

**THE REPUBLIC OF TURKEY İSTANBUL KÜLTÜR
UNIVERSITY THESIS WRITING GUIDE**

SEPTEMBER 2004

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1. INTRODUCTION

The purpose of the *Thesis Writing Guide of İstanbul Kültür University* is to set forth the guidelines and the rules that shall ensure the application of the criteria applicable for the writing of Graduate (Master's), Postgraduate (Doctorate) and Proficiency-in-Art theses as well as research reports, seminar studies and scientific studies carried out at the institutes (graduate schools) affiliated to İstanbul Kültür University. The following terms in this Guide shall have the following meanings:

- a. "İKÜ" shall mean İstanbul Kültür University, and
- b. "Institute" shall mean any institute, which carries out graduate and postgraduate education activities in affiliation to İstanbul Kültür University.

2. THE GUIDELINES FOR THESIS SUBMISSION

A Graduate (Master's), Postgraduate (Doctorate) or a Proficiency-in-Art thesis shall be delivered to the Institute along with the relevant advisor's (supervisor's) letter, in which the advisor (supervisor) certifies her/his consideration that the thesis has been drawn up satisfactorily and is in compliance with the guidelines set forth in this guide, to the relevant Institute; and a Graduate (Master's) thesis shall be delivered in five copies and a Postgraduate (Doctorate) thesis or a Proficiency-in-Art thesis shall be delivered in seven copies, all paperbound with white cover. The compliance of the theses with the guidelines set forth within this guide shall be reviewed by the relevant Institute, which shall also state the required corrections.

Along with the thesis; a "Kisa Ozet" (*Abstract*) in Turkish, which has been issued in bold, plain characters, using Times New Roman font in size of 12 or with Arial font in size of 11, is comprised of one page, provides introductory information about as well as the keywords for the thesis and contains not less than one hundred and not more than two hundred and fifty words, and an "Abstract" issued in a foreign language that is recognized by the relevant Institute department/ art major, for instance in English, in the same form as described above, shall be delivered as printed out through a laser printer in 5 copies for a Graduate (Master's) thesis and in 20 copies for a Postgraduate (Doctorate) thesis or a Proficiency-in-Art thesis. The sample Abstracts in Turkish and in the Designated Foreign Language, being English, are provided within 8.1. APPENDIX A.1 and 8.2. APPENDIX A.2, respectively.

A student, whose thesis is accepted by the jury, shall, within a period of one month following the thesis exam, deliver four clothbound copies of thesis, which shall bear the signatures of the members of the jury next to the respective names thereof as written on the inner cover, as well as two CDs that contain the electronic copies of the thesis and four copies of each of abstracts issued in Turkish and in a foreign language that is recognized by the relevant Institute department/ art major and in accordance with the guidelines provided above to the relevant Institute. The cover color of the paperbound theses should be gray in the case of a Graduate (Master's) thesis and black in the case of a Postgraduate (Doctorate) or Proficiency-in-Art thesis. The drawings, photographs, figures etc. in at least one of the copies of the thesis should be original.

3. FORMAT GUIDELINES

3.1 Order of Presentation of the Information to Be Contained in the Thesis

	Page No	
Outer Cover - Inner Cover	-	No pagination
Preamble	i	Roman numeral, not to be inserted to the page
Table of Contents (Index)	ii - +	Roman numeral, to be inserted to the bottom-center spot of the page
Abbreviations	...	Roman numeral, to be inserted to the bottom-center spot of the page
List of Tables	...	Roman numeral, to be inserted to the bottom-center spot of the page
List of Figures	...	Roman numeral, to be inserted to the bottom-center spot of the page
List of Symbols	...	Roman numeral, to be inserted to the bottom-center spot of the page
Abstract in Turkish	...	Roman numeral, to be inserted to the bottom-center spot of the page
Abstract in Designated Foreign Language	...	Roman numeral, to be inserted to the bottom-center spot of the page
Introductory Section	...	Roman numeral, to be inserted to the bottom-center spot of the page
Other Sections	1 - +	Arabic numeral, to be inserted to the bottom-center spot of the page
Conclusions	...	Arabic numeral, to be inserted to the bottom-center spot of the page
Bibliography	...	Arabic numeral, to be inserted to the bottom-center spot of the page
Appendices	...	Arabic numeral, to be inserted to the bottom-center spot of the page
Résumé (CV) (in the case of postgraduate (doctorate) theses)	Arabic numeral, to be inserted to the bottom-center spot of the page

The introductory section of the thesis is comprised of the Preamble, the Table of Contents (Index), the Abbreviations, the List of Tables, the List of Figures, the List of Symbols, the Abstract in Turkish and the Abstract in the Designated Foreign Language; the main section is comprised of the Introduction, the other sections, the conclusion/s, the Bibliography, the Appendices and, in the case of a postgraduate (doctorate) thesis, the Résumé (CV).

3.2. Paper Form and Reproduction

The theses should be written on one face of white high grade pulp paper of A4 size (21 x 29.7 cm, 80 g/m²) in the computer environment, be had printed out by way of laser or inkjet printer, be reproduced without the deterioration of their features, and the copies thereof should be clear and legible. Any thesis typed by way of a typewriter, any manual correction or any correction applied by way of a typewriter, erasures, scrapings or the use of dot matrix printers shall not be acceptable.

The tables, figures and formulas within the theses should be created in the computer environment. Any figure, which cannot practically be created in the computer environment, shall be drawn in accordance with technical drawing principles, and any such inscription or symbol shall be written by way of the use of relevant templates. Any manual correction shall not be applied for such figures. Reference shall be made within the text to each table and figure contained in the theses.

In the event the volume of the lists of computer programs to be provided within a thesis is more than 5 pages, it shall not be provided within the text section or the appendices. Such lists shall be provided on a disk as enclosed to the thesis. Such disks shall be placed into a pouch to be made on the rear inner cover of the thesis. Labels, on which information about the contents of the disks, may be affixed on such disks (e.g. "APPENDIX 1. Computer Program")

3.3. Font

The theses shall be typed using Times New Roman font in size of 12 or with Arial font in size of 11. The font size may be reduced by 1-2 measures where necessary, and may be reduced down to the size of 8 for tables and figures at the author's discretion. The text shall be typed using vertical, plain letters, and bold letters shall be used for headings. One space character shall be typed after each punctuation mark.

3.4. Page Layout

Spacing by 4 cm on the left and spacing by 2.5 cm on the other sides should be left in the thesis. The footnotes, if any, should be positioned within the said borders.

Primary headings such as the Table of Contents (Index), the Abbreviations, the Lists of tables, Figures and Symbols, the Preamble, the Abstracts, the Sections, the Bibliography and the Appendices shall be typed using bold characters, and shall begin 5 cm below the top edge of the page on the first pages. Words shall not be divided at the end of the line using hyphens and the text shall be aligned to left and right within the thesis.

