



**GRADUATE SCHOOL  
IZMIR UNIVERSITY OF  
ECONOMICS**

**THESIS MANUAL**

**İzmir**

**2019**

In line with the emerging needs, updating of the Graduate School's Thesis Manual, which includes the guidelines to follow when writing a thesis, was deemed suitable by the Graduate School Board. The updated manual was accepted by the decision of the Graduate School Board dated 06 December 2019, and is in effect as of the same date.

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## **SECTION I: GENERAL PRINCIPLES**

### ***1.1 Introduction***

Every thesis accepted for graduate degree is a mature piece of original research. Just as research should be coherent to meet the standards set by the respective Division of Graduate School, the presentation of research should be appropriately organized to meet the Graduate School standards. In addition, each thesis must conform to library and archival standards. Hence, all relevant visual materials standards need to be followed. These standards of the Graduate School, shall be applied in all divisions and programs.

It is of utmost importance that all the rules in the Thesis Manual are read and comprehended prior to preparation of the thesis. Theses that do not comply with this manual shall not be accepted by the thesis advisor and will not be submitted to the Graduate School.

Using previously approved theses as reference guide is not recommended. The current thesis manual must be followed. For any instances not explicitly covered by this manual, a written approval of the thesis advisor must be obtained before submitting the thesis.

### ***1.2 Classified Material and Protection of Personal Data***

Since all theses are made available to public use, theses containing classified information and material that are against the protection of personal data rules and principles shall not be accepted.

## **SECTION 2: FORMAT AND APPEARANCE**

### ***2.1 Paper Specifications and Reproduction***

To ensure durability, permanency, and opacity, all copies of thesis must be printed on good quality white bond A4-size paper (measuring 21 by 29.7 cm). Only single-sided copies will be accepted.

## 2.2 Font Type and Size

The typeface to be used in thesis must be Times New Roman, font size 12. The typeface and font size must be consistent throughout the thesis. Bold face letters, symbols, and italics may be used for special emphasis and for foreign words. In the body of the thesis, fonts and/or point sizes different from the rest of the text may be used to set off chapter titles, section and subsection titles, footnotes, endnotes, examples, quotations, tables, and charts.

The line spacing in the main body of the thesis must be 1,5. Prior to starting a new paragraph, a single line or a specially spaced paragraph spacing or indent should be left, provided that it is applied consistently throughout the text. Line spacing between visual materials (charts, shapes, pictures, etc.) and headings must be 1,5. Ethical Board Approval (if applicable), Abstract, Acknowledgments, Table of Contents, References, and first level headings must start on a new page.

Chart 1 indicates the specifications for the text to be used in different sections of the thesis.

Chart 1. Font sizes, line spaces, and font styles to be used in theses.

<u>Type of Text</u>	<u>Font Size</u>	<u>Line Spacing</u>	<u>Font Style</u>
Thesis Title	16	1,5	<b>Bold</b>
Chapter Headings	14	1,5	<b>Bold</b>
Sub Chapter Headings	12	1,5	<b><i>Bold and Italic</i></b>
Preliminary Page Titles*	14	1,5	<b>Bold</b>
References	12	1,5	Normal
Text (Preliminary Pages)	12	1,5	Normal
Text (Thesis Main Body)	12	1,5	Normal
Text (Footnote)	10	1	Normal
Tables (Heading)	12	1,5	Normal
Tables (Text)	10 - 12	1-1,5	Normal
Figures (Heading)	12	1,5	Normal
Formulas	9-12	1-1,5	Normal
Quotations	12	1,5	<i>Italic</i>

\***Preliminary Pages** include Abstract, Özet, Dedication, Acknowledgements, Preface, Table of Contents, List of Tables, List of Figures, List of Illustrations, List of Symbols and/or Abbreviations.

No ink corrections, strikeovers, letraset (graphic character), paste-ups, correction fluid or tape, and insertions between lines or words, are permitted on the final bound copies.

### 2.3 Margins

The left margin (binding side) must be 4 cm wide to allow for binding; the other three margins must be 2,5 cm wide. All content such as the main text, headings, charts, illustrations, etc. must be contained completely within the area bounded by the margins. Following the approval of the thesis, the margins in the electronic form of the thesis (doc, docx, pdf etc. formats) and the page numbering format must be the same in the printed version. Otherwise, printed theses will not be accepted by Graduate School. An easy way to print as specified is shown by the following screenshots for MS Office Word software. Accordingly, margin settings, page selection and page number spaces should be done with red arrows as shown in Figure 1 via MS Office Word files. Then, the approved thesis file should be converted to PDF file as shown by red arrows in Figure 2. Finally, when printing the PDF file, A4 settings should be chosen from the printer as shown by the red arrows in Figure 3. Meanwhile, while selecting the text spacing settings, the options related to the page spacing should be as shown in Figure 4, that is, none of them should be selected.

