ISTANBUL TICARET UNIVERSITY

GRADUATE SCHOOLS

GRADUATE THESIS WRITING GUIDELINES

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CHAPTER ONE

SCOPE, LEGAL BASIS, AND DATE

1.1. Scope

Thesis Writing Guidelines define the principles and procedures to be followed by supervisors and students preparing a non-thesis master's graduation project, a master's thesis, or a doctoral dissertation in the programs of Istanbul Ticaret University's graduate schools.

1.2. Legal Basis

Thesis Writing Guidelines have been prepared in accordance with the relevant provisions of the Higher Education Council (YÖK) Regulation on Graduate Education and Training and the Graduate Education and Training Regulation of Istanbul Ticaret University.

It was approved and entered into force by the decision of the meeting of the Graduate School and the Graduate School of Trade and Finance dated 11 February 2026, and by the decision of the University Senate dated 24 February 2026.

1.3. Effective Date

Thesis Writing Guidelines shall be applied to non-thesis master's graduation projects, master's theses, and doctoral dissertations completed at the graduate schools of Istanbul Ticaret University as of 24 February 2026. Projects and graduate theses to be prepared from that date onward shall be written in accordance with the Guidelines.

CHAPTER TWO

THE PROCESS FOR STARTING AND COMPLETING A THESIS

2.1. Deciding the Thesis Topic

When selecting a thesis topic, whether for a master's or a doctoral degree, the student is expected to identify a subject that demonstrates originality and contributes to the academic literature. In determining the research topic, theses available in the Council of Higher Education (YÖK) database should be carefully reviewed to avoid duplication and to gain a comprehensive understanding of the existing body of research.

If a student intends to work on a topic that has previously been studied, the research must introduce a new dimension to the subject. This may involve employing a different methodological framework, examining new data, adopting a new theoretical perspective, or addressing previously unexplored aspects of the topic. Simply repeating an earlier study without offering an original contribution is not considered appropriate within the principles of academic research. Therefore, the thesis topic should aim to provide a meaningful and original contribution to the relevant field of study.

2.2. Deciding the Title of the Thesis

The title of a thesis should clearly and accurately reflect the content of the study while remaining concise and precise. Titles that are excessively long, vague, or overly general should be avoided. Where necessary, a subtitle may be used to clarify the scope or focus of the research.

A well-constructed thesis title should eliminate unnecessary words and convey the central theme of the study as effectively as possible. In academic writing, clarity and precision are essential; therefore, the most effective thesis titles are those that express the subject of the research in the clearest possible manner using the fewest words.

2.3. Finding a Thesis Supervisor

Master's students who have successfully completed the first semester and doctoral students who have completed their coursework and passed the qualifying examination are required to identify an appropriate thesis supervisor whose expertise aligns with their proposed research topic and to notify the relevant Institute accordingly.

Upon approval by the Administrative Board of the Institute, the student's thesis topic, thesis title, and supervisor are formally confirmed.

For doctoral candidates, the Administrative Board appoints a Thesis Monitoring Committee consisting of three members: the thesis supervisor, one faculty member from the same academic field, and one faculty member from a different field. The committee is responsible for monitoring the student's academic progress and providing scholarly guidance throughout the dissertation process.

Where deemed necessary, and upon the recommendation of the supervisor and the head of the department, the Administrative Board of the Institute may appoint a co-supervisor for either master's or doctoral students. The co-supervisor contributes to the research process by offering additional expertise and academic support.

2.4. Master's Thesis

The master's thesis is expected to fulfill two primary objectives. First, the student should identify and analyze a specific research problem by employing appropriate scientific research methods. Second, the study should contribute to the academic literature by addressing a topic that introduces new insights or perspectives to the field.

In essence, the master's thesis functions as an important stage in preparing students for doctoral-level research. Through independent research and the production of a scholarly thesis, students are expected to strengthen their methodological skills, develop analytical competence, and gain experience in academic writing.

In non-thesis master's programs, students are required to select a research topic and supervisor during the second semester of their coursework and prepare a term research project, which must be submitted to the supervisor at the end of the semester. This project must also comply with the Thesis Writing Guidelines and academic standards.

2.5. Doctoral Dissertation

The doctoral dissertation constitutes the most advanced stage of graduate research and is expected to make a substantial contribution to the relevant academic field. In general terms, two principal expectations guide doctoral research. First, the candidate should develop an original argument, methodological approach, or conceptual framework related to the research problem. Second, the dissertation should contribute to existing scholarly debates by extending, challenging, or refining established theories, theses, or methodological perspectives.

A doctoral dissertation examines a research problem within a clearly defined theoretical framework and evaluates that framework in light of the empirical or analytical findings of the study. In doing so, it may confirm, refine, or challenge existing theoretical assumptions.

For this reason, doctoral dissertations typically include a distinctive analytical section in which the theoretical framework and research findings are synthesized coherently. In this section, the candidate is expected to integrate theory and empirical evidence, develop original concepts where necessary, and articulate a new argument or perspective that advances scholarly knowledge in the field.

2.6. Ethical Principles to be Followed

The most fundamental requirement in the preparation of a graduation project, master's thesis, or doctoral dissertation is strict adherence to academic and research ethics. Students are expected to demonstrate the highest level of integrity throughout the research and writing process. Violations of ethical standards may result in disciplinary proceedings and may ultimately lead to dismissal from the university.

All graduate students are required to comply with the ethical principles mentioned in the Regulation on Scientific Research and Publication Ethics of the Higher Education Council. According to this regulation, the following actions are considered ethical violations in the process of thesis preparation:

- Presenting the ideas, methods, data, or works of others as one's own, either partially or in full.
- Using the work of others without giving appropriate references.

- Citing sources in the bibliography that were not actually used in the research.
- Using fabricated or falsified data in thesis research.
- Manipulating research records or research data; presenting devices or materials as if they had been used in the research, although they had not been used.
- Altering research findings to serve the interests of individuals or institutions that support this research.
- Disclosing confidential sources of information that must remain protected.
- Using information obtained through interviews or personal communications without proper consent, or citing such sources without authorization.
- Presenting one's previously completed or published work as if it were new and original within the thesis.
- Failing to acknowledge individuals, institutions, or organizations that provided support for the research.
- Using data and information obtained from individuals or institutions beyond the scope of permitted use, or failing to respect and protect the confidentiality of such information.

All actions listed above constitute violations of academic ethics and are subject to institutional sanctions. For this reason, students are required to strictly follow the principles of scientific ethics in their graduation projects and theses.

2.7. Starting to Write the Thesis

In non-thesis master's programs, the term project officially begins once the project topic and supervisor have been approved by the Institute's Administrative Board.

For thesis-based master's programs, the research process formally begins after the thesis topic, thesis proposal, and supervisor have been approved by the Institute's Administrative Board.

Doctoral students who have completed their coursework are assigned a supervisor. Within 6 months of completing coursework, the student must take the doctoral qualifying examination. Students who pass this examination are required to prepare a dissertation proposal on their research topic and present it to the monitoring committee. Once the dissertation proposal and topic have been approved by the committee and subsequently confirmed by the Institute's Administrative Board, the student may formally begin work on the dissertation.

Doctoral candidates are required to present their research progress to the Thesis Monitoring Committee every 6 months and to defend it orally. To proceed to the next stage of the doctoral program, the student must obtain approval from the monitoring committee at each stage.

Students who fail to attend two consecutive monitoring meetings or who fail two consecutive evaluations will be dismissed from the program.

To complete a doctoral dissertation, the student must successfully pass at least three monitoring evaluations conducted at six-month intervals. Failure to complete these monitoring procedures on time will result in the student being considered unsuccessful for that evaluation period.

Students who fail to complete their studies within the officially designated time limits will have their affiliation with the Institute terminated.

2.8. Submission of the Completed Thesis to the Institute

Once the thesis has been successfully completed, the supervisor and the student jointly complete the required forms. The supervisor signs the Thesis Submission Checklist and submits the thesis to the Institute for formal review.

The thesis is submitted to the Institute by the supervisor. A thesis submitted to the Institute is considered to have received the supervisor's formal approval. At the stage when the thesis is sent to the jury for evaluation, it is also considered a scholarly work endorsed by the supervisor. For this reason, supervisors should not forward a thesis to the examination committee if they consider it inadequate or incomplete.

2.9. Control of the Thesis by the Institute

Before a thesis can proceed to the defense stage, it must undergo a formal review by the relevant Graduate Institute. Theses submitted to the Institute are examined with respect to publication requirements, formatting standards, and similarity (plagiarism) rates.

Theses that successfully pass this control become eligible for the defense. Theses that do not meet the required standards are returned to the supervisor and the student for necessary revisions.

After the deficiencies identified by the Thesis Controlling Center have been corrected, the supervisor resubmits the thesis to the Institute for review. Once approved by the Institute, the thesis becomes eligible for defense.

2.10. Similarity Rate in Theses

In master's theses and doctoral dissertations, sections other than phrases shorter than five words, direct quotations, legal or regulatory provisions, and the reference list may not exceed a similarity rate of 20 percent with previously published works.

Except in cases such as book analyses, studies focusing on the works of a particular thinker or author, analyses of legal or regulatory texts, or discussions of articles, the similarity to any single source should not exceed 2 percent. Theses that exceed these limits will not pass the thesis control process.

Students are expected to cite original sources directly rather than rely on secondary references from other studies. When possible, use electronic databases and digital resources to access the original work and cite it directly.

2.11. Publication Requirement for Graduation

In order to be eligible for the thesis defense, master's and doctoral students must fulfill the publication requirement specified in the Graduate Education and Training Regulations of Istanbul Ticaret University.

2.12. Establishment of the Thesis Jury

For those theses that have successfully passed the preliminary review process, the Administrative Board of the Graduate School appoints a Thesis Jury from the candidates proposed by the thesis supervisor and the department chair. In addition to the principal members proposed from both within and outside the university, the supervisor and the department chair also nominate one alternate member for each to the Institute.

For master's theses, the Administrative Board appoints a committee consisting of three members, including the thesis supervisor and at least one member from outside the university.

