



Boğaziçi University  
Institute of Graduate Studies in the Social Sciences

# Style Guide for Theses and Dissertations

Fall 2006

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## Introduction

Welcome to the Graduate Institute for the Social Sciences' *Style Guide for Theses and Dissertations*. Here you will find explanations on how to do almost anything connected with preparing your manuscript for submission. You will learn how to schedule your work (with deadlines for the present academic year included), how to write critical parts of your paper (such as, for example, the preface, introduction and conclusion), how to format your manuscript, and how to work with an editor to get the very best results.

The thesis or dissertation is an important document that shows what you are capable of in the academic environment. It may play a large role in your winning acceptance into further studies in other academic programs or into teaching positions at universities around the world.

If you are a student of another institute or university, you are welcome to use these pages. Some of the departments within the Graduate Institute for the Social Sciences require that theses and dissertations be prepared according to strict documentation styles (APA, MLA or Chicago Styles). Please be sure to check which system your department requires before starting the writing process. All three styles are explained and examples are given for each in our *Style Guide for Theses and Dissertations*. However, you should note that in order to avoid unnecessary complications, the Institute has chosen to limit the use of these styles to referencing, both in the text and in the bibliography. You should therefore be aware that if you personally want, or if your department requires you, to be in total compliance with any of the three styles, you will have to consult the corresponding style manuals.

Please be sure to read about submission procedures and deadlines, and if you have any questions, don't hesitate to contact the Editing Office staff at: [editinginfo@boun.edu.tr](mailto:editinginfo@boun.edu.tr)

This version of the Style Guide was last updated on October 16, 2006. We are hoping to continue updating it according to additional suggestions or specific requests that may come from departments. The requirements described in this handbook represent what the Institute for Graduate Studies in the Social Sciences considers the "default" requirements. All papers will be edited according to this style guide, but will respect departmental choices regarding citation and referencing styles.

## The Editing Process

At the beginning of the writing phase, meet with one of the editors at the Editing Office to discuss how you plan to submit your thesis for editing, whether chapter by chapter or all in one piece. The advantage of submitting chapter by chapter is that it allows for an on-going dialogue about the form and content of your thesis which might help you in the final organization. The advantage of the all-at-once method is that it allows for the editor to read your paper as a logical whole, making overall presentation critique possible.

|  |  |
|--|--|
| 1. Get your advisor's approval for editing | Once you have agreed with your advisor that you will go through the editing process, make a joint decision on whether this will be on a chapter-by-chapter or all-at-once basis. In both cases, your advisor should approve your work in terms of its content and general organization.  |
| 2. Obtain and fill in your editing form    | The editing form is designed to provide the Editing Office with basic information concerning your thesis and confirm your advisor's approval. It is important that it should be filled in properly, and approved by your advisor.  |
| 3. Check your text for basic consistency   | Before you submit your work to the Editing Office, check it for general compliance with the Style Guide and perform a basic editing based on your advisor's comments. Check the spelling by using the spellchecking function of your word processor.   |
| 4. Contact the Editing Office              | Submit your form to the Editing Office, alongside with your work (or the part of your work) that needs editing. The text should be submitted on paper; e-editing is available only for exceptional cases, on the Editing Office's decision.  |
| 5. Plan the editing schedule               | You should know that the editors will need some time to process your request. If you are working on a chapter-by-chapter basis and contact them ahead of time, that should not be a problem. However, if you are submitting your whole work, you should plan for at least two weeks' time before being able to submit a final version to your committee. |
| 6. Meet with editor                        | The editor will give you a first appraisal of your work, giving you advice on systematic errors that can be avoided. This is particularly important if you are working on a chapter-by-chapter basis.  |
| 7. Make corrections                        | Correct your text based on the suggestions made by the editor. If you have doubts or questions, do not hesitate to contact your editor. Please remember that you are required to make the changes suggested by the editor.   |

|  |   |
|--|---|
| 8. Get advisor's approval                  | Once your work has been edited, make sure to contact your advisor to get his/her approval. If you are working on a chapter-by-chapter basis, the advisor's approval is crucial in avoiding last-minute problems at the end of the process.            |
| 9. Final check                             | Once you have made all the corrections and obtained your advisor's approval, bring in your work for a final check in terms of English and format.   |
| 10. Submit work to committee               | Once the editing is completed, you may submit your work to your committee. Committee members may also make some suggestions concerning form, in which case you can, if necessary, get additional help from the Editing Office.                        |
| 11. Defense                                | Your committee may also ask for changes, both in content and in form, during the defense. If that should be the case, you can still contact the editing office for these final amendments.  |
| 12. Submit the final copy to the Institute | The Institute for Graduate Studies in the Social Sciences reserves the right to reject a thesis or dissertation that does not comply with format requirements. Make sure that your work is in full compliance before you have the final copies bound. |

## Parts of the Thesis or Dissertation

The presentation of documents follows a standard order. Here is a list to help you during preparation, followed by a brief description of each item on the following pages for further reference:

### Front Matter

|   |            |
|---|------------|
| Cover   |            |
| Title page  |            |
| Approval page   |            |
| Abstracts (English and Turkish)   |            |
| Vita (Curriculum vitae)   | Ph.D. only |
| Acknowledgements  | optional   |
| Table of contents   |            |
| Lists of tables, figures, abbreviations, glossaries, notes on transcription and pronunciation, chronology, etc. | optional   |
| Preface   | encouraged |

### Main Text

|                                    |
|------------------------------------|
| Introduction<br>Text<br>Conclusion |
|------------------------------------|

### Back Matter

|                           |          |
|---------------------------|----------|
| Appendix (es)             | optional |
| Bibliography / References |          |

## General Format

### Paper:

When you submit copies of your thesis or dissertation to the Institute, make sure that each copy is printed on an acceptable, uniform grade of paper, with ink that is easily legible. Oversized materials must be either reduced or folded to meet margin requirements. There must be no edges protruding from the finished product.

### Fonts:

Acceptable fonts include Times, Times New Roman, Palatino, Garamond, Helvetica and other easy to read serif fonts. Font size must be 12-point in the text, 10-point in the notes, and at least 8-point in the figures. All headings, subheadings, table titles, and figure captions must be in 12-point. Please note that bold text is not allowed anywhere in the thesis.

### Margins:

Left margin (or binding edge): 4.0 cm from edge of page. All other margins: 2.5 cm from edge of page. Please note that the page number is included in the text area and must not appear in the space reserved for the margins.

### Text justification:

Text should be left-justified only. Do not justify the right hand margin as this creates spacing problems throughout the text.

### Spacing:

The main text is double-spaced: Use single spacing for the table of contents, tables, block quotations and footnotes. The bibliography is single-spaced, with a space between each entry.

### Paragraphs:

Paragraphs must be indented 1-1.5 cm. Most word processors use 1.27 cm (0.5 inch) as the default value. Just make sure you use the same indentations throughout your document. No extra spacing is needed between paragraphs. Paragraphs at the start of a section or following a block quote or table or figure should not be indented.