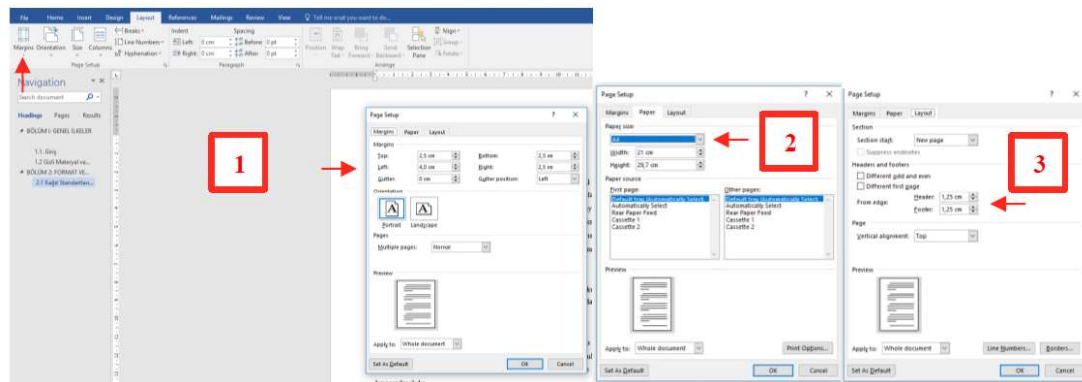


Figure 1. Margin selection stages in MS Office Word software.

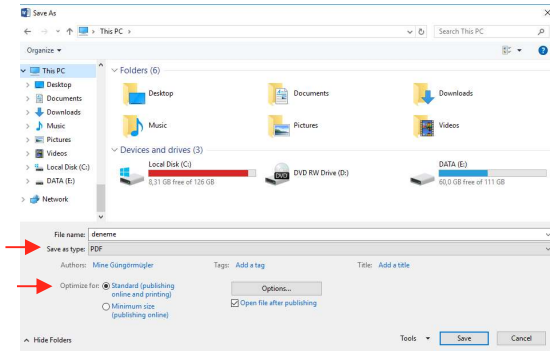


Figure 2. Converting MS Office Word file to PDF file.

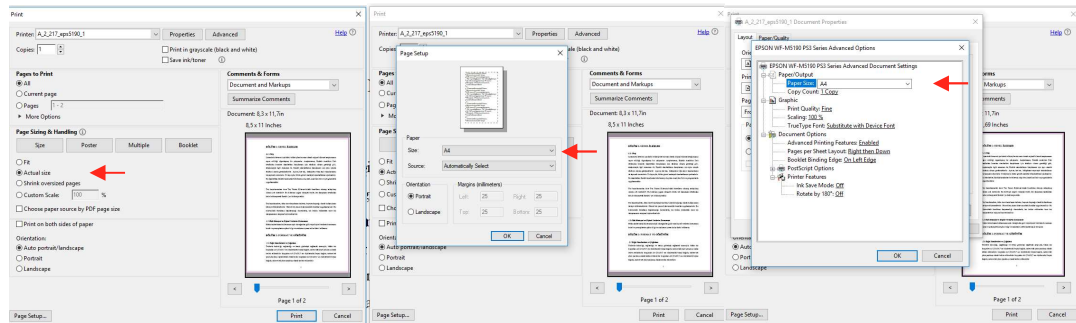


Figure 3. Editing printer settings when printing the file in PDF format.

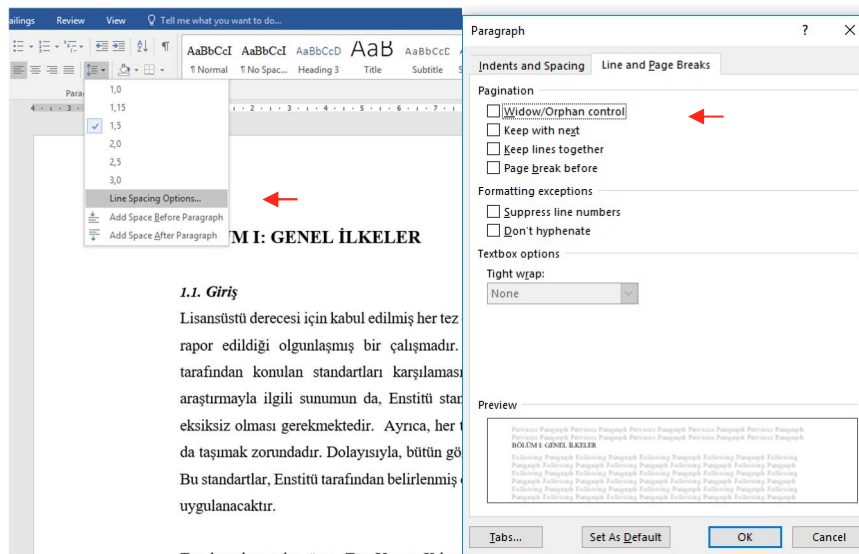


Figure 4. Display of text spacing option settings.

## 2.4 Centering

The text must be justified between right and left margins.

## ***2.5 Dividing Text***

At least two lines of a text must appear after the heading or subheadings that are at the bottom of a page. When this is not possible, the respective heading or subheading must appear at the top of the next page.

## ***2.6 Pagination***

All page numbers must appear in the bottom center of each page. All page numbers must be in the same font style and size as the text (Times New Roman, size 12).

The following pagination plan should be used:

- a) Preliminary Section: For the preliminary pages, Roman numerals (i, ii, iii, iv, etc.) must be used. The Title page, Approval page and the Ethical Declaration page shall not have page numbers written, but will be counted as pages i, ii, iii, respectively, and the page (Abstract page) following those pages must be numbered as "iv".
- b) Main Section: Arabic numerals beginning with "1" on the first page of the text and throughout the rest of the thesis, including references, appendices (if applicable), and CV (only in doctoral theses) must be used. All pages must be numbered consecutively, including pages containing chapter headings, illustrations, such as tables, figures, tables, and pictures.

