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**ISTANBUL COMMERCE UNIVERSITY**  
**GRADUATE SCHOOL OF FOREIGN TRADE**

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

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**ISTANBUL, May 2015**

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**by**  
**Assist. Prof. Betül GÜR**



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## 1. GENERAL FORMATTING<sup>1</sup>

- Use Times New Roman size 12 throughout the thesis.
- The content of tables and figures may be smaller than size 12 but must be at least size 8.
- The text of footnotes is to be size 10.
- Margins:
  - Left margin: 3.5 – 4 cm.
  - Top margin: 3.0 cm.
  - Right and bottom margins : 2.5 cm.
- The body of the thesis must be 1.5 spaced, with the exception of footnotes, entire in references list, and block quotations, all of which are single-spaced.
- Paragraphs must be uniformly indented, approximately 1.25 cm.
- The cover page is not counted as a “page” in the context of the thesis. Pagination therefore starts with the title page and continues to the last page of the thesis.
- The title page is counted in the pagination, but its page number does not appear on the page.
- The front matter pages are numbered in lower-case Roman numerals (e.g. i, ii, iii . .).
- The main text pages and back matter pages are numbered using Arabic numerals, (e.g. 1, 2, 3 . . .), starting with “1”. That is, starting with the main text, numbering is re-started.
- Page numbers are to be placed at the bottom of the page, centered.
- Each chapter must begin on a new page, be centered at the top of the page, and be all in capital letters. Chapters are to be designated with a number in Arabic numerals, followed by the title of the chapter on the next line.

## 2. PARTS OF A THESIS/DISSERTATION<sup>2</sup>

- A thesis can be viewed as having three principal sections: “Front Matter”, “Main Text” and “Back Matter”.

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<sup>1</sup> It is cited direct quotes retrieved from BÜ, 2015.

<sup>2</sup> It is cited direct quotes retrieved from BÜ, 2015.

## 2.1. Front Matter

- Front matters includes such elements as the title page, abstracts, table of contents, lists of tables and figures.

**Table 1.** Front Matter Elements, in the Order in Which They Must Appear

	Page Heading		Page No.
1	COVER PAGE	Required	-
2	TITLE PAGE (INNER COVER PAGE)	Required	(hidden)
3	APPROVAL PAGE	Required	(hidden)
4	ABSTRACT (IN ENGLISH)	Required	iv
5	ÖZET (IN TURKISH)	Required	v
6	ACKNOWLEDGEMENTS	Optional	vii
7	TABLE OF CONTENTS	Required	viii
8	LIST OF TABLES	Required	ix
9	LIST OF FIGURES	Required	x
10	LIST OF ABBREVIATIONS	Required	xi
11	PREFACE	Optional	xii

Source : (Boğaziçi Üni., 2015).

### 2.1.1. Cover Page and Title Page (Inner Cover Page)

- Each element on the page is centered horizontally.
- Name of advisor must on the inner cover page.

### 2.1.2. Approval Page

- **Signatures:** Committee members' names, followed by lines for signatures on the same line, are listed in a single column, with the thesis supervisor's name at the top of the list.
- **Titles:** The professional titles of committee members are to be designated as follows:  
Prof. ABC (not Prof. Dr. ABC); Assoc. Prof. DEF; Assist. Prof. XYZ (not Ass. Prof.).  
When using *Prof.*,  
*Assoc. Prof.*, or *Assist. Prof.*, do not include "Dr."



### **2.1.3. Abstracts**

- An abstract is a concise summary of the thesis, intended to inform prospective readers about its content.
- It usually includes a brief description of the research, the procedures or methods, and the results or conclusions.
- An abstract should not include sub-headings or footnotes – citations are generally not used.
- Two abstracts are required – one in English, with a maximum of 250 words, and an equivalent one in Turkish. The Turkish abstract (“Özet”) must reflect the content and approximate length of the English abstract.
- The abstract page headings are to be “Abstract” and “Özet”, centered at the top of the page, all capitalized.