### Pagination:

The front matter and the preface are numbered with small Roman numerals (i, ii, iii, iv...). Regular page numbers with Arabic numerals (1, 2, 3, 4...) begin with Chapter One, the Introduction, and are placed within the margin space and centered at the bottom of the page. The page numbers should not appear on the title and approval pages.

### Duplication:

When you submit the copies of your final document to your thesis or dissertation committee, do not submit your original manuscript. All copies must be neat, clean, and uniformly dark throughout the text.

## Front Matter

### Pagination:

Each page, except the title and approval pages, must have a page number. This includes charts, graphs, illustrations, the bibliography and any appendix matter. The preliminary pages receive lower case Roman numerals (i, ii, iii) while the main text pages receive Arabic numerals (1, 2, 3).

| Part                             | Page Number Assigned    | Obligatory          |
|----------------------------------|-------------------------|---------------------|
| Cover                            | none                    | yes                 |
| Title page                       | (i)<br>does not appear  | yes                 |
| Approval page                    | (ii)<br>does not appear | yes                 |
| Abstract (English)               | iii                     | yes                 |
| Abstract (Turkish)               | iv                      | yes                 |
| Vita (Curriculum Vitae)          | v                       | (Ph.D. only)        |
| Acknowledgements                 | vi                      | optional            |
| Table of contents                | viii                    | yes                 |
| List of figures                  | ix                      | optional            |
| Glossary of<br>non-English terms | x                       | optional            |
| Note on transcription            | xi                      | optional            |
| List of abbreviations            | xii                     | optional            |
| Chronology                       | xiii                    | optional            |
| Preface                          | xiv                     | optional/encouraged |

## Cover (see sample at the back):

The cover of your thesis/dissertation should include the following, all in capitals:

1. The full title of your work.
2. Your full legal name, as it appears at the registrar's office.
3. The name of the university.
4. The year.

On the spine should appear the following, all in capitals:

1. Your full legal name
2. M.A. Thesis / Ph.D. Dissertation
3. The year

## Title Page (see sample at the back):

The title page should include:

1. The full title of your work (all-capitals, 12-point, not bold). Be sure to have your title approved by your advisor and checked by the Institute editor for descriptive accuracy.
2. A sentence describing the degree for which you are applying and the name of the Institute to which you are submitting your work.
3. Your full legal name, as it appears at the registrar's office.
4. The name of the university.
5. The year.

## Approval page (see sample at the back):

Each of the final copies of your thesis must have its own approval page, each of which will be signed by the members of your review committee once you have successfully met all requirements. The signatures of the committee members must be in permanent black ink. The date at the bottom of the page is the date (month and year) of the degree awarded.

## Abstracts (see samples at the back):

You must provide an abstract of your paper in both English and Turkish, on separate pages, with the English version appearing first. The abstract will feature the full title of your thesis and your full legal name as it appears on the title page, along with a *brief* description of your work, methodology and findings (around 250 words).

Do not cite references, authors, or give personal acknowledgement in this section.

## Vita (Curriculum Vitae):

Required of Ph.D. candidates only, the curriculum vitae is a brief summary of your academic career, not an autobiography. Ideally, it should hold within two pages, maximum. It will include:

1. Your full legal name as found on the title page.
2. Your place of birth.
3. Your date of birth.
4. The names of the universities you have attended, at the graduate and undergraduate levels. Be sure to list institutions in reverse chronological order, with most recent first.
5. Degrees awarded. List in reverse chronological order, and include your current degree.
6. Areas of special interest or study.

7. Any relevant professional experience.
8. Awards and honors.
9. Grants and scholarships.
10. Publications (a master's thesis is considered a publication in this vita.)

### Acknowledgements:

Acknowledgements can recognize people who have given you special guidance or assistance during your work and any grant support you may have received. Acknowledgements should be expressed simply, on one page if possible, two maximum. Personal dedications can be included at the end of this section.

### Table of contents (see sample at the back):

The title of each entry must be exactly the same as it appears in the text. Ideally, there should be no sub-headings beyond first degree (see section below on subheadings).

The text of the table of contents should be 12-point and single-spaced. All of the letters in the main headings should be capitalized, while those of the sub-headings should receive standard book-title capitalization (see below on rules on book-title capitalization in English). Try to avoid numbering headings and subheadings. Tables and charts that appear in the text should be listed on a separate page following the table of contents under an appropriate title (“Illustrations,” “Figures,” “Charts,” “Tables”...).

The table of contents should list all the elements of your work in the order in which they appear, including sections of the main text down to first-order subheadings only.

### Lists of illustrations, figures, charts, etc. (optional):

These may be tables, graphs or any other type of illustration. Each category should have its own list on a separate page upon which you list the number, caption or title, and page number of every item that appears in your work, even those appearing in the appendix(es). Tables should be numbered consecutively throughout the text (Table 1, Table 2... or Figure 1, Figure 2... with Arabic numerals), and not by the chapter or section (Table 1.2, Figure 3.4.1, etc.).

### Glossary of non-English terms (optional):

If your text features a large number of non-English terms, you might want to include a glossary in which all items appear in alphabetical order with their equivalents in English. It will appear on its own page and receive standard pagination.

### Notes on spelling and transcription (optional):

You may want to add notes to explain the use you have made of a certain spelling, transcription, transliteration, etc. in a non-English language and/or non-Latin alphabet.

### List of abbreviations (optional):

If you use a lot of abbreviations in your texts (the names of political parties or organizations, for example) you might want to present them in a list accompanied by their full forms as a reference aid to the reader. Abbreviations pertaining to notes or to the bibliography should be placed in the back matter.

### Chronology (optional):

A chronological list of the events discussed in your thesis or dissertation is a good idea if your topic is of an abstract nature and/or the sequence of events is not clear to the non-specialist. It will appear on its own page and receive standard pagination.

### Preface (encouraged):

Contrary to general belief, a preface —sometimes called a foreword— is not an introduction. It is rather a personal section in which you may want to present the research involved in preparing your work, while the introduction eases the reader into the work, describing the context of the subject matter. A good preface should typically include a general introduction to the topic, by setting the scene from your own perspective. You may want to make some general statements about the state of the art in the topic you are treating, and pose some fundamental questions that may give the reader a sense of what you are after in your work. This is a chance for you to write about your personal experience and efforts while preparing your research: sources, previous research, difficulties encountered, coincidences that may have led you to your topic or to a certain document. This could be an occasion for you to familiarize the reader with your problématique, with a specific approach, with certain methodological issues, with a peculiar terminology. You may also want to give your readers a glimpse of the logic and structure you are going to follow in your work. However, you should avoid giving away your findings at such an early stage; after all, the preface is meant to be a “teaser” that lures the reader into your work. A preface should have a structure of its own, much like an essay, with a beginning and an end. You should therefore come to a graceful closing that sums up your aims, but also allows for further thought. The concluding remarks of a preface are ideal for a preemptive move against criticism by admitting to weaknesses and shortcomings, while at the same time stressing the strong points and originality of your research.

## The Main Text

The main text begins with "Chapter One: Introduction" and ends with "Chapter X: Conclusion." The appendix(es) and bibliography/references are considered back matter.

