
ISTANBUL TICARET UNIVERSITY

**GRADUATE SCHOOL OF SCIENCE AND
INTERNET COMMUNICATIONS**

**GUIDELINES FOR THE
PREPARATION OF
THESES AND
DISSERTATIONS**

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by
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TABLE OF CONTENTS

1. THE PURPOSE OF THESIS AND DISSERTATION GUIDELINE	1
2. GENERAL FORMATTING	1
2.1. Paper Type	1
2.2. Font Size and Format	2
2.3. Margin and Line Spacing	2
2.4. Pagination.....	2
2.5. Binding and Dublication	3
2.6. Wording and Spelling.....	3
2.7. Page Numbers	3
3. PARTS OF A THESIS/DISSERTATION.....	
3.1. Cover Page	4
3.2. Ethics Statement.....	4
3.3. Abstract	5
3.4. Table of Contents	6
3.5. Lists of Tables and Figures	6
3.6. List of Abbreviations.....	6
3.7. Introduction	7
3.8. Parts of Thesis and Dissertation	7
3.9. Conclusion (Conclusion and Recommendations)	8
3.10. Appendices	8
3.11. References	8
4. TABLES and FIGURES	8
5. QUOTATIONS AND CITATIONS.....	9
5.1. Footnote Style for In-text Citations and References.....	10
5.2. APA Style for In-text Citations and References.....	16
6. ETHICAL RULES AND PLAGIARISM.....	22
APPENDICES	Hata! Yer işareti tanımlanmamış.
REFERENCES	2648

1. THE PURPOSE OF THESIS AND DISSERTATION GUIDELINE

Theses and term projects are important elements of graduate education. In such studies, students are expected to put forward a scientific research around a topic they have determined by synthesizing the information they have obtained during their education. However, they have to do this work from the beginning to the end within the framework of a certain system. Not only in determining the subject, forming the hypothesis, collecting the sources etc, but also writing itself has many techniques and this leads students to a dilemma about which writing techniques they will choose and how they will apply these techniques from time to time.

For this reason, this guide has been prepared in order to determine the principles and rules that will ensure standardization in the writing of the theses and term projects to be made by all departments and sciences affiliated to the Graduate Schools of Istanbul Ticaret University.

2. GENERAL FORMATTING

The subject of the research, the analyzes made, the information and findings revealed, and the evaluation of the results are the main purposes of the scientific research. It is equally important whether the scientific research is prepared in accordance with the format and spelling rules in a technical sense as much as its content. It gives the reader an idea about the preparation of the scientific research in accordance with the general format and spelling rules and the methods of citing references, how consistent the scientific study is, how much work has been done on it, whether the subject has been searched within a certain system. At the same time, it ensures that the content of the scientific study is easily understood by the reader (For detailed information, see Gür, 2011; Arslan, 2006; Seyidođlu, 2009).

2.1. Paper Type

- A4 size (210 mm x 297mm , 75-80 gr./m2), first pulp and white paper should be preferred. Only one side of the paper should be used.

2.2. Font Size and Format

- The writings in cover page should be size 12. Only the title of the thesis on the cover is written in size 14.
- All titles and body of the thesis should be size 12, name of the main sections must be 12.
- The content of tables and figures and the bottom and top information of tables and figures should be size 11. If the tables are large, the information in the table can be written smaller, provided that it is legible.
- The size of the text for the footnotes should be size 10.
- Times New Roman font family is preferred.

2.3. Margin and Line Spacing

- Margins: Left margin: 3.5 cm; Top margin: 3.0 cm.; Right and bottom margins: 2.5 cm.
- For the cover page; All margins: 2.5 cm.
- Since the volume of the theses is larger than the term projects, the left margin can be left as 4 cm with the gutter margin.
- Every chapter must start in a new page.
- The title of the new topic cannot be written at the bottom line of the page.
- No blank lines should be left in the text.
- For the text; paragraph settings should be “before: 6 pt”, “after: 12 pt” and 1.5 line spacing.
- Since the text is written with 1.5 line spacing, do not add spaces before and after the paragraph.
- Set the line spacing of the titles of tables and figures to “before: 6 pt”, “after: 0 pt” and “single line spacing”.
- Line spacing of references under tables and figures; set as “before: 0 pt”, “after: 12 pt” and “single line spacing”.

2.4. Pagination

- The front matter pages are numbered in lower-case Roman numerals (e.g. i, ii, iii ...) at the bottom and centered and bold. Abstract part should be paged as ii.
- The Cover Page is counted in the pagination and it is numbered as i, but its page number does not appear on the page.

- The main text pages and back matter pages are numbered using Arabic numerals, (e.g. 1, 2, 3 ...), starting with “1” in Introduction page; but the page number of introduction does not appear.
- Page numbers are to be placed at the bottom and right of the page.

2.5. Binding and Dublication

- It should be bound and reproduced (as a print or pdf file) in the number and form specified by the Graduate School.
- All copies should be identical.

2.6. Wording and Spelling

- A simple wording should be adopted by establishing short and concise sentences. The use of obsolete words should be avoided and grammatical rules should be followed.
- For making the abbreviation, the relevant abbreviation is in parentheses (Example: European Union (EU)) is displayed. In later uses, only the abbreviation of the expression is included.
- Sentences should not start with numbers if possible.
- Conjunctions such as “and” and “with” in the titles should be written in lower case.
- No possessive suffixes are used. Passive sentences are preferred. For example; It should be stated as “It is researched” rather than “I researched”.

2.7. Page Numbers

- Theses are longer than term projects, as more specific topics are studied in term projects and the theoretical background is not as much focused on as in theses.
- The lengths of the sections should be more or less close to each other. However, the first part, in which the theory of the subject examined in the term projects is presented, is very limited.

3. PARTS OF A THESIS/DISSERTATION

A thesis can be viewed as having three principal sections: “Front Matter”, “Main Text” and “Back Matter” (Seyidođlu, 2009; Arslan, 2006).

- **Front Matter:** Cover Page, Title Page (Inner Cover Page), Abstract, Özet, Table of Contents, List of Tables, List of Figures, List of Abbreviations
- **Main Text:** Introduction, Chapters (minimum 3 chapters), Conclusion
- **Back Matter:** Appendices, References

3.1. Cover Page

- There are several elements to consider in the preparation of the cover page (see Appendix 1.
- Times New Roman, it should be centered on the page, bold, the title should be size 14, and the other texts should be size 12.
- Information on the cover page is written in capital letters. Only the first letters of the term project/thesis words, the word advisor, the advisor's title and first name are capitalized.
- The title is in the middle of the page.
- After the title of the thesis/term project is written, a blank line should be left, followed by the type of study such as Master's Thesis, Doctorate Thesis, Term Project.
- Unlike term projects, theses have 2 cover pages, an outer and an inner cover page. However, the information that should be on both covers and the spelling rules for them are exactly the same. The name of the thesis advisor is not on the outer cover, only on the inner cover.
- Line spacing settings in Cover; It should be “before: 0 pt”, “after: 0 pt” and “single-spaced”. Only title should be “before: 0 pt”, “after: 0 pt” and “1.5 line spaced”.

3.2. eEthic Statement

- The rules set by the institute must be followed.