### **2.1.4. Acknowledgements**

- An acknowledgements page can be used to recognize people who have provided special guidance or support during your research, and any grant support you may have received.
- Acknowledgements should be expressed simply, preferably on a single page, double-spaced.

### **2.1.5. Lists of Tables, and Figures**

- Create separate pages for each list: tables, figures.
- The word “Tables” (or “Figures”) must appear as the page heading, all in capital letters, centered.
- List the table or figure numbers, their title or caption, and the page number where each occurs in the text.
- Align all page numbers to the right, with dotted lines extending from the end of the last word to the page number.

### 2.1.6. List of Abbreviations

- Acceptable abbreviations in the Reference List for parts of books and other publications include (According to APA style):

**Table 2.** Selected Abbreviations

ed.	edition
Rev.ed.	revised edition
2nd ed.	second edition
Ed. ( Eds.)	Editor (Editors)
Trans.	Translator(s)
n.d.	no date
p. (pp)	page (pages)
Vol.	Volume (as in Vol. 4)
Vols.	Volume (as in Vols. 1-4)
No.	Number
Pt.	Part
Suppl.	Supplement
Tech. Rep.	Technical Report

**Source:**<http://www.lib.unimelb.edu.au/recite/citations/apa6/generalNotesPopup.html>

(12.05.2015).

### 2.2. Main Text

- The body of the thesis, including all chapters, starting with chapter.
- The main text consists of all chapters of the thesis, starting with chapter 1, which is often entitled “Introduction”, and finishes with the final chapter, often entitled “Conclusion”.

### 2.3. Back Matter

- It includes appendices and references.

### **2.3.1. Appendices**

- They present information that supports the main text, including data sheets, maps, figures, interview transcripts and so on.
- Each appendices starts on a new page.

### **2.3.2. References**

- All sources cited in your thesis document.
- The page heading “References” should appear at the top of the page, centered, and all in capitals.
- Entires must be listed in alphabetical order according to the surname of the first author.
- Entires are to be single-spaced, with the second and subsequent lines indented, using a hanging indent. Double-space between entires.
- Start a new page for the list of references.
- The word “References” must appear all in capital letters at the top of the page, centered.
- Individual entries are single-spaced, with a double space between entries.
- Indent the second line and subsequent lines of each entry. (Use a “hanging indent” for ease of formatting.)

## **3. TABLES AND FIGURES**

- A figure is defined as a chart, drawing, graph, map, photograph or other image.
- All illustrative (i.e. non-text) items must be designated either as a table or a figure.
- The number series for figures is separate from the number series for tables, i.e. the first table is Table 1; the first figure is Figure 1.
- All tables and figures must be referred to in the text before they are displayed, using their table number or figure number (e.g. “. . . as shown in Table 8, the responses were provided by children with pre-training . . .”). Do not use phrases such as “the following table” or “the figure below”, or “the table on page 32”.

- Any table or figure in the main text must be complete on the page where it starts. If a table does not fit on the page, the page must be filled with narrative and the table should be placed on the next page.
- If the information in tables or figures is not the product of the student's own original work, the source must be cited below the table or figure.
- The font size used in tables should be consistent throughout the thesis unless there is a compelling reason to do otherwise. Font size may be reduced from size 12, for example, to make a table fit on the page.
- A table has a title that appears above the table, separated by a single space from the table.
- It is introduced with the word 'Table', followed by the number of the table and a period, and then by a brief description of the content of the table. There is no punctuation at the end of the title.
- Each figure must be numbered with Arabic numerals and captioned.
- A caption for a figure is placed **under** the figure.
- Title capitalization is used (e.g. capitalize all words except for prepositions).
- A note may be placed under the table/figure, if necessary.

#### 4. QUOTATIONS AND CITATIONS

- “Documenting sources of information is important for several reasons. First of all, academic work normally builds upon previously published research and other resources. Academic researchers make reference to others’ theories, formulations, arguments and empirical data. Readers must be able to locate original sources of information in order to judge or confirm your work independently. In addition, it is necessary to establish what is your own and what comes from others. If you fail to cite your sources, you may be accused of plagiarizing, which is a form of stealing and is considered a serious offense. It is thus important to acknowledge other authors’ contributions, both from an ethical standpoint as well as an academic one.”<sup>3</sup>
- Students must use APA style for in-text citations and references.