### Pagination:

1. The main text of the thesis or dissertation receives Arabic numerals (1, 2, 3...)
2. All pages should be numbered, including the introduction, tables, illustrations, appendix(es), and bibliography.
3. Numbering begins with page 1 and runs consecutively to the last page.
4. Page numbering such as 12a, 12b is unacceptable.
5. There should be no punctuation along with the page numbers (such as a dash or a period).
6. Page numbers should be centered at the bottom of the page.

### Headings:

Each chapter of your work begins on a new page and starts with its designation and number. You may use either Arabic or Roman numerals or write the number out in full (e.g., CHAPTER 4, CHAPTER IV, CHAPTER FOUR). The chapter designation is centered and all capitalized, and placed 3 cm from the top margin of the page. Do not use bold type anywhere in the headings.

After the chapter designation comes the chapter title, also centered and all capitalized. If the title is longer than one line, break it into two single-spaced lines with the top line longer than the bottom line.

### Subheadings:

Subheading type is indicated by placement and underlining.

- I. First-order subheadings are centered and follow standard capitalization rules (as in book titles). Do not use bold type. It is generally unnecessary to assign any numbering system to these units. It will be clear from your table of contents where these sections are located. List *all* first-order subheadings in your table of contents exactly as they appear in the text.
- II. Second-order subheadings are centered, receive standard book title capitalization and are underlined.
- III. Third-order subheadings receive standard capitalization and underlining, and are placed at the left-hand margin of the text.

Add one blank line (double-spaced as the rest of the text) before and after each heading or subheading in the text.

Examples:

## CHAPTER 1

### CHAPTER TITLE TOO LONG TO FIT IN A SINGLE LINE AND THEREFORE SPLIT INTO TWO LINES

Text starts here...

#### First-Order Subheading

Text starts here...

#### Second-Order Subheading

Text starts here...

#### Third-Order Subheading

Text begins here...

#### "Orphaned" or "widowed" subheadings:

Once you have reached the final draft of your thesis, pay attention to the layout of your subheadings. Make sure that they stay together with their text and are not "orphaned" or "widowed" (abandoned tragically) at the bottom of the preceding page.

#### Rules for standard book title capitalization in headings and subheadings:

Capitalize all words except articles (a, the...), prepositions (from, to, through...), and coordinate conjunctions (and, or...).

Examples: Theory and Problems of Statistics; Stock Trading throughout the Twentieth Century

#### Quotations:

Quotations in any language other than English (including Turkish) appearing in the main text must be translated into English. Short quotes may have their original texts presented in the footnote section. Quotes or excerpts longer than four or five sentences may have their original text presented in an appendix.

Quotes may range in length from a single word to several pages. You must be very careful both to transfer the quote to your paper exactly as it appears in the source, and to cite it properly.

Direct quotations must reproduce *exactly*, not only the wording but the spelling, capitalization, and internal punctuation of the original text, except that single quotation marks may be changed to double, and double to single as the situation prescribes. The initial letter may be changed to a capital or lowercase letter in a passage from an older work or from a manuscript source, any idiosyncrasy of spelling should be preserved. You may want to add

“[sic]” to any spelling mistake or misuse of a word, to show that you are aware of it and that you are reproducing the original form. If you wish to add stress or emphasis in a quotation by underlining or italicizing a word or group of words, be sure to add “(my emphasis)” after that passage.

#### Placement of short quotes:

How you place a quote in the text depends on its length. Short quotations (less than 5 lines in length) should appear in the text in the same size type as the text (no bold type), and enclosed in quotation marks.

#### Placement of long quotes:

A longer quote, called an extract, excerpt, or block quotation is set in its own paragraph with the left margin adjusted to match general paragraph indentation. The right margin is also brought in to give a balanced effect. Block quotations do not take quotation marks, italics or bold print, and they must be single-spaced.

#### Omitting or adding words within a quote:

If you wish to remove words or clauses within a quotation that you deem irrelevant to your argument, replace them with a set of three dots in parentheses or brackets. Any addition you make to the original text (punctuation, words, word fragments...) should be given in parentheses or brackets.

#### The use of names:

Names, both first and last, appear in the standard form, not all capitalized or in bold print (Marie Curie not Marie CURIE).

#### Using non-English words:

Make sure that the meanings of all foreign names and terms are clear to the non-specialist. Translate all terminology and names of organizations. No hard rules for how words are presented exist; sometimes the non-English is given first, followed by English in parentheses or within commas, and sometimes the English is given with the non-English in parentheses. Words in non-Latin alphabets can be kept in their original script as long as a Latin transcription or transliteration is also given. All non-English words that do not appear in English language dictionaries should be italicized. Please note that italics should be used only for the exact foreign word, but not for any suffix or letter added to it due to English usage (*gecekondus*, instead of *gecekondus*).

#### Defining words with no English equivalent:

Sometimes it is necessary to use a non-English term to refer to something because the equivalent does not exist in English. *Gecekondu*, for example, might be translated as "slum" or "squatter settlement," but these terms fall short of depicting the true situation as some of these settlements are quite luxurious and meant to be permanent structures. The following two examples will illustrate our point:

"Huge numbers of people migrated to Istanbul, Ankara, Izmir and Adana. There, the squatter towns of *gecekondu* ("built at night") dwellings soon assumed gigantic proportions and their

growth has continued. Today, over half of the built-up surface of Ankara, the capital, consists of *gecekondu*s.

"In 1864, a new law on provincial organization introduced a complete hierarchical system of provincial organization and subdivisions, from the *vilayet* (province) through the *sancak* (county) and *kaza* (district) to the *nahiye* (rural community) and the *kariye* (village)."

### Numbers and percentages:

Spell out numbers up to 100 (seven, nineteen, fifty-six) and all round numbers that can be expressed in two words (two hundred, five thousand, nine million).

Thousands and every group of three consecutive digits in large numbers are separated with commas, not dots:

14,567; 100,000; 1,657,309; 560,900,000

A comma is not used in four digit numbers (3500) and in dates (2002).

Decimals should be given as a dot (23.5), not with a comma (9,7).

Percentages are best given by the word "percent" (25 percent of the population...). However, it may be easier, when you have frequent use of it in the text and/or in tables, to replace it with "%". At any rate, make sure that you are consistent throughout your work.

### Dates:

There are two styles for presenting dates in academic writing. Choose one and then be consistent throughout your text.

28 June 2005 or June 27, 2002

Do not use "st", "nd", "rd" (July 1st) unless the month is implied in the same paragraph and the date appears alone.

Example:

"The school year always begins in September. This year school will begin on the 15th."

You may use these letters in superscript (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>...), especially since most word processors do it automatically as you type. Once again, what counts is that you should be consistent throughout your work.

### Centuries:

Always spell out in full (nineteenth century, twentieth century),

Please note that "century" is almost always preceded by "the", unless you are using it as an adjective.

Examples:

The rate of income per capita declined in the nineteenth century.

Nineteenth-century income levels declined.

### Illustrative materials:

Tables, charts and illustrations must meet all margin and pagination requirements. Each table or figure should be placed as close to its first text reference as possible. Materials smaller than half a page should be set within the text; larger items may be put on a separate page.