3.5. Spacing

The thesis shall be typed, using an inter-line spacing of 1.5 lines, and the text shall be aligned to left and right. The abbreviations, the lists of tables, figures and symbols, the titles and the descriptions of tables and figures within the text, the footnotes, the preamble, the abstracts, the appendices and the résumé (CV) shall be typed, using an inter-line spacing of 1 line. One line of space shall be left after the end of each paragraph.

A space in font size of 71 shall be left before and a space in font size of 18 shall be left after each primary heading. A space in font size of 18 shall be left before and a space in font size of 12 shall be left after each secondary heading; and a space in font size of 12 shall be left before and a space in font size of 6 shall be left after each tertiary and quaternary heading. Any further subsidiary grade of heading than quaternary headings shall not be used. All headings should be typed using the same font that is used for the typing of the text.

Any subsidiary heading may not be typed as the last line of a page, and in the cases, where it is not possible for at least lines to fit into the relevant page, the heading should be typed on the following page. The first line of a paragraph may not be types as the last line of a page, and the last line of a paragraph may not be typed as the first line of a page.

3.6. Pagination

All pages of the thesis, except for the outer and the inner covers, shall be paginated. The introductory section of the thesis should be paginated, starting from one, using lower case Roman numerals (i, ii, ...); the main section of the thesis should be paginated similarly, using Arabic numerals (1, 2, ...); and each digit shall be positioned at the bottom center of the page.

3.7. Abbreviations, Tables, Figures, Symbols and Equations

The tables and the figures should be position as closely as possible to the text body, within which they are first mentioned, with due consideration to compliance with the page layout guidelines. Multiple tables or figures may be placed on the same page; however, a continuous series of tables or figures may not be provided for longer than two pages. A large number of tables or figures may, where necessary, be provided within appendices. In the main sections; a table or a figure shall be numbered as "Table 1.2" or "Figure 1.1.", in which the first digit shall be the sequence number of the relevant section and the second digit shall be the sequence number of the table or the figure within the relevant section, and in the appendices, a table or a figure shall be numbered as "Table A.1" or "Figure B.1.", in which the initial letter shall indicate the relevant appendix and the digit following the letter shall indicate the sequence number of the table or the figure within the relevant appendix. The number of and the description for each figure shall be provided below such figure, and the number of and the description for each table shall be provided above such table.

The space between a table over-script and the relevant table shall be adjusted to be the font size of 12 before and the font size of 6 after the over-script. The description of a table and the relevant table may strictly not be separated from one another.

The space between a figure under-script and the relevant figure shall be adjusted to be the font size of 6 before and the font size of 12 after the under-script. The description of a figure and the relevant figure may strictly not be separated from one another. Each chart, drawing or note provided within the thesis shall be considered a figure, and be numbered and affixed with a description accordingly.

In respect of the spacing between an equation and the text body; a space in font size of 12 shall be left above and a space in font size of 12 shall be left below the equation. Each equation shall be assigned a sequence number within the relevant section. The numbering of equations shall be as follows; [(1.1), (1.2), ..., (2.1), (2.2), ...], and where necessary, the subsidiary expressions of an equation shall be stated as (1.1a) , (1.1b) on the right side of the line.

Any figure, which cannot practically be created in the computer environment, shall be drawn in accordance with technical drawing principles, and any such inscription or symbol shall be written by way of the use of relevant templates, and any manual correction shall not be applied.

3.8. Covers and Binding

The guidelines regarding paper and cloth covers are provided as follows.

3.8.1. Paperbound Inner and Outer Covers

The paperbound inner and outer covers shall be prepared in accordance with the following guidelines as shown in 8.3. APPENDIX B. The inner cover page shall contain the information, which shall be printed on the paperbound front cover of the thesis. All inscriptions shall be centered at the vertical central axis with due respect to the margin spacing guidelines set forth within 3.4 Page Layout.

On the cover, the following phrase shall be inserted 3 cm below the top edge.

THE REPUBLIC OF TURKEY İSTANBUL KÜLTÜR UNIVERSITY
..... INSTITUTE

The title of the thesis shall be typed to fit maximum three lines 8 cm to 11 cm below the top edge. The font size shall be selected to be proportionate to the length of the title of the thesis. The phrase "MASTER'S THESIS", "DOCTORAL THESIS" or "PROFICIENCY-IN-ART THESIS" shall be inserted in 15 cm below the top edge. The full name and the title, if applicable, of the author shall be inserted 16 cm below the top edge; and the Institute No. shall be inserted 17 cm below the top edge. Department: shall be inserted 20 cm below the top edge; and if applicable, the Program: shall be inserted 21 cm below the top edge, both in such full form that is used within the relevant Institute. The phrase Thesis Advisor (Supervisor) and with the respective title and full name of the thesis advisor (supervisor) shall be inserted 23 cm below the top edge, and finally the date of submission of the thesis to the relevant Institute in the form of month and year shall be inserted 26 cm below the top edge.

The example for the theses issued in a foreign language is provided within 8.6. APPENDIX E. The guidelines applicable for outer cover spine inscription are as provided within section 3.8.3.

3.8.2 Clothbound Outer Cover

The clothbound outer cover shall contain the details provided within 8.4. Appendix C. The date of thesis defense shall be inserted in the form of month and year; e.g. OCTOBER 2004. The details on the clothbound outer cover should be inscribed, using gold bronze or a similar material. The example for the theses issued in a foreign language is provided within 8.7. APPENDIX F.

3.8.3. Clothbound Outer Cover Spine Inscription

The spine inscription shall bear the initial letter of the first name as well as the last name of the author, the title of the thesis and the year of acceptance of the thesis as shown in Figure 2.1. The inscription should be inscribed, using gold bronze or a similar material, and be centered in the relevant sections.

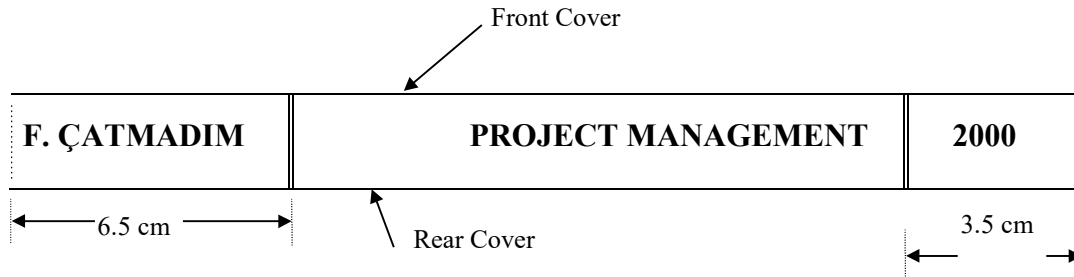


Figure 3.1. Binding outer cover spine inscription.