For doctoral dissertations, the Board appoints a committee of five members, three of whom serve on the student's Thesis Monitoring Committee and at least two of whom must be from outside the university.

The Board also designates two alternate members for both master's and doctoral committees, one from within the university and one from outside the university.

After the committee has been formally established, the student delivers the thesis to all committee members, including the alternate members, for signature.

The committee appointed by the Administrative Board must convene to conduct the thesis defense within 15 to 30 days following the Institute's official decision.

2.13. Submission of Approved Theses to the Institute

The official report prepared by the Jury for the successful theses must be submitted to the Institute within three days.

The student must submit the final version of the thesis to the Institute within one month of the defense date, after completing any required revisions and providing the necessary documentation. Students who submit their thesis together with the required documents are issued a diploma.

If the Thesis Jury grants the student additional time for revisions, the student must complete the required corrections and resubmit the thesis to the Institute through the supervisor. If the supervisor determines that the required revisions have been satisfactorily completed, the thesis may be submitted to the Institute without waiting for the end of the extension period.

The defense procedure for students granted an extension follows the same process as the standard thesis defense examination.

Students whose theses are deemed unsuccessful by the examination committee after revisions will have their enrollment terminated.

CHAPTER THREE

STRUCTURE AND WRITING PLAN OF A GRADUATE THESIS

This chapter provides information regarding the type of paper and font to be used in thesis writing, page margins, page layout, line spacing, page numbering, the use of figures and tables, as well as the organization of chapter and subchapter headings.

Templates for the preliminary pages of the thesis are provided in the appendix of the Thesis Writing Guidelines. Separate templates have been prepared for the Natural and Engineering Sciences, Social Sciences, and Legal Studies. Students are advised to use the template corresponding to their respective faculty when preparing their theses.

3.1. Paper Specifications

A thesis must be printed on A4-size paper (210 mm × 297 mm), 75–80 gsm, white bond paper. Text must be printed on one side of the paper only.

If the thesis includes color pages, the number of required color copies shall be determined by the Institute. All submitted copies of the thesis must be identical.

3.2. Margins

A margin of 4 cm must be left on the left side of each page to allow for binding. The top, bottom, and right margins must each be 2.5 cm. The same margin requirements apply to pages formatted in landscape orientation.

All text, except for the outer cover, inner cover, approval page, table of contents, list of figures, and list of tables, must be justified on both sides.

Each main chapter must begin on a new page.

3.3. Page Numbering

No page numbers shall appear on the outer cover, inner cover, or approval page.

Pages preceding the Introduction section shall be numbered using lowercase Roman numerals (i, ii, iii, iv, …).

Beginning with the Introduction section, Arabic numerals (1, 2, 3, …) shall be used. However, the first page of the Introduction shall not display a page number. Subsequent pages shall continue as 2, 3, 4, and so forth.

Page numbers must be centered at the bottom of each page.

The font type and size of the page numbers must match the main text and be set in 12-point. No parentheses, hyphens, or other symbols shall accompany the page numbers.

3.4. Formatting and Typeface

A thesis must be prepared using Microsoft Word with a 12-point Times New Roman font. On the cover page, the thesis title must be written in 14-point bold uppercase letters. All other headings (e.g., university name, department, program title, student information, etc.) must be written in 12-point font and in bold.

All text in the thesis must be printed in black. However, different colors may be used in tables, graphs, figures, and images if preferred.

Footnotes must be written in 11-point Times New Roman font.

Italic typeface within the text shall be used only for keywords, words in languages other than the thesis language, titles of works, and journal names. If a word appears within quotation marks, it should not be italicized. Similarly, a word written in italics should not be placed within quotation marks.

3.5. Expression, Style, and Spelling

As far as possible, complex and complicated expressions should be avoided in graduate theses. Clear, concise, and simple sentences should be preferred to ensure readability. The use of uncommon vocabulary should be avoided, and grammatical rules must be strictly observed.

Spelling and punctuation must conform to the rules specified in the Spelling Guide and the dictionary written in the thesis language. If it is necessary to use words or expressions not

included in the dictionary, their meanings must be clearly explained. If the thesis is written in English, appropriate English dictionaries and spelling conventions must be followed.

Sentences should, where possible, not begin with numerals.

In headings other than main titles written in full uppercase letters, conjunctions such as “and” and “with” should be written in lowercase letters.

Except for the preface/acknowledgments section and footnotes, first-person possessive forms should not be used. Passive voice constructions are preferred. For example, instead of writing “I analyzed,” the expression “It has been analyzed” or “The study was analyzed” should be used.

3.6. Line Spacing and Paragraph Format

Throughout the thesis, paragraph spacing must be set to 6 pt before and 6 pt after each paragraph. Line spacing must be set to 1.5 lines. Similar spacing rules apply to headings and subheadings.

Headings, subheadings, and the first lines of paragraphs must not be indented; they should be aligned with the left margin.

A page must not end with a heading as the last line. At least two lines of text must follow a heading at the bottom of a page. If two lines cannot fit on the same page, the heading must begin on the following page.

Similarly, a single line of a new paragraph must not appear alone at the bottom of a page. If a new paragraph begins at the end of a page, at least two lines of that paragraph must appear on that page.

Main chapters must always begin on a new page.

3.7. Use of Quotation Marks

Concepts, terms, names, and titles of works considered significant within the thesis text may be enclosed in quotation marks. Either double quotation marks (”) or single quotation marks (’) may be used. However, whichever form is chosen must be used consistently throughout the entire thesis.

This rule also applies to titles of sources cited in in-text references and in the bibliography. The same type of quotation mark used in the main text must also be used consistently in citations and in the reference list.

3.8. Line Spacing in Footnotes and the Reference List

In footnotes, a spacing of 6 pt must be left before and after each footnote. Line spacing must be set to single (1.0). In footnotes exceeding one line, subsequent lines must align with the first line (i.e., no hanging indent).

In the reference list, a 6 pt spacing must be left before and after each entry. Line spacing must be set to 1.5. For references extending beyond one line, subsequent lines must be indented by one tab space (hanging indent format).

3.9. Figures, Graphs, Images, and Tables

Figures, graphs, images, and tables must be centered within the text area.

Text and numerical content within tables, figures, graphs, and images must be written in 12-point Times New Roman. However, the font size may be reduced where necessary.

Line spacing in figure, graph, and image captions must be set to single (1.0). A spacing of 6 pt must be left above the caption and 0 pt below it.

In tables, leave 0 pt above the title and 6 pt below it, ensuring the title is not visually attached to the table or figure.

Table titles must appear above the table, whereas titles of figures, graphs, and images must appear below the visual element. In both cases, titles must be set in bold, 12-point Times New Roman.

In graduate theses, the chapter number must precede the figure or table number. For example, if a table appears in Chapter Two, it must be numbered as Table 2.1, Table 2.2, Table 2.3, and so forth. The same numbering format applies to other visual materials (figures, graphs, images, etc.).

If a table, figure, graph, or image is reproduced from another source, an appropriate citation must be provided beneath it in accordance with academic referencing rules.

3.10. Information or Quotations Other Sources

If information obtained from a source is not presented as a direct quotation, it must be paraphrased in the student's own words, followed by an appropriate citation.

Rather than citing information indirectly through a secondary source, the original source should be consulted whenever possible, and the reference should be made directly to that original work.

Information quoted from a source as it is must be presented as a direct quotation. Even if the original text contains spelling or typographical errors, the quoted text must be reproduced exactly as it appears, without alteration.

Quotations containing fewer than 30 words (or fewer than three lines) must be incorporated into the main text and enclosed in quotation marks. Quotations exceeding 30 words (or more than three lines) must be presented as a separate paragraph, indented one tab from the left margin, and written in italics.

Example:

> *The cold weather wave originating from Russia and Ukraine continued to affect the whole of Türkiye. In Istanbul, heavy snowfall brought life to a standstill in mid-January. With the snowfall, traffic came to a standstill. Authorities advised citizens to stay indoors unless absolutely necessary. A winter tire requirement was imposed on drivers (Aktan, 2024: 33).*

In block quotations (separate paragraph format), quotation marks must not be used. Line spacing in such quotations must be set to 1.5.

A block quotation should not be split so that a single line appears at the bottom or top of a page. In such cases, the entire quotation must either fit at the bottom of the page or be moved to the top of the following page.

If double quotation marks (“ ”) are used for primary quotations and another quotation appears within that quotation, single quotation marks (‘ ’) must be used for the internal quotation.

Example:

According to John Green, “There is an inseparable relationship between economic structures and ‘social values’ prevailing in a society”.

If single quotation marks (‘ ’) are used throughout the thesis, then any quotation within a quotation must be enclosed in double quotation marks (“ ”).

Example:

According to John Green, ‘There is an inseparable relationship between economic structures and “social values” prevailing in a society’.

In quotations, punctuation marks such as periods, commas, exclamation marks, and semicolons must be placed after the closing quotation mark.

3.11. Referencing and Citation Style

There are two primary methods for referencing sources and preparing a bibliography in theses. One is the APA (American Psychological Association) style, which employs in-text parenthetical citations. The other is the Chicago style (University of Chicago), which uses a footnote-based citation system.

The procedures for citing sources and preparing a reference list differ between these two styles. Detailed explanations of citation and bibliography preparation for both styles are provided in the following sections.

In graduate theses written in the fields of Social Sciences and Science/Engineering, the APA style (parenthetical referencing) must be used. However, in graduate theses prepared within the Faculty of Law, the Chicago style (footnote-based referencing) must be applied.

3.12. Use of Abbreviations

Abbreviations should not be used in headings except in highly exceptional cases. They may be used within the main text.

When an abbreviation is introduced, the full name must be written first, followed by the abbreviation in parentheses. Thereafter, the abbreviation alone may be used until the end of the respective chapter. For example: European Union (EU); Canary Enthusiasts Party (CEP).

Abbreviations are generally used for institutions, political parties, companies, firms, or specific actors. They should not be used for general descriptive expressions. For instance, abbreviations should not be created for terms such as “folk music listeners,” “sports enthusiasts,” or “alumni.”

