

Table of Contents

| | |
|--|----|
| 1. Introduction | 2 |
| 2. Aim of Writing a Thesis | 2 |
| 3. Writing Format | 2 |
| 3.1. Style..... | 2 |
| 3.2. Dissertation Format | 3 |
| 3.3. Typical Dissertation Layout | 5 |
| 4. Citation and Referencing | 7 |
| 4.1. In-text Referencing..... | 7 |
| 4.2. Reference Page | 8 |
| 4.2.1. Book..... | 9 |
| 4.2.2. Journal Article..... | 9 |
| 4.2.3. Website | 10 |
| 5. Paraphrasing | 10 |
| 6. Illustrating the Text | 11 |
| 6.1. Tables | 11 |
| 6.2. Figures..... | 11 |
| 7. Formulas or Equations | 12 |

1. Introduction

Research is a crucial element of graduate education. The thesis is often seen as the conclusion of graduate work, and it is the formal product. It provides you with the opportunity to show that you have grown the necessary skills and knowledge in order to establish and conduct a research project. It should exhibit that you are capable of recognizing an area, or areas, suitable for research: setting research objectives; shaping and analytically examining the relevant secondary data and literature; devising a suitable research methodology; analyzing the primary data selected; reaching conclusions; and if fitting making appropriate recommendations and suggestions of areas for additional research.

You are necessary to examine an issue from both a theoretical and practical perspective using research methods. The thesis gives you an opportunity to grow your knowledge, understanding and skills. You are able to follow your own area of study within the choice of recognized academic practice. The content of the work submitted must be unique and original to your Thesis.

2. Aim of Writing a Thesis

The thesis document is expected to simplify the understanding of students' scholarly work by individuals unacquainted with the specific work presented. The aim of academic texts is to present original material or, at least, a fresh viewpoint on the research topic. At the beginning of writing your thesis, you will previously be familiar with the traditional rules of academic writing, and so it will be easier for you to dedicate more attention to the academic content of your work. The process grows your skills to gather, analyze and make conclusions from data. While writing your thesis, your evidence and information gathering skills are developed, and your ability for critical thinking and problem solving and argumentation is strengthened, all of which are skills required for success in your future working life.

3. Writing Format

Every thesis must be presented in a suitable academic style and format to ensure that the exact goals of the thesis are met. Academic style does not just refer to the clarity of expression, grammar, use of citation and referencing but relays to a clearly organized method to the explanation and justification of facts, theories and opinions presented to form an accurate argument. The writer of a thesis is supposed to know the fundamentals of academic literary conventions. The following section explains the classic features of an academic text.

3.1. Style

Academic writing needs a decent knowledge of standard language and the understanding of a formal style of writing. The linguistic and the orthographical rules of the language are essential to be followed.

- An academic writing does not use short forms like “doesn't” or “can't”.
- All standardized forms of English are accepted but they must not be mixed.
- A typical feature of the academic style is the use of special notions and terms, which must be defined when they first occur in the text. Acronyms, like the ARUCAD (Arkin University of Creative Arts and Design), can be used if it makes the language more flowing and if the reader has been familiarized with its meaning beforehand.

- Short expressions like “e.g.” and “cf.” can be used in brackets.
- Usually accomplished by coherent association of the content, by composing carefully considered sentences and by the clever division of your content into passages, subchapters and chapters, which then shape a strong entire. You'll be able contribute to the clarity of your content by venturing into the shoes of your reader and looking at the content from a readers point of view.
- Within the scholarly community, the use of the primary individual pronouns “I” or “we” may be a source of a few difference. Academic writing are supposed to be unbiased and objectivity is the aim, so, the third person are typically used. The primary person plural is the right choice if you want to stress the choices that you, as a researcher, have made. The writing format is summarized in the table mentioned on next page.

3.2.Dissertation Format

| Aspects | Recommended Settings |
|--------------------------|---|
| Paper size | At least 75gr. measuring 21cm by 29.7cm (A4). |
| Margin settings | Top 4 cm Bottom 2.5 cm Left 3.5 cm Right 3 cm |
| Line spacing | General text should be 1.5 line spacing. However, tables, long quotations, footnotes, endnotes, and captions may be single-spaced. |
| Format paragraph spacing | Must be exactly as in the sample |
| Text | Times New Roman Use Italic and Bold for emphasizing within the text |
| Font | 12 |
| Alignment | Justification (except in headings) |
| Pagination | for preliminary pages: Use small Roman numerals (i,ii,iii,iv, etc.) The title page, the Approval page and the Declaration page do not have numbers but count as pages i and ii, respectively. Page numbering begins with iv on the Abstract page. For body of the manuscript: Use Arabic numerals (1,2,3,...) beginning with ‘1’ on the first page of the text and continue throughout the rest of the thesis. |
| Headings | Use bold in headings and subheadings. Chapters are numbered consecutively in Arabic numerals, typed in lowercase letters and centered (Chapter 1, Chapter 2, ...). |

