second author's surname, second author's initial. (Year of publication). *Title of the book* (Edition, if applicable). Publishing Institution. DOI or web address, if available.

* **Example 1 (Printed book):** İlgüner, M. and Apslund, C. (2011). *Brand city.* Marketing Publications.
* **Example 2 (Online book):** Hayes, E. and Nimis, S. (2024). *Apollonius of Rhodes' Argonautica.* Faenum Publishing. <https://www.researchgate.net/publication/387424849_Apollonius_Argonautica_Book_2#fullTextFileContent>
* **Example 3 (Book with DOI):** Jain, S. K. and Bawane, S. (2024). *Big data analytics techniques in AI and machine learning.* Scicrafthub Publication. <https://doi-ds.org/doilink/12.2024-99251888/Scicrafthub/book/2024/AIML/SKJ>

3. Book with Three or More Authors

**Format:** First author's surname, First author's initial., Second author's surname, Second author's initial., Third author's surname, initial., … (Year of publication). *Title of the book* (Edition, if applicable). Publishing Institution. DOI or web address, if available.

**Note:** If there are more than 20 authors, list the first 19 authors (surname followed by initial, separated by commas), insert an ellipsis (…) after the 19th author, and then add the last author's surname and initial. After the final author, continue the citation from the publication date onward.

* **Example 1 (Printed book):** Mutlu, A., Reyhan, H. and Doğan, H. (2016). *Urbanization.* Palme Publishing.
* **Example 2 (Online book):** Gonzalez, E. S., Kandpal, V., and Ozili, P. (2024). Fintech for ESG and the circular economy. Wiley. <https://www.researchgate.net/publication/386281793_Fintech_for_ESG_and_the_Circular_Economy>
* **Example 3 (Book with DOI):** Sharma, K., Gupta, N., Sharma, R., and Mohamed, M. A. (2024). *Zoological innovations: Modern techniques in animal research.* Scicrafthub Publication. <https://doi-ds.org/doilink/12.202459632763/Scicrafthub/book/2024/ZI/KS>
* **Example 4 (Book with more than 20 authors):** Duran, A., Tüzün, F., Akyüz, S., Tercan, E., Günay, A., Beydağı, Z., Ağar, K, Turan, C., Bülbül, S., İnci, G., Demirci, A., Çelik, H., Selam, L., Kıyı, Ş., Bekaroğlu, D., Coşar, E., Sevencan, Y., İzmirli, N., Gökçen, Ü., … Aksan, Ş. (1982). *Hukukun temel kavramları.* 3rd ed. Press.

4. Translated Book

Citations for translated books follow the standard book format, depending on the number of authors. However, the translator's Name (s) are included after the book title, followed by the word (Trans.). The publication date of the original work is shown in parentheses at the end.

* Freire, P. (1991). Pedagogy of the Oppressed. D. Hattatoğlu and E. Özbek (Trans.). Ayrıntı Publishing House. (Original work published 1968)
* Laplace, P. S. (1951). *A Philosophical Essay on Probabilities*. F. W. Truscott & F. L. Emory (Trans.). Dover. (Original work published 1814)

5. Compilation/Edited Book

The reference entry for a compilation, edited book, or similar work without individual chapters by different authors is formatted according to the standard pattern for books, taking into account the number of compilers, editors, or publishers. However, after the initial of the first Name, the appropriate role [Comp..], [Ed.], or [Rev. Ed.] is placed in square brackets, and the examples below are considered.

* Duncan, G. J. and Brooks-Gunn, J. [Ed.] (1997). *Consequences of growing up poor*. Russell Sage Foundation.
* Özel, M. [Comp.] (1995). *Tarih risaleleri.* İz Publishing:

A book in which only the writings of one person are compiled, edited, or prepared for publication is cited in the references section according to the format for books, following the examples below.

* Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Ed.). Vintage.
* Cansever, T. (2010). *Mimar Sinan.* S. Pulcu and M. Demiray (Comp.). Klasik.
* Ahmet Nazif Efendi (1987). *Kayseri tarihi (Mirât-ı Kayseriyye).* M. Palamutoğlu (Rev. Ed.). Kayseri Provincial Special Administration Directorate and Kayseri Municipality Union.

6. Chapter in the Edited Book

**Format:** Author's surname, author's initial. (Date of publication). Title of the chapter. In the Editor's initial. Editor's surname (Ed.), *book title* (Edition, if applicable, page range). Publisher. DOI or web address, if available.