In graduate theses written in the fields of Social Sciences and Law, each chapter is considered an independent study. Therefore, abbreviations introduced in one chapter are valid only for that chapter. If the same term is used again in a subsequent chapter, the full name must be written again, followed by the abbreviation in parentheses.

3.13. Length and Page Requirements for Theses

Within graduate institutes, three types of academic work are prepared: term projects, master’s theses, and doctoral dissertations.

Term projects prepared in non-thesis master’s programs are expected to be approximately 25–30 pages in length, provided that they comply with the formatting requirements specified herein.

Master’s theses, similarly written in accordance with these guidelines, are generally expected to range between 70 and 120 pages. The length may vary by program.

Doctoral dissertations, also prepared in accordance with these guidelines, are typically expected to be approximately 200–300 pages in length. The overall length may vary depending on the topic and the academic program.

The theoretical or conceptual framework should constitute approximately 25–30% of the entire thesis. The remaining sections must directly relate to the study's subject matter.

Theses should, where possible, focus on the main research topic and avoid unnecessary detail.

3.14. Chapter Titles and Heading Numbering

In graduate theses, chapter titles following the Introduction must be written as Chapter One, Chapter Two, Chapter Three, and so forth, up to the Conclusion, clearly indicating the numerical order of the chapters.

Chapter titles must be written in bold, uppercase letters, 12-point font, and centered on the page. Other headings within the chapter must align with the main text and be formatted consistently with the body text.

There are two styles for numbering subheadings: numeric and Roman numeral.

In graduate theses written in the fields of Social Sciences and Science/Engineering, the numeric style must be used. However, in graduate theses written in the field of Law, the Roman numeral style must be applied.

3.14.1. Chapter and Heading Numbering According to the Numeric Style

In the numeric style of chapter and heading numbering, the APA referencing system is used. In graduate theses prepared in accordance with the APA system, main headings and subheadings must be set in 12-point boldface type and numbered numerically.

Main headings must be written in uppercase letters. In subheadings, only the first letter of each principal word must be capitalized, while the remaining letters must be in lowercase.

Main headings and subheadings must begin with the chapter number and continue in the relevant section's hierarchical numbering.

All headings and subheadings must align with the main text and be justified on both sides.

For headings that extend beyond one line, line spacing within the heading must be set to 1.5.

Within the Graduate Education Institute of Istanbul Ticaret University, two types of numeric headings and numbering formats are used.

Separate numeric heading structures are prescribed for the Social Sciences and Science and Engineering programs.

In preparing the thesis, the student and the advisor may select one of the prescribed numbering formats.

Table 3.1. Heading Numbering for Social Sciences

CHAPTER THREE **POLITICAL AND ECONOMIC STRUCTURE OF TÜRKİYE (Chapter title)** **3.1. First-Level Heading** **3.1.1. Second-Level Heading** **3.1.1.1. Third-Level Heading** **3.1.1.1.1. Fourth-Level Heading**

Table 3.2. Heading Numbering for Natural Sciences and Engineering

1. FIRST-LEVEL HEADING (Chapter title) **1.1. Second-Level Heading** **1.1.1. Third-Level Heading** **1.1.1.1. Fourth-Level Heading**

3.14.2. Chapter and Heading Numbering According to the Roman Numeral Style

In the Roman numeral style of chapter and heading numbering, the Chicago referencing system is used. In graduate theses prepared according to the Chicago style, main headings begin with Roman numerals, while subheadings continue using uppercase letters and Arabic numerals.

Main headings must be written in bold, 12-point font, and in uppercase letters. Subheadings must also be written in bold, 12-point font; however, in subheadings, only the first letter of each principal word is capitalized, while the remaining letters are in lowercase.

All main headings and subheadings must align with the main text and be justified on both sides.

For headings that extend beyond one line, line spacing within the heading must be set to 1.5.

The Roman numeral heading style is recommended for theses prepared within the Faculty of Law.

Table 3.3. Heading Numbering for Faculty of Law

CHAPTER THREE **POLITICAL AND ECONOMIC STRUCTURE OF TÜRKİYE (Chapter title)** **I. FIRST-LEVEL HEADING** **A. Second-Level Heading** **1. Third-Level Heading** **a. Fourth-Level Heading**

CHAPTER FOUR

STRUCTURE OF THE THESIS AND ORDER OF SECTIONS

The order of sections as well as the structure of graduate theses are specified below.

For a thesis written in Turkish, the Turkish Abstract is presented first, followed by the English Abstract. For a thesis written in English, the order is reversed: the English Abstract is presented first, and then the Turkish Abstract.

In term projects prepared within non-thesis master's programs, the Approval Page and the English Abstract are not included. For all other sections and components, the formatting and stylistic guidelines applied in thesis-based programs shall be followed.

In projects prepared within the Graduate Programs in the Sciences, a "Project Information" page is included after the Preface/Acknowledgements page.

The sections of the thesis written in English shall be organized in the following order:

- Outer Cover
- Inner Cover
- Approval Page
- Statement of Scientific Ethics
- English Abstract
- Turkish Abstract
- Preface/Acknowledgements
- Table of Contents
- List of Tables
- List of Figures
- List of Abbreviations/Symbols
- Introduction
- Main Chapters
- Conclusion
- References
- Appendices

In the Appendices section of the Thesis Writing Guidelines, sample templates are provided for the departments and programs within the Faculties of Engineering, Social Sciences, and Law. Students are strongly advised to use these templates when preparing their theses.

4.1. Outer Cover

The Outer Cover and Inner Cover pages shall be formatted similarly, with the exception that the advisor's name does not appear on the Outer Cover. No page number is assigned to the Outer Cover.

The Outer Cover shall include, in the following order: "Republic of Türkiye (T.R.)", "Name of the University", "Name of the Institute", "Name of the Department (Major Field)", "Name of the Program", "Title of the Thesis in Turkish or English", "Type of Thesis", "Name of the Student", "City where the thesis was written", and "Year of approval of the thesis."

At the top of the Outer Cover, the university, institute, department, and program information shall be written with 1.5 line spacing. After the final line of this information, nine (9) blank lines shall be left before writing the thesis title. Following the title, nine (9) blank lines shall be left before indicating whether the study is a Master's or Doctoral thesis. After this statement, seven (7) blank lines shall be left before writing the student's name. Following the student's name, seven (7) blank lines shall be left before indicating the city and year. A hyphen (-) shall be placed between the city and the year.

On the Outer Cover, "T.R.", "Name of the University", "Name of the Institute", "Name of the Department", "Name of the Program", and "Type of Thesis" shall be written in uppercase letters, bold, 12-point font. The thesis title shall be written in uppercase letters, bold, 14-point font. The student's first name shall be written with the initial letter capitalized and the remaining letters lowercase; the surname shall be written entirely in uppercase, in 12-point font.

If the thesis title exceeds one line, 1.5 line spacing shall be used between lines.

All information on the Outer Cover shall be center-aligned.

4.2. Inner Cover

The Inner Cover shall include the same information as the Outer Cover. In addition, the advisor's name shall also be provided on the Inner Cover. The advisor's name shall appear after

the student's name and shall be written with the academic title (in lowercase), first name (in lowercase), and surname (in uppercase).

Certain spacing measurements on the Inner Cover differ from those of the Outer Cover. After the University, Institute, Department, and Program information, seven (7) blank lines shall be left before writing the thesis title. Following the title, seven (7) blank lines shall be left before indicating whether the study is a Master's or Doctoral thesis. Thereafter, five (5) blank lines shall be left before writing the student's name, and an additional five (5) blank lines shall be left before writing the thesis advisor's name. A 1.5 line spacing shall be left between the phrase "Thesis Advisor" and the advisor's name. After the advisor's name, five (5) blank lines shall be left before indicating the city and the year. A hyphen (-) shall be placed between the city and the year.

On the Inner Cover, the thesis title shall be written in 14-point font, while all other information shall be written in 12-point font. The typeface used shall be the same as that used on the Outer Cover.

If the thesis title exceeds one line, 1.5 line spacing shall be used between lines.

All information on the Inner Cover shall be center-aligned.

4.3. Approval Page

The Approval Page shall include the following information: the student's full name; the title of the thesis; the date of the thesis defense; the name of the institute and program under which the thesis was prepared; the type of thesis; a statement indicating that the thesis has been approved unanimously or by majority vote; and the academic titles and names of the jury members, together with designated signature lines.

Students are required to use the official Approval Page template prepared by their respective institutes. The Approval Page template may be accessed under the "Forms" section on the official website of the relevant institute.

4.4. Statement of Academic Integrity Page

This page contains a standard declaration stating that the thesis has been prepared in full compliance with the principles of academic and scientific ethics.

This one-paragraph statement declares that throughout the thesis preparation process, academic ethical standards have been observed in the collection of data, the use of sources, and the conduct of interviews.

The official “Statement of Academic Integrity” text is provided in the templates included in the appendices. Students may obtain and use this text from the relevant templates or directly from their institutions.

4.5. Turkish Abstract

The Turkish Abstract shall be between 200 and 300 words and shall not exceed 300 words. It must clearly present the thesis subject, the main research question, the methodology employed, and the principal findings. A detailed description of each chapter is not required. It is sufficient to summarize the topic, method, key findings, and final conclusions.

The Turkish Abstract shall include the title of the thesis, the student’s full name, the date of the thesis (month and year), and keywords. Each thesis shall include a minimum of five (5) and a maximum of eight (8) keywords.

4.6. English Abstract

The English Abstract shall also be between 200 and 300 words. It does not have to be an exact translation of the Turkish Abstract; however, it must similarly state the thesis's subject, the main research question, the methodology, and the principal findings.

As in the Turkish Abstract, the English Abstract shall include the thesis title, the student’s full name, the date of the thesis (month and year), and keywords. The number of keywords shall not be fewer than five (5) and not exceed eight (8).

The English Abstract section is not included in term projects prepared within non-thesis master’s programs written in the Turkish language. However, the projects written in English do not need a Turkish abstract.