When an item is placed within the text, a double space should be left above and below it, unless the item is aligned with the top or bottom of the page. If it is placed on a separate page, do not leave extra blank space after the text where you mention a table/figure is to follow;

simply continue the text until the bottom of the page, place the item on top of the next page and resume the text after the item.

The titles of tables are written with book title style capitalization (e.g., Table 12. GNP by Decade) and appear above the table. The titles of figures and illustrations appear below the item and only the first letter of the sentence is capitalized (except for proper nouns, like place names) (e.g., Fig. 34. Interior view of the TBMM, 1945).

Each table/figure should be numbered sequentially with Arabic numerals (1, 2, 3...) in the order they appear throughout the text.

If a long table does not fit on a page, it may continue from page to page. In that case, repeat the table number on the consecutive page, but not the title (e.g., Table 1. continued. Please see sample at the back for further examples). You should also repeat the column and/or row labels.

Wide tables, figures, or illustrations may be placed sideways (landscape orientation), but only on a separate page. Another option is to use fold-outs, i.e. to print your figure/table on A3 size paper and fold it back in half, so as to fit an A4 format.

The font type and size used in figures/tables should be consistent throughout the work unless there is a compelling reason to do otherwise. The smallest font size you can use is 8-point.

## Citations

The three styles we propose in this style guide (APA, MLA, and Chicago) are among the most frequently used in the social sciences. The major differences between these three styles concern the way in which references are given in the text, footnotes are organized, and bibliographical references are given. In actual fact, each of these styles also proposes slightly different ways of organizing the whole work, including front matter, main text, and back matter. However, in order to avoid complications, the Institute has chosen to limit the use of these styles to referencing, both in the text and in the bibliography. You should therefore be aware that if you personally want to be in total compliance with any of the three styles, you will have to consult the corresponding style manuals.

Certain fields have a noted preference for one or the other of these styles. Before you submit your thesis or dissertation for editing, please make sure that you have consulted your advisor and/or department on any such preference or requirement.

### Citing in APA (American Psychological Association) Style

Following are some basic guidelines for writing your thesis and dissertation in APA (American Psychological Association) Style. Please consult your department/advisor on which style to use, and ask for any other requirements. For details or information not included here, please refer to the latest version of *The Publication Manual of the American Psychological Association*.

#### Citations in the text and in quotations:

Acknowledge your sources through parenthetical citations in your text which refer to an alphabetical list of works at the end of your paper, your bibliography, references, or cited works. The parentheses should include the author's surname and the year of publication. In addition to the author's surname and the year of publication, APA Style requires the addition of the page number(s) preceded by "p." (or "pp.") if you quote directly from a source:

It has been claimed that people with Type O blood tend to have low levels of thyroid hormone (D'adamo, 1996).

D'adamo (1996) claims that our diet should change according to our blood type.

One study claims that our diet should change according to our blood type (D'adamo, 1996).

According to D'adamo (1996), Type Os need hard physical exercise and animal protein because "the digestive tracts of all Type Os retain the memory of ancient times" (p. 52).

While short quotations may be put in quotation marks and incorporated in the text, longer quotations of forty or more words should begin on a new line and be indented 1cm. Do not use quotation marks.

According to D'adamo (1996):

Type Os thrive on intense physical exercise and animal protein. The digestive tracts of all Type Os retain the memory of ancient times. The high-protein hunter-gatherer diet and the enormous physical demands placed on the systems of early Type Os probably kept most primitive humans in a mild state of ketosis- a condition in which the body's metabolism is altered (p. 52).

### Bibliographical references:

For APA Style, use the title of "References" for your bibliography page. Entries should be in alphabetical order and single-spaced, but separated by a blank line. Type the first line of an entry from the left but indent succeeding lines 0.5 cm. Italicize names of books, periodicals and volume numbers. The first name of the author should be an initial. Only the first word of the title is capitalized except for proper names.

#### Books:

Author, A. A. (year). *Title of work*. Location: Publisher.

#### Examples:

Zürcher, E.J. (1994). *Turkey: A modern history*. London: I. B. Taurus.

Marcuse, S. (1975). *A survey of musical instruments*. New York: Harper and Row.

#### Books with two to six authors:

Author1, A. A., & Author2, A. A. (year). *Title of work*. Location: Publisher.

#### Example:

Gilbert, S.M., & Gubar, S. (1984). *The madwoman in the attic: The woman writer and the nineteenth-century literary imagination*. London: Yale UP.

#### Books/periodicals with more than six authors:

If there are more than six authors cite the first six authors in your references/bibliography, but use "et al.," which means "and others" after the name of the sixth author. In your citations within the text, you may cite only the first author followed by et al. (not italicized and with a period after "al".)

#### Multiple works by the same author:

If you are citing more than one work published the same year by an author use small letters (a, b, c...) to identify them (Scott 1995a and Scott 1995b...) and list them accordingly in your references. If you are citing several works published by the same author merely arrange them by year of publication, the earliest first. (Scott 1995, Scott 2000)

Edited Books:

Editor, A. A. (Ed.). (1992). *Title of work*. Location: Publisher.

Example:

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

Part of an edited book:

Author, A. A., & Author, B. B. (year). Title of article. In A. A. Editor (Ed.), *Title of work* (pp. xxx-xxx). Location: Publisher.

Example:

Baker, F. M., Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 81-101). Washington, DC: American Psychiatric Press.

Book without an author or editor:

*Webster's new world dictionary and thesaurus* (2<sup>nd</sup> ed.). (2002). Ohio: Wiley Publishing.

Non-English book:

If you use a non-English book as a source, give the original title, with the English translation in brackets:

Yarasa, F. (1998). *Öğretmen* [The teacher]. Istanbul, Af Yayınevi.

Periodicals:

Author, A.A., Author, B. B., & Author, C. C. (1994). Title of article. *Title of Periodical*, volume number, start page-end page.

Examples:

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45, 10-36.

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126, 910-924.

If a journal/periodical article has more than six authors, use *et al.* after the sixth author's name to indicate the remaining authors of the article.

Example:

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

Magazines:

Author, A. A. (year, month day). Title of article. *Magazine*, issue. start page-end page.

Example:

Simpson, M.D. (1996, April 6). What's the verdict? *NEA Today*, 15. 25-28.

Newspapers:

Author, A. A. (year, month day). Title of article. *Newspaper*, start page-end page.

Example:

Hasan, C. (2003, September 15). Türkiye'de eğitim. *Hürriyet*, p.18.

Online sources:

If information is retrieved from a document on the Internet, provide the Internet address for the document. If information is retrieved from a database, no address is needed and providing the name of the database is sufficient

Online periodicals:

Author, A. A., Author, B. B., & Author C. C. (2000). Title of article. *Title of Periodical*, volume number, start page-end page. Retrieved month day, year, from source.

Online documents:

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source.