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<sup>3</sup> It is cited direct quotes retrieved from BÜ, 2015.

#### 4.1. Citing Referencing in the Text<sup>4</sup>

a) References are made within the body of your essay to the full details of the work in the reference list/bibliography in the following manner:

- Stevenson (2003, p. 116) argues that ...
- ... concerns about individual viewer responses (Stevenson, 2003, pp. 118–119) ...
- Whoever is reading your essay can now turn to the reference list and look for an entry by Stevenson written in 2003.

b) When an author, or group of authors, has more than one publication in the same year a lower case letter is added to the date. For example:

- In two recent studies (Harding, 1986a, p. 80; Harding, 1986b, p. 138) it was suggested that ...
- In two recent works Harding (1986a, p. 80; 1986b, p. 138) has suggested that ...

c) Multiple author citations

- **With two authors** both names should be listed in each citation e.g. (Duncan & Goddard, 2003, p. 99).
- **With three to five authors** name all authors the first time, then use et al. (and others). For example: the first time it would be (Moore, Estrich, McGillis, & Spelman, 1984, p. 33) and subsequent references to the same publication would use (Moore et al., 1984, p. 33).
- **For six or more authors**, use et al. after the first author in all occurrences.

Note that when the in-text reference occurs naturally within the sentence ‘and’ should be used before the final author. But when the entire reference is enclosed in brackets the ampersand (&) should be used.

d) Organisations as authors

- Where you have a document produced by an organisation and the organisation is commonly referred to by an abbreviation/acronym, in the in-text reference you should write out the name of the organisation in full the first time and give the abbreviation in square brackets.

For example: ... clearly stated policy (Food and Agriculture Organization of the United Nations [FAO], 2005, p. 24).

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<sup>4</sup> It is cited direct quotes retrieved from University of Portsmouth , 2014.

Then subsequent in-text references can just use the abbreviation.

For example:

... measures to improve food supplies (FAO, 2005, p. 36).

- In the reference list/bibliography spell out the name of the organisation in full. For example: Food and Agriculture Organization of the United Nations. (2005). title of doc etc.

e) When a source has no author, cite the first two or three words of the title followed by the year.

For example:

- ... in the recent book (Encyclopedia of psychology, 1991, p. 62) ...
- ... in this article ("Individual differences," 1993, p. 12) ...

f) Web pages where no author is given:

- Alcohol Concern ("Call to stop", 2007) have proposed various policies to ...

The key point is that your in-text reference matches the start of the reference in your reference list.

**Note:** Underline or italicise the title of a journal or book and use double quotation marks around the title of an article, chapter or web page.

g) When using quotations in your text observe the following examples:

- He stated, "The relative importance of the systems may nevertheless remain in approximately the same proportion" (Gardner, 1973, p. 41).
- Smith (1991) found that "... there is no evidence that chimpanzees can produce a drawing and discern the object represented in it ..." (p. 84).

h) If you cite a work that you discovered in another work, follow these examples:

- Smith (1970, p. 27) cites Brown (1967) as finding ...
- Brown (1967), cited by Smith (1970, p. 27), found ...
- It was found (Brown, 1967, cited by Smith, 1970, p. 27) that ...

In your reference list/bibliography only list the author whose work you have seen. In these examples you include Smith, but not Brown, the author whose work you have not seen.

i) Acts of Parliament should be cited in your text with the full title, including year of enactment.

- For example: According to section 2 of the Criminal Justice Act 2003 ...