| | |
|-------------------------------|---|
| | <p>Only chapters should begin with a new page.</p> <p>Section title, bold, outlined numbered e.g. 1.1,</p> <p>Sub section title, outlined numbered e.g. 1.1.1</p> <p>Headings must be exactly as in the sample.</p> |
| Cover Pages | <p>There are two cover pages: inside and outside.</p> <p>The outside cover page is blue for English Master Theses, yellow for Turkish Theses, and red for PhD Theses (according to the ARUCAD logo colors). See the sample.</p> |
| Tables | <p>In the text, table description (Table 1: Art movements across Europe) must be above the table with 12 font, centered and times new roman.</p> <p>The source (if available) must be stated at the bottom.</p> <p>For tables longer than one page, use it as ‘Table 1 (cont.)’ or ‘Table 1 (continued)’. It should be centered.</p> |
| Figures | <p>In the text, the description and source must both be below the figure (Figure 1: Michelangelo, Pieta, St. Peter’s church, Rome. Source: Wolff, 2013, p. 13, Fig. 5) with 12 font, centered and times new roman.</p> <p>The figures should be consecutively numbered (Figure 1:, 2:, 3 etc). It should be centered.</p> |
| Formulas | <p>Use numerical identification for formulas, equations and expressions.</p> |
| Notes, Footnotes and Endnotes | <p>Footnotes must be placed at the bottom of each page</p> <p>Single-space within, and double-space between, each listing.</p> <p>Footnotes must be separated from the text by a horizontal line one space above the first line of the footnote.</p> <p>Endnotes must be placed at the end of the main text.</p> <p>Use Times New Roman, 10 pts for both.</p> <p>Arabic numerals should be used for footnotes and endnotes.</p> |

3.3. Typical Dissertation Layout

| | | |
|-----------------------------------|--|--|
| Outside cover | Required | must be exactly as in the sample |
| Inside cover | Required | must be exactly as in the sample |
| Approval page | Required | must be exactly as in the sample |
| Abstract | Required | No longer than 400 words, using 1,5 spacing, The abstract must not have citations, references, diagrams and mathematical formulas. At the end of the abstract, three to five keywords are required. |
| Dedication | Optional | A heading for the dedication is not required, but it must have a page number. If used, the dedication must be brief and centered on the page. |
| Acknowledgments | Optional | |
| Table of Contents | Required | It should include the headings of all the main sections and subsections with their numbers and the respective page numbers. Place lists of figures and tables as separate contents and pages. Each entry must have leader dots which connect it to its corresponding page number. |
| List of Figures | If available | Each entry must have leader dots which connect it to its corresponding page number. |
| List of Tables | | |
| List of Illustration | | |
| List of Symbols and Abbreviations | If available | |
| Main body text | Required | |
| References | Required | The heading BIBLIOGRAPHY or REFERENCES is centered between the text margins. must be exactly as in the sample. |
| Appendices | If available | |
| Index | Optional | |
| List of References | APA system preferred (Latest Edition) | |
| Appendices | Appendix title, bold, outlined numbered e.g. Appendix 1, start | |

| | | |
|------------------|--|--|
| | each Appendix on new page | |
| Binding | All theses and dissertations are to be bound in accordance with the standards set by the Institute of Graduate Studies | |
| Number of copies | Three hardbound copies plus two electronic version (it should be printed on one side of the paper), (including theses in Pdf format and please write your name and student number on the actual CD (not the CD cover)) | |

4. Citation and Referencing

Citing is the process of giving credit to the sources used to write papers. It is essential to give proper credit to another author's work which you use for your own research. If you do not, this is considered as plagiarism and the Project Report/Master/PhD Thesis will be graded as 'failed'. The maximum accepted plagiarism is %20 in total and no more than %2 from a single source. A plagiarism report must be submitted to the Institute together with the bound thesis. Scholastic writings includes references to past research, which are demonstrated by in-text citations. In your dissertation, every part of content that's not based on your personal thinking must be cited by an appropriate reference to the first source(s). In the event that, in any case, your content is based on a source, in case it is general knowledge based on someone else thoughts, the source must be shown. *For references that are in press or that have no date (use n.d., which stands for "no date"),*

4.1. In-text Referencing

You may refer to someone else's ideas or work either by repeating the exact words that another author has written ('quoting') or by expressing what somebody has written by using your own words ('paraphrasing').