4.7. Preface / Acknowledgements

Including a preface in a thesis is not mandatory. However, if the student wishes to express their thoughts and reflections on the thesis-writing process, the challenges encountered, and their gratitude to individuals or institutions that contributed directly or indirectly to the study, this can be done in the Preface section. In this respect, the preface also functions as an acknowledgement section. If the student intends only to express gratitude, the heading "Acknowledgements" may be used instead of "Preface."

If the thesis has been prepared within the scope of a research project, the student should acknowledge the institution that provided support for the project. In a thesis written within projects funded by BAP, TÜBİTAK, or international organizations, the relevant institution must be acknowledged by explicitly stating the project title and project number.

4.8. Table of Contents

All headings used in the thesis must be listed in the Table of Contents together with their corresponding page numbers, without any abbreviations. Chapter titles, main headings, and subheadings must appear in the Table of Contents exactly as they are presented in the main text.

In the Table of Contents, chapter titles are written in bold, while other headings appear in regular font. First-level headings are aligned with the chapter titles, whereas subsequent levels of headings are indented progressively. Fourth-level headings used in the text are not included in the Table of Contents.

A spacing of 6 pt before and 6 pt after should be used between headings in the Table of Contents. If a heading extends over more than one line, the line spacing should be set to single spacing.

Students are advised to generate the Table of Contents automatically using Microsoft Word. In this way, any changes in page numbering will be automatically reflected in the Table of Contents.

4.9. Tables and Figures

If tables, graphs, images, or figures are used in the thesis, lists related to these elements should be provided after the Table of Contents. Each type should be presented in a separate list on a separate page.

As in the Table of Contents, the numbers, titles, and page numbers of the tables, graphs, images, and figures must be included. The titles should appear in the lists exactly as they are written in the text.

In the titles of tables, figures, images, and graphs, the first letter of each word should be capitalized, while the remaining letters should be in lowercase. These titles should not be written in bold.

A spacing of 6 pt before and 6 pt after should be left between titles. If a title extends to more than one line, the line spacing should be single.

4.10. Symbols and Abbreviations

If symbols and abbreviations are used in the thesis, a list of them should be provided after the pages containing the lists of Tables, Figures, Images, and Graphs.

Symbols and abbreviations should be presented under the same heading and arranged in alphabetical order.

For each symbol, a brief explanation indicating what the symbol represents should be provided.

Abbreviations are formed from the initial letters of the relevant terms. The full form of each abbreviation must be written opposite the abbreviation.

4.11. Introduction

The Introduction section of a thesis functions as a general presentation of the study. When this section is read, the reader should clearly understand the thesis.

Several key elements should be included in the Introduction.

First, the thesis topic, research problem, main research question, aim of the study, limitations, hypotheses, and assumptions should be presented. This section should also explain why the topic was chosen and what the study aims to achieve.

Second, the original contribution and significance of the thesis should be explained. The study's originality should be justified by reference to previous research on the topic. In this respect, earlier studies related to the subject should be discussed in general terms, the gap in the literature should be identified, and it should be convincingly explained how the thesis aims to fill this gap.

Third, the study's method should be described. Depending on the nature of the research topic and the chosen methodology, the method may also be discussed in a separate chapter.

If the study is primarily literature-based, it may be sufficient to discuss the methodology under a subheading within the Introduction.

However, if the research involves fieldwork or employs a new or specific research method that requires a detailed explanation, the methodology should be presented as a separate chapter following the theoretical and conceptual framework and preceding the section where the research findings are discussed.

Fourth, the structure and organization of the thesis should be explained in the Introduction. In this context, a short paragraph should be provided for each subsequent chapter, outlining the thesis's overall structure, the number of chapters, and the main issues addressed in each chapter.

In the Introduction, the topics mentioned above may be organized under separate subheadings.

However, the decision to structure the Introduction with or without subheadings ultimately depends on the student and the thesis supervisor.

4.12. Methodology

If the thesis employs a method that requires a detailed explanation, a separate Methodology chapter should be written after the section discussing the theoretical and conceptual framework. The Methodology chapter is presented as an independent section in both master’s theses and doctoral dissertations under two circumstances.

First, if the thesis is based on data collected through field research, the methodology must be explained in detail. In such cases, the study population, sample, data collection techniques (such

as surveys, scales, interviews, focus groups, or participant observation), and the methods used in data analysis should be described comprehensively. In addition, the reasons for choosing this method, the limitations of the research, the main research questions and hypotheses, and even the difficulties encountered during the fieldwork should be discussed.

Second, if a topic is examined using a newly developed method or technique, a separate methodology chapter should be included that provides a detailed explanation of the method or technique and clarifies why it was chosen.

In recent years, methods that have become widespread in the social sciences, such as experimental research, critical discourse analysis, and scale adaptation, require a separate methodology chapter when used in a thesis.

4.13. Literature Review or Theoretical Framework

Master's theses, doctoral dissertations, and term projects are conducted within a particular theoretical framework. For this reason, a chapter presenting the theoretical framework or literature review related to the research topic is included after the Introduction.

Although this section may vary by academic discipline and program, it generally consists of two main components.

First, previous studies related to the thesis topic are examined. The theoretical and methodological approaches used in these studies, as well as their applications, are discussed. The findings obtained in earlier research are also summarized in this section.

Second, the theoretical approaches and conceptual framework related to the topic are presented. This part discusses relevant perspectives, major debates in the field, and the key concepts used in the thesis.

In a thesis, the theoretical framework is generally expected to constitute approximately 25–30% of the entire study, while the remaining 70–75% should focus on the analysis of the research topic.

This proportion generally applies to doctoral dissertations, master's theses with a thesis requirement, and term projects.

4.14. Other Chapters of the Thesis

The number of chapters following the theoretical framework may vary by research topic. In each chapter, the student examines a particular aspect of the subject. While writing these chapters, the findings obtained should be analyzed in light of the approaches and references presented in the theoretical framework.

In a thesis prepared in the fields of Natural Sciences and Engineering, a chapter titled “Research Findings and Discussion” is typically included, where the findings are discussed in relation to the existing literature.

Similarly, in Social Sciences, a section that synthesizes and evaluates the theoretical framework, literature, and research findings is usually included. The student may choose an appropriate title for this section.

In both disciplines, the student is expected to analyze the subject within the framework of the selected theoretical perspective and attempt to reach a general argument or synthesis.

Particularly in doctoral dissertations, such a chapter is essential. This section usually represents the student’s original contribution to the thesis, theory, or existing literature.

Although it may vary between programs, a thesis generally consists of four main chapters, excluding the Introduction and Conclusion.

Coherence among chapters is important in a thesis. The lengths of the chapters are expected to be relatively similar. Therefore, the study should be structured to maintain an overall balance between sections.

Finally, it should be remembered that a thesis has three fundamental dimensions: content, methodology, and structure. A thesis is important not only for its content but also for its methodology and formal presentation.

4.15. Conclusion

The Conclusion section of a thesis presents the study's main findings and results in general terms.

When a reader examines the Conclusion independently of the other chapters, they should be able to understand what the study is about, how it was conducted, and what results were obtained.

The Conclusion is not a summary of the thesis. Sentences that appear in earlier chapters should not be repeated in this section. Instead, the student provides a general evaluation of the findings by examining the thesis from a broader perspective. For this reason, no external references are cited in the Conclusion, as the section presents the overall outcome of the student’s own research.

Broadly speaking, the Conclusion includes three main elements:

First, the study's topic and the research problem addressed in the thesis are briefly restated.

Second, the research method is summarized.

Third, and most importantly, the results obtained from the study are discussed. This includes the study's general findings, its contribution to the literature, the arguments or hypotheses it supports or challenges, and the gaps it helps to fill.

The findings may also be evaluated in relation to current conditions and expectations in the relevant field, including possible implications of the results. Comparisons with other studies may be made to highlight similarities or differences.

In addition, the Conclusion should clearly and concisely explain the thesis's contribution to science, the academic field, or the methodology used.

Although this may vary by academic discipline and program, the student may also include recommendations for future research based on the experience gained during the study.

4.16. References

All sources cited in the text must be listed in the References section at the end of the thesis.

Including sources in the References that are not cited in the text is considered a violation of academic and ethical standards. Therefore, students should include only the sources they have actually used.

Similarly, failing to include in the References a source cited in the text is considered an error.

The formatting of the References must follow the citation style used in the thesis. If a particular referencing style (such as APA or Chicago) is used for in-text citations, the same style must also be used in the References section.

4.17. Appendices

Students may include additional materials in the Appendices section at the end of the thesis if they consider them necessary.

Information that may interrupt the flow of the main text—such as detailed data, extended tables, graphs, or figures—is typically presented in the appendices.

Similarly, materials such as statistical methods, tests, questionnaires, scales, interview questions, and similar documents may be included in this section.

Permission documents obtained from institutions, organizations, or individuals may also be provided in the appendices.

CHAPTER FIVE

CITING AND REFERENCE LIST ACCORDING TO APA STYLE

There are two internationally recognized reference styles for citing sources and creating bibliographies in theses. One of them is the American Psychological Association (APA) style, which uses a parenthetical in-text citation system. Developed in the late 1920s, this system quickly spread across various disciplines due to its practical use. APA periodically updates its guidelines and shares them with the academic world. As of 2026, the current version is APA7.

The other internationally referenced style is the Chicago Manual of Style, which developed the footnote system. This style was created by the University of Chicago at the beginning of the twentieth century. The Chicago manual also undergoes periodic updates, and the current version in use is Chicago-17. The following section will cover this citation style and the preparation of bibliographies with detailed examples.

Universities or publishers generally adapt one of these two systems for their own use. The Istanbul Ticaret University Thesis Writing Guidelines also references these two styles, incorporating some specific adaptations.

For situations and details regarding citations and reference lists that are not explicitly covered in the Thesis Writing Guidelines, you may refer to APA-7 while taking the university's adaptations into account (See: https://apastyle.apa.org/).

The APA style is the recommended citation and bibliography format for all disciplines at Istanbul Ticaret University, except for the Faculty of Law.

5.1. In-Text Citations

When referencing a work within the thesis text, the relevant source is indicated in parentheses. Full details about this source are then provided in the Reference List.

In-text citations must include the author's surname, the publication year, and the page number inside parentheses.