3.3. Abstract

- The problem (purpose/subject), hypothesis, method used in the research and results (findings) investigated in the thesis and term project are written in this order in the abstract.
- Turkish and English abstracts are 150-200 words long each.
- Abstracts should be written in Turkish and English in the theses. In term projects, only Turkish abstracts are written.
- The Turkish Abstract is written first in the theses written in Turkish, and the English Abstract is written first in the theses written in English.
- There is no paragraph beginning in the abstract.
- On the line after the abstract, 3-5 keywords are written in bold, italic, Times New Roman and size 10 format.
- For a summary example (see Appendix 2).

3.3. Table of Contents

- Title of the table of contents; It is written on the first line, in capital letters, in bold and centered on the line.
- While preparing the table of contents, the headings are aligned step by step, similar to the steps of a ladder (see Appendix 3).
- Only the main section titles are written in bold.
- Only the main section titles are written in capital letters.
- Contents page should be written with “before: 0 pt”, “after: 0 pt” and “single-spaced”.
- “Page No” is written on the bottom line of the table of contents, with the first letters in lower case and justified to the right.
- Then, the Abstract (Özet), List of Tables, List of Figures, Abbreviations are one after the other; only the first letters of the words are written in lower case, bold and single line spacing.
- After these front pages are written, 1 single-spaced line is left; INTRODUCTION title is written in capital letters. The title of the first Main Chapter by leaving a single-spaced 1 line space after the INTRODUCTION title; It is written in capital letters, bold, aligned to the left. Only a single line spacing should be left between the main sections. After all the main sections are written, 1 single-spaced line is left and CONCLUSION, (if any) APPENDIX, REFERENCES; written in capital letters and in bold.

3.4. Lists of Tables and Figures

- List of Tables and List of Figures are written with “before: 6 pt”, “after: 6 pt” and “single-spaced”.
- Table and figure list titles are written on the first line of the page. 1 line is left blank after the title.
- The Page Number is written on the next line in bold and justified to the right.
- After the table and figure names, the page numbers are written by putting dots until the end of the line.
- For the arrangement of the table and figure lists, see Appendix 4 and 5.

3.5. List of Abbreviations

- Abbreviations; It should be “before: 6 pt”, “after: 6 pt” and “single-spaced” and in alphabetical order.
- The title of the abbreviations list is written on the first line of the page. After the title, 1 line should be left blank.
- For editing the abbreviations list, see Appendix 6.

3.6. Introduction

Introduction is the first page of the term project and thesis, but the page number is not shown in writing. The length of the introductory page, which takes 1-2 pages in term projects, varies depending on the volume of the thesis in thesis. In addition, footnotes, tables or figures should not be placed in the introduction. Before the introduction title, 2 lines at the top of the page and 1 line after the title are left blank. It is an important issue that what should be mentioned in the introduction part and they are explained one by one and in order as the following:

- **Purpose and Importance of the Subject:** The purpose of a scientific research is to show what results the study will reach and which questions will be answered (Cebeci, 2002). Social, commercial, technological, scientific and so on. The answers to the questions such as how the research results will be beneficial in terms of social, commercial, technological, scientific, etc. show the importance of the research subject (Islamoğlu, 2002, p. 28).
- **Scope of the Subject:** Limiting the subject to be researched helps to collect relevant information by excluding information that should not be included in the study (Islam, 2005).

Thus, the research will be carried out within a certain framework without deviating from the subject.

- **Hypothesis:** Hypothesis guides research and provides a systematic approach to information sources. The hypothesis to be investigated in the term project should be expressed in a sentence that will reflect the whole of the problem (Cebeci, 2002).
- **Research Method:** Method is the way to be followed in the research to solve the problem. The method of the research varies according to the type of research to be conducted. For this reason, on the introductory page of the term project, how the research will be conducted; It should be stated which of the methods such as library research, survey, interview will be used to collect data and how the collected data will be analyzed (Erkuş, 2005).
- **Finally,** what will be explained in each section should be summarized in a short paragraph.

3.7. Parts of Thesis and Dissertation

- Main chapters start on a new page. The main section titles are written on the first line of the page, aligned to the left and in 12 pt. One line space is left after the title. All other headings except the main headings should be 12 pt and written from the beginning of the paragraph.
- The first section in which the theory is given in term projects is limited to 5-6 pages. In theses, the first part of the thesis is approximately the same length as the other parts of the thesis.
- The text of each term project or thesis consists of at least three parts. While it is expected to comply with this in term projects, the number of chapters may increase as the scope and the volume of the theses is greater.

3.8. Conclusion (Conclusion and Recommendations)

- Firstly, a summary of the study is made on the result page. Then, the related problems and solutions are mentioned.
- The result, which takes a few pages in term projects, should be longer in theses.

3.9. Appendices

- Very long tables, laws, etc. information is given in the "Appendices" section of the study.
- Each appendix is written on a separate page.
- The numbers and titles of the annexes are written on the first line of the page, left aligned.
- It should be only titled as "Appendices" on the table of contents.

3.10. References

- The bibliography title is written on the first line of the page. After the title, 1 line is left blank.
- In the case of using a large number of works, as in thesis, they are grouped as periodicals, etc., according to the type of publication, starting with the books. In this case, the title of each group is left aligned and the first letter is capitalized.
- It is alphabetical by surname and the surname of the author is written in capital letters.
- The names of all the works used in the preparation of the study are given in the bibliography. The works are written in line spacing and one line space is left between them.
- In the bibliography, unlike the footnotes, a dot is placed between all publication information, except the comma after the surname.
- According to the footnote method, the cited page numbers of the publications are not specified in the bibliography.

4. TABLES and FIGURES

- The unit of measure (such as million, tons etc.) of the table is written to the right above the table.
- The title of the table is written in lower case, justified on the left edge of the table and only the first letters are capital. The word "table" and the table number are in bold type. The title of the table is not written in bold.
- Unlike tables, figure titles are written below the figure and centered.
- Tables and figures are positioned centered within the text field.
- A (-) sign is placed in the table instead of the numbers or numbers that cannot be found.
- Explanations about the table and figure are made after the them.
- The title of the table and figure is written with “insert a space before the paragraph”.
- The title of the table/figure is written with “before: 6 pt”, “after: 0 pt” and “single-spaced”. The source of the table/figure is written with “before: 0 pt”, “after: 12 pt” and “single-spaced”.
- While the bibliography of the table/figure is being written, it is not moved from the edges of the table/figure. If the footnote method is used in citing the reference, all publication information of the referenced work is written under the table and figure each time. If APA

method is preferred, the surname of the author, date and page number in parentheses as in the text. is written.

- Long tables continue from the back page by writing (Table 2. Continued) instead of the title after the table number.
- If an explanation with star is required, the star is shown both at the relevant place in the table and after the bibliography of the table below with the necessary explanation.
- For examples of table and figure edits, see Table and Figure in Appendix 7 and Appendix 8.