**Note 1:** The same procedure applies to book chapters where the compiler or publisher is listed.

**Note 2:** Parts such as the Preface, abstract, introduction, conclusion, and epilogue are considered "book chapters" and should be cited accordingly.

* **Example 1:** Ortaylı, İ. (1978). İmparatorluk döneminde mahallî idarelerin ve belediyeciliğin evrimi. In E. Türkcan (Ed.), *Türkiye’de belediyeciliğin evrimi* (2nd ed., pp. 1-24). Turkish Administrators Association Publication.
* **Example 2:** King, A. D. (2000). Representing world cities: Cultural theory/social practice. In P. L. Knox & P. J. Taylor (Eds.), *World cities in a world system* (pp. 215-231). Cambridge University Press.
* <https://doi.org/10.1017/CBO9780511522192>
* **Example 3:** Eyice, S. (1995). İlk kuruluştan Türk devrinin başlarına İstanbul. In M. Armağan (Ed.), *İstanbul armağanı-1: Fetih ve Fatih* (pp. 11-35). Istanbul Metropolitan Municipality, Department of Cultural Affairs Publication.

7. Book of Proceedings

**Format:** Author's surname, initial. (Year of publication). Title of the proceeding. *Title of the book.* Editor's initial, if applicable. Surname (Ed.). Publisher. The city where the scientific meeting was organized. Page range of the paper. DOI number/web address, if available.

* **Example 1 (Paper in printed proceedings):** Kaya, G. (1996). External dynamics and structural change of Istanbul. *Proceedings of Istanbul 2020 Symposium Towards Habitat*, L. B. Akkal, Ö. Ertekin, and M. A. Yüzer (Ed.). Istanbul Technical University, Faculty of Architecture, Department of Urban and Regional Planning. Istanbul**.** 85-92.
* **Example 2 (Paper in online proceedings):** Zhao, S. X. (2010). The global competition of financial centers: Key determinants and the rise of China's financial centers. *RSA annual conference.* Regional Studies Pécs. 1-25

<http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.169.7744&rep=rep1&type=pdf>

8. Works Published by Institutions without Author Names

For studies published without named authors, the institution's Name should appear in the references exactly as it appears on the publication's cover.

**Format:** Name of the institution. (Year of publication). Title of the study. Edition number (if any). Publication number (if available). DOI or web address (if available).

* **Example 1:** Organization for Economic Cooperation and Development [OECD]. 2025 *Trends shaping education 2025.* <https://www.oecd.org/en/publications/trends-shaping-education-2025_ee6587fd-en/full-report.htm>
* **Example 2:** Australian Bureau of Statistics. (1992). *Estimated resident population by age and sex in statistical local areas, New South Wales.* Catalogue No. 3209.1. [https://www.ausstats.abs.gov.au/ausstats/free.nsf/0/F5DA481E6ED1CE53CA257225000494B9/ $ File/32091\_0692.pdf](https://www.ausstats.abs.gov.au/ausstats/free.nsf/0/F5DA481E6ED1CE53CA257225000494B9/$File/32091_0692.pdf)
* **Example 3:** Ministry of Commerce. (2024) *Economic* *outlook*. <https://ticaret.gov.tr/data/5e18288613b8761dccd355ce/Ekonomik%20G%C3%B6r%C3%BCn%C3%BCm%202024%20Aral%C4%B1k.pdf>

9. Multi-Volume Books

In the case of multi-volume books, the appropriate citation format is followed based on the number of authors. However, the volume number is written after the book's Title, and the references section entry is arranged per the examples below.

* Ayverdi, E. H. (1989). *Osmanlı mimarisinde Fatih devri: 855-886 (1451-1481).* 2nd ed. Vol. 3. Istanbul Conquest Society, Istanbul Institute Publication.
* Wiener, P. [Ed.] (1973). *Dictionary of the history of ideas.* Vols. 1-4.Scribner's.

10. These Specialization Theses and Research Reports

**Format:** Author's surname, author’s initial. (Year). *Title of the work* (Publication No.) [Type of thesis/report, Name of the university/institution awarding the degree]. Name of the database or archive where the work was published (if available). Web address