## ***2.7 Multiple Volumes***

If the printed thesis exceeds 5 cm in thickness it must be bound in two or more volumes not to exceed 5 cm in thickness. In such case, volumes are numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Volume numbers must appear one line below the thesis title.

Each volume must contain the Title and Approval pages, Table of Contents, List of Tables, List of Figures, List of Illustrations, and List of Symbols and/or Abbreviations. Preliminary pages of the second volume are given page numbers, starting from the title page.

## ***2.8 Binding***

All master's theses and doctoral theses are to be bound in orange colour cloth. A bound copy of the thesis must measure 21,5 by 30,5 cm. The spine must include the same information as the front cover. See Appendix A for the front cover and the spine.



## **SECTION 3: SPECIFIC RULES FOR THE SECTIONS OF THE THESIS**

The format must be consistent throughout the thesis. Every thesis has three consecutive sections: (1) preliminary pages, (2) thesis text, and (3) References. Appendices (if applicable), CV (only in doctoral theses), and if applicable Ethical Board Approval must appear in the last part. The order of items within these sections are listed below. Required sections are marked with an asterisk (\*).

### 1. Preliminary Pages

Cover Page

Title (Inner Cover) Page \*

Approval Page \*

Ethical Declaration Page \*

Abstract (If the thesis is in Turkish, Özet should be followed by Abstract) \*

Özet (If the thesis is in English, Abstract should be followed by Özet –Turkish translation of the Abstract-) \*

Dedication

Acknowledgements

Preface

Table of Contents (including Appendices if applicable) \*

List of Tables

List of Figures

List of Illustrations

List of Symbols and/or Abbreviations

### 2. Thesis Text (Main Body) \*

### 3. References \*

Appendices

Curriculum Vitae (required only for doctoral theses) \*

Ethical Board Approval (if applicable) \*

### ***3.1 Preliminary Pages***

The preliminary pages should be arranged as shown in Appendix A for Turkish Master's theses, Appendix B for English Master's theses, and Appendix C for PhD theses.

#### ***3.1.1 Approval Page***

The approval page of the thesis must be signed with an ink pen.

#### ***3.1.2 Ethical Declaration Page***

The page must be signed with an ink pen.

#### ***3.1.3 Özet***

Özet is the Turkish translation of the abstract. An Özet must not exceed 250 words. Four to six keywords must be included at the end of an Özet. Unless absolutely essential, Özet must not include any formulas, tables, and figures, and references, nor any mathematical formulas.

#### ***3.1.4 Abstract***

Abstract, in theses written in Turkish, must follow the Özet; in theses written in English, it must come before the Özet, on a separate page in both cases. An Abstract must not exceed 250 words. Four to six keywords must be written at the end of an Abstract. Unless absolutely essential, Abstract must not include any formulas, tables, and figures, and references, nor any mathematical formulas.

#### ***3.1.5 Dedication, Acknowledgements, Preface***

If included, *Dedication, Acknowledgements, and Preface*, each of those pages must appear on a separate page. They must also have page numbers. A sample Dedication page is provided in Appendix D. A sample Acknowledgment page is provided in Appendix E. A sample Preface page is provided in Appendix F.

### ***3.1.6 Table of Contents***

The table of contents must list the title of each chapter and sub chapters, References, Appendices (if applicable), CV (only in doctoral theses), and ethical board approval if applicable. For theses that do not require the approval of the ethical board, the thesis form control form submitted to the thesis advisor by the Institute should be submitted by the thesis advisor with a wet signature. 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 a corresponding page number. The heading TABLE OF CONTENTS must be aligned to the left between the margins of the main text. If necessary, indentation can be applied in the subtitles in the table of contents. In all cases, page numbers should be aligned to right. Table of contents list must be right-left justified. A sample Table of Contents is provided in Appendix G.

### ***3.1.7 List of Tables***

List of Tables must appear on a separate page. All entries in the LIST OF TABLES must have corresponding page numbers shown. The heading LIST OF TABLES must be aligned to the left between the margins of the main text. List of Tables must be right-left justified. A sample list of tables is provided in Appendix H.

### ***3.1.8 List of Figures***

List of Figures must appear on a separate page as the other lists, and must have page numbers. All entries in the in the List of Figures must have corresponding page numbers shown. The headings LIST OF FIGURES must be aligned to the left between the margins of the main text. List of Figures must be right-left justified. A sample list of Figures is provided in Appendix I.

### ***3.1.9 List of Symbols and/or Abbreviations***

Any symbols or abbreviations used but not explained in the text must be included in the List of Symbols and/or Abbreviations, and this page must have an appropriate page number. The explanations after the Symbols or Abbreviations must all start from the same alignment. List of Symbols and/or Abbreviations must be aligned to the left between the margins of the main text. List of Symbols and/or Abbreviations must be

right-left justified. A sample list of Symbols and/or Abbreviations is provided in Appendix J.

### ***3.2 Thesis Text (Main Body)***

Font sizes and styles of all headings and subheadings must conform to the specifications in Chart 1. Chapters should be numbered consecutively in Arabic numerals and capital letters (CHAPTER 1, CHAPTER 2, etc.). Main Body of the thesis must start with CHAPTER 1. Following chapters must be numbered consecutively, there should not be a chapter without a number.

Each chapter must begin in a new page. Within a chapter, sections and subsections must be numbered consecutively. Rules indicated below must be followed for materials such as figures, formulas, quotations, footnotes, etc.

