

**THESIS WRITING DIRECTIVE OF THE REPUBLIC OF TURKEY, THE ATILIM
UNIVERSITY GRADUATE SCHOOL OF SOCIAL SCIENCES**

PART ONE

PURPOSE, SCOPE AND BASIS

ARTICLE 1 – The purpose of this Directive is to determine the principles and rules that will ensure uniformity in writing the master’s and PhD theses as well as the semester projects for master’s programme without thesis, the seminar assignments and the reports of the students enrolled in the postgraduate programmes under the Atilim University Graduate School of Social Sciences, and to guide preparation, writing and printing of these studies.

ARTICLE 2 – This Directive has been drawn up in accordance with the Law numbered 2547 and the Atilim University Graduate School of Social Sciences Academic Regulations Concerning Graduate Study and Examinations.

PART TWO

ABBREVIATIONS

ARTICLE 3 – The abbreviations used in this Directive shall express the following meanings:

- a) Graduate School:** Atilim University Graduate School of Social Sciences.
- b) Department:** Department that has an education programme at the Graduate School of Social Sciences.
- c) Thesis:** Master’s thesis, PhD thesis or proficiency in art thesis.
- d) Semester Project/Dissertation/Seminar Assignment:** Study for Master’s programme without thesis.
- d) Report:** Artwork report or proficiency in art report.

PART THREE

RULES ON PAGE LAYOUT, WRITING AND PRINTING

ARTICLE 4 – Principles concerning page layout and general writing rules are stated below:

Nature and Usage of Paper

Theses/Semester Projects/Dissertations/Seminar Assignments/Reports must be written on white papers of A4 (21 x 29.7 cm) standard and 80 gram high-grade paper pulp. The single face of the paper must be used for the section from the beginning of the study to its INTRODUCTION section as well as the ANNEX section included in the last part of the study, and the double faces of the paper must be used starting from the INTRODUCTION section to the end of the BIBLIOGRAPHY. The section headings including the INTRODUCTION section must always take place on the front page (with the odd page number).

Page Margins

Top, bottom, left and right margins of the text of field of a page must be as follows: Top margin: 3 cm. Bottom margin: 3 cm. Left margin: 4 cm. Right margin: 2.5 cm. The sample page layout is shown in Annex 1.

Font and Font Size

The Times New Roman font (Font Size 12) must be used for writing the Thesis/Semester Project/Dissertation/Seminar Assignment/Report. However, the font size 10 must be used for writing footnotes; the font in the tables and/or figures can be minimized, at most, to the font size 8, provided that it is readable.

Line Spacing and Indent

1.5 (18 nk) line spacing in the text, including the section headings and the subsection headings as well as the first paragraph following them, and 1 (12 nk) line spacing in the footnotes and the block quotations must be left blank. The paragraphs should be indented 1 left tab stop at 1 cm.

Numbering of Pages

The pages must be numbered with font size 10 and top margin 2.0 cm and right margin 2.75 cm. All pages must be numbered after the internal cover. The Cover, Acceptance/Approval and Ethical Declaration pages must not be numbered. The pages from the beginning of the study to the INTRODUCTION section must be numbered as (i, ii, iii, iv, ...) with small-case Roman letters and the other continuing pages including the INTRODUCTION section must be numbered as (1, 2, 3, 4 ...).

Writing of Section and Subsection Headings

Writing of the section and subsection headings are shown in the following table:

Text Type	Characteristics	Example
Special Page Heading	In capital letters, bold, in font size 12, in Times New Roman font and centred	ACKNOWLEDGEMENT BIOGRAPHY
Primary section headings	In capital letters, bold, in font size 12, in Times New Roman font and left aligned	1. INTRODUCTION
Secondary subsection headings	First letter of each word is in capital letter; all are bold, in font size 12, in Times New Roman font and left aligned (Conjunctions such as “and”, “or”, “as well as”, if any, shall be written in small-case letters.).	1.1. Teachers’ Opinions on Vocational Education Centres
Tertiary subsection headings	The first letter of only first word is in capital letter; all are bold, in font size 12, in Times New Roman font and left aligned.	1.1.1. Managers’ and teachers’ opinions concerning disciplinary by-law
Non-numbered subheadings made between numbered section and subsection headings	Plain and underlined, only italic, or italic and underlined, respectively, in font size 12, in Times New Roman font and left aligned (Words, sentences or definitions wished to be emphasised may also be written in italic. These subheadings should, by no means, be written bold.)	<u>Senior manager</u> <i>Assistant manager</i> <u>Servant</u>