- **One author**

Example: Asmelash, (2019) has argued that heavy social media use can be linked to depression and other mental disorders in teens.

Example: According to Jaccard (2001), correlation between the interaction term and its component variables is not a problem unless the multi-correlation is extremely high.

An article is referred to using the surname of the author and giving the publication year of the article. The year need not be repeated in the same paragraph. In the text, there is no mention of the first name of the author, neither the title of the article nor the name of the publication. If a certain point in the article (e.g. a figure) requires special emphasis, the page number is given. If a book is referred to, the page number(s) must always be given.

- **More than one author**

Example: One study found that "the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message" (Gass & Varonis, 1984, p. 85)

Example: M. C. Jackson, Counter, and Tree (2017) argued research shows that listening to a particular accent improves comprehension of accented speech in general.

Example: Tremblay et al. (2010) said when testing the usability of a website, it is necessary to gather demographic information about the users.

When there are two authors a citation that is integrated into the text, there is the word 'and' between the two names. If the citation is in brackets, a symbol (&) is used in its place. When there are 3 or more authors, there is just the first author's name plus the abbreviation 'et al.'

- **Reference to just one sentence**

When just one sentence is referred to, the citation becomes part of the sentence and it is written inside the sentence before the full stop.

- **Same author with multiple works in a year**

In the text, citations would be styled as follows: (Koriat, 2008a) and (Koriat, 2008b).

- **Direct quotations**

*Direct quotations are typically put inside quotation marks (“ ”), followed by the reference. If a quotation is longer than 40 words, no quotation marks are used, and the quotation is **indented** instead. When you **indent** a direct quote, the full stop comes before the bracket. When you direct quote, full stop comes after the bracket.*

- **Secondary source**

Many scholarly books and articles cite prior books or articles on the same point.

For example: The work of Chi (2004, as cited in Lazar, 2006)...

The cited source (the first source) is Chi. the citing source (the secondary source) is Lazar (2006). The initial source is said to begin with, taken after by “as cited in” and after that the secondary source. Because you have got not seen Chi it as it were shows up within the in-text quotation, not within the reference list. The secondary source (Lazar, 2006) ought to be recorded within the reference list.

- **Multiple sources cited in same bracket**

Example: (Asmelash, 2019; M. C. Jackson, Counter, and Tree 2017; Ministry of Education, 2016)

If you want to include several different citations in one set of brackets, they should be in alphabetical order, separated by semi-colons:

- **Title instead of author**

In some sources no specific or group author is recorded. This is often true for magazine / newspaper articles and encyclopedia entries. In these conditions, a reduced version of the source's title (usually the first two or three words) is used instead of the author in the in-text citation

4.2. Reference Page

In-text citations differ upon the referencing style chosen. Amongst numerous styles, the most popular referencing styles used are; AMA, APA, Chicago, Harvard, IEEE, ISO 690, MHRA, MLA, OSCOLA, Turabian and Vancouver. For details, click on www.citethisforme.com.

The foremost common method used is the called APA framework. The list of references must contain all the sources that have been referred to in the text. Its aim is to give the reader the option to check the information stated to from its original source.

4.2.1. Book

1. Book (Print)

Format (one author): Author, A. (publication date). Title of work. Publication location: publishing company.

Example (Reference page): Webb, C. D. (1992). *A theoretical basis for Pig Latin semiotics*. New Haven, CT: Bayside.

Format (two authors): Author, A. A., & Author, B. B. (publication date). *Title of book: Subtitle of book* (edition). City, ST: Publisher

Example (Reference page): Brandow, A. E., & Wenceler, S. (1987). *Breaking the language barrier: Our experiences teaching Pig Latin to South American aboriginal peoples* (Rev. ed.). Kalohe, HI: Kahoolawe University Press

Format (three authors): Author, A. A., Author, B. B., & Author, C. C. (1996). Title of book: Vol. 1. Title of series. City, Country: Publisher.

Example (Reference page): Larrison, L., Curliman, P. D., & Moer, J. Q. (1978). *Pig Latin pedagogy: Vol. 6. Language teachers' resource*. Nottingham, England: Association of British Language Teachers.