3.8.4. Clothbound Inner Cover

The clothbound inner cover shall contain the details provided within Appendix D. The date of submission to the Institute and the date of defense of the thesis shall be inserted in the form of day, month and year. The thesis should, after the thesis exam, be signed by the advisor (supervisor) and the members of the jury; and any member of the jury, who states an adverse opinion, should annotate the word REJECTION along with the signature thereof. In the case of a thesis issued in a foreign language, an inner cover in Turkish, which contains the same details, shall be added to follow the inner cover in the relevant foreign language (Appendix G).

4. GUIDELINES FOR THE CONTENT

4.1. Literary Language and Spelling Rules

In theses issued in Turkish; the *Turkish Dictionary* and the *Spelling Book* of Turkish Language Association shall be followed in respect of the literary language as well as spelling and punctuation. In the cases, where such words and expressions that are not provided within the said sources are to be used; the meaning and the reason for using of any such word or expression should be explained within a footnote or endnote. In the case of a thesis that is issued in a foreign language; where necessary, such dictionary or spelling guide that the advisor (supervisor) could deem necessary should be used.

SI units shall be used in theses, and where necessary, equivalents of the same in MKS units shall be provided in parentheses. Each symbol must be defined at the spot, where it is first used within the text. Third person singular narration instead of first personal singular narration should be used within the thesis except for the Preamble, the footnotes or the Endnotes.

4.2. Introductory Section

The Introductory Section of the thesis is comprised of the Preamble, the Table of Contents (Index), the Abbreviations, the Lists of Tables, Figures and Symbols as well as the Abstract in Turkish and the Abstract in the Designated Foreign Language.

4.2.1. Preamble

In the Preamble, the volume of which should not exceed one page; gratitudes to the institutions and organizations, which may have provided support and/or sponsorship for the study, and the persons, who may have provided assistance for the same, may be expressed at the discretion of the author of the thesis. At the end of the preamble text, the full name of the author of the thesis shall be inserted in right-aligned fashion and the date in the form of month and year shall be inserted in left-aligned fashion.

4.2.2. Table of Contents (Index)

The page of the Table of Contents (Index page) sheds light on how the study has been arranged and organized. The heading organization adopted on the said page shall be maintained also throughout the entire study. One of the two methods set forth below shall be employed for the page of Table of Contents (Index page) or throughout the study.

First Method:

	<i>Page</i>
1. XXXXXX.....	XX
1.1. Xxx Xxxx.....	XX
1.1.1. Xxxx Xxxx.....	XX
1.1.2. Xxxx Xxxx.....	XX
1.2. Xxx Xxx.....	XX
2.Xxxx Xxxx.....	XX
2.1. Xxx Xxxx.....	XX
2.1.1. Xxxx Xxxx.....	XX
2.1.2. Xxxx Xxxx.....	XX
2.2. Xxx Xxxx.....	XX

Second Method:

	<i>Page</i>
I. XXXXXX.....	XX
A. Xxxx Xxxx.....	XX
1. Xxxx Xxxx.....	XX
a.Xxxx Xxxx.....	XX
(1) Xxxx Xxx.....	XX
(a) Xxxx.....	XX
(b) Xxxx.....	XX
(c) Xxxx.....	XX
(2) Xxxx Xxxx.....	XX
b. Xxxx Xxxx.....	XX
2. Xxxx Xxxx.....	XX
B. Xxxx Xxxx.....	XX
II. XXXXXX.....	XX
A. Xxxx Xxxx.....	XX
B. Xxxx Xxxx.....	XX

In either of the methods; the primary headings shall be typed using upper case and bold characters, the secondary headings shall be typed using lower case and bold characters and the other headings shall be typed using lower case and plain characters within the page of Table of Contents (Index page). Spacing by 1.5 lines shall be left between any two headings. The page of Table of Contents (Index page) shall be arranged in accordance with the sample set forth within Appendix H.

4.2.3. Abbreviations and Lists of Tables, Figures and Symbols

The Abbreviations and the Lists of Tables, Figures and Symbols shall be prepared with a spacing of 1.5 lines; in respect of the descriptions, the spacing should be adjusted to be the font size of 6 before and the font size of 6 after description phrase. The relevant examples are provided within 8.10. APPENDIX I., 8.11. APPENDIX J., 8.12. APPENDIX K. and 8.13. APPENDIX L.

4.2.4. Abstracts in Turkish and in the Designated Foreign Language, Being English

The abstract, which shall include the title of the thesis, shall be issued as the initial page in the volume of 1 page to 5 pages, which shall not be shorter than 200 words. As a part of the abstract; the subject matter of the study is introduced briefly without the statement of references, and the methods used as well as the conclusions drawn shall be set forth. In the cases where equations, figures, tables etc. are used, they shall be numbered within the abstract, separately from the main sections.

Keywords and the Science Code shall be specified at the end of the abstract. A sample abstract is provided within 8.1.APPENDIX A.1.

An "Abstract" is the equivalent of the "kisa ozet" ("*abstract*" in Turkish), issued in a foreign language recognized by the relevant department/ art major of the relevant Institute, being, in this case, English. The title of the abstract in the designated foreign language shall be the title of the thesis in the relevant foreign language as the case is with the other section headings. Immediately below the title shall be inserted the translation to the designated foreign language of the phrase "Kisa Ozet" in capital letters. For example, in the case where the designated foreign language, the word "Abstract" shall be inserted. An example is provided in 8.2. APPENDIX A.2.

4.3. Text Section

The text section includes the introduction, the main sections, the conclusions and/or the discussion, and shall not be subject to any limitation of volume.

5. CITATION OF BIBLIOGRAPHY ITEMS

Each original scientific study is the product of intensive efforts. A study makes references to sources studied and utilized while setting light to other studies. Provision of all relevant references is a moral requirement for the author of the study to observe Article 27.2 of the Universal Declaration of Human Rights, which sets forth that everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author, in other words to respect the labor of not only others but also of hers/his.

Each reference (bibliography item) shall be cited twice throughout the study, once within the main body of the study text and once within the "Bibliography" section. All mentioned references (bibliography items) should also be cited within the Bibliography Section irrespectively of the method, through which they are cited within the main body of the study text.

5.1. Citation of Bibliography Items within the Text

The bibliography items shall be cited either within parentheses or by way of footnotes at the end of the relevant pages or by way of endnotes at the end of the relevant sections at the discretion of the department and the advisor (supervisor). In this guide; both methods shall be described through the examples suggested by Modern Language Association (MLA), being an international method of citation, and the method to be adopted throughout the thesis shall be subject to the discretion of the department and the advisor (supervisor).