5. QUOTATIONS AND CITATIONS

In scientific research such as thesis, term project, article, the work of other researchers is used; especially in the stages of defining the problem, determining the research method and interpreting the findings. In the meantime, direct quotations from the works of others without making any changes should be avoided. The ease of writing with the "**cut, copy, paste**" logic added one after the other should be avoided. On the one hand, the work should exhibit integrity and harmony in terms of content and expression. Likewise, citations should be easily followed in the text. (<http://sbe.karatekin.edu.tr/>)

There are two ways of quoting; direct and indirect

Direct Quoting:

- Direct quotations are made when citing laws, regulations, articles of regulations, formulas and texts that are very difficult to quote indirectly. Direct quotation is shown in quotation marks.
- Expressions taken directly are written one point smaller than the font size of the text.
- Eight letter spaces are left on both sides of the lines on which the quote is written.
- Leave a double-spaced line blank before and after the quote.
- If there are skipped places in the transferred information, these are indicated with three dots.
- If the quote does not exceed a sentence, it is given in the text.
- Source information of directly received information is shown with footnotes.
- If there is any punctuation or spelling mistake in the direct quote expressions, it is written exactly, without correction.

Indirect Quoting:

- The information conveyed is summarized or interpreted without changing its essence and displayed in footnotes.
- It is not correct to transfer very long paragraphs or pages of text from the same source.

5.1. Footnote Style for In-text Citations and References

- Footnotes are written in 10 font size without leaving any blank lines between the footnotes, leaving a single line spacing.
- The lines in the footnotes are written in the same line as their first letters.
- Each footnote is on the same page with its number.
- Footnotes on the same page are preceded by starred explanations, if any.
- In the first citation of a work, all information about the work, such as the name of the author, the name of the book, the place of publication, and the year of publication, is given. In later applications to the same work, *ibid.* (cited work) is used.
- In the citation of a work for the first time, the name of the author, the name of the book, the place of publication, the year of publication, etc. All publication information is written in the following formats and in accordance with Table 1:

Author Name:

- Without specifying the title of the author, first the name and then the surname are written and only the initials are written in capital letters.
- The author can also be a person, an institution or an organization (a university, ministry, research institution, etc.). If the author is an institution, the name of the institution is shortened if possible.

Book Name:

- The name of the cited book is written in the same way and in bold.
- No matter how long the title of the book is, it is written without changing or abbreviating.

Editor, Translator etc.:

- Names such as editor, translator are placed after the title of the book.

- It is abbreviated (Appendix 6).

Vol:

- In books and journals, the volume number is written with Roman numerals and abbreviated with three letter Vol.
- The number of journals is abbreviated with “No”.

Number of Prints:

- Multiple editions of a work is indicated by abbreviation 5th edition.

Publisher:

- The names of the company types such as “Limited Company” following the publisher's name are not specified.

Publication Place and Year:

- If there is no publication information on the book, it is explained as 'n.p.' (no publication place), (no publisher) and 'n.d.' (no date).

Page number:

- The page number is written after the descriptive information of the reference work is separated by commas. The word page is abbreviated with a small “p” and is shown, for example, as p.10.

Tablo 1. Rules for Citation in the Text for the First Time According to the Footnote Method

Single Author Book:

¹Kent Portney, **Taking Sustainable Cities Seriously**, London, MIT Press, 2003, p.162.

Two Authors:

¹ Harriet Bulkeley and Michele M. Betsill, **Cities and Climate Change: Urban Sustainability and Environmental Governance**, London: Loutledge, 2003, p. 25.

Three Authors:

¹ Tamer İşgüden, Fuat Ercan ve Mehmet Türkay, **Gelişme İktisadı: Kuram-Eleştiri- Yorum**, İstanbul: Beta Press, 1995, p. 20.

More than Three Authors:

¹ Randall Arendt et al., **Grooving Greener: Putting Conservation into Local Plans and Ordinances**, Washington, DC: Island Press, 1999, p. 75.

Institution as Author:

¹ İKV, **Kopenhag Ekonomik Kriterleri ve Türkiye**, İstanbul, 2005, p. 6.

No Authors:

¹ **Avrupa' da Dil Öğrenimi**, December, 1978, p. 15.

Editor:

¹ Metin Berk, Fikret Görün ve Selim İlkin (edit.), **İktisadi Kalkınma: Seçme Yazılar**, Ankara: ODTÜ Press, 1996, p. 64.

Article in Edited Book:

¹ Betül Gür, “19. Yüzyıl Osmanlı Sanayileşmesinin İstanbul’daki İzleri: Geçmişten Günümüze”, (ed. Ali Satan), **Haluk Hoca’nın İzinde Prof. Dr. Ahmet Haluk Dursun’a Armağan**, 2020, İstanbul: Yeditepe, pp. 193-242.

Proceedings:

¹ Suut Doğruel, “AB ile Gümrük Birliği’nin Beklenen ve Beklenmeyen Etkileri”, **6th International Social Sciences Congress**, ODTÜ, Ankara, 17-19 November 1999, p. 32.

Reports:

¹ İSO, **Turkey Economy 2007**, İstanbul, 2007, p. 3.

Personal Interview :

¹ George Bell, **Personal Interview**, 2002.

Newspapers:

¹ The Guardian, 25.08.2002, s. 7.

² Kerem Alkin, "Aşırı Büyümeden Korkan Çin'den Balon Operasyonu", **İstanbul Ticaret Gazetesi**, Y. 51, No. 2461, 08.06.2007, p. 2.

Unpublished Theses:

¹ Betül GÜR, "Global Tarım Politikalarının Gelişmekte Olan Ülkelere Etkisi ve Türkiye Örneği", (MU Graduate School of Social Science Economy Politics Department Unpublished PhD Thesis) İstanbul, 2004, p. 60.

Encyclopedia:

¹ Paul Bohannon, "Law and Legal Institutions," **International Encyclopedia of Social Sciences**, Vol. IX, ed. by. David L. Shils, W. Place, McMillan and Free Press, 1968, pp. 73-77.

Dictionaries:

¹ **Merriam-Webster's Collegiate Dictionary**, Massachusetts: Merriam Webster Incorporation, 1999.

² Halil Seyidoğlu, **Ekonomik Terimler Ansiklopedik Sözlük**, 3. b., İstanbul: Güzem Yayıncılık, 2002.

Legal Sources:

¹ Decision of the Constitutional Court dated 10..5.2001 and numbered E. 2001-24, K.2001-33 (Journal of Constitutional Court Decisions, P. 5, p.400).

² Supreme Court H.G.K. 19.5.1963.E. 4-39, K.59 (Journal of Justice, March-April 1964), p. 3.

Facsimile Editions:

¹ Kaşgarlı Mahmut, **Divan-ı Lügatit Türk**, 1047, **Facsimile**, Ankara: TDK Yayını, 1941, p.140.

Foreword to a Book by Another Author:

¹ Mehmet Kaplan, **Türkçülüğün Esasları'na Önsöz**, 1000 Temel Eser Dizisi, İstanbul: MEB Press, 1970, ss. iii-v.

Keynotes, Statements and Personal Interviews:

¹ Opening speech of Orhan Alp, Minister of Industry and Technology, on "Improving the Export of Industrial Products" organized by the Ministry of Commerce and UNIDO, Ankara: 4 December 1978.

Minutes:

¹ **TBMM Journal of Minutes**, Term 15, Meeting 2, Vol.18 (May 1967), p.245.

Internet Documents:

¹ John Hill, "International Marketing", **Marketing Review**, 1996, Vol.2, No.3, <http://www.marketing.org/hpertext/DataSource/Hill.html> (Access Date: 25.01.2006), s.5.