If you are citing a specific section, a single page, or multiple pages of a source, the page number(s) must be specified. If the cited portion spans a range of pages, insert a hyphen (-) between the first and last page numbers.

If you are referencing the entire work rather than a specific section or page, page numbers are not required. This is generally the preferred method in the Natural Science and Engineering fields.

Example 1:

Galner (2021) is the best-known name in studies on elements.

If a specific section or page is referenced, or if a direct quote is used, the page number must be provided.

Example 2:

Galner (2021: 23) argues that “elements gain resistance against cold.”

Example 3:

The hardness of elements varies with ambient temperature (Galner, 2021: 25-27).

5.1.1. Citing a Work at the Beginning of a Sentence

When citing a source at the beginning of a sentence, the author’s surname is written first, immediately followed by the publication year and page number in parentheses.

Example:

Gellner (2020: 75) is a prominent author in cultural studies, and his works are considered foundational in sociology.

5.1.2. Citing a Work at the End of a Sentence

When citing a source at the end of a sentence, the author’s surname, publication year, and page number are all enclosed within parentheses.

Example:

According to a study, female students in Türkiye have shown great interest in engineering fields since the 2000s (Walker, 2025: 30).

5.1.3. Citing a Work Consecutively

If you cite the same work consecutively without referencing another source in between, you should use the abbreviation "Ibid." along with the page number in parentheses for the subsequent citations. If you are referring to the exact same page, the page number is not needed again.

Example:

Scientific research develops in paradigms (Khun, 1980: 23). A new approach in the scientific field leads to the abandonment of previous ones. This situation is considered to be a kind of revolution in science (Ibid.: 20).

5.1.4. Citing a Work with Multiple Authors

For a source with two or three authors, all surnames are written. The conjunction "and" is placed between the last two authors' surnames.

When citing a source with more than three authors, write only the first author's surname, followed by "et al.", which means "and others".

Citations based on the number of authors are formatted as follows:

- Single author: (Holland, 2012: 75)
- Two authors: (Miller and Kotler, 2009: 32)
- Three authors: (Smith, Nguyen and Abraham, 2010: 25)
- More than three authors: (Adams et al., 2010: 28)

Example 1:

Culture is the window through which a human opens to the world (Abraham, 2024: 15).

Example 2:

This result shows that the COP value increases with the evaporator temperature (Ramos and Hanak, 2011).

Example 3:

The physical condition of schools is a necessary condition for quality education (Keller, Aksoy and Wozniak, 2021: 20).

Example 4:

It is natural for elements to expand in hot environments (Fox, et al., 2003).

5.1.5. Citing Multiple Works Simultaneously

You can cite multiple sources at the beginning or end of a sentence. In this case, enclose the authors in a single set of parentheses and separate them using semicolons.

Example:

Casein has very different molecular and physico-chemical properties (Fox, 1982; Stones and Ryan, 1988; Walstra, et al., 1999).

5.1.6. Citing Multiple Works by the Same Author

When citing different works by the same author, state the publication year for each work.

If the author has multiple works published in the exact same year, add lowercase letters like a, b, c next to the year (e.g., 2020a, 2020b). These letters must also match the entries in the Reference List. Letters are assigned chronologically from the earliest publication to the latest (e.g., January gets “a”, May gets “b”).

Example 1:

Research has shown that housewives watch documentaries the most on television (Belen, 2005a: 20).

Example 2:

It has been shown that those who exercise regularly are more resistant to disease than those who do not exercise or exercise only rarely (Belen, 2005b).

5.1.7. Citing Authors with the Same Surname

If you are citing two or more authors who share the same surname, include their first initial after the surname in the in-text citation to clearly distinguish them.

Example 1:

According to a study, the most important factor positively affecting happiness is the human sense of achievement (Miller B., 2011: 65).

Example 2:

According to another study, there is a direct proportional relationship between happiness and working (Miller C., 2014: 33).

Example 3:

Miller A.'s (2023) study revealed that happiness stems from peace within the family.

5.1.8. Citing a Work Authored by an Institution

When an institution (e.g., organizations, associations, government bodies, political parties) serves as the author, use its recognized abbreviation in the in-text citation. The full name of the institution must be written out in the Reference List.

Example:

The term "billet" is used for a dried piece of wood as well as for a family's genealogical tree (TDK, 2017).

5.1.9. Citing a Work Without Specifying the Author

If a work does not have a specified author, use the title of the work and the publication year.

Example 1:

The work titled *Labor Statistics* (2020) contains basic information about working life.

Example 2:

Fifty percent of the working population is over the age of 40 (Labor Statistics, 2020: 23-30).

5.1.10. Citing a Work with an Unknown Date

If a work lacks a publication date, use “n.d.” (no date) instead of the year in the in-text citation.

Example:

Cemil Meriç is the author who translated Plato’s “cave” metaphor into Turkish with the most striking language (Kara, n.d.: 35).

5.1.11. Citing an Unpublished Thesis

For unpublished theses, provide the author’s surname, the year, and the page number in the text, just like other sources. Detailed information about the thesis is provided in the Reference List.

Example:

Fishes can migrate from one ocean to another thanks to their natural instincts (Karayel, 2001: 12).

5.1.12. Citing an Unpublished Presentation/Paper

As with other works, provide the presenter’s surname, the year, and the page number (if applicable). Full details about the presentation are included in the Reference List.

Example:

In his presentation, Cem (2025) provided information about soil change during snowy weather.

5.1.13. Citing an Unpublished Report

If an unpublished report has an author, cite the author. If it does not, cite the institution using its initials. Detailed information about the report goes in the Reference List.

Example 1:

In countries such as Norway and Denmark, the northern lights are among the most important tourist attractions (Misses, 2020).

Example 2:

In countries located at the poles, the northern lights have turned into an important source of income (DHY, 2010: 13).

5.1.14. Citing a Law or the Constitution

When citing laws, provide the full or abbreviated name of the law, followed by the date and the article number. If citing a sub-article, insert a hyphen. Similarly, when citing the Constitution, provide its name, the date, and the article number (if applicable). If you use an abbreviation in the text, its full name must appear in the Reference List.

Example 1:

When a woman claims to have been subjected to mobbing at her workplace, the employer is obliged to prove that this is not the case (Turkish Criminal Law, 2015: 1/3).

Example 2:

According to the Constitution, "sovereignty rests unconditionally with the nation" (Constitution of the Republic of Türkiye, 1982: 6).

5.1.15. Citing a Bill or a Court Decision

When citing draft bills that have not yet been enacted, provide the name of the institution that prepared it and the date. The title of the regulation should be given in the Reference List. For Constitutional Court or any other court decisions, provide the name of the court and the date. The decision number and the docket number should be given in the Reference List.

Example 1:

It was proposed that educational materials in primary and secondary education be covered by the state (MEB, 2012: 13).

Example 2:

When judging a citizen, freedom should be the rule and restriction the exception (AYM, 2018).

5.1.16. Citing an Internet Source

When citing a webpage, if there is an author, provide the author's surname, date, and page number if available. If there is no author, use the name of the news source or website along with the date. The full URL and access date must be detailed in the Reference List.

Example 1:

The unstoppable rise of gold will continue in 2025 (Sertkaya, 2024). www.ekonomi-haberler (Accessed: April 4, 2025)

Example 2:

The Minister of Labor delivered important messages to employers with debts to the SSI (The New York Times, 2023). www.hurriyet.com.tr/haberler (Accessed: May 12, 2025).

5.1.17. Citing an Encyclopedia Entry

If an encyclopedia entry is written by a specific author, format it like a standard book citation (author's surname, year, and page number). If it is an unsigned entry, cite the name of the encyclopaedia, the year, and the page number.

Example 1:

In countries near the equator, the weather is generally hot (Karacan, 2016: 32).

Example 2:

In countries close to the poles, it is night for six months and day for six months (Ana Britannica, 1998: 23).

5.1.18. Citing a Newspaper Article or News

For newspaper columns or articles written by a specific author, use the author's surname, date, and page number. For unsigned news reports, use the name of the newspaper and the publication date.

Example 1:

Citizens living in democratically governed countries are happier than citizens under authoritarian regimes (Walker, 2002).

Example 2:

Human rights expand as democracy spreads around the world (Washington Post, 2011).

5.1.19. Citing an Interview/Conversation

For interviews or conversations, cite the surname of the interviewee and the date of the interview. Full details about the interview are provided in the Reference List.

Example 1:

In an interview, Budak (2015) stated that in law, freedom is the rule and restriction is the exception.

Example 2:

According to an expert, 2024 will be much hotter than previous years (Maroon, 2023).

5.2. Preparing a Reference List According to APA Style

When using the APA (parenthetical) citation system, the full bibliographic details of the cited sources must be included in the Reference List. There are certain rules to consider when preparing the reference list. These rules can be summarized in the following 8 points:

1. In the reference list, sources are listed in alphabetical order by the authors' surnames. Surnames with suffixes come after similar surnames without suffixes.

Example: Allen, Allenby, Brown, Browning, Clark, Clarkson, Hill, Hilliard, Mac Arthur, McArthur, Young, Younger.

2. Surnames containing particles (such as de, la, du, von) are alphabetized according to the rules of the language the name belongs to.

Example:

De Pane, Du Volai, La Marthur, Von Alex.

3. When listing multiple sources by a single author, they are ordered chronologically from oldest to newest. If the author has multiple works published in the same year, lowercase letters are added next to the publication year, starting from the oldest date.

Example: Hill, B. (2000); Hill B. (2005); Hill, B. (2010a); Hill, B. (2010b); Hill, B. (2010c).

4. A single-authored work precedes a multi-authored work where the same author is the first author.

Example:

Young, C. (2010); Young, C. and Vural, E. (1999).

5. Authors with the same surname are ordered alphabetically by their first initials.

Example:

Kaya, B. (2010); Kaya, K. (2001); Kaya, N. (2005); Kaya, Z. (1999).

6. In the reference list, the line spacing between all sources is 1.5. Any subsequent lines of a reference entry are indented by 1 tab (hanging indent).