Examples:

Gardner, E. J., Swimmer B. A., & Surfer D. J. (1995). Selected behaviour patterns of graduate students. *Journal of Scientific Research*, 5, 115-175. Retrieved October 15, 2006, from <http://abc.org/articles.html>

Economic Foundation. (1998, July 5). Shopping or therapy? In *Income and Behaviour Patterns* (chap.3). Retrieved August 7, 1997, from <http://www.sta.org/shopping>

## Citing in MLA (Modern Language Association) Style

Following are some basic guidelines for writing your thesis or dissertation in MLA (Modern Language Association) Style. Please consult your department/advisor on which style to use, and ask for any other requirements. For details or information not included here, please refer to a manual such as *The MLA Handbook for Writers of Research Papers*.

### Quotations:

In MLA documentation style, you acknowledge your sources through parenthetical citations in your text which refer to an alphabetical list of works at the end of your paper, your bibliography, references, or cited works. A citation in MLA style contains only enough information to enable readers to find the source in the works-cited list. For example:

It has been claimed that people with Type O blood tend to have low levels of thyroid hormone. (D'adamo, 53.)

If a quotation is no longer than four lines, it belongs in quotation marks within the main text. You may introduce a quotation or a paraphrase with the author's name and end it with a page number placed inside the parentheses, or you may put the page number right after the name. You may also put the cited names with the page number within parentheses:

According to Said "Emelia's resilient consistency of character is remarkable because Nostromo is so concerned, even obsessed, with rapid change..." (117)

Said claims (117) that "Emelia's resilient consistency of character is remarkable because Nostromo is so concerned, even obsessed, with rapid change..."

"Emelia's resilient consistency of character is remarkable because Nostromo is so concerned, even obsessed, with rapid change..." (Said, 117).

If you are using more than one work by the same author, in order to avoid confusion in citations, you should add a specific and distinct word from the title of each work to your citation. Thus, if you have a book — say, *The Man with Horns* — and an article — say, "The Destruction of the American Mind" — by a same author by the name of Howard Jones, you will cite these works as (Jones, *Man*, 134) and (Jones, "Destruction," 52), respectively.

Keep page citations outside quotation marks but inside the final period, as shown above.

In long prose quotations, the parenthetical citation should be placed after the final mark of punctuation:

The major similarity between Kurtz's experience in Africa and Gould's in South America is to be found in the atmosphere, which, because it is conducive to extremes of thought and emotions (perhaps because it is "foreign"), stimulates the protagonist to

further efforts at mastery. The so-called New World of South America is Conrad's metaphor for the whole modern world which, because of its addiction to extreme forms of action stemming from willful beginnings, persuades morally convinced people of the necessity for action of a mastering, conquering kind. (Said, 119)

## Bibliographical references:

### Books:

In MLA style, the author's name appears in full, every important word of the title is capitalized, it is italicized or underlined, the publisher's name is shortened, and the publication date is placed at the end. Only the second and subsequent lines are indented 1 cm.

Author surname, Author name A. *Title of Work*. Location: Publisher, year.

### Examples:

Said, Edward W. *Beginnings: Intention and Method*. New York: Columbia UP, 1985.

Hobsbawm, Eric. J. *The Age of Revolution 1789-1848*. London: Abacus, 1995.

### Anonymous author:

*The Song of Roland*. Trans. Frederick B. Luquines. New York: MacMillan, 1960.

### Two or more authors:

Author1 surname, Author1 name A., and Author2 name Author 2 surname. *Title of Work*. Location: Publisher, year.

### Example:

Gilbert, Sandra M., and Susan Gubar. *The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Literary Imagination*. London: Yale UP, 1984.

Note that only the first name is inverted. If there are more than three authors use "et al.", which means "and others" after the name of the first author.

### A multivolume work:

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993.

If you are citing more than one work by an author, give the name in the first entry only. For the following entries, type three hyphens (---) instead of the author's name, followed by a period and the title.

Hobsbawm, Eric J. *The Age of Revolution 1789-1848*. London: Abacus, 1995.

---. *The Age of Capital 1848-1875*. London: Abacus, 1995.

A work in an anthology:

Hansberry, Lorraine. *A Raisin in the Sun. Black Theater: A Twentieth-Century Collection of the Work of Its Best Playwrights*. Ed. Lindsay Patterson. New York: Dodd, 1971. 221-76.

Reference Books:

When citing familiar reference books, full publication information is not necessary, the edition and the year of publication are sufficient.

Examples:

“Mandarin.” *The Encyclopedia Americana*. 1994 ed.

“Noon.” *The Oxford English Dictionary*. 2<sup>nd</sup> ed. 1989.

When citing less familiar reference books, give full publication information:

Le Patourel, John. “Normans and Normandy.” *Dictionary of the Middle Ages*. Ed. Joseph R. Strayer. 13 vols. New York: Scribner’s, 1987.

Translations:

*Beowulf*. Trans. E. Talbot Donaldson. Ed. Nicholas Howe. New York: Norton, 2001.

Journal or magazine article:

Author surname, Author name A. “Title of Article.” *Periodical Title* vol/issue (year): start page-end page.

Examples:

Pamuk, Şevket. “Seçici Kurumsal Değişim ve Osmanlının Uzun Ömürlülüğü.” *Toplumsal Tarih* 134 (2005): 34-41.

Krauthammer, Charles. “The Dignity of Denial.” *Time* 12 May 1997: 42.

White, Sabina, and Andrew Winzelberg. “Laughter and Stress.” *Humor* 5 (1992): 343-55.

## Newspapers:

Author surname, Author name A. "Title of Article." *Newspaper Title* day month year:  
start page-end page.

Gürses, Uğur, "Ekonomide İnsan Boyutu!". *Radikal* 15 February 2006: 13.

Chang, Kenneth. "The Melting-Freezing of Antarctica." *New York Times* 22 April 2002,  
A1+.

## Interview conducted by the researcher:

Give the name of the person interviewed, the kind of interview (personal, telephone, E-mail),  
and the date or dates.

Rowling, A. B. Personal interview, 22 April 1999.

Adaman, N. E-mail interview. 8-12 May 2005.

## Plays:

Shakespeare, William. *Macbeth. Shakespeare: Twenty-Three Plays and the Sonnets*. Ed.  
T.M. Parrott. New York: Scribner's, 1953.

## Poems:

Eliot, T.S. "The Love Song of J. Alfred Prufrock." *The Complete Poems and Plays  
1909-1950*. New York: Harcourt, 1952. 3-7.

## Online sources:

### Documents:

"City Profile: San Francisco." *CNN.com*. 2002. Cable News Network. 14 May 2002  
<http://www.cnn.com/TRAVEL/atevo/city/San Francisco/intro.html>.

"Selected Seventeenth-Century Events." *Romantic Chronology*. Ed. Laura Mandell and  
Alan Liu. 1999 U of California, Santa Barbara. 22 June 2002  
<http://english.ucsb.edu:591/rchrono/>.

Stowe, Harriet Beecher. "Sojourner Truth, the Libyan Sibyl." *Atlantic Monthly* Apr.  
1863: 473-81. Electronic Text Center. Ed. David Seaman. 2002.  
[etext.lib.virginia.edu/toc/modeng/public/StoSojo.html](http://etext.lib.virginia.edu/toc/modeng/public/StoSojo.html).