Layout of Thesis/Semester Project/Dissertation/Seminar Assignment/Report

The order of the sections and pages of the thesis/semester project/dissertation/seminar assignment/report must be as follows:

- 1. *Front Cover:*** It consists, respectively, of the name of the University, the name of the Graduate School, the name of the Department, the name of the Master's/PhD programme, the Heading of the Thesis/Semester Project/Dissertation/Seminar Assignment/Report, Type of the Thesis/Semester Project/Dissertation/Seminar Assignment/Report, Name and Surname of the Candidate, Place and Year of Printing. 2 cm margin shall be made from left, right, top and bottom of the front cover page. All the text shall be centred. The name of the University, the name of the Graduate School, the name of the Department and the name of the Master's/PhD programme included in the front cover shall be written in Times New Roman font (font size 14), the Heading of the Thesis/Semester Project/Dissertation/Seminar Assignment/Report shall be written in Times New Roman font (font size 14), in capital letters and bold. Other parts of the text must be in small-case letters and in font size 12. Master's Thesis, PhD Thesis or Proficiency in Art Thesis; Semester Project; Dissertation; Seminar Assignment; Artwork Report or Proficiency in Art Report shall be written as the type of the thesis, the semester project, the dissertation, the seminar assignment, the report, respectively. See Annex 1.
- 2. *Blank Page:*** A blank page made up of the paper type on which the thesis/semester project/dissertation/seminar assignment/report is printed shall be added for purposes of protecting the text and the binding.
- 3. *Inner Cover:*** As different from the front cover, it includes the information on title, name and surname of the thesis supervisor below the section on name and surname of the candidate. Apart therefrom, it shall be prepared in line with the same principles as the front cover. See Annex 2.
- 4. *Acceptance, Approval and Ethical Declaration:*** Acceptance, Approval and Ethical Declaration Pages, which expresses that the thesis/semester project/dissertation/report is accepted, approved and is original, shall be prepared

as shown in Annex 3 and Annex 4. Acceptance and Approval as well as Ethical Declaration pages must be found in the black bound copies to be delivered to the Graduate School subsequent to the defence exam.

5. **Turkish Abstract Page:** The centred heading of “ÖZ” in bold letters shall be used in the Turkish abstract page, and after stating the identification of the thesis/semester project/dissertation/seminar assignment/report in the first line; the purpose and scope of the study, the method used and the important consequences reached shall be written explicitly and briefly. The Turkish abstract must not exceed 300 words. The expression of “Anahtar Sözcükler” shall be written below the Turkish Abstract text and maximum five (5) keywords shall be stated. See Annex 5.
6. **English Abstract Page:** The identification of the study shall be just prepared as the Turkish Abstract page, provided that it is in English; the English word of ABSTRACT shall be used as a heading. The English expression of “Keywords” shall be used instead of the “Anahtar Sözcükler.” See Annex 6.
7. **Acknowledgement Page:** It is optional whether or not to include, within the study, this page where people who have contributed to preparation of the study are acknowledged.
8. **Table of Contents:** It must be prepared as shown in Annex 7.
9. **Index of Symbols and Abbreviations**
10. **Index of Tables**
11. **Index of Figures**
12. **Foreword:** It is optional whether or not to include this page within the thesis.
13. **Text Section of the Thesis/Semester Project/Dissertation/Seminar Assignment/Report**
14. **Bibliography**
15. **Annexes:** Each annex must start from the beginning of a new page and must be numbered as Annex 1, Annex 2..., and the heading shall be centred.
16. **Anti-plagiarism Report:** The anti-plagiarism report, which shows that the study is prepared in compliance with the scientific ethics, must be obtained from the relevant programme and added to the study. The anti-plagiarism report page shall not be numbered.

