

IZMIR UNIVERSITY OF ECONOMICS
SCHOOL OF APPLIED MANAGEMENT SCIENCES
DEPARTMENT OF CULINARY ARTS MANAGEMENT
GUIDELINES FOR GRADUATION PROJECT
PREPARATION

The purpose of these guidelines is to ensure that every project that will carry the name of the **Izmir University of Economics** meets the same high standards of presentation. It is important that you read and understand the guidelines before preparation of your project. Manuscripts which do not follow these guidelines will not be accepted by the School of Applied Management Sciences.

GENERAL POLICIES AND PLAGIARISM

- Every project accepted for an advanced degree is a mature piece of original research. Just as the research should be precise and complete to meet departmental standards, the presentation of that research should be equally precise and complete to meet the School of Applied Management Sciences' standards.
- The project should be written in your own words. Short, direct quotations may be given in the text but they should be enclosed in double quotation marks. Other referenced material should be stated and given in the references section
- All materials used in the project should be stated in the references section. Copied materials or materials that are not properly referenced will be evaluated as plagiarism and your project will not be accepted.

FORMAT AND APPEARANCE

- Copies must be on single-sided A4 paper.
- The type size should be 12-point Times New Roman.
- The general text of the manuscript must use double line spacing, although tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.
- The margins must be 2.5 cm wide minimum. Absolutely nothing should appear in the margins. This means that all headings, page numbers, text, tables, illustrations, etc., must be contained completely within the area bounded by the margins.
- All materials must be centered between the text margins.

- All pages should have numbers and all the numbers must appear in the same location on the page.
 - The following pagination plan should be used:
 - For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The Title page and the Approval page do not have numbers but count as pages i and ii, respectively. Actual page numbering begins with iii on the Abstract page.
 - Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the project, including references and appendices. All pages must be numbered consecutively, including pages containing chapter pages, illustrations, such as tables, figures, plates, and photographs.

SPECIFIC GUIDELINES FOR THE PARTS OF THE PROJECT

- Keep the format as simple as possible.
- Be consistent with the format throughout the project.
- Every project has three main parts or divisions: the preliminary pages, the text, and the reference matter.
- You must follow the order of items within these parts as listed below. **Required sections are marked with asterisk. Further instruction about each section follows this list.**

Preliminary Pages

* Title Page

* Approval Page

* Abstract

* Ozet (Turkish translation of the Abstract) Dedication

Acknowledgments

* Table of Contents

List of Tables

List of Figures

List of Abbreviations

Text

* Main Body

1. Introduction
2. Literature Review
3. Results (the presentation, analysis, and interpretation of the data)
4. Discussion
5. Conclusions

Reference Matter

* References

Appendices

Title Page

The title must be single-spaced, in all capital letters, and should begin at 5 cm from the top of the page. Consequently, **the title must not contain mathematical formulas, symbols, superscripts, subscripts, Greek letters, or other non-standard abbreviations and characters; words must be substituted.**

The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in Appendix A.

Approval Page

The format of the approval page is given in Appendix B.

Abstract

The abstract gives a *brief* account of the project, including a statement of the problem, procedure and methods, results, and conclusions. It must not exceed 250 words, must not include diagrams, and should not include mathematical formulas unless essential. A sample Abstract is provided in Appendix C.

Özet

Özet is the Turkish translation of the Abstract.

A sample Özet is provided in Appendix D.

Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references and appendices. The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leader dots, which connect it to its corresponding page number. A sample is provided in Appendix G.

List of Tables

A list of tables may be included for the convenience of the reader. If included, it will immediately follow the table of contents on a new page. A sample List of Tables is provided in Appendix H.

References

A references section is a selected list of all books, articles, and other source material related to the project research. Cite each reference by number, e.g., [1], [1, 4]. In the reference section, give the author's last name first and then the first name as shown in the examples below.

- a) The heading **REFERENCES** is centered between the text margins without punctuation 5 cm from the top of the page; the list begins four spaces below.
- b) Each reference entry should be single-spaced with double spacing between entries.

Listing styles of References

- a) Reference style for a book by one author

Brinkley, Allan. 1982. *Voices of Protest: Huey Long, Father Coughlin, and the Great Depression*. New York: Alfred A. Knopf.

- b) Reference style for a book by two authors

Graves, Robert, and Alan Hodge. 1971. *The reader over Your Shoulder: A Handbook for Writers of English Prose* (2nd ed.). New York: Random House.

c) Reference style for a book by three or more authors

McCrum, Robert, William Cran, and Robert Mcneil. 1986. *The Story of English*. New York: Viking Penguin.