* **Doctoral dissertation:** Alharby, E. R. (2006). *A Comparison between two scoring methods, holistic vs. analytic, using two measurement models, the generalizability theory and the many-faceted Rasch measurement, within the context of performance assessment* (UMI Number: 3236860). [Doctoral dissertation, The Pennsylvania State University]. <https://www.proquest.com/openview/2d3e719558b628b7592a17af11bc9cc2/1?pq-origsite=gscholar&cbl=18750&diss=y>
* **Proficiency in art:** İleri, B. (2017). *Silkworm breeding, silk weaving, and sustainability recommendations in Hatay province* (No. 469355)*.* [Proficiency in art, Gazi University]. YÖK National Thesis Center. https://tez.yok.gov.tr/UlusalTezMerkezi/tezSorguSonucYeni.jsp
* **Specialization thesis:** Oruç, A. (2022). *Evaluation of Turkey's Africa strategy in the context of foreign economic relations and recommendations* (Publication No. 0022) [Specialization thesis, COMCEC and General Directorate of International Development Cooperation]. <https://www.sbb.gov.tr/wp-content/uploads/2022/05/Turkiyenin-Afrika-Stratejisinin-Dis-Ekonomik-Iliskiler-Baglaminda-Degerlendirilmesi-ve-Oneriler_Ali-Oruc.pd>
* **Expertise research report:** Yavuz, E. (2011). *Strategic plan-budget relationship according to the new public financial management approach.* [Financial services expertise research report, Ministry of Environment and Urbanization]. <https://webdosya.csb.gov.tr/db/strateji/editordosya/EsvanYAVUZ-Yeni_Kamu_Mali_Yonetimi_Anlayisina_Gore_Stratejik_Plan-Butce_Iliskisi.pdf>

c) Periodicals

1. Single Author Article

**Format:** Author's surname, author’s initial. (Year of publication). Title of the article*.* *Name of the journal*, *volume* (issue number), page range. DOI or web address, if available.

* **Example 1 (Printed article without DOI number**): Rodríguez-Pose, A. (2018). The revenge of the places that don't matter (and what to do about it). *Cambridge Journal of Regions, Economy, and Society,* 11(1), 189-209.
* **Example 2 (Online article without DOI number):** Alptekin, [M. y. (2016). The world city-system approach as a new world perception](http://www.lboro.ac.uk/gawc/gawcworlds.html). *The Journal of Academic Social Science Studies,* 5(8), 76-88. <http://www.jasstudies.com/Makaleler/1969209411_alptekinmyavuz_T.pdf>
* **Example 3 (Print or online article with DOI number):** Brownlie, D. (2007). Towards effective poster presentations: an annotated bibliography. *European Journal of Marketing,* *41*(11), 1245-1283. <https://doi.org/10.1108/03090560710821161>

2. Article with Two Authors

**Format:** First author's surname, first author's initial. And the second author's surname and initial. (Year of publication). Title of the article. *Name of the journal, volume* (issue number), page range. DOI or web address, if available.

* **Example 1 (Printed article without DOI number):** Görgülü, T. and Koca, S. K. (2009). Global flows, Istanbul, and global architecture in Istanbul. *Megaron,* *4*(2), 101-109.
* **Example 2 (Online article without DOI number):** Doel, M. A. and Hubbard, P. J. (2002). Taking world cities literally: urban competition and the spatialities of a global space of flows. *City,* *6*(3), 351-368. <http://www.lboro.ac.uk/gawc/rb/rb81.html>
* **Example 3 (Print or online article with DOI number):** Dutta, A. and Niketan, B. V. (2024). The densest city in the world, and how it would work in today's economy. *International Journal of Social Science and Economics,* *09*(06), 1750-1757. <https://doi.org/10.46609/IJSSER.2024.v09i06.008>

3. Article with Three or More Authors

**Format:** First author's surname, first author's initial, second author's surname, second author's initial, other authors' surnames and initials, respectively. (Publication date). Title of the article. *Name of the journal*, *volume* (issue number), page range. DOI or web address, if available.

**Note:** If the number of authors is more than 20, after the surnames and initials of the first 19 authors are written, an ellipsis (...) is placed, and the surname and initials of the last author are written, then the pattern is the same from the date.

* **Example 1 (Printed article without DOI number**): Akgeyik, T., Güngör, M., Uşen, Ş., and Omay, U. (2009). The phenomenon of psychological harassment in the workplace: nature, prevalence, and strategy of struggle. *Social Policy Conferences,* 56, 91-150.
* **Example 2 (Online article without DOI number):** Anwar, W. F. F., Said, I., and Rasidi, M. H. (2024). Making a sustainable historical river city through place attachment. *International Review for Spatial and Sustainable Development,* *13*(1), 209-229. <https://www.researchgate.net/publication/388032149>
* **Example 3 (Print or online article with DOI number):** Tian, L., Roa, W., Zhao, K., and Vo, H. T. (2024). Analyzing the world city network by graph convolutional networks. *Scientific Reports,* *14*(1), 1-14. <http://dx.doi.org/10.1038/s41598-024-69494-1>
* **Example 4 (Article with more than 20 authors):** Ketsana, C., Pol, N. V., Phuong, L. N., Thuy, P. P. T., Ha, H., Van, B. V., Tien, W., Sai, G., Tuang, N., Noa, C., Krung, D., Loal, Z., Mua, Y., Wa, B., Cien, T., Minh, H., Chi, F., Seo, S., Tua, G., … Binh, T. (2023). Quality of working life among healthcare workers in Tong Nhat Hospital, Ho Chi Minh City. *Vietnam Journal of Community Medicine,* *65*(3), 171-178. <https://doi.org/10.52163/yhc.v65i3.1073>