- 17. Biography:** Information regarding the student who has prepared the study shall be drawn up as shown in Annex 8, provided that it does not exceed one page. The biography page shall be numbered.
- 18. Blank Page:** A blank page made up of the paper type on which the thesis/semester project/dissertation/seminar assignment/report is printed shall be added for purposes of protecting the text and the binding.
- 19. Back Cover:** It must be of the same characteristic with the front cover and must include no writing therein.

Printing of Thesis/Semester Project/Dissertation/Seminar Assignment/Report

Following preparation of the thesis/semester project/dissertation/seminar assignment/report in compliance with this directive, it shall be delivered to the Graduate School as a SPIRAL BOUND copy prior to the defence exam. The Thesis/Semester Project/Dissertation/Report found successful as a result of the defence exam shall be delivered to the Graduate School as a BLACK BOUND copy. The heading of the Thesis/Semester Project/Dissertation/Report, the name of the author and the year of acceptance of the Thesis/Semester Project/Dissertation/Report shall be written, to be read from the top to the bottom, on the back of the Thesis/Semester Project/Dissertation/Report that will be printed as a BLACK BOUND copy. In case it does not fit into the back of the binding, the heading of the Thesis/Semester Project/Dissertation/Report may be shortened as appropriate. The text on the back of the binding may not be larger than the font size used in the exterior cover. The heading of the Thesis/Semester Project/Dissertation/Report shall be written as left aligned with 2 cm margin from the top. 2 cm margin must be made between the date and the bottom of the page. The other margins shall be made equally. See Annex 9.

ARTICLE 5 – Citation procedures and bibliography formatting styles shall be determined by the Department, provided that they are internationally recognised systems such as making citation below the text (footnote), APA and MLA. See Annex 10 for the explanatory document concerning the system of making citation below the text (footnote). See Annex 11 for the explanatory document concerning the APA citation system. See Annex 12 for the English document concerning the MLA citation system.

ARTICLE 6 – Before it is taken to a defence exam or delivered to the Graduate School, the Thesis/Semester Project/Dissertation/Report shall be passed through an anti-plagiarism programme in the light of scientific ethics.

ARTICLE 7 - The decision by the Board of Graduate School shall be complied with for the matters not stated in this Thesis Writing Directive. The amendments to be made shall be announced on the website of the Graduate School.

ARTICLE 8 – The Thesis Writing Directive shall enter into effect as from the Spring semester of 2014-2015 Academic Year. The studies to be delivered prior to this date shall be written according to the previous thesis writing directive.

ARTICLE 9 – This Thesis Writing Directive shall be governed by the Graduate School Director.

ANNEX 1: Sample Front Cover

ATILIM UNIVERSITY

GRADUATE SCHOOL OF SOCIAL SCIENCES

NAME OF THE DEPARTMENT / ART MAJOR

NAME OF THE MASTER'S PROGRAMME / DOCTORAL PROGRAMME

TITLE OF THE THESIS/ DISSERTATION / REPORT

Master's Thesis/ Dissertation

Name and Surname of the Student

Place- Year of Publication

ANNEX 2: Sample Inner Cover

ATILIM UNIVERSITY

GRADUATE SCHOOL OF SOCIAL SCIENCES

NAME OF THE DEPARTMENT / ART MAJOR

NAME OF THE MASTER'S PROGRAMME / DOCTORAL PROGRAMME

TITLE OF THE THESIS/ DISSERTATION / REPORT

Master's Thesis/ Dissertation

Name and Surname of the Student

Supervisor

Academic Title, Name and Surname of the Supervisor

Place- Year of Publication

ANNEX 3: Sample Acceptance and Approval Page

ACCEPTANCE AND APPROVAL

This is to certify that this thesis/dissertation/report titled “[The Name of the Thesis/Dissertation/Report] and prepared by [Name and Surname of the Student] meets with the committee’s approval unanimously/ by a majority vote as [Master’s Thesis/ Dissertation] in the field of [Department/Art Major] following the successful defense of the thesis/dissertation/report conducted in [Date of Defense].