**Table 3.** Another Listing Different Numbers of Authors

Number	First Citation	Subsequent Citations
<b>One author</b>	(Lyons, 2008) Lyons (2008) discussed...	<i>As First Citation.</i>
<b>Two authors</b>	(Southgate & Carthew, 2007) Southgate and Carthew (2007) argue ...	<i>As First Citation.</i>
<b>Three, four or five authors</b>	(Peate, Platow, & Eggins, 2008) According to Peate, Platow and Eggins (2008)...	(Peate et al., 2008) According to Peate et al. (2008)
<b>Six or more authors</b>	(Visioli et al., 2009) Visioli et al. (2009) describe ...	<i>As First Citation.</i>
<b>Corporate author</b>	(National Health Service [NHS], 2012) The National Health Service (2012) reported...	(NHS, 2012) The NHS (2012) reported
<b>No authors</b>	(Pipistrelle bats, 2010) The Climate Change Act (2008) outlines...  (Use a short form of the title.)	<i>As First Citation.</i>

**Source:** University of Salford Manchester, Referenceing Guide: APA 6<sup>th</sup> (Harvard) Style, Retrieved from <http://www.salford.ac.uk/library> (10.05.2015).

## 4.2. Creating A List of References<sup>5</sup>

- **Book with author(s)**

**The basic pattern for a reference to a book is:**

Author, Initials. (year when book was published). *Title of book* (Edition if later than first e.g. 3rd ed.). Place of publication: Publisher.

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.
- Armitage, A., Bryant, R., Dunnill, R., Hammersley, M., Hayes, D., Hudson A., & Lawes, S. (2008).
- *Teaching and training in post-compulsory education* (3rd ed.). Maidenhead: Open University Press.
- *Encyclopedia of psychology*. (1976). London: Routledge.
- Gardner, H. (1973). *The arts and human development*. New York: Wiley.
- Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

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<sup>5</sup> It is cited direct quotes retrieved from University of Portsmouth , 2014.

- **Book with editor(s)**

- Koutrakou, V. N. (Ed.). (2004). *Contemporary issues and debates in EU policy*. Manchester: Manchester University Press.
- Lavallee, D., Thatcher, J., & Jones, M. V. (Eds.). (2011). *Coping and emotion in sport* (2nd ed.). London: Springer.

- **Chapter in an edited book**

Author of chapter, Initials. (year). Title of chapter. In Initials. Name of Editor/s (Ed.), *Title of book* (pp. start and end page numbers of chapter). Place of publication: Publisher.

- Vygotsky, L. S. (1991). Genesis of the higher mental functions. In P. Light, S. Sheldon, & M. Woodhead (Eds.), *Learning to think* (pp. 32–41). London: Routledge.

- **Entry in a reference book**

- Lijphart, A. (1995). Electoral systems. In *The encyclopedia of democracy* (Vol. 2, pp. 412–422). London: Routledge.
- Faust. (2001). In A. Holden (Ed.), *The new Penguin opera guide* (pp. 867-868). London: Penguin.
- *For further guidance and examples, go to Referencing@Portsmouth* (<http://referencing.port.ac.uk>) and select a reference source from the dropdown menu.

- **Academic journal article**

Author, Initials. (year when article was published). Title of article. *Title of Journal, Volume number* – if there is one (Issue number), start and end page numbers of article.

- Guo, Z., Liu, T., Fedoroff, N., Wei, L., Ding, Z., Wu, N., . . . An, Z. (1998). Climate extremes in Loess of China coupled with the strength of deep-water formation in the North Atlantic. *Global and Planetary Change, 18*(3–4), 113–128.
- Popper, S. E., & McCloskey, K. (1993). Individual differences and subgroups within populations: The shopping bag approach. *Aviation Space and Environmental Medicine, 64*(1), 74–77.

**Note: List up to seven authors. For eight or more authors, include the first six authors' names, then insert an ellipsis ( . . . ), and add the last author's name.**

- **Magazine article**

- Access denied. (2006, July). *Labour Research, 95*(7), 15-16.
- Barrett, L. (2001, August 23). Daewoo's drive to survive in the UK. *Marketing Week, 22–23*.



- **Newspaper article**

- Caffeine linked to mental illness. (1991, July 13). *New York Times*, pp. B13, B15.
- Young, H. (1996, July 25). Battle of snakes and ladders. *The Guardian*, p. 15.

- **Government department publication**

- Great Britain. Department for Business, Innovation and Skills. (2011). *Bigger, better business: Helping small firms start, grow and prosper*. London: TSO.