² Bill Crowley ve Bill Brace, "A Choice of Futures: Is It Libraries Versus Information?", <http://www.epnet.com/ehost>, (Access Data: 30.03.2000), par. 3.

It may be necessary to refer to the same source works repeatedly during the the research. In addition, more than one work of the same author can be used in the research, or various works of different authors with the same surname can be used. In these and similar cases, footnotes should be given in accordance with the references in Table 2 (Seyidoğlu, 2009).

Table 2. Special Cases Regarding Citation of Sources in Footnote Method

Subsequent References to the Same Work

-After a work is shown in the footnote for the first time, another page of the same work is shown in the footnote again, without inserting a footnote of another work:

¹Tümay Ertek, **Temel Ekonomi (Basından Örneklerle)**, İstanbul: Beta Press, 2006, s. 20.

² **ibid.**, p. 94.

After a work is shown in the footnote for the first time, a page of work is shown in the footnote again, after inserting a footnote of another work:

¹Tümay Ertek, **Temel Ekonomi (Basından Örneklerle)**, İstanbul: Beta Press, 2006, s. 96.

² **ibid.**

-After a work is shown in the footnote for the first time, after the footnote/s of another work are inserted, a page of the same work is shown in the footnote again:

¹Şemsettin Bağırkan, **Demografinin Temelleri, Türkiyenin Demografik Yapısı, Uluslararası Demografi**, İstanbul: Set Press, 2003.

² Çağatay Ergenekon, **Emekliliğin Finansmanı**, İstanbul: TÜGIAD Press, s. 125.

³ Bağırkan, **ibid.**, p. 54.

More than One Author with the Same Last Name

⁵ Tevfik Güran, **19. Yüzyıl Osmanlı Tarımı Üzerine Araştırmalar**, İstanbul: Eren Yayıncılık, 1998, p. 91.

¹¹ Nevzat Güran, **Döviz Kuru Sistemleri ve Ekonomik Denge**, İzmir: Dokuz Eylül Üniversitesi Press, 1987, p. 62.

¹⁴ Nevzat Güran, **ibid.**, p. 96

Multiple Works by the Same Author

⁵ Halil Seyidođlu, **Bilimsel Arařtırma ve Yazma El Kitabı**, 7. b., İstanbul: Güzem Press, 1997.

⁹ Halil Seyidođlu, **Uluslararası İktisat Teori, Politika ve Uygulama**, İstanbul: Beta Basım-Yayım, 1999, p. 25.

¹² Seyidođlu, Bilimsel..., p. 32.

Unable to Reach the Original Source of the Source Work

¹ H. Üren Arsan, Kamu Maliyesi Üzerine İstatistiksel Bir Arařtırma, Ankara: SBF Press, 1973, s.126'dan Mehmet E. Palamut, "Türk Devlet Borçları", Bursa İktisadi ve Ticari İlimler Akademisi Dergisi, Vol. VIII, S. 1-2 (March, 1978), p.174.

Kaynak: (Seyidođlu, 2009)

- The publication information of all the works used in the writing of the research is completely included in the bibliography section of the research.
- Sorted alphabetically by last name.
- A comma is placed after the surname.
- When writing the publication information, a dot is placed between the publication information such as the name of the work, publisher, edition, instead of a comma. A comma is placed only after the surname of the author and a colon after the place of publication.
- The first line of each work begins to be written from the beginning of the carriage, and the next lines are written from the inside as much as the beginning of the paragraph.
- The cited page numbers are not shown in the bibliography. Instead, the page ranges of the articles in the journals in which they were published are shown.
- Each work is written in a single line spacing. A blank line is left between other works. Or, line spacing is arranged by making paragraph settings in Microsoft Office Word program.

Table 3. Arrangement of Bibliography by Footnote Method

REFERENCES
BERK, Metin, Fikret GÖRÜN and Selim İLKİN (ed.). İktisadi Kalkınma: Seçme Yazılar . Ankara: ODTÜ Press. 1996.
BOHANNAN, Paul. “Law and Legal Institutions”. International Encyclopedia of Social Sciences . Vol.IX. ed. by. David L. Shils. W. Place, McMillan and Free Press. 1968. pp. 73- 77.
DOĞRUEL, Suut. “AB ile Gümrük Birliği’nin Beklenen ve Beklenmeyen Etkileri”. 6th International Social Sciences Congress . ODTÜ. Ankara. 17-19 November 1999. pp. 32-38.
HAMILL, Jim. “The Internet and International Marketing”. International Marketing Review . 1997. Vol. 14. No.5 .pp. 300-323. https://www.emerald.com/insight/content/doi/10.1108/02651339710184280/full/pdf (Access Date: 25.01.2021).
İŞGÜDEN, Tamer, Fuat ERCAN and Mehmet TÜRKAY. Gelişme İktisadı: Kuram-Eleştiri-Yorum . İstanbul: Beta. 1995.
SEYİDOĞLU, Halil. Uluslararası İktisat Teori, Politika ve Uygulama . İstanbul: Beta. 1999.
YÜLEK, Murat. Ulusların Yükselişi: İmalat, Ticaret, Sanayi Politikaları ve Ekonomik Kalkınma . İstanbul: Kronik Kitap. 2019.

5.2. APA Style for In-text Citations and References

APA is an abbreviation for the English equivalent of the American Psychological Association. Today, the preferred method in scientific research is mostly APA. This guide is based on the 6th edition of the APA Publication Guide.

If APA was chosen as the citation method during the writing of the research, the reference work used in parentheses is referred to at the end of the quoted sentence or paragraph. The rules to be followed regarding this are given in Table 5. The reference can be at the end of the sentence or in the sentence:

- ❖ Example: defined as (Yülek and Gür, 2022:136).
- ❖ Example: Yülek ve Gür (2022:134) think that

Table 4. Citation Rules in the Text According to the APA Method

<p>One Author: ... concerns about individual viewer responses (Stevenson, 2003, pp. 118–119)</p>
<p>Two Authors: If the work has two authors, "and" is written between the surnames. In studies written in English, the "&" sign is used to mean "and". (Lampe and Jackson, 1982:12-14). (Lampe & Jackson, 1982:12-14).</p>
<p>Number of Authors Between 3 and 5: When citing for the first time, all authors' surnames are written. In subsequent citations, only the surname of the first author followed by "et al." abbreviation is written. In studies written in English, "et al." instead of "v.d." is written. (Moore vd., 1984:33). (Moore et al., 1984:33).</p>
<p>Institution as Author Name: When quoting for the first time, the abbreviation is given in square brackets next to the name of the institution. (Food and agriculture Organization [FAO], 2005:24).</p>
<p>Personal Communication (E-Mail): It is shown as follows during the writing of the text. However, it is not mentioned in the bibliography. (A.Martin, personal contact, 14 April 2003).</p>
<p>Multi-Volume Studies: (Pflanze, 1963-1990).</p>
<p>New Edition of an Earlier Edition: (Smith, 1776/1976).</p>
<p>Translated Chapter from the Book: (Weber, 1904-1905/1958).</p>
<p>Work with an Unknown Author: Instead of the author's name, a few words are written from the title of the work. (“Individual differences”, 1993:12).</p>
<p>Encyclopedias: (Encyclopedia of psychology, 1991:62).</p>
<p>E-Mail and Personal Interview: Not shown in the bibliography.</p>