Online books:

Austen, Jane. *Pride and Prejudice*. Ed. Henry Churchyard. 1996. *Jane Austen Information Page*. 6 Sept. 2002 <http://www.pemberley.com/janeinfo/pridprej.html>

Part of an online book:

Keats, John. "Ode on a Grecian Urn." *Poetical Works*. 1884. *Bartleby.com: Great Books Online*. Ed. Steven van Leeuwen. 2002. 5 May 2002  
<http://www.bartleby.com/126/41.html>.

An Article in an online periodical:

Chan, Evans. "Postmodernism and Hong Kong Cinema." *Postmodern Culture* 10.3 (2000). *Project Muse*. 20 May 2002  
<http://muse.jhu.edu/journals/pmc/v010.3chan.html>.

## Citing in Chicago Style

Following are some basic guidelines for writing your thesis or dissertation in Chicago Style. Please consult your department/advisor on which style to use, and ask for any other requirements.

### Footnote types: reference and substantive

All footnotes fall into one of two categories.

*Reference* footnotes present citations for statements of facts and opinions for quotations and paraphrasing made in the text. They also can be used to make cross-references to other parts of the text.

*Substantive* footnotes provide space for commentary and additional information perhaps not directly related to the discussion at hand but of academic interest. Extremely long substantive notes might be better placed in an appendix in the back matter.

You must give a citation each and every time you present another person's words or ideas.

*This includes when you paraphrase.* It must be absolutely clear from where you have taken your information. Failure to cite properly and frequently enough can lead to charges of plagiarism, which is illegal and can lead to suspension from the University and to damage of your reputation as a scholar.

### Placement of footnotes:

Footnotes are placed at the bottom of the page, below the last line of text. You may separate the text and the notes with a line. The first line is indented from the margin 1 cm. Each note is single-spaced, but separated from the others with a double space.

### First citation of a work in the text:

The first time a work is cited in the footnotes, it must appear in its complete bibliographical form with the content in the order given in the list that follows. In subsequent citations of the same work, only the author's name is given along with the page number. If there is more than one work by the same author, then the author's last name and an abbreviated form of the relevant work is given, with the page numbers.

### Example:

<sup>1</sup> Harold Johns, *Thesis Writing and the Survival of the Fittest: Darwinism in Academia* (New York: Imaginary Books, 2001), p. 345.

### Books:

1. Full name of all author(s), in natural form (Barbara Tuchman, not Tuchman, Barbara; Margaret Smith, not M. Smith).
2. Title of book, in italics. No bold type.

3. Name of editor, compiler, or translator, if any.
4. Name of author of preface or introduction, if any.
5. Name of series in which the book appears, if any, with volume number in the series.
6. Number or name of edition, if other than number 2, above.
7. Total number of volumes, if any
8. Publication facts. If you cannot find the place of publication, put "n.p."; if you cannot find the publisher, put, for example, "New York: n.p., 1987". If you cannot find the date, then put "n.d." in the place of a date, similarly. Any of this information that does not appear in the book but you are aware of should be given in brackets (for example, [New York]: Scribner and Sons, [1955]).
9. Volume number.
10. Page number of specific citation. You may use the indicator "p./pp." or ":". The most important thing is to choose one style and use it throughout your text.

<sup>1</sup> Fernand Braudel, *The Mediterranean and the Mediterranean World in the Age of Philip II*, trans. Siân Reynolds (New York: Harper and Row, 1966), 1:229.

Note: You *must* include the name of the publishing house in *both* the initial footnote and in the bibliography.

### Periodicals:

1. Name of author (s)
2. Title of article, within quotation marks.
3. Name of periodical, in italics
4. Volume, if any. Note that the word "volume" does not appear, just the number.
5. Number of publication. Notice that the word "no." does appear.
6. Month or season of publication, in parentheses
7. Page number (s)

<sup>3</sup> Elizabeth Figment, "The Effects of Periodization on Historical Reference," *History Today* 24, no. 6 (Spring 1987), pp. 37-56.

### Newspapers:

A proper citation of an article in a newspaper contains the day, month (which should be given in English, and may be abbreviated), and the year. The title of the article itself, or the author, is not necessary.

<sup>45</sup> *Cumhuriyet*, 30 September 1990.

### Interviews:

If you are citing interviews that have not been published or broadcast, give the following: name of the interviewee, name of the interviewer, a description of the nature of the interview

conducted, and the place and date of the interview. If you are placing a transcript of the interview conducted in an institution, include that information as well.

<sup>3</sup> Aptullah Kuran, interview by the author, tape recording, Istanbul, Turkey, 18 June 1992. *Turkiye Ekonomik ve Toplumsal Tarih Vakfi*, Istanbul, Turkey.

### Online sources:

Elements should be presented in this order:

Author's name. Date created. Title. Available [online]:< full address> [date accessed].

<sup>3</sup> Crouse, Maurice. 25 October 2001. *Citing Electronic Information in History Papers*. Available [online]: "<http://www.people.memphis.edu/~mcrouse/elcite.html> [25 October 2001].

For a full discussion of all manner of online entries, see Maurice Crouse's site ([www.people.memphis.edu/~mcrouse/elcite.html](http://www.people.memphis.edu/~mcrouse/elcite.html)).

### Encyclopedias:

<sup>23</sup> *Encyclopaedia Britannica*, 6th ed., s.v. "Istanbul."

Note that no publication information is given (place of publication, publisher, date). "s.v." stands for *sub verbo* ("under the word") in Latin, and indicates from what section you obtained your information.

### Dissertations and theses:

<sup>56</sup> Metin Heper, "The Bureaucracy in the Ottoman Turkish State: An Analysis of a Bureaucratic Ruling Tradition" (Ph.D. diss., Syracuse University, 1971), p. 71.

<sup>102</sup> William Sindarin, "The Nature of Warfare among the Nez Percé" (MA thesis, University of Oregon, 1987), pp. 34-37.

### Author information:

Editor, translator, or compiler as author (in place of author):

<sup>63</sup> Arthur P. Frenck, ed. *Submersible Warfare in World War One*. New York: Penguin, 1967.

<sup>9</sup> Stephen Johnson and Ilona Salmonen, trans. *Scandinavian Settlement Patterns in the Pacific Northwest* (Portland: Portland University State Press), pp. 885-987.

Editor, translator, with author:

<sup>21</sup> Theresa M. Baker, *Behavior Patterns in Primary Education: The Effects of Early Intervention*. Edited by Philbert Knutt (Chicago: Chicago Educator's Press, 1999).

Organizations as authors (corporate authors):

<sup>3</sup> International Monetary Fund, *Surveys of African Economies*, vol. 7, Algeria, Morocco, and Tunisia (Washington, D.C.: International Monetary Fund, 1987).

<sup>4</sup> Republic of Turkey, *Düstur*, 3<sup>rd</sup> series, vol. 31.

<sup>5</sup> Republic of Turkey, *T.C. Resmi Gazete*, no. 10491, 28 April 1960.

<sup>6</sup> Republic of Turkey, *TBMM Tutanak Dergisi*, term 8, session 3, vol. 14, 13 December 1932.