Up to three authors, include the names of all the authors. When there are more than three authors, use the expression “et al” as shown below:

Bradock, Richard and et al. 1963. *Research in Written Composition*. Urbana, Ill.: National Council of Teachers of English.

d) Reference style for a book by an organization

U.S. Department of Commerce. 1976. *Pocket Data Book USA 1976*. Washington, D.C.: U.S Government Printing Office.

e) Reference style for a book without the author’s name

Begin the reference entry with the title of the work.

f) Reference style for a book with editor, compiler or translator

A reference item begins with the name of a book’s editor, compiler or translator when one of these is listed on the title page and no author’s name is given. Editor or other term is abbreviated and placed after the name:

DeVoto, Bernard (ed.) 1962. *Mark Twain: Letters from the Earth*. New York: Harper & Row.

When an author’s name appears on the title page together with the name of editor, compiler or translator, begin the reference entry with the author’s name. Place the name of the editor, compiler or translator after the title:

Twain, Mark. 1958. *Adventures of Huckleberry Finn*. Henry Nash Smith, ed. Boston: Houghton Mifflin Co.

g) Reference style for a book edition, series, or volume

The edition, series, or volume is placed after the book's title in the brackets.

h) Reference style for a book in a reprinted edition

Bierce, Ambrose. 1958. *The Devil's Dictionary*. Neale Publishing Co. 1911. (Reprint). New York: Dover Publications, Inc.

i) Reference style for a book publisher not known

Budgen, Frank. 1955. *Further Recollections of James Joyce*. London: n.p.

j) Reference style for a book in a language rather than English.

Tanpınar, Ahmet Hamdi. 1969. *Edebiyat uzerine makaleler* (Essays on Literature). Istanbul: Milli Egitim Basimevi.

k) Reference style for an unpublished work

An unpublished work such as a project, a paper presented at a conference, manuscript, or book in draft is treated the same as a published book but with two exceptions. The title is placed in quotation marks and is not in italics and the word project or similar term is used to label the work after the title of the work.

l) Reference style for articles

When listing articles, list authors' names in the same manner that you would list authors' names for books. Then give date followed by the title of the article in quotation marks, title of the periodical in italics, volume number and issue number, and the inclusive pages that the article appeared on.

Appendix A: Sample Title Page

ANSWERING THAT TECHNICAL QUESTION:
"WHAT IS ACCOUNTING FOR?"

A PROJECT SUBMITTED TO
THE SCHOOL OF APPLIED MANAGEMENT SCIENCES
OF
IZMIR UNIVERSITY OF ECONOMICS

BY

BURCU PINAR

JUNE 2014

Appendix B. Sample Approval Page

Approval of the School of Applied Management Sciences

Asst. Prof. Dr. Dilek AKYALÇIN KAYA
Head of Department

I certify that this project satisfies all the requirements as a graduation project.

Asst. Prof. Dr. Betül ÖZTÜRK
Director

This is to certify that we have read this project and that in our opinion it is fully adequate, in scope and quality, as a graduation project.

(Title and Name)
Supervisor

Examining Committee Members

(Title and Name in alphabetical
order of last name)

..... _____

..... _____

..... _____

Appendix B. Sample Approval Page

..... _____

..... _____

ABSTRACT

WORKING WITH THE INTERNATIONAL FINANCIAL MARKETS

Turan, Süleyman

Department of Culinary Arts Management

Supervisor: Prof. Dr. ----

June 2014, 76 pages

This project analyzes the -----

Keywords: -----

ÖZET

ULUSLARARASI FİNANSAL KURUMLARLA ÇALIŞMA

Turan, Süleyman

Mutfak Sanatları ve Yönetimi Bölümü

Tez Yöneticisi: Prof. Dr.

Haziran 2014, 76 sayfa

Bu çalışma, -----

Anahtar Kelimeler:

Appendix E. Sample Dedication

To My Parents

ACKNOWLEDGEMENTS

I express sincere appreciation to Prof. Dr. for her guidance and insight throughout the research. Thanks go to the other faculty members, Prof. Dr. ----- and Assoc. Prof. Dr. -----, for their suggestions and comments. The technical assistance of -----, -----, and ----- is gratefully acknowledged. To my sister, Sermin, I offer sincere thanks for her unshakable faith in me and her willingness to endure with me the vicissitudes of my endeavors. To my children, Kerem and Asli, I thank them for understanding my frequent absences.

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