(J. Bloggs, personal interview, 22 August 2001).
<p>Book with Editor:</p> <p>Maher, B. A. (Ed.). (1964–1972). <i>Progress in experimental personality research</i>. New York: Academic Press.</p>
<p>Chapter in Book with Editor</p> <p>Vygotsky, L. S. (1991). Genesis of the higher mental functions. In P. Light, S. Sheldon, & M. Woodhead (Eds.), <i>Learning to think</i> (pp. 32–41). London: Routledge.</p> <p>Kejanlıoğlu, B. (2005). Medya Çalışmalarında Kamusal Alan Kavramı. Meral Özbek (Ed.), <i>Kamusal Alan</i> içinde (pp. 689-713). İstanbul: Hil.</p>
<p>Book with Multiple Editions:</p> <p>Strunk, W. Jr. ve White, E. B. (2000). <i>The elements of style</i>. New York: Longman.</p>
<p>Electronic Printed Book Only:</p> <p>O'Keefe, E. (n.d.). <i>Egoism & the cnsts in Western values</i>. (Access Date: 20.04.2021) http://www.onlineoriginals.com/showitem.asplitemI135.</p>
<p>E-book:</p> <p>Brzezinski, M. (2004). <i>Fortress America: on the front lines of homeland security, an inside look at the coming surveillance state</i> [Electronic version]. New York: Bantam Books.</p>
<p>Article from Database: The web page does not need to be written.</p> <p>Shahrani, A. M. (2002). War, factionalism, and the state in Afghanistan, <i>American Anthropologist</i>, 104(3), 715–722. JSTOR veritabanı. (Access Date: 16 June 2010).</p> <p>Shahrani, A. M. (2002). War, factionalism, and the state in Afghanistan, <i>American Anthropologist</i>, 104(3), 715–722. Retrieved June 16, 2010, from the JSTOR database.</p>
<p>Electronic Articles: If available, the digital object identifier (DOI) number should be specified.</p> <p>Korda, L. (2001, July). The making of a translator. <i>Translation Journal</i>, 5(3). http://accurapid.com/journal/17prof.htm (Access Date: 21 August 2001).</p> <p>Von Ledebur, S. C. (2007). Optimizing Knowledge Transfer by New Employees in Companies. <i>Knowledge Management Research & Practice</i>. Advance Online Publication. doi: 10.1057/palgrave.kmrp.8500141</p>
<p>Multi-Volume Studies:</p> <p>Pflanze, O. (1963-1990). <i>Bismarc and the Development of Germany</i> (Volume 1-3). Princeton, NJ: Princeton University Press.</p>
<p>Single Volume Use in Multi-Volume Studies:</p>

Pflanze, O. (1990). <i>The Period of Fortification, 1880-1898: Volume 3. Bismarck and The Development of Germany</i> . Princeton, NJ: Princeton University Press.
New Edition of an Earlier Edition: Smith, A. (1976). <i>An inquiry into the nature and causes of the wealth of nations</i> . E. Cannan (Ed.). Chicago: University of Chicago Press. (İlk baskı 1776).
Translated Chapter from the Book: Weber, M. (1958). <i>The Protestan Ethic and The Spirit of Capitalism</i> . T. Parsons (Trans.). New York: Charles Scribner's Son. (First edition. 1904-1905).
Report and Technical Articles Gencil Bek, M. (1998). <i>Mediscap Turkey 2000</i> (Report No. 2). Ankara: BAYAUM.
Article from Academic Journal: Aktay, Y. (1999). Aklın Sosyolojik Soykütüğü: Soy Akıldan Tarihsel ve Toplumsal Akla Doğru. <i>Toplum ve Bilim</i> , 82, 114-140.
Articles from Actual Journals: Barrett, L. (2001, August 23). Daewoo's drive to survive in the UK. <i>Marketing Week</i> , 22-23.
Newspaper and Magazine Articles with Certain Authors: Young, H. (1996, July 25). Battle of snakes and ladders. <i>The Guardian</i> , p. 15-16.
Article from Electronic Journal: The URL of the source or the doi number, if any, is sufficient. Conway, P. (2003). Truth and reconciliation: The road not taken in Namibia. <i>Online Journal of Peace and Conflict Resolution</i> , 5 (1). (doi number if available, URL if not. URL example: http://www.trinstitute.org/ojpcr/5_1conway.htm)
Editor's Article with Unknown Author: Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). <i>Journal of Contingencies and Crisis Management</i> , 14, 1-2.
Newspaper and Magazine Articles with Unknown Authors: The United States and the Americas: One History in Two Halves. (2003, 13 December). <i>Economist</i> , 36.
Unpublished Theses, Posters, Papers: If the thesis has been downloaded from the website of the Higher Education Institution, the URL address is given at the end of the imprint.

Sarı, E. (2008). *Kültür Kimlik ve Politika: Mardin’de Kültürlerarasılık*. Imprint PhD Thesis. Ankara Üniversitesi/Graduate School of Social Sciences, Ankara.

Papers Presented at Conferences:

Karakuzu, R., Orhan, A. ve Sayman, O., (1992). Yarı dairesel çentikli kompozit levhaların elasto-plastik zorlamalar altında mukavemetlerinin artırılması. *V. Ulusal Makina Tasarım ve İmalat Kongresi*. (pp. 449-458). ODTÜ, Ankara: 16-18 September.

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Balkans: History. (1987). *Encyclopaedia Britannica* (15. Edition. Volume. 14, pp. 570-588). Chicago: Encyclopaedia Britannica.

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Gerrymander. (2003). *Merriam-Webster’s collegiate dictionary* (11. Edition). Springfield, MA: Merriam-Webster’s.

Printed Interview

Arroyo, Gloria Macapagal. (2003). A time for Prayer. Michael Schuman ile söyleşi. *Time*. 28 June 2003. Access Date 13 January 2004, <http://www.times.com/time/nation/article/0,8599,471205,00.html>

Movie:

Spielberg, S. (Director). (1993). *Jurassic Park* [Motion picture]. United States: Universal Pictures/ Amblin Entertainment.

National or Internationally Available Film or Video:

Producer's last name, Producer's initials. (Producer), Director's surname, Director's initials. (Director). (Date). Movie Name [Movie]. Place of production: Producer company.
Turkish: Akpınar, N. (Producer), Erdogan, Y. (Director). (2004). *Vizontele Tuba* [Movie]. Turkey: BKM Film.
English: Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really Big Disaster Movie* [Motion picture]. United States: Paramount Pictures.

Limited Availability Film or Video:

Producer's last name, Producer's initials. (Producer), Director's surname, Director's initials. (Director). (Date). Movie Name [Movie]. (Producer agency, Address).
Turkish: Aksoy, D. (Producer), (2003). *Capital Promotional Movie* [Movie]. (Başkent University, Department of Interest Processing, Başkent University Bağlıca Campus Eskişehir Yolu 20. Km 06530Etimesgut/ ANKARA).
English: Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing Labs: A History* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907).

Audio Recording:

Composer's surname, Composer's initials. (Copyright date). Title of the work [name of the performer “recorded by” - if the composer and the performer are different]. Album name. [record type]. Location: Company name. (Registration date if registration date is different from copyright date)

Turkish: Selçuk, M. N. (1999). Dear Istanbul. Master [CD]. Istanbul: YKY Music.