Titles:

The titles of books are given in italics or underlined; those of articles are given in quotation marks, with the name of the periodical in italics or underlined.

Titles in Turkish and other languages:

Titles in Turkish follow Turkish capitalization rules. The same applies for all other languages.

Translation of the titles of works in foreign languages:

If you wish to translate a title into English, place the English in parentheses and capitalize only the first word of the entry and any proper nouns).

<sup>54</sup> Uğur Mumcu, *Silah Kaçakçılığı ve Terör* (Arms smuggling and terrorism) (Istanbul: Tekin Yayınevi, 1981), p.16.

Titled chapter printed in another book

<sup>81</sup> Ernst Kaiser, "The Literature of Harlem." In *Harlem: A Community in Transition*, edited by J.H. Clarke (New York: Citadel Press, 1964), pp. 34-56.

Publishing information:

“The,” “Inc.,” “SA,” “Co.” are usually omitted. “&” may be used, just make sure it is consistent.

Do not translate the names of Turkish or other foreign publishing houses.

No identifiable publisher:

New York: n.p., 1988.

Second or later references:

*Ibid.*, standing for the Latin *ibidem*, and meaning "in the same place," is used in place of a reference which you have cited in the preceding footnote. *Ibid.* refers to an entire source and not to a specific page or passage in that source. It should therefore be followed by a page number. If the page number is the same as in the preceding note, use *loc. cit.* (see below). Please note that *ibid.* can only be used if the preceding footnote is visible on the same page. Otherwise, you will have to type the full reference again.

<sup>1</sup> Eric Zürcher, *Turkey: A Modern History* (London: I.B. Tauris, 1993), p. 32.

<sup>2</sup> *Ibid.*, p.34.

*Loc. cit.*, standing for the Latin *loco citato*, and meaning "passage cited," is used in place of a specific passage in a source which you have cited in the preceding footnote. Therefore, *loc. cit.* necessarily stands alone, as it is an exact repetition of the footnote above. Please note that *loc. cit.* can only be used if the preceding footnote is visible on the same page. Otherwise, you will have to type the full reference again.

<sup>1</sup> Eric Zürcher, *Turkey: A Modern History* (London: I.B. Tauris, 1993), p. 32.

<sup>2</sup> *Loc. cit.*

*Op. cit.*, standing for the Latin *opere citato*, and meaning "in the work cited," is used to refer to a book which you have cited in a previous, but not preceding, footnote. It needs, therefore, to be defined by the surname of the author. If you have more than one book by the same author cited in your footnotes, you should replace *op. cit.* with a shortened version of the book title (italicized) to avoid any confusion.

<sup>1</sup> Eric Zürcher, *Turkey: A Modern History* (London: I.B. Tauris, 1993), p. 32.

<sup>2</sup> Fernand Braudel, *The Mediterranean and the Mediterranean World in the Age of Philip II*, trans. Siân Reynolds (New York: Harper and Row, 1966), 1, p. 229.

<sup>3</sup> Zürcher, *op. cit.*, p. 43.

*Art. cit.*, standing for the Latin *articulo citato*, and meaning "in the article cited," is used to refer to an article which you have cited in a previous, but not preceding, footnote. It functions, therefore, exactly like *op. cit.* If you have more than one article by the same author cited in

your footnotes, you should replace *art. cit.* with a shortened version of the article title (in quotation marks) to avoid any confusion.

<sup>3</sup> Elizabeth Figment, "The Effects of Periodization on Historical Reference," *History Today* 24, no. 6 (Spring 1987), pp. 37-56.

<sup>2</sup> Fernand Braudel, *The Mediterranean and the Mediterranean World in the Age of Philip II*, trans. Siân Reynolds (New York: Harper and Row, 1966), 1, p. 229.

<sup>3</sup> Figment, *art. cit.*, p. 43.

Except for *ibid.*, most of the expressions above are being abandoned today. Current usage tends to favor the use of the author's surname and page number as an alternative to both *op. cit.* and *art. cit.*

<sup>30</sup>Zürcher, p. 42.

<sup>3</sup> Figment, p. 43.

If there is more than one work by the same author in your work, a shortened form of the title is given to indicate from which specific source the information has been taken.

<sup>56</sup>Zürcher, *Turkey*, p. 29

<sup>3</sup> Figment, "Periodization," p. 43.

### Substantive footnotes:

As stated above, the substantive footnote functions to provide additional information or commentary to the text. Make sure that this information, however, belongs in a footnote. Often times it would be better off worked into the text, especially if it offers illustration to your argument (as in a quote), or placed in an appendix in the back matter.

<sup>102</sup> For a full discussion of these points see Gardner's comments on "Foucault and the Problem of Resistance" and "(Re) Theorizing Resistance". Gardner, *The Dialogues of Critique: M.M. Bakhtin and the Theory of Ideology* (London: Routledge), pp. 158-163 and 163-166.

<sup>11</sup> In Turkish the suffix "-ci" or "-ci" refers to the seller or producer when attached to the name of any particular commodity. Thus "*köfteci*" is someone who sells *köfte* (a Turkish food). This Muslim woman's humorous utterance shows the incongruity in the usage of the term *İslamcı*, as if the person were selling Islam!

## The Conclusion Chapter

The Conclusion chapter is more than just a summary of the data you have presented in the main text. Apart from summarizing the basic arguments, you must show your conclusions and discuss the implications of your findings. The paper is, after all, an exercise in scientific method, which does have a specific pattern of hypothesis(es), data, summary/conclusion.

Without a conclusion, your paper would be just a description of people and events. It would show only that you are good at compiling data- but what they really want to see is what you do with that data, what conclusions you draw from it, how your study ties into the larger picture.

The conclusion is where you can make the strongest case for yourself as an academic. In this respect, it is the most important part of your paper, as it is where you really show yourself. Take as much care with it as you have with the other parts of the paper.

The conclusion chapter should be able to stand on its own, almost like an essay on the study. It should have a beginning, a middle, and an end.

The conclusion chapter should include the following:

1. A restatement of your subject, your thesis, hypothesis, or what can be called "the central mission" of your study.
2. A presentation of your findings, a summary. Be careful to avoid making a chapter by chapter list of the contents of your main text. It should sound like a discussion.
3. Discuss and interpret findings. Give answers. Draw inferences from your study and discuss the relevance of your data.
4. Acknowledge limitations and point to possible areas of further research. No doubt your work had some shortcomings; in addressing them you acknowledge the limits of your study but also point to future work that could remedy these problems and lead to new research perspectives.
5. Graceful exit. Make sure your ending has an ending. The final two or three paragraphs are as important as any other. You could talk about the overall significance of the study, of the subject in general, and why it is important to know about it, how it can "change the world." Make the reader feel that it has been worth his or her time to read this paper and that the world will be a better place with you in it as an academic.

Your conclusion should *not* include:

1. New data.
2. Any footnotes, as an outcome of #1.
3. Afterthoughts or additional ideas. These should all be worked into the preface or the main text. If you feel it is too late to work them into the main text, then leave them out all together, or use them in the part that discusses the possibility of further research.