4. Translated Article

When an article is translated into another language, the target language should be indicated in the references section. The citation for a translated article is formatted according to the following pattern and example.

**Format:** Author's surname, author's initial. (Date of publication). Title of the article. Translator's initials, surname (Trans.). *Name of the journal*, *volume* (issue number), page range. (Original publication date). DOI number/web address, if available.

* Bruce, T. (1994). The role of play in children's lives. D. İ. Altınoğlu (Trans.). *Education and Science,* *18*(92), 64-69. (1970).

5. Online Preprint (In Press) Article

Citing online preprint articles in the references follows the standard format for journal articles, taking into account the number of authors. However, the publication date is replaced with the word **“**Preprint**”** in parentheses. The following pattern and example should be followed:

* Atılgan, H. (Preprint). Generalizability theory and a sample application for inter-rater reliability. *Educational Sciences and Practice*, 4, 24-31.
* Levchenko, M., Parkin, M., McEntyre, J., and Harrison, M. (Preprint). Enabling preprint discovery, evaluation, and analysis with Europe PMC. <https://doi.org/10.1101/2024.04.19.590240>

6. Letter to the Editor

Letters to the Editor are cited in the references following the standard format for journal articles. If the phrase *“Letter to the editor”* appears in the piece's Title, it is not repeated in the citation. However, if it is not explicitly part of the Title, the phrase [Letter to the Editor] is included in square brackets, as demonstrated in the example below.

**Format:** Author's surname, author's initial. (Date of publication). Title of the Letter to the Editor [Letter to the Editor]. *Name of the journal,* *volume* (issue number), page range. DOI number/web address, if available.

* **Example 1 (If the Title of the cited work does not include the phrase “Letter to the editor”):** Moller, G. (August 2002). Ripples versus rumbles [Letter to the Editor]. *Scientific American, 287*(2), 12.
* **Example 2 (If the Title of the work includes the phrase "Letter to the editor"):** Storz, M. A. (2002). Letter to the Editor on: The impact of dietary acid load on super-agers with exceptional cognitive abilities: A propensity score analysis of the National Health and Nutrition Examination Survey (NHANES) 2011-2014. *The Journal of Nutrition, Health and Aging,* *29*(2), [1-2.http://doi.org/10.1016/j.jnha.2024.100441](http://doi.org/10.1016/j.jnha.2024.100441)

7. Book Review

Book reviews are cited following the standard format for journal articles. If the review title already includes the phrase *“*Book review / A Critique on the Book*”*, this phrase should not be repeated in the bibliography. However, if it is not part of the Title, the phrase [Book Review] should be added in square brackets, as shown in the example below.

**Format:** Author's surname, author's initial. (Date of publication). Title of the book review, [Book review]. *Name of the journal, volume* (issue number), page range. DOI number/web address, if available.

* **Example 1 (If the Title of the cited work does not include the phrase “Book review / A critique on the book”):** Baumeister, R. F. (1993). Exposing the self-knowledge myth [Book review: *The Self-Knower: A hero under control* by R. A. Wicklund, M. Eckert]. *Contemporary Psychology,* 38, 466-467.
* **Example 2 (If the Title of the cited work includes the phrase “Book review / A critique on the book"):** Ranjbarian, R. (2021). A Critique of the book "Theory of Strategic Management". *Linguistics and Human Sciences,* *21*(3), 127-147. [10.30465/crtls.2021.35548.2189](http://dx.doi.org/10.30465/crtls.2021.35548.2189)

8. Abstract

Abstracts should be cited using the standard format for journal articles in the references section. If the word "Abstracts" appears in the Name of the journal where the Abstract is published, it is not repeated separately in the citation. However, if it does not appear in the journal title, the phrase [Abstract] should be included in square brackets, as shown in the example below.