English: Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On Captain fantastic and the brown dirt cowboy [CD]. London: Big Pig Music Limited.

Internet Sources: Internet address (Access Date)

<https://data.worldbank.org/country/turkey> (Access Date: 24.05.2022).

Source: (Gür, 2011; <http://sbedergisi.ankara.edu.tr/>; Karpuz, 2010; Kurbanoglu, 2004; University of Portsmouth, 2010).

In the APA method, in cases such as the use of the author's name in a sentence, direct quotation or reference to more than one work at the same time, the way of displaying the source in the text changes. Special notation forms related to this are given in table 6:

Table 5. Special Cases Regarding Indication of References in the Text According to the APA Method

If the name of the author is not mentioned in the text:

It was concluded that there is no significant relationship between (Ricardo, 2002:44).

If the name of the author is mentioned in the text:

According to Richardo, it was concluded that there is no significant relationship between (2002:44).

Citing Different Works of the Same Author:

(Harding, 1986a:645).

(Harding, 1986b:2).

Citing Different Works of the Same Author at the Same Year: A semicolon is placed between the information about each work.

In recent studies (Harding, 1986a:80; Harding, 1986b:138) it has been suggested that.....

Harding has argued in his recent work (1986a:80; 1986b:138)....

Two Authors with the Same Surname and a Work Published in the Same Year: In this case, the names of the authors are added to the end of the surnames in parentheses.

(Yıldırım, Ahmet, 2000:10).

(Yıldırım, Mustafa, 2000:3).

If Direct Citation: The page number must be written in parentheses definitely after the sentence is quoted, in the sentence or after the sentence is completed.

- Research language mostly consists of terms. “Terms are words with special meanings that meet the concepts of science and art” (Özdemir 1989:17).
- Research language mostly consists of terms. According to Özdemir (1989), “Terms are words with special meanings that meet the concepts of science and art” (p.17).

Kaynak: (Gür, 2011; Karpuz, 2010; Kurbanoğlu, 2004; University of Portsmouth, 2010).

Table 6. Bibliography Arrangement According to the APA Method

6. ETHICAL RULES AND PLAGIARISM

REFERENCES

Berk, M., Görün, F. and İlkin, S. (ed.) (1996). *İktisadi Kalkınma: Seçme Yazılar*. Ankara: ODTÜ Press.

Bohannon, P. (1968). Law and legal institutions” *International Encyclopedia of Social Sciences*. Vol.IX. (ed.) by David L. Shils. W. Place, McMillan and Free Press: 73-77.

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Yülek, M. (2019). *Ulusların Yükselişi: İmalat, Ticaret, Sanayi Politikaları ve Ekonomik Kalkınma*. İstanbul: Kronik.

Using the ideas, writings, and figures of others without attributing to their owners, placing them in any part of one's own work without the consent of the researcher is called plagiarism. It is an unethical behavior and should not be plagiarized in scientific studies. Producing, using,

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The "article" written in order to take the “thesis” and defense exam must be checked in the plagiarism programs of our University with the advisor. The advisor should consider the studies that receive positive results from the plagiarism program report. The maximum percentage of similarity rates can be determined and changed by the Institute's decision. In order to take the thesis defense exam, there should be no similarity above the determined rate. The responsibility in this matter belongs to the student and his/her advisor. Thesis / term project; It is submitted to the Institute together with the "Plagiarism Report" to be received by the advisor. Similarity rates determined by Istanbul Ticaret University Institutes Thesis Study Originality Report Implementation Principles; 20% if “excludes citations” and 30% if “citations included”.

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Dedication

I dedicate all the required information in this title ‘.....’ has been written in accordance with the academic manners and ethical commitment. I would clarify that all the materials, sources, data and all extra inputs have been benefited well throughout the writing procedure of this thesis. All matters contained in this thesis are my personal opinion and do not reflect the official view of Istanbul Ticaret University.

Student Name, Surname:

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APPENDIX 2. Example of an Abstract

ABSTRACT

The power that makes countries superior to each other in global competition is their ability to be innovative. This study aims to determine the effects of the main foreign trade indicators on innovation with respect to the developing countries group BRICS-T through panel cointegration analysis for the period 2007-2019. In terms of foreign trade, "export", "import", and "foreign direct investment" have been taken into account, and the "global innovation index" has been taken into consideration as the indicator of innovation. As a result of the cointegration analysis, it has been determined that the variables are related in the long run, exports have a positive effect on innovation, whereas imports and foreign direct investments adversely affect innovation. As a result of causality analysis, a two-way causality relationship has been found between export and innovation while a one-way causality has been detected with direct foreign investment and import.

Keywords: *Innovation, Foreign Trade, BRICS-T, Panel Cointegration Analysis.*

ÖZET

Küresel rekabette ülkeleri birbirine karşı üstün kılan güç, inovatif olabilmeleridir. Endüstri 4.0 ile birlikte günümüzde sanayi politikaları inovasyona dayalı olarak oluşturulmaktadır. Ülkelerin ekonomide ticari yönden dışa açıklık düzeyi bilgi ve teknolojiyi öğrenme, geliştirme ve nihayetinde inovasyon kapasitelerini geliştirebilmelerine katkı sağlamaları açısından gelişmekte olan ülkeler açısından oldukça önemlidir. Bu çalışmanın amacı, gelişmekte olan ülke grubu BRICS-T için başlıca dış ticaret göstergelerinin inovasyona olan etkisini 2007-2019 dönemi için panel eşbütünleşme analizi yardımıyla belirlemektir. Dış ticaretle ilgili olarak “ihracat”, “ithalat” ve “yabancı doğrudan yatırımlar”, inovasyonun göstergesi olarak “küresel inovasyon indeksi” alınmıştır. Eşbütünleşme analizi sonucunda, değişkenlerin uzun dönemde ilişkili oldukları ve ihracatın inovasyonu olumlu, ithalat ile yabancı doğru dan yatırımların ise inovasyonu olumsuz yönde etkilediği belirlenmiştir. Nedensellik analizi sonucunda, ihracat ve inovasyon arasında çift yönlü bir nedensellik ilişkisi, doğrudan yabancı yatırım ve ithalat ile tek yönlü bir nedensellik elde edilmiştir.