5.1.1. Citation in Parentheses

The bibliography items shall be cited within the main text, in which the reference thereto is made, basically within parentheses in the form of (Last Name of the Author Page/s Cited), and the details of the bibliography item shall be provided within the "Bibliography" section at the end of the study.

Example: (Tannen 52)

In the cases, where reference is made to the work as a whole, than the Cited Page/s shall not be stated.

Example: (Tannen)

In the cases, where an author has more than one works; a comma shall be put after the author's last name, and the title of the relevant work shall be inserted.

Example: (Tannen, You Just Don't Understand: Women and Men in Conversation 52)

In the cases, where there are multiple authors with the same last name; the initial of the first name of the relevant author shall be inserted, and if the initials of the first names of such authors are also the same, then, the first name shall be inserted.

Example: (D. Tannen 52)
(Deborah Tannen 52)

In the cases, where reference is made to multiple bibliography items within the text; a semicolon shall be placed between such bibliography items.

Example: (Rose 212; Tannen 52)

In the cases, where a work has been authored by more than three authors; the last name of the first author shall be inserted, and shall be followed by "v.d." in the Turkish version and by "et al." in the English version.

Example: (Marquart et al. 52-57)

5.1.2. Use of Endnotes

In the cases, where the bibliography items are cited not by way of footnotes but within parentheses; the explanatory, complementary notes that cannot be placed within the main text body may be stated within the Endnotes. In the cases, where Endnotes are used; they shall be numbered in the form of superscript at the relevant spot within the text such as ^{1,2,3}. At the end of the section; necessary explanations shall be inserted next to each of those numbers, which shall be arrayed one under another. The numbering for the endnotes shall be started from one for each section and not for each page.

5.1.3. Indication of Quotations

All direct or indirect quotations from other works should be indicated and be cited within the Bibliography. In the event the length of the quoted passage within the main text does not exceed four lines, then the quotation shall be indicated within the text in quotation marks. As shown in the example; following the quotation mark, the page number shall be inserted within parentheses and a full stop (period) mark shall be placed:

For Charles Dickens the eighteenth century was both “the best of times” and “the worst of times”(35).

In the event the length of the quoted passage does exceed four lines; the quotes passage shall be inserted to the lower line, with 10 characters of spacing from the carriage return without using quotation marks, and the relevant page number shall be inserted within parentheses after the full stop (period) mark. Example:

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

A quotation within a quotation shall be indicated by way of single quotation marks. Example:

“ ‘Are you a C.O.?’ I asked a fellow jailbird.”

In the cases, where certain sections are skipped within a quoted passage, such skipped sections are indicated by way of triple dots within brackets [. . .]. Example:

In surveying various responses to plagues in the Middle Ages, Barbara W. Tuchman writes, “Medikal thinking [. . .] stressed air as the communicator of disease, ignoring sanitation or visible carriers.”

In the cases, where a poem is quoted and any one line or more lines of the quoted poem is or are skipped; the skipped line/s shall be indicated by way of consecutive dots in brackets in such length that is equal to the length of only one line [.....].

At the end of the quotation, the lines quoted shall be indicated in brackets. Example:

Elizabeth Bishop’s “In the Waiting Room” is rich in evocative detail: In Worcester, Massachusetts, I went with Aunt Consuelo

to keep her dentist's appointment
[.....]
It was winter. It got dark early. (1-3, 6-7)

5.1.4. Indication of Source of Quotation in Parentheses

The source of the quotation shall be stated immediately at the end of the quotation within parentheses in the form of (Author's Last Name Cited Page/s) Example:

The eighteenth century was both "the best of times" and "the worst of times"(Dickens 35).

In the cases, where the name of the author has already been stated, then only the relevant page numbers shall be stated within the parentheses. Example:

For Charles Dickens the eighteenth century was both "the best of times" and "the worst of times"(35).

In the case of indirect quotations from another source, only the guidelines about the citation of sources within the text shall be followed. In the parentheses; the abbreviation "al.y" in Turkish or "qtd. in" in English, being the designated foreign language shall be inserted in advance of the last name of the author of the quoted source. Example:

Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 2:450).

Such document shall be indicated within the Bibliography Section as shown below:

Boswell, James. *The Life of Johnson*. Ed. George Birkbeck Hill and L. F. Powell. 6 vols. Oxford: Clarendon, 1934-50.

5.2. Footnotes and Examples

Footnotes may be used not only for the citation of bibliography items at the bottom of the page but also for the statement of the explanatory, complementary notes that that cannot be placed within the main text body may be stated within the main text. On any page of the thesis, the brief and succinct explanations, which would be cause digression and disrupt continuity of the reading experience if inserted within the main text, may be provided by way of footnotes at the bottom of the page.

In the cases, where footnotes are used; they shall be numbered in the form of superscript at the relevant spot within the text such as ^{1,2,3}. The numbering shall start from one at each page. Two lines of spacing shall be left after the main text body on the page, and the footnote/s shall be separated from the main text body by way of a continuous line to be drawn from left to right until the center of the page. The spacing, which should be reserved at the bottom edge of the page should strictly not be violated. The footnote sequence number, which is inserted as a superscript within the main text body, shall also be inserted in the same form also at the page bottom with five characters of spacing from the carriage return, and the associated explanation shall be typed with a single line, using such font size that is smaller by two sizes than the font size used for the main text. In the cases, where multiple footnotes are used; a line spacing of two lines shall be left between any two footnotes. All publication details of the bibliography item shall be cited on the spot, where the relevant footnote is first provided. In the cases of subsequent references of the same bibliography item, only the last name of the author and the relevant page number shall be cited. A full stop (period) mark shall be placed at the end of each footnote. Such acronyms as "a.y." or "a.g.y." shall not be used in theses issued in Turkish, and such acronyms as "op. cit." or "Ibid." shall not be used in theses issued in a foreign language, e.g. in English.

5.2.1. Works by a Single Author

Full Name of the Author, *Title of the Work*. (City Published: Publishing House, Year) Page No.

Initial reference:

¹ Deborah Tannen, *You Just Don't Understand: Women and Men in Conversation* (New York: Morrow, 1990) 52.

Subsequent references:

² Tannen 60.

5.2.2. Works by Two or More Authors

Full Name of the Author, Full Name of the Author, and Full Name of the Author, *Title of the Work*. (City Published: Publishing House, Year) Page No.

³ James W. Marquart, Sheldon Ekland Olson, and Jonathan R. Sorensen, *The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990* (Austin: U of Texas P, 1994) 52-57.

5.2.3. Works with Multiple Volumes

In the case of multiple editors:

Full Name of the Editor vd./et al., ed./eds., *Title of the Work*, edition no, total number of volumes (City Published: Publishing House, Year) Page No.

In a thesis issued in a foreign language, e.g. in English; "et al." shall be issued instead of "vd.", and "eds." shall be used instead of "ed." and "vols" shall be used instead of "cilt".