#### ***3.2.1 Illustrative Materials***

The author may use illustrative materials including drawings, charts, figures, tables, diagrams and pictures as appropriate. Headings of these materials must conform to the specifications in Chart 1. Table numbers and captions must be placed one space above the top line of the illustration; figure numbers and captions must be placed at the bottom of the illustration. If the illustrative material or the content of illustrative material is an excerpt from an outside source, the source must be indicated appropriately, with the expression “(Source : ...)”, following the in-text referencing method.

Illustrations that are too large to be placed sideways between the left- and right-hand margins must be rotated counter-clockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such case, the caption is written horizontally. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers must appear in their usual place. Illustrations of any kind must be numbered consecutively, including those in the Appendix.

Illustrative material must be legible. All illustrative materials must be included in the thesis. For cases that is not possible, (e.g. audio materials, video files, etc.) reference to an accessible source of the material must be provided by using the in-text referencing method (e.g. the website for the audio material can be shown as a reference).

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation stating that it is continued, e.g., "Table 1 (cont'd)" or "Table 1 (continued)". Number and subheading of the illustration must appear on each page.

### **3.2.2 Formulas**

Chemical and mathematical formulas, equations and expressions must be clearly printed with a minimum of 9 and maximum of 12 font size (See Chart 1). Formulas must be numbered consecutively in Arabic numerals.

### **3.2.3 Quotations**

There must be quotation marks at the beginning and end of the quoted text. Quotations must be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin. The style and size of the font to be used in quotations must be as indicated in Chart 1.

*"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. "*

### **3.2.4 Footnotes**

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the References section. Footnotes must be written in single line spacing (See Chart 1). If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote. Arabic numerals must be used for numbering footnotes. Superscript must be used to specify the footnote in the text.

## **3.3 Citation Methods**

The REFERENCES section includes detailed information of the works cited in the text in an alphabetical order. References does not get a chapter number. **REFERENCES** heading must be written in the same format as the chapter headings (See Chart 1).

**Harvard referencing style** must be used for in-text citations and for the REFERENCES section.

Detailed information on this referencing style is available at respective links (<https://www.mendeley.com/guides/harvard-citation-guide>, <https://www.mendeley.com/guides/apa-citation-guide>) and in ‘3.3.1. Listing Styles of References’ of this manual.

Accordingly; In-text citations must include the surnames of authors and the year the references are printed.

- Publications with one author, in the format of: (Brinkley, 1982) or Brinkley (1982),
- Publications with two authors, in the format of: (Donahue-Wallace, and Chanda, 2005) or Donahue-Wallace, and Chanda (2005),
- Publications with three authors, in the format of: (Hausmann, Hwang, and Rodrik, 2010) or Hausmann, Hwang, and Rodrik (2010),
- Publications with four or more authors, in the format of: (Bernard et al., 2003) or Bernard et al. (2003).
- If a quote or paraphrase taken from another piece of work will be indicated specifically, page numbers may be included. e.g. Publications with one authors indication of a quote or paraphrasing, in the format of: Mitchell (2017, p. 189) or (Mitchell, 2017, p. 189)

(Note: p. refers to a single page, pp. refers to a range of pages)

Footnotes should be used in accordance with the Harvard citation style specified by the related division of Graduate School in which the student is enrolled at.

### ***3.3.1 Listing Styles for the References Section***

#### **3.3.1.1 Journal Articles**

##### **a) Journal articles with one author;**

Mitchell, J.A. (2012) *How citation changed the research world*. American Economic Journal: Macroeconomics, Vol. 62(9), pp. 70-81.

**b) Journal articles with two or more authors;**

Donahue-Wallace, K and Chanda, J. (2005) *A case study in integrating the best practices of face-to-face art history and online teaching*. Journal of Computer-Enhanced Learning, vol. 7, no. 1, pp. 49-52.

Hausman, R., Hwang, J. and Rodrik D. (2007) *What You Export Matters*. Journal of Economic Growth, Vol. 12(1), pp. 125-130.

**c) Journal articles with more than three authors;**

Darlow, B., Dowell, A., Baxter, G.D., Mathieson, F., Perry, M. and Dean, S. (2013) *The enduring impact of what clinicians say to people with low back pain*. Annals of Family Medicine, 11 (6), pp.527-534.

**d) Journal articles printed in online journals without volume and issue number;**

Donahue-Wallace, K and Chanda, J. (2005) *A case study in integrating the best practices of face-to-face art history and online teaching*. Interactive Multimedia Electronic Journal of Computer-Enhanced Learning [Online]. Available at: <http://imej.wfu.edu/articles/2005/1/01/index.asp> (Accessed: 10 January 2019).

**e) Journal articles printed in online journals with volume and issue number;**

Donahue-Wallace, K and Chanda, J. (2005) *A case study in integrating the best practices of face-to-face art history and online teaching*. Interactive Multimedia Electronic Journal of Computer-Enhanced Learning, Vol. 6(3): 15-29 [Online]. Available at <http://imej.wfu.edu/articles/2005/1/01/index.asp> (Accessed 10 January 2019).

### 3.3.1.2 Books

#### a) Books with one author;

##### **In-text citation:**

(Brinkley, 1982) or Brinkley (1982)

##### **References:**

Brinkley, A. (1982) *Voices of Protest: Huey Long, Father Coughlin, and the Great Depression*. 2nd edition. New York: Palgrave Publishers.