Example:

Baz, İ., Geymen, A., and Nogay, S. (2010). Development and Application of GIS based Analysis/Synthesis Modelling Techniques for Urban Planning of Istanbul Metropolitan Area, *Advances in Engineering Software*, 41(2), 406-406.

7. When there are multiple sources by the same author, the author's surname and first initial are written for the first entry. For subsequent sources, 7 consecutive hyphens are used instead of the author's name.

Example:

Tullock, E. (1995). *Basic Principles of Education*. London: Sage.

-------. (2000). Perspectives on Problems Seen in Universities and Alternative Ways of Solutions. *Journal of Social Psychology*, 5(34): 45-65.

8. When an online journal article is included in the reference list, its DOI number is provided if available; if not, the URL link is provided.

Example:

Kaya, R. (2025). The Role of Ombudsman in Conflict Analysis. *Journal of Liberal Thinking*, 20(120), 21-51. DOI: https://doi.org/10.36484/liberal.1707710.

Table 5.1. Reference List According to APA Style

Source Type	Example
Published journal article	Smith, J. A. (2008). Factors Influencing Mental Health. *Journal of Social Psychology*, 45(3), 211–228. (single-author) Brown, L. and Taylor, M. (2012). Educational Models for Older Adults. *Journal of Education*, 58(2), 95–118. (two authors) Johnson, R., Miller, T. and Anderson, P. (2015). Stability Analysis of Rotating Blade Vibrations Under Torsional Excitation. *Journal of Vibration and Control*, 21(9–10), 1735–1752. (three authors) Wilson, K., et al. (2019). The Human Search for Meaning: Past and Present. *Philosophy and Society*, 41(4), 301–320. (four or more authors)
Journal article in press	Alasdatir, M. and Clain, F. C. (in press). Consulting as a Principle of Humanitarian Marketing. *Journal of Marketing*.

Electronic journal article	Turner, M. (2024). Economic and Strategic Relations Between Europe and Asia: The Case of South Korea. *International Journal of Global Studies*, 12(2), 44–71. DOI: https://doi.org/10.1000/ijgs.2024.56789
Single-authored book	Maher, B. A. (2003). *Progress in Experimental Personality Research*. New York: Academic Press.
Multi-authored book	Guida, M., Williams, A. and Carter, C. (2022). *Waves of Change and Transformation in Political Systems*. London, UK: Routledge.
Chapter in an edited book	Kayacan, B. and Karatay, B. (2005). Hidden Dimensions of the Public Sphere. In M. Özbek (Ed.), *Readings on the Public Sphere* (pp. 689–713). London, UK: Palgrave Macmillan.
Book published by an institution	OECD. (2021). *Education at a Glance 2021*. Paris, France: OECD Publishing.
Electronic book / E-book	O'Keefe, E. (2015). *Individualism and Collectivism in Western Values*. http:// www. onlineoriginals.com/ showitem. asplitemI135 (Accessed: April 20, 2021).
Dictionary	MWCD. (2003). *Merriam-Webster's Collegiate Dictionary* (11. Edition). New York and London: Springfield. Demir, Ö. (2024). *Sosyal Bilimler Sözlüğü*. Ankara: Nobel.
Encyclopedia entry	Balkan History. (1987). *Encyclopaedia Britannica* (15. Edition. Volume. 14, p. 570-588). Chicago: Encyclopaedia Britannica.
Translated work	Johnson, A. P. (2014). *Eylem Araştırması El Kitabı*. M. Uzuner (Trans.). Ankara: Anı.

	Taylor, R. (1999). Politics of Recognition. A. Kara (Trans.). *Journal of Cultural Studies*, 3(2), 123-162.
Symposium proceedings / paper	Yener, A. (2014). Nonlinear Degenerate Parabolic Partial Differential Equations on Heisenberg Group. *3rd International Eurasian Conference on Mathematical Sciences and Applications*. (152-153). Vienna, August 25-28.
Graduate theses	Hill, T. V. (1999). The Relationship between Critical Thinking Proficiency and Decision-Making Skill in Prospective Respiratory Care Practitioners. Unpublished Ph.D. Dissertation. Ohio: The University of Dayton.
Unpublished work	Brown, T. (n.d.). *Fundamental Principles of Critical Discourse Analysis.* Unpublished manuscript.
Newspaper article or news	Baker, J. (2010). Human Rights Violations Worldwide are on the European Court of Human Rights' Agenda. *The Guardian*, May 5. The New York Times. (2005). Democrats Win U.S. Midterm Elections. November 20.
Law and regulation	Primary Education Act. (2001). *Official Gazette of the Republic of Turkey*, No. 10705, January 12.
Internet source	Single, T. (1998). Academic Language Use in Information Technologies. www.site.uottawa.ca/ ~oren/ pubs1998. pdf (Accessed: May 23, 2012). University of London. (2014). Academic Promotion and Appointment Criteria. http://www.london.ac.uk/regulations (Accessed: December 1, 2020).

Standards	ISO. (1996). Acoustics-Statistical Methods for Determining and Verifying Stated Noise Emission Values of Machinery and Equipment (ISO 3744).
Interview / conversation	Kayacan, M. (2024). Interview by B. Özpolat. Istanbul, March 12.
Film / Motion picture	Spielberg, S. (Dir). (1993). *Jurassic Park*. United States: Universal Pictures/Amblin Entertainment.
Technical report	Miller, R. and Thompson, L. (1983). *Geological Analysis of the Coastal Region Between France and Britain*. British Geological Survey Report No: 1732.

5.3. Sample Reference List According to APA Style

Alasdatir, M. and Clain, F. C. (in press). Consulting as a Principle of Humanitarian Marketing. *Journal of Marketing*.

Baker, C. (2010). Human Rights Violations Around the World on the Agenda of the European Court of Human Rights. *The Guardian*, May 5.

-------. (2020a). *Anthology of Human Rights*. London, UK: Routledge.

-------. (2020b). Attitudes Toward Foreigners in France and the United Kingdom: A Comparative Study. *Human Rights Review*, 3(4), 98–212.

Gerrymander. (2003). *Merriam-Webster's Collegiate Dictionary (11th ed.)*. New York, NY and Springfield, MA: Merriam-Webster.

Johnson, A. P. (2014). *Handbook of Action Research* (M. Uzuner, Trans.). London, UK: Sage Publications.

Kejanlıoğlu, B. and Karatay, B. (2005). Hidden Dimensions of the Public Sphere. In M. Özbek (Ed.), *Readings on the Public Sphere* (pp. 689-713). London, UK: Palgrave Macmillan.

Maher, B. A. (2003). *Progress in Experimental Personality Research*. New York, NY: Academic Press.

British Geological Survey. (2000). *Geomorphological Analysis of the Baltic Region*. London, UK: BGS Publications.

O'Keefe, E. (2015). *Individualism and Collectivism in Western Values*. http://www.onlineoriginals.com/showitem.asp?item=135 (Accessed: April 20, 2021).

The New York Times. (2005). Democrats Win U.S. Midterm Elections. November 20.

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

Tanbeer, M. (2025). Turkey's Economic and Strategic Relations with Asia: The Case of Bangladesh. *Journal of Society and Identity*, 2(2), 25–59. https:// doi.org/ 10.5281/ zenodo.16461358

Taylor, R. (1999). Politics of Recognition (A. Kara, Trans.). *Journal of Cultural Studies*, 3(2), 123–162.

ISO. (1996). *Acoustics-Statistical Methods for Determining and Verifying Stated Noise Emission Values of Machinery and Equipment* (ISO 27574-2). Geneva, Switzerland: International Organization for Standardization.

OECD. (2008). *Education Statistics 2024*. Paris, France: OECD Publishing.

Yener, A. (2014). Nonlinear degenerate parabolic partial differential equations on the Heisenberg group. *Proceedings of the 3rd International Eurasian Conference on Mathematical Sciences and Applications* (pp. 152–153). Vienna, Austria, August 25–28.

CHAPTER SIX

CITING AND REFERENCE LIST ACCORDING TO CHICAGO (FOOTNOTE) STYLE

The footnote citation and reference list style is used in the graduate programs of the Faculty of Law.

The Chicago Manual of Style, 17th Edition, is the basis for citing sources and creating bibliographies via footnotes, with some specific adaptations.

For matters not covered here, the *Chicago Manual of Style, 17th Edition,* can be consulted, taking into account the university's adaptations. See: https://www.chicagomanualofstyle.org

6.1. In-Text Citation Through Footnotes

Footnotes are indicated by a sequential numbering system starting from 1 at the end of the statement being referenced. A new number is used for each citation. Footnote numbering can be done automatically through Microsoft Word from the References / Insert Footnote section.

6.1.1. Font, Line Spacing, and Punctuation

Footnotes are formatted in 11-point font, with a 6 pt spacing before and 6 pt spacing after paragraphs; the line spacing within the footnote is single.

In footnotes, the punctuation mark is placed after the reference number in the text.

Example:

According to Ana Ramos, files are first examined procedurally in courts[1], information placed in the file must be reliable[2]; its reality must be proven with concrete evidence[3].

In footnotes, punctuation marks are placed after the quotation mark.

Example:

According to Antony Smith, the family structure in Southeast is “changing”, in America it is “transforming”; and in Europe it is completely “dissolving”.

6.1.2. Citing a Page Number or the Entire Work

If a specific page number of a work is cited, a comma and the abbreviation “p.” (for “page”) are placed after the bibliographic details of the work, followed by the page number.

If a work is referenced across a range of pages, the abbreviation “pp.” is used, followed by the page range.

If citing two different non-consecutive pages of a work, write “pp.” and place a comma between the pages.

If the entire work is referenced, no page number is given. Generally, the abbreviation “See” is used before the source details. (Capitalized “See” at the beginning of a sentence, lowercase “see” in the middle).

Examples:

Ahmet Kara, *The Basic Principles of Law*, Ankara: Dem Publication, 2000, p. 50. (single page)

Ahmet Kara, *The Basic Principles of Law*, Ankara: Dem Publication, 2000, pp. 15-23. (page range)

Ahmet Kara, *The Basic Principles of Law*, Ankara: Dem Publication, 2000, pp. 15, 23. (two different pages)

See Ahmet Kara, *The Basic Principles of Law*, Ankara: Dem Publication, 2000. (entire work)

6.1.3. Citing the Same Source Consecutively

When citing the same source again, detailed bibliographic information is not repeated in the footnote. If only one work by the author is cited throughout the thesis, providing the author's surname and the page number of the work is sufficient. However, if multiple works by the same author are cited, the author's surname and a shortened version of the title must be provided.