⁴ Paul Lauter et al., eds., *The Heath Anthology of American Literature*, 2nd ed., 2 vols. (Lexington: Heath, 1994) 5.

5.2.4. Anthology

Full Name of the Editor, ed., *Title of the Anthology* (City Published: Publishing House, Year).

⁵ Paula R. Feldman, ed., *British Women Poets of the Romantic Era* (Baltimore: Johns Hopkins UP, 1997).

5.2.5. A Work in An Anthology

In the case of a translated work; the acronym "çev." shall be used in a thesis issued in Turkish, and the acronym "trans." shall be used in a thesis issued in English. In the cases, where the work is not a translation, the details related to the translation shall be removed.

Full Name of the Author, "Title of the Work," çev./trans. Full Name of the Translator, *Title of the Anthology*, ed. Full Name of the Editor (City Published: Publishing House, Year) page number.

⁶ Isabel Allende, "Toad's Mouth," trans. Margaret Sayers Peden, *A Hammock beneath the Mangoes: Stories from Latin America*, ed. Thomas Colchie (New York: Plume, 1992) 83.

5.2.6. An Article in A Periodical Publication with Consecutive Pagination

In respect of the periodicals, the pages of which are paginated separately in each individual issue; a full top (period) mark shall be placed after the volume number, and the issue number of the periodical shall be stated.

Full Name of the Author, "Title of the Article," *Title of the Periodical* Periodical volume no (Year): Page no.

⁷ Peter Scotto, "Censorship, Reading, and Interpretation: A Case Study from the Soviet Union," *PMLA* 109 (1994): 65.

5.2.7. An Article in A Monthly Publication

In respect of weekly publications; the date shall be inserted between the title and the month.

Full Name of the Author, "Title of the Article," *Title of the Periodical* Months. Year: Page no.

⁸ Hara Estroff Marano, "Domestic Violence," *Psychology Today* Nov.-Dec. 1993: 48.

5.2.8. A Daily Newspaper Article

The sections in the newspapers published in Turkish shall be indicated by way of page numbers while, in the case of newspapers published in a foreign language, e.g. in English, the sections shall be indicated by way of the relevant letters since in such newspapers, the sections are named by letters. The mark (+) used after the first page number indicates the other additional pages that are not consecutive. Also, the word "baskı" shall be used in the case of the newspapers published in Turkish while the acronym "ed.", being the short form of "edition", shall be used in the case of newspapers issued in a foreign language, e.g. in English.

Full Name of the Author, "Title of the Article," *Title of the Newspaper* [City Published (If not stated in the title)] Day Month Year, edition: Section Letter/ Page number.

⁹ Catherine S. Manegold, "Becoming a Land of the Smoke-Free, Ban by Ban," *New York Times* 22 Mar. 1994, late ed.: A1+.

¹⁰ Doğan Hızlan, "F Klavyede Israr Ediyorum," *Hürriyet* [İstanbul] March 11, 2003, 4.

5.2.9. An Encyclopedic Article

Full Name of the Author, "Title of the Article," *Title of the Encyclopedia*. Edition number.

¹¹ Jitendra M. Mohanty, "Indian Philosophy," *The New Encyclopaedia Britannica: Macropaedia*. 15th ed.

5.2.10. An Article in a Reference Book

"Title of the Article," *Title of the Book*, edition number. Year.

¹² "Irony," *Webster's New World Dictionary*, 1988 ed.

In the case of multiple volumes:

Full Name of the Author, "Title of the Article," *Title of the Book*, Total number of volumes vols., ed. Full Name of the Editor (City Published: Publishing House, Year) Volume no: Page No.

¹³ Gerald Abraham, "Musorgsky, Modest Petrovich," *New Grove Dictionary of Music and Musicians*, 20 vols., ed. Stanley Sadie (London: Macmillan, 1980) 12:870.

5.2.11. Translated Works

Full Name of the Author, Title of the Work, çev./trans. Name of the Translator. (City Published: Publishing House, Year) Page number.

¹⁴ Feodor Dostoevsky, *Crime and Punishment*, trans. Jessie Coulson, ed. George Gibian, (New York: Norton, 1964) 10.

In the cases, where an editor is involved; the editor's details shall be stated after those of the translator.

5.2.12. Interview Published in a Newspaper or Aired on a TV or Radio Show

Full Name of the Interviewed Person, "Title of the Interview," *Title of the Newspaper, in Which the Interview Was Published* Date (Day Month Year), edition/baskı: Section Letter Page number.

Full Name of the Interviewed Person, "Title of the Interview," *Title of the Show, As A Part of Which the Interview Was Aired* Name of the Channel, City, Date (Day Month Year).

In the cases, where the interview was aired independently and not as a part of another broadcast or show; the title of the same shall be typed in italic characters, and if it does not have a specific title, the word "görüşme" shall be used as its title in these issued in Turkish and the word "interview" shall be used as its title in these issued in a foreign language, e.g. in English. The initial letter of either of the words "görüşme" and "interview" shall not be in upper case. In such cases, neither quotation marks nor italics shall be used.

¹⁵ Nadine Gordimer, interview, *New York Times* 10 Oct. 1991, late ed.: C25.

¹⁶ Harry Blackmun, interview with Ted Koppel and Nina Totenberg, *Nightline*, ABC, WABC, New York, 5 Apr. 1994.

5.2.13. Interview Conducted by the Author of the Thesis

Full Name of the Interviewed Person, type of interview (personal interview, interview on the phone), Date (Day Month Year).

¹⁷ I. M. Pei, personal interview, 22 July 1993.

¹⁸ Alvin F. Poussaint, telephone interview, 10 Dec. 1990.

5.3. Examples of Indication of Electronic Documents in the Footnotes

In respect of the indication of electronic documents in the footnotes, the data available shall be considered sufficient even in the cases where certain required data are missing.

5.3.1. Entirety of A Scientific Project or An Information Database

Required details: Title of the database, full name of the editor if stated, version number if necessary and not mentioned within the title of the database, date of publication or update of electronic document and the name of the supporting/ sponsor institution or organization, date of access and web address.

Title of the Project or Database, Full Name of the editor, version no, Month Year, Name of the Supporting/ Sponsor Institution or Organization, Date of access Day Month Year <web address>.

¹⁹ *Britannica Online*, vers 98. 2, Apr. 1998, Encyclopaedia Britannica, 8 May 1998 <<http://www.eb.com/>>.

²⁰ *The Electronic Text Center*, Ed. David Seaman. 1998, Alderman Lib., U of Virginia, 14 Feb. 1998 <<http://etext.lib.virginia.edu/>>.

5.3.2. A Document in An Academic Project or A Database

Full Name of the Author, "Title of the Work," *Title of the Project or Database*, version, ed. Full Name of the Editor, Month Year, Name of the Supporting/ Sponsor Institution or Organization, Date of access Day Month Year <web address>.