#### b) Books with two or three authors;

##### **In-text citation:**

(McCrum, Cran, and McNeil, 1971) or McCrum, Cran, and McNeil (1971)

##### **References:**

McCrum, R., Cran, W. and Mcneil, R. (1971) *The Reader over Your Shoulder: A Handbook for Writers of English Prose*. 3rd edition. New York: Random House.

#### c) Books with more than three authors;

##### **In-text citation:**

(Bradock et al., 1963) or Bradock et al. (1963)

##### **References:**

Bradock, R., W. Cran, Baxter, G.D., Mathieson, F. and Mcneil R. (1963) *Research in Written Composition*. 4th edition. Urbana: Urbana Press.



**d) Books published by an Organization;**

**In-text citation:**

(Medicine in old age, 1985) or Medicine in old age (1985)

**References:**

*Medicine in old age* (1985). 2nd edition. London: British Medical Association.

**e) Publications with an unknown author;**

**In-text citation:**

(A History of Greece, 1994) or A History of Greece (1994)

**References:**

*A History of Greece* (1994), 1st edition. Sydney: Irwin.

**f) Publications with editor, compiler, translator;**

In works where no author's name is given, the name of a book's editor, compiler or translator is given. Editor or other term is abbreviated and placed after the name:

Publications with one editor;

**In-text citation:**

(Lucas, 2004) or Lucas, 2004

**References:**

Lucas, G. (2004) *The wonders of the Universe*. 2nd edition. Edited by Frederick Jones. London: Smiths.

Publications with two or more editors;

**In-text citation:**

(Lucas, 2004) or Lucas, 2004

**References:**

Lucas, G. (2004) *The wonders of the Universe*. 2nd edition. Edited by Frederick Jones, James Smith and Tony Bradley. London: Smiths.

**g) Book edition, series, or volume;**

**In-text citation:**

(Drafke, 2009) or Drafke (2009)

**References:**

Drafke, M. (2009) *The Human Side of Organizations*. 10th edition, Upper Saddle River, N.J. Pearson/Prentice Hall.

**h) Reprinted editions;**

**In-text citation:**

(Bierce, 1958) or Bierce (1958)

**References:**

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

**i) Publications with unknown (u.p) Publisher;**

**In-text citation:**

(Budgen, 1955) or Budgen (1955)

**References:**

Budgen, F. (1955) *Further Recollections of James Joyce*. London: u.p.

**k) Chapter or article in a book;**

**In-text citation:**

(Arrow, 1991) or Arrow (1991)

**References:**

Arrow, K. J. (1991) *Accounting for the Slowdown*, in Kusters, M., ed., *Workers and Their Wages*. Washington, DC: American Enterprise Institute Press, ss. 107–145.

**l) E-Book;**

**In-text citation:**

(Aghion and Durlauf, 2005) or Aghion and Durlauf (2005)

**References:**

Aghion, P. and S. Durlauf. (eds.) (2005) *Handbook of Economic Growth*. Amsterdam: Elsevier. Available at Elsevier books. (Accessed 3 November 2015).

**m) Chapter or article in an e-book;**

**In-text citation:**

(White, 2002) or White (2002)

**References:**

White, H. (2002) *The Westernization of World History*, in Rusen, J. (ed.) *Western Historical Thinking: an Intercultural Debate*, New York: Berghahn Books, pp. 111-119. Available at ACLS Humanities E-Book. (Accessed 14 May 2009).

**n) Encyclopedia;**

**In-text citation:**

(The Encyclopedia of Early Earth, 2001) or The Encyclopedia of Early Earth (2001)

**References:**

*The Encyclopedia of Early Earth* (2001). London: Hachette Publishers.

**3.3.1.3 Study Texts**

**In-text citation:**

(McNerney, 2009) or McNerney (2009)

**References:**

McNerney, J. (2009) *Cascades in Networks and Aggregate Volatility*. International Institute for Applied Systems Analysis Interim Report No. 09 003.

### **3.3.1.4 Publications by an Organizations**

#### **In-text citation:**

Mortimer and Cox (1999), (World Bank, 2014), OECD (2000-2012)

#### **References:**

- Mortimer, M and Cox, M. (1999). *Contaminants in mud crabs and sediments from the Maroochy River*. Environment technical report no. 25, Queensland Department of the Environment. Brisbane.
- World Bank. (2014). *World Bank Report*. World Bank, Washington.
- OECD. (2000–2012). *National Accounts: Main Aggregates*. Organization for Economic Cooperation and Development. Paris.

### **3.3.1.5 Newspapers**

#### **a) Published Newspaper Article;**

#### **In-text citation:**

(Arango and Yeginsu, 2015)

#### **References:**

Arango, T. and Yeginsu, C. (2015). ‘*New Year’s resolutions have been settled*’, The New York Times, 2 November, p.10.

#### **b) Newspaper article from a webpage with no author;**

#### **In-text citation:**

(The New York Times, 2015)

**References:**

‘New Year’s resolutions have been settled’. (2015). *The New York Times*, 2 November [Online]. Available at: <http://www.nytimes.com/2015/11/02/> (Accessed: 3 November 2015).

**c) Newspaper article from a webpage with an author;**

**In-text citation:**

(Arango and Yeginsu, 2015)

**References:**

Arango, T and Yeginsu, C. (2015). ‘New Year’s resolutions have been settled’, *The New York Times*, 2 November [Online]. Available at: <http://www.nytimes.com/2015/11/02/> (Accessed: 3 November 2015).