If the repeated citation comes immediately after the previous one, the abbreviation “Ibid.” is used. If the page number is different, the relevant page number is provided.

Example:

1 Ahmet Kara, *The Basic Principles of Law*, Ankara: Dem Publication, 2000, pp. 15-23.

2 Ibid. (same page number)

3 Ibid., p. 25. (different page number)

If another reference intervenes between the repeated citation and the previous identical work, and only this specific work of the author is cited throughout the text, the author's surname and the page number are written in the repeated citation.

Example:

1 Şahin Akıncı, *Obligation Law: General Principles*, 14th ed., Konya: Sayram, 2024, p. 28.

2 Ayhan Ceylan, *Constitutionalism in Ottoman Geography: The Case of Tunisia,* İstanbul: Kitabevi, 2018, p. 69.

3 Akıncı, p. 47.

However, if multiple works by the same author are cited and another work intervenes, the short title of the repeated work is given.

Example:

1 Şahin Akıncı, *Obligation Law: General Principles*, 14th ed., Konya: Sayram, 2024, p. 28.

2. Ceylan, *Constitutionalism in Ottoman Geography: The Case of Tunisia,* İstanbul: Kitabevi, 2018, p. 69.

3 Akıncı, *Defective Goods*, p. 50.

6.1.4. Citing a Work with Multiple Authors

For works with multiple authors, the names of all authors up to 5 are written in the first citation. If there are more than 5 authors, only the first author's name is written, followed by a comma and “et al.”

In footnotes, commas are placed between the authors’ names, and “and” is written between the last and the preceding author.

In multi-authored works, there is no difference between books and articles regarding how authors are listed. The same rules apply to both.

For repeated citations of multi-authored works, only the first author's surname is given, followed by “et al.”, the short title of the work, and the page number.

Example:

Adam Clark, Angela Stanley, Abraham Fuller, Bellinda Thompson and Karry Harrison, *Universal Principles of Law*. London, UK: Routledge. p. 23. (book with 5 authors)

Clark, et al., "Universal Principles of Law", *Journal of Human Rights*, Vol. 2, No.2 (December, 2023), p. 213. (work with more than 5 authors)

Kara, et al., *Universal Principles of Law*, p. 213. (repeated citation for a multi-authored book)

6.1.5. Citing Multiple Works in the Same Footnote

If multiple works are to be cited in the same footnote, a semicolon is placed between the sources. However, in the Reference List, all works are listed separately.

Example:

Arif Kansu, *Obligation Law*, Ankara: Siyasal Kitapevi, 2005, p. 25; Ayşe Yılmaz, *Trust in Turkish, German and Swedish Legal Systems*, İstanbul: Levha Yayınları, 2010, p. 38; Barry Rosane, *The Law of Human Rights*, London and New York: Sage, 2012, pp. 34-39.

6.1.6. Citing a Work Written in German

German works are frequently used in the field of law. In the works of German authors, an article (Art.) or paragraph number is generally given instead of a page number. In this case, whichever is given is cited.

Example:

Dieter Medicus, *Allgemeiner Teil des Bürgerlichen Rechts,* München: C. H. Beck, Art. 50.

6.1.7. Citing a Book with a Single Author

For single-authored books, first write the author's first and last name, insert a comma, then provide the title of the book in italics, the city of publication, the publisher, the date, and the page number.

Example:

Ali Kaya, *Employment Guaranty in Labor Law*, İstanbul: Beta, 2011, p. 34.

If the author has two first names, both are written. No comma or other mark is placed between the names.

Example:

Ali Cem Budak, *A Brief History of Legal Proceedings in Europe*, İstanbul: Filiz, 2023, p. 98.

If the author uses an initial for one of their names, use the same abbreviation in the citation. Do not spell out the abbreviated name even if it is known.

Example:

M. Akif Erdem, *Social Structure of the Ottoman Empire*, İstanbul: Saydam, 1998, p. 67.

6.1.8. Citing a Multi-Authored Book

When citing a multi-authored book, the authors' first and last names are separated by commas. The conjunction "and" is placed between the last two authors.

Example:

M. Ahmet Güldür, F. İlknur Şahin and Kemal Fidan, *Historical Development of Association Law*, Revised and Updated 25th ed., Ankara: Turhan, 2021, p. 150.

6.1.9. Citing an Edited Book

For an edited book, the name(s) of the author(s)/editor(s), the title of the book in italics, and the publication details are provided just as in standard authored works. Use "Ed." for the editor.

Example:

Ali Çağlar and Burak Çimen (Eds.), *History of Democracy in Turkey,* Ankara: Orion, 2013, p. 234.

6.1.10. Citing an Article/Chapter in an Edited Book

When citing a chapter or article within an edited book, write the author's first and last name, the title of the article in quotation marks, the title of the book in italics, followed by the editor's name and the publication details.

Example:

Ali Budak, “Human Rights in Turkey”, in *Human Rights in the World*, ed. Ahmet Kara, İstanbul: Çınar, 2015, pp. 25-28.

6.1.11. Citing a Translated Book

When writing a footnote for translated works, state the author's first and last name, the translated title of the work, then the abbreviation “trans.” followed by the translator’s first and last name; then provide the publication details.

Example:

Ali Yavuz, *Waging According to the Turkish Labor Law,* trans. Ernest Fronbell, London: Routledge, 2017, p. 43.

6.1.12. Citing a Book Authored by an Institution

For books published under an institution's name, use the institution's abbreviation instead of an author's name. If it is the institution’s own publication, write the full name of the institution instead of a publisher.

Example:

TÜİK, *Education Statistics in Turkey: 2024,* Ankara: Türkiye İstatistik Kurumu, 2025, p. 90.

6.1.13. Citing an Article in a Printed Journal

When creating a footnote for an article in a print journal, provide the author's first and last name, a comma, the article title in quotation marks, the journal name in italics, a comma, the volume number (Vol.), the issue number (No.), the period/year in parentheses, a comma, and the page number.

Important note: Do not place a comma before the parentheses indicating the period and year, but do place a comma after the parentheses and before the page number.

Example 1:

A. Halis Konan, "Nature of Contract in Labor Law", *Journal of Justice*, Vol. 4, No. 3 (April 2009), p. 15.

For multi-authored articles published in journals, list up to 5 names separated by commas, placing "and" before the last name. For articles with more names, write the first author's first and last name followed by a comma "et al.".

Example 2:

Semih Gulen, et al., "A Comparative Analysis of MENA Countries Performance of Court Decisions", *Ankara University Journal of Law*, Vol. 1, No. 3 (Fall 2015), pp. 35-38.

6.1.14. Citing an Article in an Online Journal

After writing the author's first and last name and the article title in quotation marks, provide the journal's bibliographic details. Following the details, provide the DOI number if available; if not, provide the URL link and the access date.

Example 1:

Maide Nur Şenol and Oya Dağlar Macar, "An Evaluation on United Nations Gazze Report of 2009", *Journal of Society and Identity,* Vol. 2, No. 2 (July 2025), P. 70. DOI: https:// doi.org/ 10.5281/ zenodo.16497425.

Example 2:

Marry Douglas, "War Criminals in the World", *Journal of Justice and Peace*, Vol 2, No. 4. (December 2025), p. 1477. https://www.justice-peace.com.tr

6.1.15. Citing a Conference Paper/Presentation

When citing papers, follow this sequence: Author's first and last name, title of the paper, name of the conference in italics, organizing institution, location, and date. If it is a printed text and a page number is cited, add a comma and write the page number(s).

Example 1:

Adnan Meşe, "Limitation of Expression in Social Media", *12 International Congress on Media and Law*, İstanbul Ticaret University, İstanbul: 23-25 November 2020.

If the papers presented at the congress are published as a book, provide the bibliographic details of the congress proceedings book.

Example 2:

Adnan Meşe, “Limitation of Expression in Social Media”, *12 International Congress on Media and Law*, İstanbul Ticaret University, İstanbul: 23-25 November 2020. *Proceedings Book,* ed. Sevgi Beyaz, İstanbul: Saydam, 2021, p. 23.

6.1.16. Citing an Unpublished Thesis

When citing unpublished master's or doctoral theses, write the author's first and last name, followed by the title of the thesis in quotation marks. The details of the thesis are placed in parentheses.

Example:

Yeliz Kutlu, “Intern Practices through Education at Faculty of Law” (Unpublished Master’s Thesis, Ankara University, Social Sciences Institute, 2002), p. 19-23.

6.1.17. Citing a Newspaper Article

Indicate the author’s first and last name, the article title in quotation marks, the newspaper name in italics, the date, and the page number. If the author is unknown, simply state the newspaper name, date, and page number.

Example 1:

Osman Karayel, “Rulers and Businessmen in Relation to Epstein”, *Washington Post* , January 20, 2026.

Example 2:

“Exposition of Private Documents in Social Media”, *New York Times*, January 24, 2021.

6.1.18. Citing Laws and the Constitution

When citing laws and the constitution, respectively state the name of the law in quotation marks, its number, the date, and the relevant article. If necessary, include information regarding its publication in the Official Gazette (Resmi Gazete).

Example 1:

"Higher Education Law Numbered 2547", *Resmi Gazete*, November 6, 1981, Issue 17506.

Example 2:

Turkish Constitution, 1982, Art. 11.

6.1.19. Citing a Court Decision

If citing a decision from any court (including the Court of Cassation, Court of Accounts, Council of State, or Constitutional Court), write the name of the court/institution, the date of the decision, the docket number, and the decision number respectively. Then state where the decision was accessed. If published in a book, provide the book's details; if in the Official Gazette, provide its date and issue number; if on a website, provide the website details.

Example 1:

AYM, Date 26.12.2013, Docket 2013/68, Decision 2013/165, *Resmi Gazete*, March 27, 2014, Issue 28954.