**Format:** Author's surname, author's initial. (Date of publication). Title of the Abstract, [Abstract]. *Name of the journal, volume* (issue number), page range. DOI number/web address, if available.

* **Example 1 (If the journal title includes “Abstracts”):** Woolf, N. J., Young, S. L., Fanselow, M. S., and Butcher, L. L. (1991). Alteration in the cortex by Pavlovian conditioning. *Society for Neuroscience Abstracts*, 17, 480.
* **Example 2 (If the journal title does not include “Abstracts”):** Rosenthal, R. (1995). State of New Jersey v. Margaret Kelly Michaels: An overview, [Abstract]. *Psychology, Public Policy, and Law, 1*(2), 246-271. [https://doi.org/10.1037/1076-8971.1.2.246](https://psycnet.apa.org/doi/10.1037/1076-8971.1.2.246)

**9.** **Newspaper Article / Column / News**

Articles and columns published in print or online newspapers are cited using the following formats and examples.

**Format 1 (Articles with a clear author):** Author's surname, author's initial. (Year, day, month). Title of the article. *Name of the newspaper*, page number. Web address (if available)

* **Article/column published in a printed newspaper:** Schultz, S. (2005, December 28). Calls are made to strengthen state energy policies*—the Country Today*, 1A, 2A.
* **Article/column published in an online newspaper:** Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times.* [http://well.blogs.nytimes.com](http://well.blogs.nytimes.com/)

**Format 2 (Articles without a clear author):** Title of the article. (Year, day, month). *Name of the newspaper*, page number. Web address (if available)

* **Article published in a printed newspaper:** New drug appears to cut risk of death from heart failure sharply. (1993, June 15). *The Washington Post*, 12A.
* **Article published in an online newspaper:** A Famous actor has been diagnosed with cancer for the third time. (2025, January 27 *Hürriyet,* <https://www.hurriyet.com.tr/kelebek/magazin/unlu-oyuncu-ucuncu-kez-kansere-yakalandi-42672050>

10. Article in a Popular-Actual Magazine

Articles published in popular or current-affairs magazines are cited in the references section using the standard pattern for journal articles, with consideration given to the number of authors. However, the publication date is full (year, month, day), as demonstrated in the examples below.

* Henry, W. A. (1990, May). Making the grade in today's schools. *Time,* 135, 28-31.
* Özbaşaran, N. (2008, November). Global climate warriors: Worms. *Bilim ve Teknik,* 492, 11-13.

ç) Encyclopedia and Glossary Article

The following format should be used when citing encyclopedia and dictionary articles in the bibliography.

**Format:** Author's surname, author's initial. (Date of publication). Title of the article. *Name of the encyclopedia/dictionary* (Edition number if applicable, *volume* *number* if applicable, page range). Publisher. DOI number/web address, if available.

* Doğan, S. (2002). Kümbet. *Encyclopedia of Islam* (*Volume 26,* pp. 547-550) Türkiye Diyanet Foundation. <https://cdn2.islamansiklopedisi.org.tr/dosya/26/C26008679.pdf>
* Devellioğlu, F. (2006). Dega. *Ottoman-Turkish Encyclopedic Dictionary (23rd* edition,p. 171). Aydin Kitanevi.
* Bergmann, P. G. (1993). Relativity. *The New Encyclopedia Britannica.* (*Volume 16,* pp. 501-508). Encyclopedia Britannica. <https://www.britannica.com/science/relativity>
* Turkish Language Association. (n.d.). *Current Turkish Dictionary.* <https://sozluk.gov.tr>

d) Unpublished Paper

Papers that have been presented orally or as posters at scientific meetings but have not yet been published in proceedings (in print or online) are cited in the references following the patterns and examples below:

**Format 1 (Orally presented paper, not published):** Author's surname, author's initial. (Year, day, and month of presentation). *Title of the paper*. [Paper presentation]. Name of the scientific meeting, City, Country.

* **Example:** Altun, B. (2021, April 15). *A chronological overview of the history of tradespeople in Istanbul.* [Paper presentation]. Commercial Life Symposium in Istanbul. Istanbul, Turkey.

**Format 2 (Poster presentation, not published):** Author's surname, author's initial. (Year, day, and month of presentation). *Title of the paper.* [Poster presentation]. Name of the scientific meeting, City, Country.

* **Example:** Doğan, S. (2017, May 24). *Architectural features of the Hanlar region.* [Poster presentation]. Osmangazi Symposium. Bursa, Turkey.