²¹ Rita Dove, "Lady Freedom Among Us," *The Electronic Text Center*, ed. David Seaman,

1998, Alderman Lib., U of Virginia, 19 June 1998 <<http://etext.lib.virginia.edu/subjects/afam.html>>.

5.3.3. Professional or Personal Website

Full Name of the Person, Website name, Date of update Day Month Year, Name of the relevant institution or organization, Date of access Day Month Year <web address>. The phrase Home Page shall be used if the website name has not been provided.

²² James Dawe, *Jane Austen Page*, 15 Sept. 1998 <<http://nyquist.ualberta.ca/~dawe/austen.html>>.

5.3.4. An Article Published in An Online Periodical Publication

Full Name of the Author, "Title of the Article," *Title of the Periodical* Volume no. Issue no. (Year): If paginated, total number of pages (pp.), number of paragraphs (par.), Date of access Day Month Year <web address>.

²³ Diane Elam, "Disciplining Woman: Feminism or Women's Studies," *Surfaces* 5.101 (1995): 11 pp., 24 June 1998 <<http://tornado.ere.umontreal.ca:80/~guedon/Surfaces/vol15/elam.html>>.

5.3.5. A Publication on a CD-ROM, Disk or A Magnetic Medium

Full Name of the Author, "Title of the Article," *Title of the Periodical*, Volume No. Issue No (Month Year): If paginated, total number of pages, *Index Name*, CD-ROM, Database Producer. CD-Rom disk date.

²⁴ John M. Covaleski, "The firm of the 21 century accounting," *Accounting Technology*, 14.4 (May 1999) : 4+, *Canadian Business and Current Affairs Fulltext Reference*, CD-ROM, SilverPlatter, Jan.98-Mar.99.

6. BIBLIOGRAPHY: INDICATION OF BIBLIOGRAPHY ITEMS AT THE END OF THE TEXT AND EXAMPLES

All bibliography items, to which references have been made throughout the conduct of the scientific study, and which are cited within the main text of the study either in parentheses or by way of footnotes or endnotes, shall be cited in a list, in which the relevant authors are listed by their last names in alphabetic order, with a spacing 1.5 lines as demonstrated within the following examples. The beginning of the first line shall be the left carriage return, and the second and the subsequent lines should be inserted with a spacing of five characters from the left carriage return.

6.1. Works by a Single Author

Author's Last Name, First Name. *Title of the Work*. City Published: Publishing House, Year.

Tannen, Deborah. *You Just Don't Understand: Women and Men in Conversation*. New York: Morrow, 1990.

6.2. Works by Two or More Authors

Author's Last Name, First Name, Full Name and Full Name. *Title of the Work*. City Published: Publishing House, Year.

Marquart, James W., Sheldon Ekland Olson, and Jonathan R. Sorensen, *The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990*. Austin: U of Texas P, 1994.

6.3. Works with Multiple Volumes

In the case of multiple editors: Editor's Last Name, First Name vd./et al., ed./eds., *Title of the Work*, edition no (2. baski/2nd ed.), total number of volumes(2 cilt/vols.) City Published: Publishing House, Year.

In a thesis issued in a foreign language, e.g. in English; "et al." shall be issued instead of "vd.", and "eds." shall be used instead of "ed."

Lauter, Paul et al., eds. *The Heath Anthology of American Literature*. 2nd ed. 2 vols. Lexington: Heath, 1994.

6.4. Anthology

Editor's Last Name, First Name, ed. *Title of the Anthology*. City Published: Publishing House, Year. Feldman,

Paula R., ed. *British Women Poets of the Romantic Era*. Baltimore: Johns Hopkins UP, 1997.

6.5. A Work in An Anthology

In the case of a translated work; the acronym "Çev." shall be used in a thesis issued in Turkish, and the acronym "Trans." shall be used in a thesis issued in English. In the cases, where the work is not a translation, the details related to the translation shall be removed.

Author's Last Name, First Name. "Title of the Work." Çev./ Trans. Full Name of the Translator, *Title of the Anthology*. Ed. Full Name of the Editor. City Published: Publishing House, Year.

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. New York: Plume, 1992.

6.6. An Article in A Periodical Publication with Consecutive Pagination

In respect of the periodicals, the pages of which are paginated separately in each individual issue; a full top (period) mark shall be placed after the volume number, and the issue number of the periodical shall be stated.

Author's Last Name, First Name. "Title of the Article," *Title of the Periodical* volume no (Year): Page no beginning-end.

Scotto, Peter. "Censorship, Reading, and Interpretation: A Case Study from the Soviet Union." *PMLA* 109 (1994): 61-70.

6.7. An Article in A Monthly/ Weekly Publication

Author's Last Name, First Name. "Title of the Article," Title of the Periodical Months. Year: Page no beginning-end.

Marano, Hara Estroff. "Domestic Violence." *Psychology Today* Nov.-Dec. 1993: 48-53.

In respect of weekly publications; the date shall be inserted between the title and the month.

6.8. A Daily Newspaper Article

The sections in the newspapers published in Turkish shall be indicated by way of page numbers while, in the case of newspapers published in a foreign language, e.g. in English, the sections shall be indicated by way of the relevant letters since in such newspapers, the sections are named by letters. The mark (+) used after the first page number indicates the other additional pages that are not consecutive. Also, the word "baskı" shall be used in the case of the newspapers published in Turkish while the acronym "ed.", being the short form of "edition", shall be used in the case of newspapers issued in a foreign language, e.g. in English.

Author's Last Name, First Name. "Title of the Article." *Title of the Newspaper* [City Published (If not stated in the title)] Day Month Year, edition: Section Letter/ Page number.

Manegold, Catherine S. "Becoming a Land of the Smoke-Free, Ban by Ban." *New York Times* 22 Mar. 1994, late ed.: A1+.

Hızlan, Doğan. "F Klavyede Israr Ediyorum." *Hürriyet* [İstanbul] March 11, 2003, 4.

6.9. An Encyclopedic Article

Author's Last Name, First Name. "Title of the Article." *Title of the Encyclopedia*. Edition number Year.

Mohanty, Jitendra M. "Indian Philosophy." *The New Encyclopaedia Britannica: Macropaedia*. 15th ed. 1987.

6.10. An Article in a Reference Book

The edition number of the book shall be inserted in advance of the year of publication. However; if the edition number has not been provided, the word "basımı" shall be used after the year as the short form of the word "basım" in theses issued in Turkish, and the acronym "ed." shall be used after the year in theses issued in a foreign language, e.g. in English. "Title of the Article," *Title of the Book*, edition number. Year.

¹⁰"Irony," *Webster's New World Dictionary*, 1988 ed.