Signature of the Director

Title, Name and Surname of the Director

Signature of the Supervisor

Title, Name and Surname of the Supervisor

Signature of the Co-Supervisor

Title, Name and Surname of the Co-Supervisor

Signature of the Member

Title, Name and Surname of the Member

ANNEX 4: Ethics Declaration Page

ETHICS DECLARATION

I hereby declare that;

- I prepared this thesis in accordance with Atılım University Graduate School of Social Sciences Thesis Writing Directive,
- I prepared this thesis within the framework of academic and ethics rules,
- I presented all information, documents, evaluations and findings in accordance with scientific ethical and moral principles,
- I cited all sources to which I made reference in my thesis,
- The work of art in this thesis is original,

I hereby acknowledge all possible loss of rights in case of a contrary circumstance. (in case of any circumstance contradicting with my declaration)

[Date and Signature]

[Name and Surname of Candidate]

ANNEX 5: Turkish Abstract Page

ÖZ

[Adayın SOYADI, Adı]. [Tezin/Raporun Adı], [Yüksek Lisans Tezi / Doktora Tezi, Ankara, [Yılı].

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Anahtar Sözcükler

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ANNEX 6: English Abstract Page

ABSTRACT

[Student's SURNAME, Name]. [Title of Thesis], [M.Sc/M.A./Ph.D Thesis, Ankara, [Year].

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Keywords

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ANNEX 7: Sample Contents Page

CONTENTS

ÖZ	i
ABSTRACT	ii
ACKNOWLEDGEMENT	iii
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LIST OF SYMBOLS AND ABBREVIATIONS	v
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FIRST CHAPTER

NAME OF THE CHAPTER

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1.1. Level 2 Subsection Titles	x
1.1.1. Level 3 Subsection titles	x
BIBLIOGRAPHY	x
ANNEXES	x
ANNEX-1. Questionnaire Forms	x
CURRICULUM VITAE	x

ANNEX 8: Sample Curriculum Vitae

CURRICULUM VITAE

Name and Surname:

Place and Date of Birth:

Education:

Degree	Field	University	Year
Undergraduate			
Graduate			

Work Experience:

Work Place	Position	Year

Foreign Languages:

Publications:

E-mail:

Phone:

Date:

ANNEX 9: Sample Spine

<p>TITLE OF THE THESIS/ DISSERTATION / REPORT</p> <p>Place- Year of Publication</p> <p>Name and Surname of the Student</p>	<p>ATILIM UNIVERSITY</p> <p>GRADUATE SCHOOL OF SOCIAL SCIENCES</p> <p>NAME OF THE DEPARTMENT / ART MAJOR</p> <p>NAME OF THE MASTER'S PROGRAMME / DOCTORAL PROGRAMME</p> <p>TITLE OF THE THESIS/ DISSERTATION / REPORT</p> <p>Master's Thesis/ Dissertation</p> <p>Name and Surname of Candidate</p> <p>Place- Year of Publication</p>
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ANNEX 10: Method of Using Footnote

Place of Footnotes in a Text and Numbering Footnotes

Footnotes are placed at the bottom of each page on which they appear and separated from the main text with a short straight line starting from the left side of the page. Footnotes are listed according to their numbers. Numbers of footnotes can either be provided at the end of each chapter starting from one on the first page till the end of the chapter or can be given at the end of the thesis for all chapters starting from one on the first page till the conclusion.

Apart from footnotes for explanations and references, footnotes for clarifying a concept are not numbered instead *, ** is used.

Reference Footnotes

In reference footnotes, all bibliographic information is provided the first time the source is cited: Author's Name and last name, name of source, prepared by (or editor), translator or name and last name of illustrator, volume, edition number, series name, publication location, publisher, publication year, volume number and page number.

Author's Name and Last name: In footnotes, first author's name and then the last name are written as in the inner covers of books. In sources with two or three authors, all authors' names and last names are written using commas in-between according to their order in the inner cover of the source. In sources with more than three authors, only the first author's name and last name are written then "et al." is used. If author's name is not provided in the inner cover of the source and name of author/authors cannot be obtained from other pages or sources, then footnotes starts with the source's name. If a pen name is used in inner cover, it is kept the same in the footnote. However, if the real name of the author is known or learned, real name can be shown in parenthesis or brackets.

Book's Name: Book's name is given as in the inner cover of the cited source. But if the book has also complementary second and/or third names besides main name, then colon is added between the main and second name of the book even if it does not exist in the inner cover, thus preventing the confusion of main name with complementary name. In footnotes, names of books are written in bold and comma is put right after the book's name.