Electronic Source:

For electronic sources such as websites, blogs, and other non-publication materials (excluding books, book chapters, reports, theses, dissertations, articles, papers, encyclopedias, dictionaries, and popular newspapers and magazines), the following citation patterns should be followed:

**Format 1 (Electronic sources with known authors):** Author's surname, author's initials (year, day, month). Title of the article (Title). *Name of the website*. Web address.

* **Example:** Salman, N. (2025, January 21). The legendary train journey: the depths of South Africa. *Gezimanya.* <https://gezimanya.com/GeziNotlari/efsane-tren-yolculugu-guney-afrikanin-derinlikleri>

**Format 2** **(Electronic sources with unknown authors):** *Title of the article* (year, day, month). Name of the website. Web address.

* **Example:** *Manas epic.* (2023, January 27). Turkish Literature. <https://www.turkedebiyati.org/manas-destani/>

**Pattern 3 (Websites of NGOs or Citizen Initiatives):** Name of the NGO/citizen initiative. (year, day, month). Title of the article. *Name of the website.* Web address.

**Note:** If the Name of the NGO or citizen initiative is the same as the Name of the website, the Name of the website is not indicated. In this case, the *Name of the CSO/citizen initiative* is italicized.

* **Example:** *Istanbul Youth Platform* [IYP]. (2025, January 28). Social impact. <https://www.istanbulgenclikplatformu.com/projeler>

**Format 4 (Wikipedia):** Title of the page (year, day, month). *Wikipedia*. Web address.

* **Example:** Germany. (2025, January 28). *Wikipedia.* <https://en.wikipedia.org/wiki/Germany>

**Format 5 (Personal Website):** Surname of the person, initial (year, day, month). Name (Title) of the article. Name of the website. Web address.

**Example:** Machado, D. (2025, January 28). Surfline. *Dan Machado.* <https://www.danmachado.com/surfline>

**Format 6 (Blog post):** Surname, the person's initial (year, day, month). *Name (Title) of the post*. Name of the publisher. Web address.

* **Example:** Axelrod, A. (2019, August 11). A century later: The Treaty of Versailles and its rejection of racial equality. *Code Switch, NPR.* <https://www.npr.org/sections/codeswitch/2019/08/11/742293305/a-century-later-the-treaty-of-versailles-and-its-rejection-of-racial-equality.pdf>

**Format 7 (Online Video, e.g., YouTube):** Name of the account that uploaded the Video (year, day, month). *Title of the Video* [Video]. Name of the website. Web address.

* **Example:** Cüneyt Özdemir (2025, January 28). *The latest situation in the earthquake zone... What's happening on day 7?* [Video]. Youtube. <https://www.youtube.com/watch?v=Q93TaWMMMMc>

**Format 8 (TED talk):** Surname of the person, initial. (year, day, month). *Title of the Video* [Video]. TED. Web address.

* **Example:** Ulukaya, H. (2019, April 26). *The anti-CEO playbook* [Video]. TED. <https://www.ted.com/talks/hamdi_ulukaya_the_anti_ceo_playbook>

**Format 9 (Podcast):** Surname, initial [Host]. (Date range or year, day, month). *Name of the podcast* [Audio podcast]. Publisher. Web address.

* **Example-1 (General podcast):** Budak, B. [Host]. (2024-present). *Be good to yourself* [Audio podcast]. Spotify. <https://open.spotify.com/show/1OsUxSME9IyoE1ZyDpRLxc>
* **Example-2 (Specific episode):** Uyar, T. [Host]. (2025, January 28). Open science (No. 1) [Audio podcast episode]. *In series*. Spotify. <https://open.spotify.com/show/6ZQ7xIdTlVDwP6jgUmJr0r>

**Format 10 (Dataset):** Surname, initial. (Year of publication). *Title of the Dataset* (Version number) [Dataset]. Publisher. DOI/web address.

* **Example:** O’Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version 1) [Dataset]. ICPSR. <https://doi.org/10.3886/ICPSR36966.v1>

**Format 11 (Computer software):** Person / Team / Project name. (Year of release). *Name of the software* (Version No.) [Computer software]. Web address.

* **Example-1:** The Jamovi Project. (2023). *Jamovi.* (Version 2.4) [Computer software]. <https://www.jamovi.org>
* **Example-2:** R Core Team. (2022). *R: A Language and Environment for Statistical Computing* (Version 4.1) [Computer software]. <https://cran.r-project.org>

**Format 12 (Brochure, catalogue, etc.):** Name of the institution/team/project. (Year of publication). Title of the brochure/catalogue [Brochure / Catalogue]. Web address.