**3.3.1.6 Materials from the Internet/Webpage**

**a) Webpage article with no author;**

**In-text citation:**

(WHO, 2015)

**References:**

World Health Organization. (2015). *WHO pre-positions emergency supplies in Somalia in preparation for El Niño* [Online]. Available at: <http://www.who.int/hac/crises/som/en/>. (Accessed: 3 November 2015).

**b) Webpage article with an author;**

**In-text citation:**

(McKenzie, 2015)

**References:**

McKenzie, S. (2015). *Melbourne Cup memories: The Legs that Stopped a Nation* [Online]. Available at: <http://edition.cnn.com/2012/11/01/sport/jean-shrimpton-melbourne-cup-fashion/index.html>. (Accessed: 29 January 2015).

**c) Web document;**

**In-text citation:**

(TCMB Raporlar, 2015)

**References:**

TCMB Raporlar. (2015). *Eylül Ayı Fiyat Gelişmeleri* [Online]. Available at: <http://www.tcmb.gov.tr/>. (Accessed: 19 October 2015).

**d) Blog;**

**In-text citation:**

(Vollrath, 2015)

**References:**

Vollrath, D. (2015, March 20). *Labor's Share, Profits, and the Productivity Slowdown* [Blog]. Available at <https://growthecon.wordpress.com/>

**e) Podcast;**

**In-text citation:**

(Serial, 2014)

**References:**

[Serial]. (2014, October 20). Season One Episode Three. [Podcast]. Available at:  
<http://serialpodcast.org/season-one/3/leakin-park>

**f) Wiki article;**

**In-text citation:**

(Wikipedia, 2015)

**References:**

[Wikipedia]. (2015, September 24) *Harry Houdini*. [Wiki Article]. Available at:  
[https://en.wikipedia.org/wiki/Harry\\_Houdini](https://en.wikipedia.org/wiki/Harry_Houdini)

**g) Web-based Visual/Table/Figure**

**In-text citation:**

(Pinterest, 2000)

**References:**

[Pinterest]. (2000, October 28). The Interior Design [Web-based visual]. Available at:  
<https://www.pinterest.com/pin/542402348849730326/>



**h) YouTube Document;**

**In-text citation:**

(YouTube, 2013)

**References:**

[David Harvey]. (2013, October 27). *Reading Shakespeare with David Harvey* [Video File]. Available at: <https://www.youtube.com/watch?v=BazR59SZXk>

**i) Video**

**In-text citation:**

(Watch Ted Talks, 2015)

**References:**

[Watch, Ted Talks]. (2015, October 19). Doudna, J. *We can Now Edit Our DNA. But Let's Do It Wisely* [Video File]. Available at: [https://www.ted.com/talks/jennifer\\_doudna\\_we\\_can\\_now\\_edit\\_our\\_dna\\_but\\_let\\_s\\_do\\_it\\_wisely](https://www.ted.com/talks/jennifer_doudna_we_can_now_edit_our_dna_but_let_s_do_it_wisely)

**j) Massive Open Online Courses(MOOC)**

**In-text citation:**

(Free Online Courses, University of Delft, 2015)

**References:**

[Free Online Courses, University of Delft]. (2015, October 19). Muddle F. *The Basics of Transport Phenomena* [Video File]. Available at: <https://www.mooc-list.com/course/basics-transport-phenomena-edx?static=true>

### **3.3.1.7 Course Notes**

#### **In-text citation:**

(Dexter, 2014)

#### **References:**

Dexter, A. (2014). "*Principles of Physics*", Izmir University of Economics Phys 105 Physics I course notes, İzmir.

### **3.3.1.8 Theses**

#### **a) Unpublished Theses;**

#### **In-text citation:**

(Dottori, 2014)

#### **References:**

Dottori, D. (2009). *Essays on Population Dynamics and Social Outcomes*. Unpublished Doctoral Thesis. Catholic University of Louvain.

#### **b) Published (Online) Theses;**

#### **In-text citation:**

(Atilla, 2012)

#### **References:**

Asgair, D. (2012). *Essays on Economic Growth*. Doctoral Thesis. Amsterdam, CRS Publishing.

### **3.3.1.9 Conference Proceedings**

#### **a) Conference Proceedings in print;**

##### **In-text citation:**

(Bowman, 2010)

##### **References:**

Bowman, J. *Impacts of Financial Regulations on Crude Oil Futures Market: Evidence from USA WTI Crude Market*. ed. M. Sullivan. *Towards Better Cities: Proceedings of fourth International Conference on City Logistics*. University of Bath, Bath. 12-13 May 2015.

#### **b) Electronic Conference Proceedings;**

##### **In-text citation:**

(Chance, 2013)

##### **References:**

Chance, B. L. (2013, December). Incorporating Laboratory Activities into Statistics Courses. *Electronic Proceedings of the ICTCM-9*. pp: 28-31. Available at: <http://archives.math.utk.edu/ICTCM/h.html>

#### **c) Conference Proceedings not in print;**

##### **In-text citation:**

(Zsolnai, 1994)

##### **References:**

Zsolnai, L. (1994, January). *How to Legitimize Business Ethics in Eastern Europe?* 6<sup>th</sup> EBEN Research Centers Meeting, Prague.