Example 2:

YHGK, Date 28.06.2022, Docket 2022/14-69, Decision 2022/1050. www.kazanci.com. (Accessed: February 2, 2026).

6.1.20. Citing an Internet Source

For internet citations, write the author's first and last name, the title of the news or information, the internet address, and the access date in parentheses. If there is no author, write the title of the information in quotation marks, followed by the relevant link and the access date.

Example 1:

Cemil Saral, “Suggestions to the Young Professionals at the Beginning of their Projession”, www.hukucular/org- insankaynaklari/forumu.htm (Accessed: May 5, 2013).

Example 2:

“Obstacles in Protecting the Violation of Human Rights”, http:// humanrights.statistics_ ipd/ ilm.html (Accessed: September 27, 2010).

6.1.21. Citing an Encyclopedia Entry

When citing an article or entry in an encyclopedia, if there is an author, provide the author's first and last name followed by the encyclopedia details.

If there is no author and an entry is being cited, write the encyclopedia name instead of the author, the cited entry in quotation marks, and the encyclopedia details.

Example 1:

Semih Kaya, “Ottoman Philanthropy”, Islamic Encyclopedia, İstanbul: Turkey Religious Affairs, 2015, p. 35.

Example 2:

Ana Britannica, “United Nations Declaration on Human Rights”, London: Britannica Publication, 2005, p. 12.

6.1.22. Citing an Interview/Conversation

When quoting interviews/conversations, provide the first and last name of the interviewee, place a comma, write “interview by”, then the first and last name of the interviewer, followed by the city where the interview took place and the date.

Example:

Cem Karayel, interview by Ayşe Kaytancı, Istanbul, May 15, 2015.

6.2. Reference List According to the Footnote (Chicago) System

The full bibliographic details of all sources cited in the text must be included in the reference list. Similarly, all sources listed in the reference list must have been cited in the text. Including a work in the reference list that was not cited in the text is considered an ethical violation.

The rules to consider when preparing the reference list are as follows:

1. In the reference list, write the author's surname followed by his/her first name. When there are multiple authors, the first author's name is inverted (surname first), while subsequent authors' names are written in standard order (first name followed by surname).

Example:

Smith, John, Michael Johnson and Sarah Williams. *Natural Law in the History of Thought*. Washington: Political Science Press, 2003.

2. For book chapters and journal articles, the page range of the study must be explicitly stated.

Examples:

Brown, David. "Overcoming Obstacles". In *Disadvantaged Groups in Society*, ed. Robert Taylor, (pp. 123-145). New York: Sage Publications, 2024.

Miller, Emily. "Basic Problems Faced by Youth". *Journal of Youth Research*, Vol. 5, No. 2 (April 2021): 36-55.

3. In the reference list, sources are listed in alphabetical order by surname. Surnames with suffixes follow similar surnames without suffixes.

Example:

Wood, Woodward; Smith, Smithson; Mac Arthur, McArthur.

4. Surnames containing particles (such as de, la, du, von) are alphabetized according to the rules of the language they belong to.

Example:

De Pane, Du Volai, La Marthur, Von Alex.

5. When listing multiple works by a single author, they are ordered chronologically from oldest to newest.

Example:

Davis, Mark. *The Consumer Society*. London: Development Press, 2010.

Davis, Mark. *Dynamics of Post-Industrial Society*. London: Interaction Books, 2013.

6. A single-authored work precedes a multi-authored work by the same first author.

Example:

Wilson, James. *Social Structure of Modern States*. Boston: MIT Press, 2022.

Wilson, James and Eric Moore. *Changing Family Dynamics*. Boston: Dem Publications, 2010.

7. In the reference list, paragraph spacing should be 6 pt before and 6 pt after; line spacing is 1.5. Any subsequent lines of a reference entry are indented by 1 tab (hanging indent).

Example:

Anderson, Paul. *Principles of Urban Planning from Past to Present*. Chicago: University of Chicago Press, 2023.

8. When there are multiple sources by the same author(s), write the author(s) name(s) for the first entry. For subsequent sources, use 7 consecutive hyphens (-------.) instead of the author's name.

Example:

Clark, Susan. *Basic Principles of Educational Philosophy*. New York: Routledge, 2005.

-------. “Problems Encountered in University Education”. *Journal of Social Psychology*, Vol. 5, No. 4 (December 2007): 45-65.

Table 6.1. Reference List According to the Footnote System

Source Type	Example
Single-authored work	Harris, Laura. *Universal Principles of Law*. Washington: Political Press, 2015. Turner, Neil. “Maintaining Quietness in Residential Complexes”. *Journal of Law and Society*, Vol. 10, No. 3 (June-July 2010): 56-80.
Multiple works by the same author	Evans, Matthew. *Genealogy of Human Behavior*. London: Calendar Press, 2002. -------. “Social Origins of Human Behavior”. *Journal of Social Psychology*, Vol. 5, No. 4 (Summer 2022): 78-95.
Multi-authored work	Cooper, Thomas and Rachel Green. *Comparative Constitutional History*. Boston: Progress Publications, 2020. (two authors) Cooper, Thomas, Rachel Green, Samuel Adams, Henry Foster and Kevin White. *Comparative Constitutional History*. Boston: Progress Publications, 2020. (five authors) Baker, Alice, et al. “The Tradition of Constitutionalism in Germany”. *Journal of Comparative Constitutions*. Vol. 2, No. 4 (December 2020): 234-255. (more than five authors)
Translated work	Gallner, Ernest. *Current Problems of International Law*. trans. Hasan Kurt. İstanbul: Mantık, 2017. Hallmark, David. “Election Legislation According to the Majoritarian System”. Trans. Halil Kuş. *Journal of Social Research*, Vol. 4, No. 3 (April 2007): 25-43.

Chapter in a book	Peterson, Adam. "The Problem of Democracy within Political Parties". In *Party Discipline*, ed. Frank Smith, (pp. 23-45). London: Oxford Press, 2014.
Article in a print journal	Mitchell, Simon. "Acquiring Leadership Culture through Education". *Journal of Cultural Analysis*. Vol. 1, No. 3 (April-May 2007): 111-128.
Article in an online journal	Nelson, Mary and Olivia Parker. "Evaluation of the 2009 UN Gaza Report". *Journal of Identity and Society*, Vol. 2, No. 2 (July 2025): 60-89. DOI: https://doi.org/10.5281/zenodo.16497425.
Conference paper	Wood, Samuel. "Social Media in Daily Life". *Congress on Social Media in the Digital Age:* Washington: Georgetown University, March 15-17, 2024. *Proceedings Book*. Washington: Georgetown University, 2024, pp. 13-21.
Unpublished thesis	Collins, Nancy. "Foreign Language Education in Law Faculties". *Unpublished Master's Thesis*. Boston: Harvard University, Institute of Social Sciences, 2000.
Newspaper	Williams, Oliver. "Common Misconceptions". *The Daily Telegraph*. June 20, 2015. The Times. "Unwritten Habits". *The Times*, May 24, 2012.
Law and Constitution	Official Gazette. "Higher Education Law No. 2547". *Official Gazette*, November 6, 1981, Issue 17506. GNAT. *Constitution of the Republic of Türkiye*. Ankara: Grand National Assembly of Turkey (TBMM), 1982.
Internet source	Carter, James. "Advice for Young Lawyers". www.languageoflaw.org/hr-forum.htm (Accessed: June 5, 2005). Turkish Airlines. "International Aviation Data". Istanbul: Turkish Airlines. http://air.transport_ipd/ilm.html (Accessed: May 27, 2015).

Encyclopedia	Adams, Sean. "The Ottoman Foundation System". *Encyclopedia of Islam*. pp. 878-920. Istanbul: Turkish Diyanet Foundation, 2015. *Encyclopaedia Britannica*. "Rule of Law". pp. 878-920. Translated by Ali Keten. Istanbul: Martı Yayınları, 2015.
Interview/conversation	King, Fiona. Interview by Nancy White. London, May 15, 2020.

6.3. Sample Reference List

Adams, Sean. "The Ottoman Foundation System". *Encyclopedia of Islam*. pp. 878-920. Istanbul: Turkish Diyanet Foundation, 2015.

Alpaslan, Turgay, Hatice Bayraktar, Selami Coşkun, Hayati Gündüz and Kamil Meşe. *A Comparative History of Law*. İstanbul: Gelişim, 2020.

Çakır, Cemal. "Suggestions to the Young Lawyers". www. hukukundili/ s_org- insan-kaynaklari- forumu.htm (Accessed: June 5 2005).

Collins, Nancy. "Foreign Language Education in Law Faculties". *Unpublished Master's Thesis*. Boston: Harvard University, Institute of Social Sciences, 2000.

Gallner, Ernest. *Current Problems of Law*. Trans. Hasan Kurt. Istanbul: Mantık Publication, 2017.

Kavas, Martin. *Social Background of Human Behaviours*. Ne Jesey: Lane Publications, 2002.

-------. "Basic Issues related to Human Psychology". *Journal of Social Psychology*. Vol. 5, No. 34 (Summer, 2022): 78-95.

King, Fiona. Interview by Nancy White. London, May 15, 2020.

Kosovali, Ahmet, "Democracy Problem within Political Parties". In *Party Discipline in Turkey.* Ed. Cemal Kaya (pp. 23-45). Istanbul: Cem, 2014.

Kosovali, Selami, "Receiving Leadership through Education". *Cultural Studies.* Vol. 1, No. 3 (April-May 2007): 111-128.

Şenol, Maide Nur and Oya Dağlar Macar. “An Evaluation on United Nations Gazza Report of 2009”. *Journal of Identity and Society*. Vol. 2, No. 2 (July 2025): 60-89. DOI: https://doi.org/10.5281/zenodo.16497425.

Williams, Oliver. “Common Misconceptions”. *The Daily Telegraph*. June 20, 2015.

Wood, Samuel. “Social Media in Daily Life”. *Congress on Social Media in the Digital Age.* Washington: Georgetown University, March 15-17, 2024. *Proceedings Book*. Washington: Georgetown University, 2024, pp. 13-21.