2. Book (electronic)

Format: Author, A. (publication date). Title of work. Available from <https://URL> *Example (Reference page):* Skloot, R. (2010, February). *The immortal life of Henrietta Lacks*. Available from <https://store.kobobooks.com/en-us/ebook/the-immortal-life-of-henrietalacks-1#readThisOn>

4.2.2. Journal Article

1. Journal article (printed)

Format: Author, A. (publication date). Title of article. *Title of Journal*, volume number (issue number), page numbers of the article.

Example (Reference page): Almeida, L. (1990). Morphological differences between American and Brazilian Pig Latin constructions. *Piggiotica*, 13, 946-987.

2. Journal Article (electronic with doi)

Format: Author, A. (publication date). Title of article. Title of Journal, volume number (issue number), page numbers of the article. doi: 7. 1234/123456

Example (Reference page): Spitz, D., & Hunter, S. (2005). Contested codes: The social construction of Napster. *Information Society*, 21(3), 169-180.
doi:10.1080/01972240490951890

3. Journal Article (electronic-no doi)

Format: Author, A. (publication date). Title of article. Title of Journal, volume number (issue number), page numbers of the article. Retrieved from <https://URL>

Example (Reference page): Labbo, L. D., Place, K., & Soares, L. (2010). Fresh perspectives on new literacies and technology integration. *Voices From the Middle*, 17(3), 9-18. Retrieved from <http://www.ncte.org/journals/vm/>

4.2.3. Website

1. *Format:* Author, A. A. (date). Title of electronic text [E-text type]. Location of document

Example (Reference page): Bacon, H. P. (n.d.). The pig pen: Frequently asked questions about Pig Latin [WWW page]. URL <http://www.hamnet.org/pigfaqs.html>

2. Website (known source but no author)

Example (Reference page): The Walt Disney Company. (2016). Recent news. Retrieved from https://thewaltdisneycompany.com/?ppLink=pp_wdig

3. Website (No author)

Example (reference page): All 33 Chile miners freed in flawless rescue. (2010, October 13). Retrieved from http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/

- **An article in a newspaper**

Example (Reference page): Siegel, M. (2012). Economic outlook: Eurozone prospects worsen. *Financial Times* 10.2.2012.

- **One Author with multiple works in a same year**

Example 1 (Reference page): Koriat, A. (2008a). Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. *Memory & Cognition*, 36, 416–428. doi:10.3758/MC.36.2.416

Example 2 (Reference page): Koriat, A. (2008b). Subjective confidence in one's answers: The consensuality principle. *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 34, 945–959. doi:10.1037/0278-7393.34.4.945

5. Paraphrasing

Provide publication dates (the name of the author, the year of publication of the text being paraphrased and the number of the page the paraphrasing is based upon) in brackets after the sentence or paragraph in which the ideas written down by somebody else are paraphrased. Example: (Rees, 1998, p. 27)

If the name of the author is referred to in the text is mentioned, the year of the author's publication has to be given immediately after the author's name. Example: Rees (1998, p. 27) explains... When a source has no known author, use Anonymous as the name. Example: (Anonymous, 2005, *The Weekly Traveler*).

6. Illustrating the Text

6.1. Tables

Table numbers must be in Arabic numerals. Table heading should be as concise as possible, and on top of the table. Provide the source under the table. For the content of a table, use double-line spacing and size 10 point. Tables which do not fit on one page have to be moved to the appendices.

Table 1: Unit Root Test Results

| ADF | Variables | Level | | First differences | |
|-----|------------------|---------------|-------------------|-------------------|-------------------|
| | | Intercept | Intercept & trend | Intercept | Intercept & trend |
| | LCO ₂ | -2.088024 (0) | -3.044739 (0) | -6.877945*** (0) | -6.814338*** (0) |
| | LGDP | -1.997093 (1) | -2.620852 (1) | -3.932974** (0) | -3.962434** (0) |
| | LGDP2 | -1.716362 (1) | -2.341161 (1) | -4.020982*** (0) | -4.005381** (0) |
| | LE | -1.782782 (0) | -1.986991 (0) | -7.398085*** (0) | -7.380393*** (0) |
| | LGPI | -1.059430 (0) | -2.786875 (0) | -7.537337*** (0) | -7.525602*** (0) |
| PP | LCO ₂ | -2.364257 | -3.127023 | -6.865731*** | -6.802301*** |
| | LGDP | -1.444783 | -1.943347 | -3.932974*** | -4.028120* |
| | LGDP2 | -1.208458 | -1.815193 | -4.068304*** | -4.049163** |
| | LE | -1.828136 | -1.968616 | -7.355251*** | -7.338545*** |
| | LGPI | -1.211734 | -1.211734 | -7.759365*** | -7.782321*** |

*, ** and *** denote rejection of the null hypothesis at the 1%, 5% and 10% levels, respectively

6.2. Figures

Number figures consecutively. The figure caption (below the figure) should be short. Sources for figures should be placed below the figures. It is necessary that student either provide reference to the original source or draw his/her own figure. The example is presented on the following page.