* **Example:** Cedars-Sinai. (2015). *Human papillomavirus (HPV) oropharyngeal cancer* [Brochure]. <https://www.cedarssinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancerbrochure.pdf>

**Format 13 (International Standards, e.g., ISO):** Name of the organization that defined the standard. (Year). *Title of the standard* (Standard No.). Web address.

* **Example:** International Organization for Standardization [ISO]. (2018). *Occupational health and safety management systems— Requirements with guidance for use* (ISO Standard No. 45001:2018). <https://www.iso.org/standard/63787.html>

**Format 14 (Radio broadcast):** Surname and initials of the person presenting the program. (Year, day, month). *Title of the radio broadcast* [Radio broadcast]. Name of the broadcasting organization (Radio). Web address.

* **Example:** Mottram, L. (2020, January 8). *Hazard reduction burning is not a panacea to bushfire risk: Expert* [Radio broadcast]. ABC. [https://www.abc.net.au/radio/programs/pm/thinned-forests-can-be-more-prone-to-fire, -expertsays/118532](https://www.abc.net.au/radio/programs/pm/thinned-forests-can-be-more-prone-to-fire,-expertsays/118532)

**f)** The current APA style versions are used for other reference examples.

11. OTHER SECTIONS OF THE THESIS OR TERM PROJECT

a) Acceptance and Approval Page

The standard form provided by the School is used.

b) Academic Integrity Statement Page

The standard form provided by the School is used.

c) Dedication Page

This section is optional and should be prepared on a separate page, following general academic formatting guidelines. The text must be in Times New Roman, 12-point font size.

ç) Preface

The Preface is optional and should be presented on a separate page according to general academic conventions. The text must be in Times New Roman, 12-point font, with spacing settings of "nk: 6 before, six after" and 1.5 line spacing.

d) Summary and Abstract

This section briefly presents the purpose, methodology, findings, conclusions, and recommendations of the thesis or term project. It includes an average of 300 words for Turkish and English versions, each placed on separate, consecutive pages. The summary comes first for theses written in Turkish, followed by the Abstract**.** For these written in English: The Abstract comes first, followed by the summary. Both sections should use Times New Roman font, size 12, with “nk: 6 before, six after" spacing and 1.5 line spacing. (See Appendix: Template)

e) Keywords

On both the summary and abstract pages, leave one line of space after the text of the Abstract. Then, on the following line, include the word "Anahtar Kelimeler" (for Turkish) or "Keywords" (for English), followed by a minimum of 3 and a maximum of 5 keywords, listed alphabetically on the same line. (See Appendix: Template)

f) Introduction

This section presents the research problem, purpose, significance, literature review, methodology, definitions, and thesis or term project structure. It must follow general academic conventions. The text should be in Times New Roman, 12-point font, with "nk: 6 before, six after" and 1.5-line spacing.

g) Conclusion

After a few pages summarizing the study, this section presents the findings and recommendations. The recommendations should include suggestions on how and by whom the research problem can be solved based on the findings and what kind of further research can be conducted in the identified gaps, considering the study's limitations. Times New Roman font is used in 12-point size. The "nk" value is set to 6 before and six after, and the line spacing is 1.5.

ğ) Appendices

This section includes information and documents that are not part of the main text of the thesis or term project but are considered to contribute to the content. Documents that must primarily be included in the appendices are listed below:

* The first page of the similarity report
* Ethics committee permission letter (for thesis or term project based on field research)
* Institutional permission letter (for thesis or term project based on field research)
* Patent proper permission (if required by the nature of the research)

Each appendix is titled and numbered sequentially (e.g., Appendix 1, Appendix 2). (See Appendix: Template)

h) CV (Curriculum Vitae)

It is prepared using the sample format provided in the Template. (See Appendix: Template)

12. PRINTING and BINDING

The thesis or term project is printed on the front side of white A4 paper.

For term projects, black font is used on a white cardboard outer cover. For master's theses, doctoral dissertations, and Proficiency in art works, yellow font is used on a dark blue cardboard outer cover.

The CMYK, RGB, and Pantone codes of the color scale are as follows: C0 M0 Y100 K0 (RGB: R255 G242 B0, Pantone Yellow C) for yellow, and C100 M65 Y0 K31 (RGB: R0 G70 B132, Pantone 288 C) for dark blue.

The binding is done using standard techniques, considering the samples available at the School.

APPENDIX: TEMPLATE

(The Template is also uploaded as a WORD file on the School’s website, and the thesis or term project will be prepared using this Template.)