In the case of multiple volumes: Author's Last Name, First Name. "Title of the Article." *Title of the Work*. Total number of volumes vols. Ed. Full Name of the Editor. City Published: Publishing House, Year.

Abraham, Gerald. "Musorgsky, Modest Petrovich." *New Grove Dictionary of Music and Musicians*. 20 vols. Ed. Stanley Sadie. London: Macmillan, 1980.

6.11. Translated Works

Author's Last Name, First Name. *Title of the Work*. Çev. /Trans. Full Name of the Translator. Ed. Full Name of the Editor. City Published: Publishing House, Year. In the cases, where an editor is involved; the editor's details shall be stated after those of the translator.

Dostoevsky, Feodor. *Crime and Punishment*. Trans. Jessie Coulson. Ed. George Gibian. New York: Norton, 1964.

6.12. Interview Published in a Newspaper or Aired on a TV or Radio Show

Last Name, First Name of the Interviewed Person. "Title of the Interview." *Title of the Newspaper, in Which the Interview Was Published* Date (Day Month Year), edition/baskı: Section Letter Page number.

Last Name, First Name of the Interviewed Person. "Title of the Interview." *Title of the Show, As A Part of Which the Interview Was Aired*. Name of the Channel, City. Date (Day Month Year).

In the cases, where the interview was aired independently and not as a part of another broadcast or show; the title of the same shall be typed in italic characters, and if it does not have a specific title, the word "Görüşme" shall be used as its title in theses issued in Turkish and the word "interview" shall be used as its title in these issued in a foreign language, e.g. in English. In such cases, neither quotation marks nor italics shall be used.

Gordimer, Nadine. Interview. *New York Times* 10 Oct. 1991, late ed.: C25.

Blackmun, Harry. Interview with Ted Koppel and Nina Totenberg. *Nightline*. ABC. WABC, New York. 5 Apr. 1994.

6.13. Interview Conducted by the Author of the Thesis

Last Name, First Name of the Interviewed Person. Type of Interview (Personal Interview, Interview on the Phone). Date (Day Month Year).

Pei, I. M. Personal Interview. 22 July 1993.

Poussaint, Alvin F. Telephone Interview. 10 Dec. 1990.

6.14. Indication of Electronic Documents in the Footnotes and Examples

In respect of the indication of electronic documents in the Bibliography Section, the data available shall be considered sufficient even in the cases where certain required data are missing.

6.14.1. Entirety of A Scientific Project or An Information Database

Required details: *Title of the database*, full name of the editor if stated, version number if necessary and not mentioned within the title of the database, date of publication or update of electronic document and the name of the supporting/ sponsor institution or organization, date of access and web address.

Title of the Project or Database, Ed. Full Name of the Editor. Version no, Month Year, Name of the Supporting/ Sponsor Institution or Organization, Date of access Day Month Year <web address>.

Britannica Online. Vers 98. 2. Apr. 1998. Encyclopaedia Britannica. 8 May 1998
<<http://www.eb.com/>>

The Electronic Text Center. Ed. David Seaman. 1998. Alderman Lib., U of Virginia.
14 Feb. 1998 <<http://etext.lib.virginia.edu/>>.

6.14.2. A Document in An Academic Project or A Database

Author's Last Name, First Name. "Title of the Work." *Title of the Project or Database* Version. Ed. Full Name of the Editor. Month Year. Name of the supporting/ sponsor institution or organization. Date of access Day Month Year <web address>.

Dove, Rita. "Lady Freedom Among Us." *The Electronic Text Center*. Ed. David Seaman. 1998. Alderman Lib., U of Virginia. 19 June 1998 <<http://etext.lib.virginia.edu/subjects/afam.html>>.

6.14.3. Professional or Personal Website

Last Name, First Name of the Person. Website's name. Date of update Day Month Year. Name of the relevant institution or organization. Date of access Day Month Year <web address>. The phrase Home Page shall be used if the website name has not been provided.

Dawe, James. Jane Austin Page. 15 Sept. 1998 <<http://nyquist.ee.ualberta.ca/~dawe/austen.html>>.

6.14.4. An Article Published in An Online Periodical Publication

Author's Last Name, First Name. "Title of the Article." *Title of the Periodical*, Volume No. Issue no. (Year): If paginated, total number of pages (s./pp.), number of paragraphs (par.), Date of access Day Month Year <web address>. The acronym "s." shall be used in the case of a publication published in Turkish while the acronym "pp." shall be used in the case of a publication issued in a foreign language, e.g. in English.

Elam, Diane. "Disciplining Woman: Feminism or Women's Studies." *Surfaces* 5.101 (1995): 11pp. 24 June 1998 <[http://tornado.ere.umontreal.ca:80/~guedon/Surfaces/vol 15/elam.html](http://tornado.ere.umontreal.ca:80/~guedon/Surfaces/vol%2015/elam.html)>.

6.14.5. A Publication on a CD-ROM, Disk or A Magnetic Medium

Author's Last Name, First Name. "Title of the Article." *Title of the Periodical*. Volume No. Issue No (Month Year): If paginated, total number of pages. *Index Name*. CD-ROM. Database Producer. CD-Rom disk date.

Covaleski, John M. "The firm of the 21 century accounting." *Accounting Technology*. 14.4 (May 1999) : 4+. *Canadian Business and Current Affairs Full text*

Reference. CD-ROM. SilverPlatter. Jan. 98-Mar. 99.

7. ACRONYMS USED IN THE CITATION OF BIBLIOGRAPHY ITEMS

	Latin/English	Turkish
Cited work	op.cit	a.g.y.
Quoted section	quot.in	al.y.
The same work/section	Ibid.	a.y.
See	V.v.	Bkz.:
Edition	ed.	basım
Without date of publication	w.date	t.y.
Without place of publication	w.place	y.y.
Volume/s	Vol/s	cilt
Translator	Trans.	Çev.
The other authors than the primary author in the case of a work by multiple authors	et. al.	v.d.
Editor/(s)	Ed./s	Ed. veya Haz.
Opposing view	vs.	k.g.
Compare	Cf.	Karş.
Page/pages	p. / pp.	s.
Reference to below within the work	infra	bkz.: aş.
Reference to above within the work	supra	bkz.: yuk.
Reference to the whole work	passim	b.a.
Place cited	loc.cit	a.y.

8. APPENDICES

The appendices mentioned within the main text shall be provided in order of sequence in this section of the study. The title of each appendix should be typed on the page that precedes the page, in which such appendix is to be provided, and the appendix should be provided within the page/s that follow such preceding page.