Periodicals' Names: They are also written in bold like books' names. Names of Prepared by (or Editor), Translator, Illustrator, etc. are written after the names of books, articles etc. Colon is used after names of books, articles. It is also possible to use shortened versions such as "ed., trans., prep. by., illust.,".

Article's Name: Comma is used right after name of article's author/authors. Name of the article is given in quotation marks. Comma is used after the article's name. Then periodical's name is written in the same way as for books.

Thesis' Name: Names of unpublished theses are written in quotation Marks.

Entries in Encyclopaedia: They are written like article's name.

Volume, Edition and Publication Information: In footnotes, information related to volume, edition and publication is provided according to a specific order after name of author, source, translator, and illustrator.

Ergun Özbudun, *Çağdaş Türk Politikası: Demokratik Pekişmenin Önündeki Engeller*, İstanbul, Doğan Publication., 2003, p. 66.

Reference to an Edited Book,

Cavit Orhan Tütengil, “Sosyal Bir Yapı Olarak Türkiye’de Köy ve Meseleleri”, *Köy Sosyolojisi Okuma Kitabı*, edited Oğuz Arı, İstanbul, Bogaziçi University Publications, 1985, p.124.

Reference to an Article in a Periodical,

Özer Ozankaya, "Köyde Toplumsal Yapı ve Siyasal Kültür", *Journal of Public Administration*, V.4, I.1, Ankara, 1971, p.32.

Cevat Geray, “Toplum Kalkınması ve Toprak Reformu”, *Journal of Ankara University Faculty of Political Science*, Volume:21, No:3, September 1966, p.53.

D. Collier ve S. Levitsky, “Democracy with Adjectives: Conceptual Innovations in Comparative Research”, *World Politics*, Volume 1, Issue 49, 1997, p.430.

Martin Sprengling, “Tonyukuk Kitabesi: Eski Bir Türk Faheseri”, translated Mehmet İnan, Erdem, volume 2, issue 6, 1986, p. 721.

Reference to Electronic Sources,

B. L. Fredrickson “Cultivating positive emotions to optimize health and well-being”, *Prevention ve Treatment*, March 7 2000, (Retrieved from) <http://journals.apa.org/prevention/volume3/pre0030001a.html>, 20 November 2000, p. 30.

Reference to a Chapter or Section of a Web Document,

Official Website of Ministry of Agriculture and Rural Affairs, http://www.tarim.gov.tr/arayuz/6/icerik.asp?efl=girisulusal_program.htm, (Retrieved from) 23 February 2006. (Retrieved from) http://www.khgm.gov.tr/ENVANTER/EN_GENEL.HTM., 05 May 2007.

Reference to Reports,

State Planning Organization (DPT), *Rural Industry*, Ankara, 7. BYKP ÖİKR, 1994, p.19.

Subsequent Reference in Footnotes (Book, Article),

If another work of the same author is not mentioned in-between or only one work of the author is cited:

Akurgal, op. cit., s.15.

If another work of the same author is mentioned in-between:

Akurgal, *Anadolu Uygarlıkları*, p.18 or Esin, “Kotuz:”, p.130.

Volume Information: Volume information is generally written, when books are cited. If a book has only one volume, volume information is not provided. If a book contains more than one volume, a comma is used following the volume number and numbers of publication and edition are provided if available.

Edition Information: If the first edition of the work is cited, the number of edition is not specified in the footnote. But if the second or later editions are cited, the number of edition is provided as 2nd, 3rd Edition.

Publication Information: Publication information includes the place of publication, the name of the publisher and the year of publication. There is a comma between the place of publication and the name of the publisher. If the place of publication is not present, it is given by abbreviation as n.p. (no place of publication), if the name of the publisher is not available, it is given as n.p. (no publisher), if there is no date, it is again given by abbreviation as n.d. (no date). If there is no date on the inner cover, but if there is a copyright date at the back of the inner cover, this date is given as the date of publication in the footnote.

Volume and Page Numbers: In order to show the cited volume of the work such as books, periodicals, encyclopedias or theses, the number of the volume is specified with the upper case Roman numerals. After this, comma is used and it is followed by the number, comma, publication year, comma, related page or pages cited.