### ***3.3.1.10 Unpublished studies and other works***

The same rules must be applied to unpublished studies such as a thesis, conference, proceedings, or manuscript, and other works as stated above: the title must be placed in quotation marks and must not be in italics, and a descriptive title must be used to label the type of work after the title of the work.

### ***3.3.2 Appendices***

The material such as survey forms, detailed apparatus description, extensive tables of raw data, computer programs, etc. that is not fit for the main body of the thesis may be presented in the Appendix section.

If there is more than one material to be included in the Appendix, they should be titled separately (Appendix A, Appendix B, etc.). The typeface and size of the fonts should be those used for chapter headings (See Chart 1). Each appendix with its title must be listed separately in the Table of Contents as a subdivision under the heading APPENDICES.

### ***3.3.3 Curriculum Vitae (CV)***

The CV is required only for doctoral theses. It includes brief information such as the date and place of birth, educational institutions attended (after high school), degrees and honors won, titles of publications, and teaching and professional experience of the candidate. A chapter number should not be included for CV, but it must have page numbers and must be included as the last item in the table of contents. The CV must be in the same typeface and size as in the main body of the thesis (See Chart 1). A sample CV is provided in Appendix K.

## APPENDICES

### APPENDIX A: Preliminary Pages Template for Turkish Master's Theses



**[TEZ ADI]**

**[AD SOYAD]**

**[Program Adı]** Yüksek Lisans Programı Tezi

Lisansüstü Eğitim Enstitüsü

İzmir Ekonomi Üniversitesi

İzmir

2024

29

[TEZ ADI]

[AD SOYAD]

TEZ DANIŐMANI: [TEZ DANIŐMANI ÜNVANI, ADI VE SOYADI]

Yüksek Lisans Jüri Üyeleri

[Jüri Üyesi #1 Ünvanı, Adı ve Soyadı ]

[Jüri Üyesi #2 Ünvanı, Adı ve Soyadı ]

[Jüri Üyesi #3 Ünvanı, Adı ve Soyadı]

İzmir Ekonomi Üniversitesi Lisansüstü Eğitim Enstitüsü

[Program Adı] Anabilim Dalı'na

Yüksek Lisans tezi

olarak sunulmuştur.

İzmir

2024

Lisansüstü Eğitim Enstitüsü Onayı

Prof. Dr. Mehmet Efe BİRESSELİOĞLU

Bu tezin Yüksek Lisans derecesi için gerekli şartları sağladığını onaylarım.

[Anabilim Dalı Başkanının Ünvanı, Adı ve Soyadı]

Tez tarafımızdan okunmuş, Yüksek Lisans derecesi için kapsam ve kalite yönünden uygun olduğu kabul edilmiştir.

[Tez Danışmanı Ünvanı, Adı ve Soyadı]

Yüksek Lisans Jüri Üyeleri

[Jüri Üyesi #1 Ünvanı, Adı ve Soyadı ]

[Jüri Üyesi #1 Kurumu ]

[Jüri Üyesi #2 Ünvanı, Adı ve Soyadı ]

[Jüri Üyesi #2 Kurumu ]

[Jüri Üyesi #3 Ünvanı, Adı ve Soyadı]

[Jüri Üyesi #3 Kurumu ]

## ETİK BEYAN

Bu tezin tek yazarı olduğumu ve tezin planlanmasından savunulmasına kadar her aşamasında akademik kurallara ve etik davranışlara uygun olarak çalışmamı yürüttüğümü beyan ederim. Çalışmama özgü olmayan tüm fikir, bilgi ve bulgulara etik davranış kurallarının gerektirdiği şekilde atıf yaptığımı ve atıf yapılmayan her ifadenin bana ait olduğunu teyit ederim.

Ad, Soyad:

Tarih:

İmza:



# ÖZET

[TEZ BAŞLIĞI – TÜRKÇE]

[Soyad], [Ad]

[Program Adı - Türkçe] Yüksek Lisans Programı

Tez Danışmanı: [Tez danışmanının ünvanı ve adı]

[Ay - Türkçe], [Yıl]

[ÖZET METNİ-tek paragraf 250 kelime]

Anahtar Kelimeler: [Anahtar kelimeler - Türkçe].

# ABSTRACT

[TEZ BAŐLIĐI - İNGİLİZCE]

[Soyad], [Ad]

Master's Program in [Program Adı - İngilizce]

Advisor: [Tez danışmanın ünvanı -İngilizce- ve adı]

[Ay - İngilizce], [Yıl]

[ABSTRACT METNİ- tek paragraf 250 kelime]

Keywords: [Anahtar kelimeler - İngilizce].

**APPENDIX B: Preliminary Pages Template for Master's Theses in English**



**[THESIS TITLE]**

**[NAME SURNAME]**

Thesis for the Master's Program in **[Program Name]**

Graduate School  
Izmir University of Economics

Izmir

2024

35

**[THESIS TITLE]**

**[NAME SURNAME]**

THESIS ADVISOR: **[TITLE, NAME AND SURNAME OF THESIS ADVISOR]**

Master's Exam Jury Members

**[Title and Name of Jury Member #1]**

**[Title and Name of Jury Member #2]**

**[Title and Name of Jury Member #3]**

A Master's Thesis

Submitted to

the Graduate School of Izmir University of Economics

the Department of **[Name of Department]**

Izmir

2024

Approval of the Graduate School

\_\_\_\_\_  
Prof. Dr. Mehmet Efe BİRESSELİOĞLU

I certify that this thesis satisfies all the requirements as a thesis for a Master's degree.