- **Parliamentary material**

Parliamentary material includes secondary sources of law such as bills, command papers, explanatory notes to Acts of Parliament and parliamentary debates from Hansard.

- Ministry of Justice. (2011). *Reform of legal aid in England and Wales: The Government response* (Cm 8072). London: TSO.

- **Legal material**

The situation regarding legal references is complex and only US law is covered in the APA style manual. Legal material includes primary sources of law such as cases (e.g. law reports, transcripts) and legislation (e.g. statutes, also known as Acts of Parliament, and statutory instruments).

- **Report, briefing or working paper**

- Birney, A. J., & Hall, M. M. (1981). *Early identification of children with written language difficulties* (Report No. 81–502). Washington, DC: National Educational Association.
- Harris, J., & Grace, S. (1999). *A question of evidence? Investigating and prosecuting rape in the 1990s* (Home Office Research Study 196). London: Home Office.

- **Conference paper (published and unpublished)**

- Borgman, C. L., Bower, J., & Krieger, D. (1989). From hands-on science to hands-on information retrieval. In J. Katzer, & G. B. Newby (Eds.), *Proceedings of the 52nd ASIS annual meeting: Vol. 26. Managing information and technology* (pp. 96–100). Medford, NJ: Learned Information.
- Johnson, R. S., Dean, J. E., & Childers, S. K. (1998, September). *The role of exercise in the treatment of insomnia*. Paper presented at the meeting of the Association of Sport and Exercise Sciences.

- **The basic pattern for an internal document is:**

Author, Initials. or Organisation if no named author (year, plus month and day if given).

Document title (policy/report/circular number if given). Unpublished internal document.

Organisation (if not listed first).

○ Bonar, I. (2003, October). *Library policies and decision making*. Unpublished internal document, University of Portsmouth.

- **Dissertation**

○ Hardman, J. P. (1999). *Rainer Werner Fassbinder's BRD trilogy: A manifesto for social and political reform* (Unpublished undergraduate dissertation). University of Portsmouth, Portsmouth.

**If no author is shown, put the title in the normal author position.**

- **Interviews**

Because interviews are not considered recoverable data, you do not give details in your reference list. You should, however, cite an interview within the body of your text as a personal communication:

○ ... and this point was conceded (J. Bloggs, personal communication, August 22, 2001).

- **Two or more works by the same author(s) with the same publication date**

Where an author (or particular group of authors) has more than one work in a particular year, list them in title order and follow the date with a lower case letter a, b, c, ... for example:

○ Harding, S. (1986a). The instability of the analytical categories of feminist theory. *Signs*, 11(4), 645–64.

○ Harding, S. (1986b). *The science question in feminism*. Ithaca: Cornell University Press.

When referred to in the text these letters are also used (see *Citing references in the text* at the end of this guide section b).

- **Note on page numbers**

Use pp. for page range only for encyclopedia entries, multi-page newspaper articles and chapters or articles in edited books. For articles in journals or magazines use the numbers alone.

- **Notes on electronic sources**

- If no date is shown on the document, use n.d.
- You can use an organisation as an author if you cannot see the name of a person e.g. United Nations, Human Rights Watch.
- If the author is not given, begin your reference with the title of the document.

- If a document is part of a large site such as that for a university or government department, give the name of the parent organisation and the relevant department before the web address.
- Alexander, J., & Tate, M. A. (2001). *Evaluating web resources*. Retrieved from Widener University, Wolfgram Memorial Library website: <http://www2.widener.edu/Wolfgram-Memorial-Library/webevaluation/webeval.htm>

**• Never write the web address (URL) in the text of your essay. Use the author of the website if your reference has one; otherwise use the first few words of the website title:**

○ **E-book**

Brzezinski, M. (2004). *Fortress America: On the front lines of homeland security, an inside look at the coming surveillance state*. Retrieved from <http://site.ebrary.com/lib/portsmouth/docDetail.action?docID=10066688>