8.1. APPENDIX A.1. Sample Abstract in Turkish

Enstitüsü : Sosyal Bilimler Anabilim
Dalı : İngiliz Dili ve Edebiyatı
Programı : İngiliz Dili ve Edebiyatı
Tez Danışmanı : Prof. Dr. Nebile Direkçigil
Tez Türü ve Tarihi : Yüksek lisans – Haziran
2004

KISA ÖZET

ELEŞTİREL OKUMA: BİR SINIF UYGULAMASI

Feride Zeynep Güder

Bu çalışmanın konusu üniversite düzeyinde İngilizce hazırlık sınıflarında verilen “okuma” derslerine özgü sorunlar ve eleştirel okumanın temel alanlarıdır. Hedef, eleştirel okumanın hangi yönlerinin benimsenmesi gerektiğini araştırmaktır.

Araştırma, eleştirel dil yaklaşımını temel alarak eleştirel okuma becerilerini geliştirmeyi amaçlamaktadır. Metodolojik sorunları irdelemek ve olası çözümleri önermek için Lewin’in iki ana bölümlü bir döngüden oluşan araştırma modeli uygulanarak bir İngilizce hazırlık sınıfıyla vaka çalışması yapılmıştır. Bu süreçte sorun tanımlanmış ve çözüme yönelik ders-içi çalışmalar gerçekleştirilmiştir.

Çalışma İngilizce öğretiminde eleştirel okuma ve düşünmeyi kapsayan bir okuma dersini tasarlamak için tek ve kesin bir yöntemin olmadığını göstermiştir. Eleştirel okuma alıştırmaları amaç değil araç olduğundan önemli olan öğrencilerin eleştirel okuma alışkanlığını ne ölçüde edinebildikleridir.

Anahtar Sözcükler: Eleştirel Okuma, Eleştirel Düşünce, Eleştirel Pedagoji, Eleştirel Dil Duyarlılığı, Bilişsel Yaklaşım, Ödev-odaklı Öğretim Yaklaşımı.

Bilim Dalı Sayısal Kodu:

8.2. APPENDIX A.2. Sample Abstract in the Designated Foreign Language, Being English

University : **İstanbul Kültür University**
Institute : **Institute of Social Sciences**
Department : **English Language and Literature**
Programme : **English Language and Literature**
Supervisor : **Prof. Dr. Nebile Direkçigil**
Degree Awarded and Date : **MA – June 2004**

ABSTRACT

ON CRITICAL READING: A CLASSROOM APPLICATION

Feride Zeynep Güder

This study deals with the basic elements of critical reading in the EFL context and specific problems of tertiary level preparatory EFL reading classes. It sets out to explore what aspects of critical reading should be adopted.

The research adopts the critical language awareness approach to develop critical reading skills in EFL learners. A case study based on Lewin's model of action-research which involves a cyclic sequence with two major parts was conducted with a class of EFL students to explore the methodological issues and suggest possible solutions. During the process, the problem was diagnosed and in order to solve it a classroom application was carried out.

The study has revealed that there is no explicit formula offering a practical way of designing an EFL reading course which incorporates critical thinking and reading. Since critical reading tasks are only means to an end, not an end in itself, what matters in the end is the extent to which the students can acquire the habit of critical reading.

Key Words: Critical Reading, Critical Thinking, Critical Pedagogy, Critical Language Awareness, Critical Literacy, Cognitive Approaches, Task-Based Approach

Science Code :

8.3. APPENDIX B. Sample Paperbound Inner and Outer Covers

**T.C. İSTANBUL KÜLTÜR ÜNİVERSİTESİ
SOSYAL BİLİMLER ENSTİTÜSÜ**

YÖNETİŞİMDE HALKLA İLİŞKİLERİN YERİ VE KULLANDIĞI TEKNİKLER

YÜKSEKLİSANS TEZİ

Işıl EZGİ

Anabilim Dalı: İletişim Sanatları

Programı: İletişim Sanatları

Tez Danışmanı: Prof. Dr. Nükhet GÜZ

HAZİRAN 2003

8.4. APPENDIX C. Sample Clothbound Outer Cover

**T.C. İSTANBUL KÜLTÜR ÜNİVERSİTESİ
SOSYAL BİLİMLER ENSTİTÜSÜ**

**YÖNETİŞİMDE HALKLA İLİŞKİLERİN YERİ VE KULLANDIĞI
TEKNİKLER**

YÜKSEKLİSANS TEZİ

Işıl EZGİ

Anabilim Dalı: İLETİŞİM SANATLARI

Programı: İLETİŞİM SANATLARI

TEMMUZ 2003

8.5. APPENDIX D. Sample Clothbound Inner Cover

**T.C. İSTANBUL KÜLTÜR ÜNİVERSİTESİ
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TEKNİKLER**

YÜKSEK LİSANS TEZİ

Işıl EZGİ

(Enstitü No)

**Tezin Enstitüye Verildiği Tarih: 12 Haziran 2003
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**Tez Danışmanı: Prof .Dr. Nükhet GÜZ Diğer
Jüri Üyeleri: Prof.Dr. Nebile Direkçigil
Prof.Dr. Simten Gündeş
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8.6. APPENDIX E. Sample Paperbound Inner Cover for Theses in the Designated Foreign Language, Being English

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MA Thesis

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8.8. APPENDIX G. Sample Clothbound Inner Cover for Theses in the Designated Foreign Language, Being English

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THE PLACE OF PUBLIC RELATIONS IN GOVERNANCE AND ITS TECHNICS

MA Thesis

by Işıl EZGİ

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JULY 2003

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8.10. APPENDIX I. Sample Page of Abbreviations

ABBREVIATIONS

THF	: Tetrahidrofuran
DMF	: Dimetil Formamid
LUMO	: Low Occupied Molecular Orbital
GPS	: Global Positioning System
NAVSTAR	: Navigation System with Time and Ranging
CBS	: Geographical Information System
SAR	: Synthetic Aperture Radar
RADAR	: Radio Detection and Ranging
AMI	: Active Microwave Instrument
GRS	: Ground Reference System
SAM	: Digital Terrain Model

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8.13. APPENDIX L. Sample Page of List of Figures

LIST OF SYMBOLS

A, B, C, C_1, \dots	: Integration constant
D	: Plate's flexural rigidity
E_c, E_s	: Elasticity modules for concrete and reinforcement
F_s, F_s'	: Reinforcement area per unit width on top and bottom surfaces
H	: Plate thickness
I_c, I_s	: Inertia moments of concrete and reinforcement
k	: Coefficient of soil reaction for the soil
K_θ, K_r	: Circular and radial curvatures
k_θ, k_r	: Non-dimensional circular and radial curvatures
L	: Characteristic length in the plate
M_r, M_θ	: Radial and circular moments
M_o, M_o'	: Positive and negative moments of the plate
λ	: Limit moments ratio
P	: Uniformly distributed loads that affect the plate
p	: Point load
Q_o	: Soil yield stress
Q_T	: Resultant distributed loads that affect the plate