\_\_\_\_\_  
[Title, Name and Surname of the Head of Division]

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for a Master's degree.

\_\_\_\_\_  
[Title, Name and Surname of Thesis Advisor]

Master's Exam Jury Members

[Title and Name of Jury Member #1]

[Affiliation of Jury Member #1]

[Title and Name of Jury Member #2]

[Affiliation of Jury Member #2]

[Title and Name of Jury Member #3]

[Affiliation of Jury Member #3]

## **ETHICAL DECLARATION**

I hereby declare that I am the sole author of this thesis and that I have conducted my work in accordance with academic rules and ethical behaviour at every stage from the planning of the thesis to its defence. I confirm that I have cited all ideas, information and findings that are not specific to my study, as required by the code of ethical behaviour, and that all statements not cited are my own.

Name, Surname:

Date:

Signature:

# ABSTRACT

[THESIS TITLE]

[Surname], [Name]

Master's Program in [Program Name]

Advisor: [Title and Name of Thesis Advisor]

[Month], [Year]

[ABSTRACT TEXT]

Keywords: [Keywords].

# ÖZET

[THESIS TITLE - TURKISH]

[Surname], [Name]

[Program Name - Turkish] Yüksek Lisans Programı

Tez Danışmanı: [Title and Name of Thesis Advisor]

[Month - Turkish], [Year]

[ÖZET TEXT]

Anahtar Kelimeler: [Keywords - Turkish].



**APPENDIX C: Preliminary Pages Template for PhD Theses in English**



**[THESIS TITLE]**

**[NAME SURNAME]**

Thesis for the Ph.D. Program in **[Program Name]**

Graduate School  
Izmir University of Economics

Izmir

2024

41

**[THESIS TITLE]**

**[NAME SURNAME]**

THESIS ADVISOR: **[TITLE, NAME AND SURNAME OF THESIS ADVISOR]**

Ph.D. Exam Jury Members

**[Title and Name of Jury Member #1]**

**[Title and Name of Jury Member #2]**

**[Title and Name of Jury Member #3]**

**[Title and Name of Jury Member #4]**

**[Title and Name of Jury Member #5]**

A Ph.D. Thesis

Submitted to

the Graduate School of Izmir University of Economics

the Department of **[Name of Department]**

Izmir

2024

Approval of the Graduate School

---

Prof. Dr. Mehmet Efe BİRESSELİOĞLU

I certify that this thesis satisfies all the requirements as a thesis for a Ph.D. degree.

---

[Title, Name and Surname of the Head of Division]

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for a Ph.D. degree.

---

[Title, Name and Surname of Thesis Advisor]

Ph.D. Exam Jury Members

[Title and Name of Jury Member #1]

[Affiliation of Jury Member #1]

[Title and Name of Jury Member #2]

[Affiliation of Jury Member #2]

[Title and Name of Jury Member #3]

[Affiliation of Jury Member #3]

[Title and Name of Jury Member #4]

[Affiliation of Jury Member #4]

[Title and Name of Jury Member #5]

[Affiliation of Jury Member #5]

## **ETHICAL DECLARATION**

I hereby declare that I am the sole author of this thesis and that I have conducted my work in accordance with academic rules and ethical behaviour at every stage from the planning of the thesis to its defence. I confirm that I have cited all ideas, information and findings that are not specific to my study, as required by the code of ethical behaviour, and that all statements not cited are my own.

Name, Surname:

Date:

Signature:

# ABSTRACT

[THESIS TITLE]

[Surname], [Name]

Ph.D. Program in [Program Name]

Advisor: [Title and Name of Thesis Advisor]

[Month], [Year]

[ABSTRACT TEXT]

Keywords: [Keywords].

# ÖZET

[THESIS TITLE - TURKISH]

[Surname], [Name]

[Program Name - Turkish] Doktora Programı

Tez Danışmanı: [Title and Name of Thesis Advisor]

[Month - Turkish], [Year]

[ÖZET TEXT]

Anahtar Kelimeler: [Keywords - Turkish].

## Appendix D. Sample Dedication

Dedicated to \_\_\_\_\_

## Appendix E. Sample Acknowledgment

### **ACKNOWLEDGEMENTS**

I would like to express my sincere appreciation to \_\_\_\_\_ for his/her guidance and insight throughout the research. \_\_\_\_\_



## Appendix F. Sample Preface

### **PREFACE**

Here the author informs the readers about their experiences during the writing of this thesis, all the stages from beginning to the completion of the thesis.

IZMIR

.../.../20..

Name-Last Name

## Appendix G. Sample Table of Contents

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## Appendix J. Sample List of Abbreviations

### **LIST OF ABBREVIATIONS**

1 Line

AQG: Air Quality Guidelines

Art. : Article

CPI: Consumer Price Index

ECHR: The European Court of Human Rights

EU: European Union

GDP: Gross domestic product

ILO: International Labour Organization

NATO: North Atlantic Treaty Organization

NPV: Net present value

PPP: Purchasing power parity

USA: United States of America

WHO: World Health Organization

Appendix K. Sample CV

**CURRICULUM VITAE**

Name-Last Name received his/her Undergraduate Diploma in \_\_\_\_\_, at Department of \_\_\_\_\_, University of \_\_\_\_\_ in the city of \_\_\_\_\_.