Anahtar Kelimeler: *İnovasyon, Dış Ticaret, BRICS-T, Panel Eşbütünleşme Analizi.*

APPENDIX 3. Table of Contents – TERM PROJECT

TABLE OF CONTENTS

	Page
Abstract	ii
Özet	iii
List of Tables	v
List of Figures	vi
List of Abbreviations	vii
INTRODUCTION	1
1. ENERGY RESOURCES IN THE WORLD	3
1.1. Fossil fuels.....	3
1.1.1. Oil.....	3
1.1.2. Natural Gas.....	6
1.2. Renewable Energy Sources.....	8
1.2.1. Hydraulic Energy.....	8
1.2.1.1. Turkey’s Hydraulic Potential.....	9
1.2.1.2. Current State of Hydraulic Potential Development.....	9
2. TURKEY ENERGY RESOURCES AND ENERGY STRATEGIES	15
2.1. Nuclear Energy Strategies.....	15
2.2. Turkey's Fossil Energy Resources.....	15
2.3. Turkey's Nuclear Raw Material Reserves.....	20
3. ENERGY POTENTIAL, TARGETS AND STRATEGY EXAMPLES	60
3.1. Energy Resources and Use in Turkey.....	63
3.1.1. Fossil Energy Resources in Turkey.....	66
3.1.2 Oil.....	67
3.2. Turkey's Nuclear Energy Policies.....	70
CONCLUSION	78
REFERENCES	80
APPENDICES	82

TABLE OF CONTENTS

	Page
Ethics Statement	i
Özet.....	iii
List of Tables	v
List of Figures	vi
List of Abbreviations	vii
 INTRODUCTION	 1
 1. ENERGY RESOURCES IN THE WORLD.....	 3
1.1. Fossil fuels.....	3
1.1.1. Oil.....	3
1.1.2. Natural Gas.....	6
1.2. Renewable Energy Sources.....	8
1.2.1. Hydraulic Energy.....	8
1.2.1.1. Turkey’s Hydraulic Potential.....	9
1.2.1.2. Current State of Hydraulic Potential Development.....	9
 CHAPTER 2	
2. TURKEY ENERGY RESOURCES AND ENERGY STRATEGIES	15
2.1. Nuclear Energy Strategies.....	15
2.2. Turkey's Fossil Energy Resources.....	15
2.3. Turkey's Nuclear Raw Material Reserves.....	20
 3. RESEARCH METHODOLOGY.....	 30
3.1. Universe and Sample	31
3.2. Data Collection Instruments	32
3.2.1. Impression Management Scale	32
3.2.2. Political Skill Scale.....	34
3.3. Limitation of the study.....	33
3.4. Research Process.....	36
3.5. Research Strategy	36
3.6. Results.....	37
3.7. Descriptive Statistics.....	37
3.8. Correlation Coefficients.....	37
3.9. Regression Analysis	38
CONCLUSION.....	41
REFERENCES.....	46
APPENDIX.....	56

APPENDIX 5. List of Tables

LIST OF TABLES

	Page
Table 1. Regional Distribution of Foreign Direct Investments (1998-2001)	7
Table 2. Sectoral Distribution of Foreign Capital (1999)	9
Table 3. Foreign Capital Investments in Turkey (1981-2000)	15

APPENDIX 6. List of Figures

LIST OF FIGURES

	Page
Figure 1. Distribution of Gross National Product by Sectors (2004)	7
Figure 2. Distribution of Imports by Sectors (1980-2019)	9
Figure 3. Budget Consolidations (2018)	15

APPENDIX 7. List of Abbreviations

LIST OF ABBREVIATIONS

IMF : International Monetary Fund

p. : Page

WB : World Bank

WTO : World Trade Organization

Vol. : Volume

APPENDIX 8. An Example Table

Table 1. External Debt (2000-2003)

(million US
dollar)

	2000	2001	2002	2003*
EXTERNAL DBT STOCK	118.568	113.651	130.218	145.350
MIDDLE-LONG TRM	90.267	97.248	113.794	122.337
- Public Sector	47.919	46.169	63.706	69.627
- Private Sector	29.153	27.488	29.748	31.206
TCMB	13.429	23.591	20.340	21.504
SHORT TERM	28.301	16.403	16.424	23.013
- The Central Bank	653	752	1.655	2.860
- Commercial Banks	16.900	7.997	6.344	9.692
- Other Sectors	9.748	7.654	8.425	10.462

Source: İTO, *Rakamlarla Türkiye Ekonomisi*, İstanbul, 2005, p. 44. (according to footnote method)

Source: (İTO, 2005:44). (according to APA)

*Estimated data

APPENDIX 9. An Example Figure

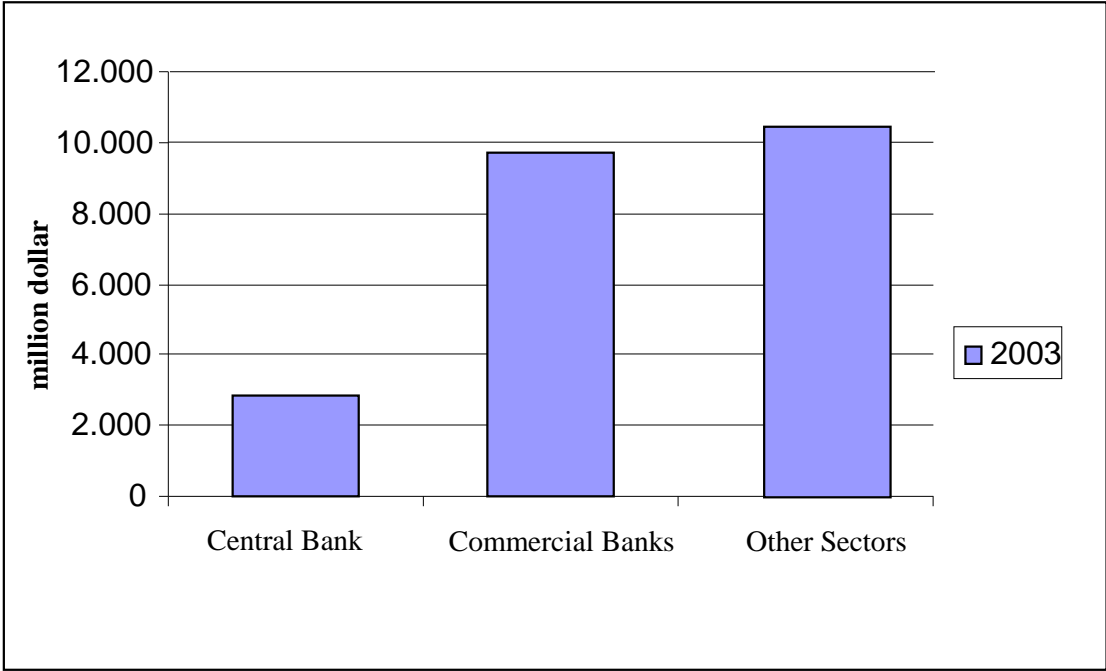


Figure 1. Short-Term External Borrowing

Source: İTO, *Rakamlarla Türkiye Ekonomisi*, İstanbul, 2005, p. 44. (according to footnote method)

Source: (İTO, 2005:44). (according to APA)

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APPENDIX 2. Example of an Abstract

ABSTRACT

The power that makes countries superior to each other in global competition is their ability to be innovative. This study aims to determine the effects of the main foreign trade indicators on innovation with respect to the developing countries group BRICS-T through panel cointegration analysis for the period 2007-2019. In terms of foreign trade, "export", "import", and "foreign direct investment" have been taken into account, and the "global innovation index" has been taken into consideration as the indicator of innovation. As a result of the cointegration analysis, it has been determined that the variables are related in the long run, exports have a positive effect on innovation, whereas imports and foreign direct investments adversely affect innovation. As a result of causality analysis, a two-way causality relationship has been found between export and innovation while a one-way causality has been detected with direct foreign investment and import.