Archive Documents Cited: In the footnotes provided for such citations, the description stating the nature of the document, the date of the document, archive number and file number are specified if available.

Newspaper Articles or News Cited: The rules specified for the periodicals cited are used for the newspaper articles or news cited. However, in both cases, the name, the day, month, year and page of the related newspaper are provided.

Footnotes to Cite Electronic Sources: If the work has not previously been printed, first of all the reference footnote of the first source in which the writing is placed and “online” phrase in parentheses, then, the name of the website the work is found in and the date in which the work is accessed are specified. If the work has been printed before, the name and surname of the author if available; then, the name of the website the work is found in and the date in which the work is accessed are specified with “Access” phrase.

Other Rules: If the same source is cited twice or more In the citation footnotes, bibliographic information is shortened. It is given as the surname of the author, comma, Ibid (in the same article) or Ibid (in the same work), comma, page number. If there is another work of the same author between the same work or article, the surname of the author, comma, abbreviated name of the work, comma, page number. The shortened form preferred in the footnotes is applied throughout the thesis.

Citing a Book

Süleyman Seyfi Öğün, Türk Politik Kültürü, Alfa, 2007, p.112.

Anthony Giddens, Sosyoloji: Kısa Fakat Eleştirel Bir Giriş, trans. Ülgen Yıldız Battal, 2 nd ed., Phoenix Bookstore, 1999, p.28.

ANNEX 11: APA Rules

	In-Text Citation	Reference
One Author	<ul style="list-style-type: none"> If a source is completely cited, (Boratav, 2007) If a certain part of the source is cited, information on the page, section, figure, table or equation is provided in an appropriate place in the text. If a single page is cited, it is given by “p”, but if more than one page is cited, it is given by “pp”. (Uçak, 2000, p. 256 or pp. 256-257). If the name of the author is referred in the text, only the publication year is given in parentheses. Canetti (1992), iktidarın özelliklerini beş başlık altında toplar. If the citation is 40 words or more than that, information is provided with a new line (a new paragraph). Citation begins after a colon. It has 1,25 cm indentation and the whole citation is placed on the same line with the first one. It is written in double-space; Özbek (2005) şu şekilde açıklamaktadır: (p.37-38) 	<p><u>Book</u> Boratav, K. (2007). Türkiye İktisat Tarihi 1908-2005 (11.th ed.). Ankara: İmge.</p> <p><u>Translated Book</u> Canetti, E. (1992). Kitle ve İktidar. Gülşat Aygen (Trans.). İstanbul: Ayrıntı.</p> <p><u>Book with an Editor</u> Özbek, M. (Ed.) (2005). Kamusal Alan. İstanbul: Hil.</p> <p><u>Article</u> Format: Surname of the Author, First Letter of the Author’s Name. (Year). Name of the Article. <i>Name of the Periodical</i>, volume (number of the periodical), page range. (If available in the articles of electronic journals) DOI number. (if not) URL. Uçak, N. Ö. (2000). Sosyal bilimlerde nitel araştırma yöntemlerinin kullanımı. <i>Bilgi Dünyası</i>, 1 (1), 255-279. doi:10.1037/0096- 3445.134.2.258</p>