## Back Matter

Reference materials that are placed in the thesis or dissertation behind the main text are called back matter. In addition to your bibliography, which is obligatory in every research paper, these may include an appendix or an index.

### Pagination:

Page numbering continues from the main text throughout all the back matter. The order of back matter material is:

1. Appendix(es) (if any)
2. Bibliography (obligatory)
3. Index(es) (if any)

### Appendix(es):

Appendixes present information that supports your text, like data sheets or tables, the texts of all non-English passages translated in the main text, photocopies of original documents, etc. This material must be presented on paper of the same size and quality as the rest of your work. Make sure that it follows margin requirements and is easy to read.

All pages receive pagination in continuation from the main text. Each appendix must have its own title. If you have more than one appendix, each receives a designation letter (Appendix A, Appendix B, etc.) along with its title, using the same size and style of font as the main text. Each appendix has its own page.

If you want to separate your appendix from the preceding material with a cover sheet, the title should be centered and placed 7 centimeters from the top of the page.

Any quote or excerpt longer than two sentences that has been translated into English in the main text must have its original text presented in the appendix section.

Illustrative materials such as tables or figures presented in the appendixes should be formatted as they have been in the main text and should also be numbered in continuation of the preceding ones in the main text.

### Bibliography:

A bibliography is a list of references used in the study of your subject or offered as additional reading on the subject. Check with your department to make sure which style of bibliography it requires. Be careful to provide complete entries as described in the guide for your style.

In APA Style

## REFERENCES

- Bunyan, F. & Hayat B. S. (1992). *Hazardous waste*. Boulder, CO: Westview Press.
- Dodd, S. C. (1935). "A social distance test in the Near East." *The American Journal of Sociology*, 41(2), 194-204.
- Heward, W. L. (2005). Special education in a culturally diverse society. In *Exceptional children: An introduction to special education* (pp. 89-96). New York: Prentice Hall.
- Massachusetts Institute of Technology News Office (2000, July 14). *New concept of village emerges in MIT-designed housing in Turkey*. Retrieved 12 December 2006, from <http://web.mit.edu/newsoffice/2000/wampler.html>
- Moyers, Matt. (2000, December 4). Stuff that will take your breath away: The father of inventions, Dean Kamen. *Newsweek*, 34-35.
- Noted, I. M. (2005, May 12). The new generation of researchers: Young Turks push the boundaries. *Imogene Times*, p. B12.
- Republic of Turkey (2006). *Tourism and trade statistics*. Ankara: Ministry of Interior.
- Yurlov, Boris (2005). Status and perspectives for nuclear power in Russia in a fast-developing world. *World Nuclear Symposium Proceedings*.
- Zanzig, M. K. (2001). Inhibitive effects of cold on socially ambiguous mice. In F.E. Duit & Y. N. Chuaskmi (Eds.), *Social patterns: Of mice and men* (pp. 698-740). New York: Pellette.

In MLA Style

## REFERENCES

- Bunyan, F. & Hayat B. S. *Hazardous waste*. Boulder, CO: Westview Press, 1992.
- Dodd, S. C. "A Social Distance Test in the Near East." *The American Journal of Sociology*, 41.2 (1935): 194-204.
- Heward, W. L. "Special Education in a Culturally Diverse Society." In *Exceptional children: an introduction to special education*. New York: Prentice Hall, 2005. 89-96
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## Sample Pages

(sample cover)

DEFINING A POPULATION:  
GRADUATE DISSERTATION WRITERS IN EARLY  
TWENTY-FIRST CENTURY ISTANBUL UNIVERSITIES, 2000-2010

EMİNE LALE YAZICI

BOĞAZIÇI UNIVERSITY

2007

37

(sample title page)

DEFINING A POPULATION:  
GRADUATE DISSERTATION WRITERS IN EARLY  
TWENTY-FIRST CENTURY ISTANBUL UNIVERSITIES, 2000-2010

Thesis submitted to the  
Institute for Graduate Studies in the Social Sciences  
in partial fulfillment of the requirements for the degree of

Master of Arts  
in  
Sociology

by  
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Boğaziçi University

2007

38

(sample approval page)

Defining a Population: Graduation Dissertation Writers in Early  
Twenty-First Century Istanbul Universities, 2000-2010

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has been approved by

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June 2007

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## Thesis Abstract

Emine Lale Yazıcı, “Defining a Population: Graduation Dissertation Writers in Early  
Twenty-First Century Istanbul Universities, 2000-2010”

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## Tez Özeti

Emine Lale Yazıcı, “Defining a Population: Graduation Dissertation Writers in Early Twenty-First Century Istanbul Universities, 2000-2010”

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Gürvit, Can. "Geography and Hydropolitics: Maneuvering in the Middle East." *Journal of  
Water Management* 25 (Fall 2007).

## TABLES AND FIGURES

### TABLES

A table has a descriptive title that is capitalized like a book title. It is placed after the number of the table, above the table, like this:

Table 5. Number of Theses Submitted for Editing June-October 2006

| Team       | June | July | August | September | October | Total |
|------------|------|------|--------|-----------|---------|-------|
| History    | 2    | 3    |        |           | 3       | 8     |
| Sociology  | 2    |      | 2      | 2         | 1       | 7     |
| Philosophy | 3    | 1    | 2      |           |         | 6     |
| Psychology | 2    | 2    |        | 1         | 1       | 6     |
| Education  | 3    |      | 3      |           | 2       | 8     |
| Business   | 1    | 1    |        |           | 1       | 3     |
|            | 13   | 7    | 7      | 3         | 8       | 38    |

Note: These figures do not represent actual amounts for 2006.

### FIGURES

"Figure" goes under an illustration, graph, chart, map, etc. Except for the first letter, the caption is not capitalized.

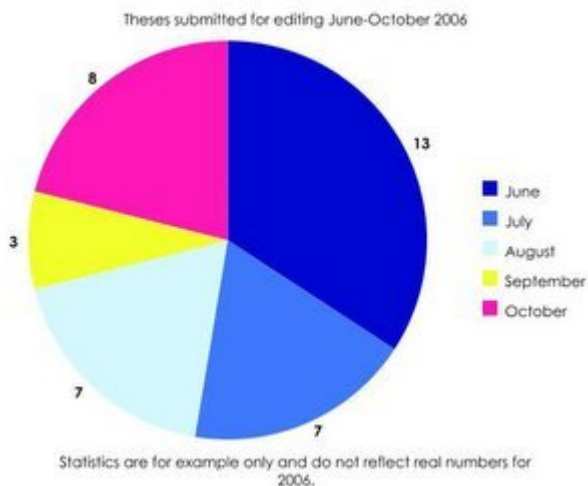


Fig. 2 Theses submitted for editing June-October 2006.

(LIST OF TABLES OR FIGURES)

Note: It is just “Tables” or “Figures”. Everyone can see that it is a list. No need to have “table” in front of every item going down the list as we know they are all tables...)

TABLES

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2. Housing Districts under Development
3. District Settlement by Income Group
4. House Type by Income Group
5. The Upper Middle Class by Profession A
6. Income Stratification of Neighborhood 2A