○ **Article from an electronic source**

- If you can easily see a DOI (Digital Object Identifier which provides a permanent link to the article), give the reference as for a print journal, then add the DOI at the end.
  - If you can't see a DOI, give the reference as for a print journal, then put Retrieved from plus the web address (URL) for the journal or database home page.
  - If the article is only available on the internet, there may be no page numbers for the article.
  - Give URL of the home page when the online version of the article is available by search to avoid non-working URLs.
- Korda, L. (2001). The making of a translator. *Translation Journal*, 5(3). Retrieved from <http://translationjournal.net/journal//index.html>
  - Paton, G. (2011, June 22). Record 1m pupils speak English as a second language. *The Telegraph*. Retrieved from <http://www.telegraph.co.uk>
  - Shahrani, A. M. (2002). War, factionalism, and the state in Afghanistan. *American Anthropologist*, 104(3), 715–722. Retrieved from <http://www.jstor.org/>
  - Shepherd, J. (2011, April 21). All universities to charge at least £6,000 a year tuition fees. *The Guardian*, p. 18. Retrieved from <http://www.lexisnexis.com/uk/nexis/>
  - Soft isn't safe. (2006, April 3). *The Economist*. Retrieved from <http://web.ebscohost.com/ehost/search/advanced?sid=9248e268-bde2-4dfa-ae7a-77feaece27f0%40sessionmgr11&vid=1&hid=8>
  - Tismaneanu, V. (2009). The revolutions of 1989: Causes, meanings, consequences. *Contemporary European History*, 18(3), 271–288. doi:10.1017/S0960777309005049

- **Report from an electronic source**

- Harris, J., & Grace, S. (1999). *A question of evidence? Investigating and prosecuting rape in the 1990s* (Home Office Research Study 196). Retrieved from the UK Home Office website: <http://www.homeoffice.gov.uk/rds/pdfs/hors196.pdf>

- **Web page**

Author, Initials. (year when site was produced or when document was published). *Title*.

Retrieved from internet address.

- Banks, I. (n.d.). *The NHS Direct healthcare guide*. Retrieved from <http://www.healthcareguide.nhsdirect.nhs.uk>
- *Deciding your future*. (2000). Retrieved from University of Portsmouth, Careers Service website: <http://www.port.ac.uk/departments/careers/plancareer/deciding-your-future.htm>

- **Blog post**

- If the author adopts a nickname or screen name, you can use this at the beginning of your reference.
- Bystander. (2007, May 25). Once bitten ... [Web log message]. Retrieved from <http://thelawwestofealingbroadway.blogspot.com/2007/05/once-bitten.html> Marketing [Web log message]. (2007, January 16). Retrieved from <http://criminalsolicitor.blogspot.com/2007/01/marketing.html>

- **Podcast**

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

- **Intranet document**

Author, Initials. or Organisation if no named author. (year, plus month and day if given).

*Document title* (policy/report/circular number if given). Unpublished intranet document.

Organisation (if not listed first).

- Bonar, I. (2003, October). *Library policies and decision making*. Unpublished intranet document, University of Portsmouth

## **APPENDICES**

**APPENDIX 1. Cover Page and Title Page (Inner Cover Page)**

<p style="text-align: center;"><b>T.C.</b> <b>ISTANBUL COMMERCE UNIVERSITY</b> <b>GRADUATE SCHOOL OF FOREIGN TRADE</b> <b>DEPARTMENT OF .....</b> <b>..... PROGRAMME</b></p> <p style="text-align: center;"><b>THESIS TITLE</b></p> <p style="text-align: center;"><b>MA Thesis / Ph.D. Dissertation</b></p> <p style="text-align: center;"><b>Aslıhan B. DURAK</b> <b>140223201</b></p> <p style="text-align: center;"><b>Advisor: Prof. BBBB CCCC</b> (P.S.: Name of advisor will be on the inner cover page.)</p> <p style="text-align: center;"><b>Istanbul, 2015</b></p>
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APPENDIX 2. Approval Page<sup>6</sup>

**Name SURNAME**, a M.A. /a Ph.D. student of ISTANBUL COMMERCE UNIVERSITY Graduate School of Foreign Trade **...student ID...**, successfully defended the thesis/dissertation entitled “**.....THESIS/DISSERTATION TITLE.....**”, which he/she prepared after fulfilling the requirements specified in the associated legislations, before the jury whose signatures are below.