<p>Two Authors</p>	<ul style="list-style-type: none"> If a work has two authors, last names of both authors are stated whenever a reference is made to the work; <p>(Vatansever and Yalçın, 2015, p. 40) (Çığ and Çığ, 2013, p. 80)</p>	<p><u>Book</u> Vatansever, A. and Yalçın, M. G. (2015). Ne Ders Olsa Veririz: Akademisyenin Vasıfsız İşçiye Dönüşümü. İstanbul: İletişim.</p> <p><u>Article</u> Format: Last name of the first author, Initials. and Last name of the second author, Initials. (Year). Name of article. <i>Name of Periodical, Volume</i> (issue), page number. (in articles from electronic periodicals, if available) DOI number. (if not) URL.</p> <p>Çığ, E. Ç. and Çığ, Ü. (2013). Neoliberal Akılsallığın Bir Semptomu Olarak Kriz İletişimi ve Yönetimi. <i>Atılım University Journal of Social Sciences</i>. 3 (1). 79-97. http://asbd.atilim.edu.tr/shares/sbedergi/files/%236_cig_cig(1).pdf</p>
<p>Three to Five Authors</p>	<ul style="list-style-type: none"> Last names of all authors are specified the first time the source is cited, in subsequent citations last name of the first author is stated and followed by “et al.”. <p><u>First citation:</u> (Aleskerov, Ersel and Sabuncu, 1999) (Sezer, Dikmen and Özdemir, 2003)</p> <p><u>Subsequent citations:</u> (Aleskerov et al., 1999) Sezer et al. (2003) defines the link between culture and communication as “.....”.</p>	<p><u>Book</u> Aleskerov, F., Ersel, H. and Sabuncu, Y. (1999). Seçimden Koalisyonla Siyasal Karar Alma. İstanbul: Yapı Kredi.</p> <p><u>Article</u> Format: Last name of the first author, Initials., Last name of the second author, Initials. and Last name of the third author, Initials. (Year). Name of article. <i>Name of Periodical, Volume</i> (issue), page number. (in articles from electronic periodicals, if available) DOI number. (if not) URL.</p> <p>Sezer, H., Dikmen, M. and Özdemir, E. (2003). Kültür ve İletişim. <i>İletişim Dünyası</i>, 4 (2). 89-94.</p>
<p>Six and More Authors</p>	<ul style="list-style-type: none"> Only the surname of the first author is used followed by et al. (Iannuzzi et al., 1999, p. 13) 	<p>Iannuzzi, P., Mangrum, C., Strichart, S., Wilson, T., Usherwood, R., Martin, A. et al. (1999). Teaching research skills. Boston: Allyn and Bacon.</p>

<p>Organization as an Author</p>	<ul style="list-style-type: none"> If the author is an organization abbreviations are not used directly in the first time cited, but they are provided in full form. In the second time they are cited abbreviations are used. <p>(Devlet Planlama Teşkilatı [DTP], 2005)</p> <p>(DTP, 2005)</p>	<p>Devlet Planlama Teşkilatı. (2005). Ekonomik ve Sosyal Göstergeler (1950–2004). Ankara: Devlet Planlama Teşkilatı.</p>
<p>Citing a Secondary Source</p>	<ul style="list-style-type: none"> If the main source cited in the text has not been read by the author and if one of the source used has been reached through another author; <p>Bacanlı'nın (1992) (as cited in Yüksel, 1996) çalışmasında...</p>	<p>Only the author through whom the source is reached is provided in the reference list.</p> <p>Yüksel, G. (1996). Sosyal beceri.....</p>
<p>Two or More Works by the Same Author Published in the Same Year</p>	<ul style="list-style-type: none"> If two sources by the same author in the same year are cited, lower-case letters (a, b, c) with the year to order the entries in the reference list is used. <p>(Binbaşıoğlu, 1988a, p. 82)</p> <p>(Binbaşıoğlu, 1988b)</p>	<p>Binbaşıoğlu, C. (1988a). Genel öğretim yöntemleri. Ankara: Binbaşıoğlu Press.</p> <p>Binbaşıoğlu, C. (1988b). Ödevlerin öğrenmeye etkisi. Eğitim, 65, 362-369.</p>
<p>Theses</p>	<p>(Kozan, 2009)</p>	<p>Kozan, M. (2009). Entegrasyon teorileri ışığında Avrupa Birliği bütünleşmesi ve geleceği. (Unpublished Master's Thesis) Atılım University, Ankara.</p>
<p>Web Page</p>	<p>(Eğitim, 2007).</p> <p>(Tillman, 2003).</p>	<p>Eğitim. (2007). Retrieved 12 January 2008, from http://www.eğitim.com/</p> <p>Tillman, H. N. (2003). Evaluating quality on the net. Retrieved 15 January 2008, from http://www.hopetillman/findq.htm</p>

ANNEX 12: MLA Rules

MLA CITATION GUIDE

I. Books

First or single author's name is written last name, first name. The basic form for a book citation is:

Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of Publication.

1.1. Book with One Author

Gleick, James. *Chaos: Making a New Science*. New York: Penguin Books, 1987.

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999.

1.2. Book with More Than One Author

First author's name is written last name first; subsequent author names are written first name, last name.