OUTER COVER



REPUBLIC OF TURKEY

FENERBAHÇE UNIVERSITY

GRADUATE SCHOOL

……………………………………… DEPARTMENT

TITLE OF THE THESIS OR TERM PROJECT

(Term Project / Master's Thesis / Doctoral Dissertation / Proficiency in Art Study / Artwork Text)

Name SURNAME

(Student number)

Advisor

………………………………..

Co Advisor (if applicable)

………………………………..

Istanbul, Year

INNER COVER



REPUBLIC OF TURKEY

FENERBAHÇE UNIVERSITY

GRADUATE SCHOOL

……………………………………… DEPARTMENT

TITLE OF THE THESIS OR TERM PROJECT

(Term Project / Master's Thesis / Doctoral Dissertation / Proficiency in Art Study / Artwork Text)

Name SURNAME

(Student number)

Advisor

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Co-Advisor (if applicable)

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Committee Members

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Istanbul, Year

BACK

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ACCEPTANCE AND APPROVAL PAGE

(The School’s standard form is used.)

DECLARATION OF ACADEMIC INTEGRITY

(The School’s standard form is used.)

SAMPLE

**ABSTRACT** (Subheadings can be made within the framework of established rules in the relevant scientific discipline. Example: Purpose, Material and Methods, Findings, Conclusion)

**Title of Thesis:** ……………………………………………………….……………….

**Student Name, Surname:** ……………………...…………….……….……………...

**Advisor Title, Name, Surname:** ……...………………………..…….…………...

**Program:** ……………..……………………….………….…………….……………..

This study has analyzed the empirical long-term relationships between crude oil prices and several key macroeconomic variables, such as Real GDP, Real Exchange Rate, and Price Index. By using yearly data for the period from 1970 to 2008, the structural VAR model was applied to examine the impacts of an oil price shock on economic activities (fiscal, output and financial) of both the OECD countries (Japan, Canada, Mexico, Türkel), which are either oil importer or oil exporter, and the oil exporter countries from the Middle East (Saudi Arabia, Iran, Kuwait and the United Arab Emirates). This study has shown that the effects of oil price shocks occurred on the fiscal and financial structures of Saudi Arabia, Kuwait, Turkey, and Mexico; the fiscal and output structures in Iran; the output structure in the United Arab Emirates; and the fiscal structure in Japan. Yet, oil price shocks had no significant effect on the Canadian economy. The study results illustrate that changing oil prices affect the economies of both developing and oil-exporting countries, while having no comparable effect on the economy of a developed country like Canada.

Keywords: Crude oil price, macroeconomic variables, Middle East economics, structural VAR model

SAMPLE

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SAMPLE

ABBREVIATIONS AND SYMBOLS

EU : European Union

SPO : State Planning Organization

TPC : Turkish Penal Code

€ : Euro

% : Percent

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**INTRODUCTION** (Within the framework of the rules established in the relevant science discipline, additions to the Title and subheadings may be made within the Introduction text.)

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SAMPLE SECTION

1. GLOBALIZATION

This section focuses on the definition, scope, characteristics, types, and historical development of the concept of globalization, globalization debates, and globalization indices.

1.1. DEFINITION, SCOPE, AND CHARACTERISTICS OF GLOBALIZATION

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1.1.1. The Concepts of Globe and Global

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SAMPLE

**CONCLUSION** (Within the framework of the established rules in the relevant science discipline, additions to the Title and subheadings may be made within the Conclusion text.)

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**REFERENCES** (For all sources, the indentation format must be "special" (hanging), with a value of 0.5. If the advisor deems necessary, subheadings may be added.)

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Theses, Dissertations, and Term Projects

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SAMPLE

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LAW ON ORGANIZATION (1921)

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**Curriculum Vitae**

Personal Information

Name Surname: ……………………………...……………………………….

Phone / E-mail: ……………..……….. / …………….………………………

Educational Background

Associate/ Bachelor's Degree:…………..……..……………………………………...

Master’s Degree :...….………………....….……………...………………

Doctorate / Proficiency in Art: ….………………………...……..……………………

**Foreign Language Proficiency**

|  |  |  |  |
| --- | --- | --- | --- |
| Language  (Please specify the foreign language you wish to mention.) | Exam Name | Exam Score and Year  (Highest exam score in the last 5 years) | |
| Exam Score | Exam Year |
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**Work Experience**

1. ………………………………………………………………………………..
2. ………………………………………………………………………………...
3. ………………………………………………………………………………...

**Scientific / Artistic Works**

1. ………………...……………………….……………………………………...
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