**Thesis Advisor :**      **Prof. Name SURNAME** .....  
Istanbul Commerce University

**Co-advisor :**      **Prof. Name SURNAME** .....  
**(If exists)**      ..... University

**Jury Members :**      **Prof. Name SURNAME** .....  
Istanbul Commerce University

**Prof. Name SURNAME** .....  
..... University

**Assoc. Prof. Name SURNAME** .....  
..... University

**(If exists)**      **Assoc. Prof. Name SURNAME** .....  
..... University

**(If exists)**      **Assist. Prof. Name SURNAME** .....  
..... University

**Date of Defense :**      **Month Day, Year**

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<sup>6</sup> Yalova Uni. (n.d), Tez Yazım Şablonu, p.7.

APPENDIX 3. Table of Contents

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**APPENDIX 6.** 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

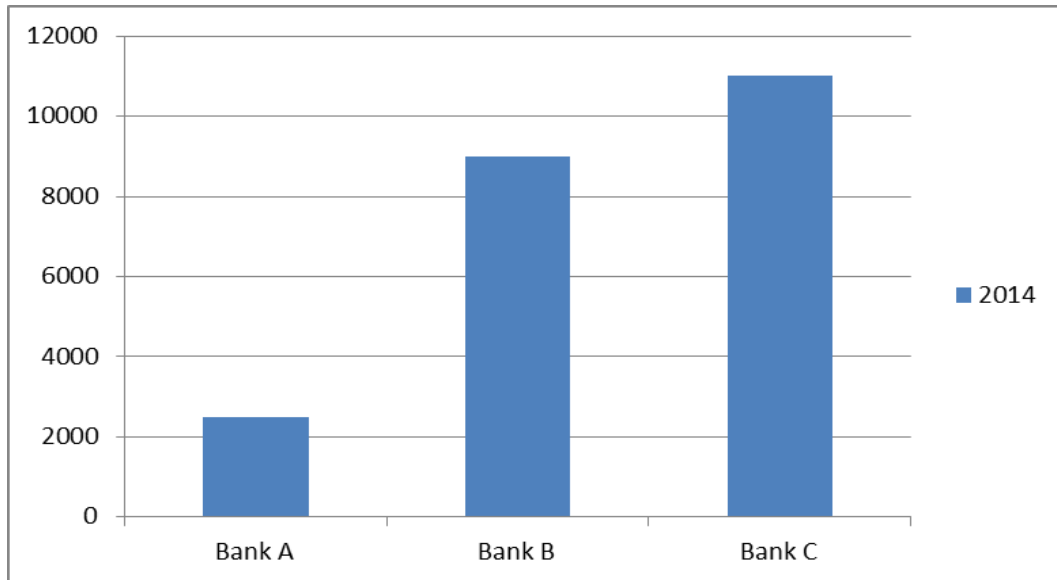
**Table 1. Bbbbbb Bbbbbb (2010-2013)**

(million US dollar)

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Bbbbbbbbbbb</b>	118.568	113.651	130.218	145.350
<b>Bbbbb Bbbbb</b>	47.919	46.169	63.706	69.627
<b>Bbbb Bbbbbb Bbb</b>	29.153	27.488	29.748	31.206
<b>Bbbb Bbbbbb</b>	13.429	23.591	20.340	21.504
<b>Bbb Bbbb Bbbbb</b>	28.301	16.403	16.424	23.013
<b>Bbbb Bbbbbb BBBB</b>	653	752	1.655	2.860
<b>Bbbbbbbbbb</b>	16.900	7.997	6.344	9.692

Source: (ITO, 2014: 44).

**APPENDIX 8. An Example Figure**



**Figure 1. Bbbbbb Bbbbbb Bb Bbbbbb (2014)**

**Source:** (ITO, 2015: 44)

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