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000.

1.3. If there are more than three authors, you may list only the first author followed by the phrase et al. (the abbreviation for the Latin phrase "and others"; no period after "et") in place of the other authors' names, or you may list all the authors in the order in which their names appear on the title page.

Wysocki, Anne Frances, et al. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004. **or,**

Wysocki, Anne Frances, Johndan Johnson-Eilola, Cynthia L. Selfe, and Geoffrey Sirc. *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*. Logan, UT: Utah State UP, 2004.

II. An Article in a Newspaper or Magazine

Basic format:

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages.

When writing the date, list day before month; use a three-letter abbreviation of the month (e.g., Jan., Mar., Aug.). If there is more than one edition available for that date (as in an early and late edition of a newspaper), identify the edition following the date (e.g., 17 May 1987, late ed.).

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71.

Trembacki, Paul. "Brees Hopes to Win Heisman for Team." *Purdue Exponent* 5 Dec. 2000: 20.

III. An Article in a Scholarly Journal

Author(s). "Title of Article." *Title of Journal* Volume. Issue (Year): pages.

Actual example:

Bagchi, Alaknanda. "Conflicting Nationalisms: The voice of the Subaltern in Mahasweta Devi's Bashai Tudu." *Tulsa Studies in Women's Literature* 15.1 (1996): 41-50.

IV. Web Sources

Web sites (in MLA style, the "W" in Web is capitalized, and "Web site" or "Web sites" are written as two words) and Web pages are arguably the most commonly cited form of electronic resource today. Below are a variety of Web sites and pages you might need to cite.

4.1. An Entire Web Site

Basic format:

Name of Site. Date of Posting/Revision. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date you accessed the site <electronic address>.

It is necessary to list your date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site. Here are some examples:

The Purdue OWL Family of Sites. 26 Aug. 2005. The Writing Lab and OWL at Purdue and Purdue University. 23 April 2006 <<http://owl.english.purdue.edu/>>. Felluga, Dino. *Guide to Literary and Critical Theory*. 28 Nov. 2003. Purdue University. 10 May 2006 <<http://www.cla.purdue.edu/english/theory/>>.

Treat entire Weblogs or "blogs" just as you would a Web site. For single-author blogs, include the author name (or screen name or alias, as a last resort); blogs with many authors, or an anonymous author, should be listed by the title of the blog itself:

Design Observer. 25 Apr. 2006. 10 May 2006. <<http://www.designobserver.com/>>.

Ratliff, Clancy. *CultureCat: Rhetoric and Feminism*. 7 May 2006. 11 May 2006. <<http://culturecat.net>>.

4.2. Long URLs

URLs that won't fit on one line of your Works Cited list should be broken at slashes, when possible. Some Web sites have unusually long URLs that would be virtually impossible to retype; others use frames, so the URL appears the same for each page. To address this problem, either refer to a site's search URL, or provide the path to the resource from an entry

page with an easier URL. Begin the path with the word Path followed by a colon, followed by the name of each link, separated by a semicolon.

For example, the Amazon.com URL for customer privacy and security information is <http://www.amazon.com/exec/obidos/tg/browse/_/551434/104-0801289-6225502>, so we'd need to simplify the citation:

Amazon.com. "Privacy and Security." 22 May 2006 <<http://www.amazon.com/>>. Path: Help; Privacy & Security.

4.3. An Article in a Web Magazine

Author(s). "Title of Article." *Title of Online Publication*. Date of Publication. Date of Access <electronic address>.

For example:

Bernstein, Mark. "10 Tips on Writing The Living Web." *A List Apart: For People Who Make Websites*. No. 149 (16 Aug. 2002). 4 May 2006 <<http://alistapart.com/articles/writeliving>>.

4.4. An Article in an Online Scholarly Journal

Online scholarly journals are treated different from online magazines. First, you must include volume and issue information, when available. Also, some electronic journals and magazines provide paragraph or page numbers; again, include them if available.

Wheelis, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." *Emerging Infectious Diseases* 6.6 (2000): 33 pars. 8 May 2006 <<http://www.cdc.gov/ncidod/eid/vol6no6/wheelis.htm>>.

Compiled from OWL, Purdue University Online Writing Lab, 2008