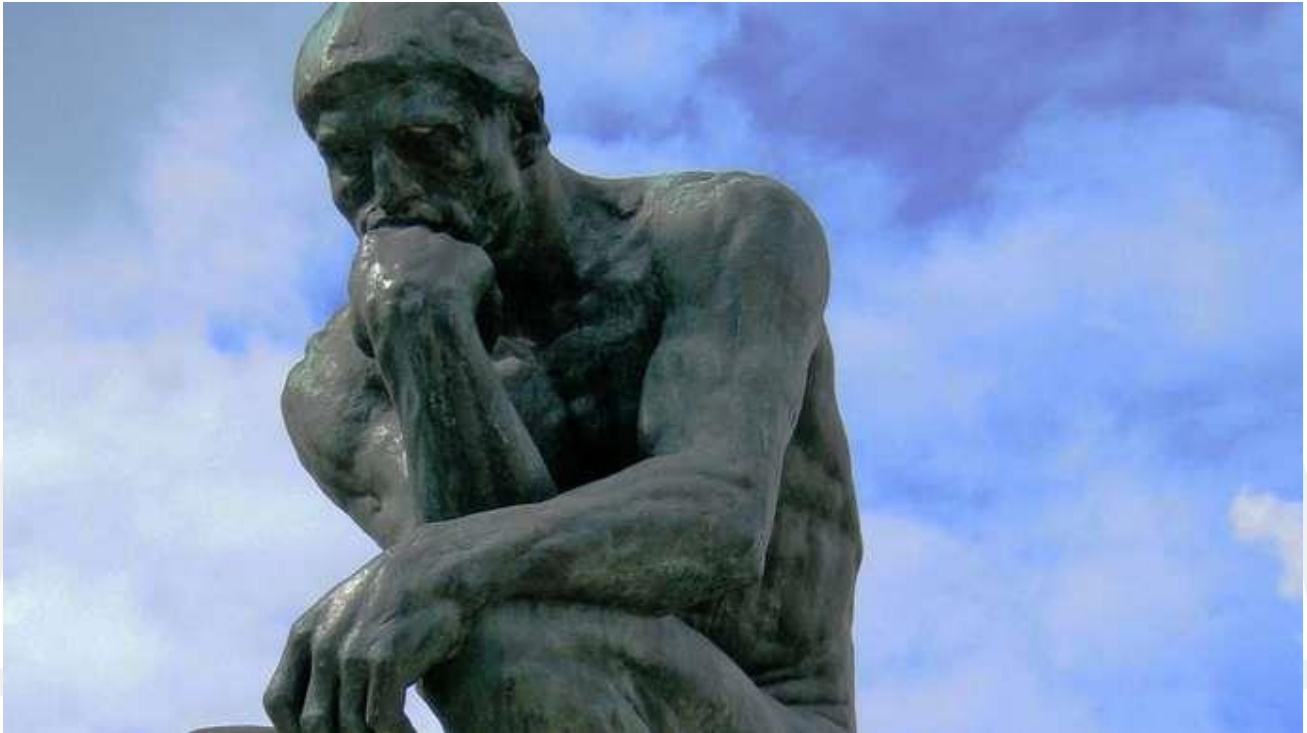


Figure 1: The Thinker, bronze sculpture by Auguste Rodin (Source: *The Gates of Hell* at the Musée Rodin, retrieved from <https://www.britannica.com/biography/Auguste-Rodin>)

7. Formulas or Equations

The equations or formulas with equations number can be entered and edited into your report by using MS Word Equation Tool.

For example:

This study takes gender parity in education as an indicator of gender equality into account and following function given below is employed;

$$CO_2 = f(GDPPC, GDPPC2, E, GPI) \quad (1)$$

CO₂ refers to the carbon dioxide emission which is stemming from the burning of fossil fuels.

Note: Always mention the equation number