Keywords: *Innovation, Foreign Trade, BRICS-T, Panel Cointegration Analysis.*

ÖZET

Küresel rekabette ülkeleri birbirine karşı üstün kılan güç, inovatif olabilmeleridir. Endüstri 4.0 ile birlikte günümüzde sanayi politikaları inovasyona dayalı olarak oluşturulmaktadır. Ülkelerin ekonomide ticari yönden dışa açıklık düzeyi bilgi ve teknolojiyi öğrenme, geliştirme ve nihayetinde inovasyon kapasitelerini geliştirebilmelerine katkı sağlamaları açısından gelişmekte olan ülkeler açısından oldukça önemlidir. Bu çalışmanın amacı, gelişmekte olan ülke grubu BRICS-T için başlıca dış ticaret göstergelerinin inovasyona olan etkisini 2007-2019 dönemi için panel eşbütünleşme analizi yardımıyla belirlemektir. Dış ticaretle ilgili olarak “ihracat”, “ithalat” ve “yabancı doğrudan yatırımlar”, inovasyonun göstergesi olarak “küresel inovasyon indeksi” alınmıştır. Eşbütünleşme analizi sonucunda, değişkenlerin uzun dönemde ilişkili oldukları ve ihracatın inovasyonu olumlu, ithalat ile yabancı doğru dan yatırımların ise inovasyonu olumsuz yönde etkilediği belirlenmiştir. Nedensellik analizi sonucunda, ihracat ve inovasyon arasında çift yönlü bir nedensellik ilişkisi, doğrudan yabancı yatırım ve ithalat ile tek yönlü bir nedensellik elde edilmiştir.

Anahtar Kelimeler: *İnovasyon, Dış Ticaret, BRICS-T, Panel Eşbütünleşme Analizi.*

TABLE OF CONTENTS

	Page
Ethics Statement	ii
Thesis Approval Page	iii
Özet.....	iv
List of Tables	vi
List of Figures	vii
List of Abbreviations	viii
INTRODUCTION	1
1. ENERGY RESOURCES IN THE WORLD.....	3
1.1. Fossil fuels.....	3
1.1.1. Oil.....	3
1.1.2. Natural Gas.....	6
1.2. Renewable Energy Sources.....	8
1.2.1. Hydraulic Energy.....	8
1.2.1.1. Turkey’s Hydraulic Potential.....	9
1.2.1.2. Current State of Hydraulic Potential Development.....	9
2. TURKEY ENERGY RESOURCES AND ENERGY STRATEGIES	15
2.1. Nuclear Energy Strategies.....	15
2.2. Turkey's Fossil Energy Resources.....	15
2.3. Turkey's Nuclear Raw Material Reserves.....	20
3. RESEARCH METHODOLOGY.....	30
3.1. Universe and Sample	31
3.2. Data Collection Instruments	32
3.2.1. Impression Management Scale	32
3.2.2. Political Skill Scale.....	34
3.3. Limitation of the study.....	33
3.4. Research Process.....	36 ^[L] _[SEP]
3.5. Research Strategy	36
3.6. Results.....	37
3.7. Descriptive Statistics.....	37
3.8. Correlation Coefficients.....	37
3.9. Regression Analysis	38
CONCLUSION.....	41
REFERENCES.....	46
APPENDIX.....	56

APPENDIX 4. List of Tables

LIST OF TABLES

	Page
Table 1. Regional Distribution of Foreign Direct Investments (1998-2001)	7
Table 2. Sectoral Distribution of Foreign Capital (1999)	9
Table 3. Foreign Capital Investments in Turkey (1981-2000)	15

APPENDIX 5. List of Figures

LIST OF FIGURES	
	Page
Figure 1. Distribution of Gross National Product by Sectors (2004)	7
Figure 2. Distribution of Imports by Sectors (1980-2019)	9
Figure 3. Budget Consolidations (2018)	15

APPENDIX 4. List of Abbreviations

LIST OF ABBREVIATIONS

IMF : International Monetary Fund

p. : Page

WB : World Bank

WTO : World Trade Organization

Vol. : Volume

APPENDIX 7. An Example Table

Table 1. External Debt (2000-2003)

(million US
dollar)

	2000	2001	2002	2003*
EXTERNAL DBT STOCK	118.568	113.651	130.218	145.350
MIDDLE-LONG TRM	90.267	97.248	113.794	122.337
- Public Sector	47.919	46.169	63.706	69.627
- Private Sector	29.153	27.488	29.748	31.206
TCMB	13.429	23.591	20.340	21.504
SHORT TERM	28.301	16.403	16.424	23.013
- The Central Bank	653	752	1.655	2.860
- Commercial Banks	16.900	7.997	6.344	9.692
- Other Sectors	9.748	7.654	8.425	10.462

Source: İTO, *Rakamlarla Türkiye Ekonomisi*, İstanbul, 2005, p. 44. (according to footnote method)

Source: (İTO, 2005:44). (according to APA)

*Estimated data

APPENDIX 8. An Example Figure

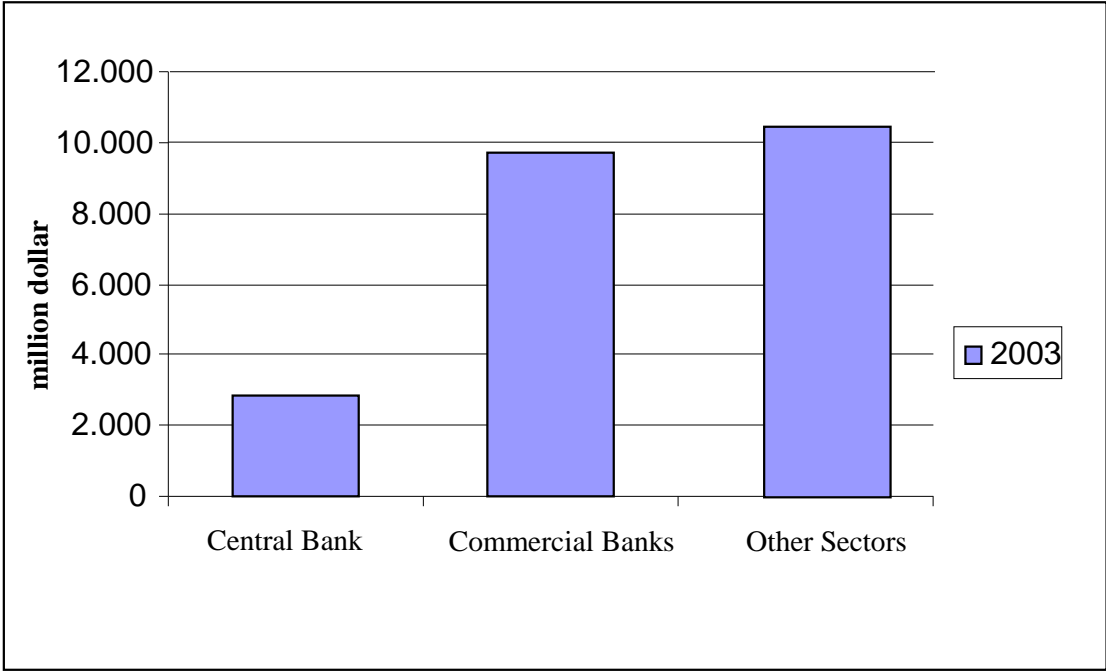


Figure 1. Short-Term External Borrowing

Source: İTO, *Rakamlarla Türkiye Ekonomisi*, İstanbul, 2005, p. 44. (according to footnote method)

Source: (İTO, 2005:44). (according to APA)

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