

**ABDULLAH GÜL UNIVERSITY**

**SOCIAL SCIENCES INSTITUTE**

**GRADUATE PROGRAMS**

**THESIS PREPARATION and FORMATTING GUIDELINES**

The thesis should contain the following sections in the following order. Students may skip the sections which are denoted as: “Optional”.

1. Front Cover
2. Internal Cover Page
3. Ethics Declaration
4. Regulatory Compliance Materials
5. Acceptance and Approval Page
6. Abstract Page (in English)
7. Abstract Page (in Turkish)
8. Preface (Optional)
9. Acknowledgements (Optional)
10. Dedication (Optional)
11. Table of Contents
12. List of Abbreviations
13. List of Tables
14. List of Figures
15. List of Graphs
16. Thesis Text (Chapters 1,2,3,4,…)
17. Appendix / Appendices (Appendix 1, Appendix 2, ..)
18. References
19. Endnotes (Optional)

**FORMATTING:**

The following formatting should be applied unless specified otherwise:

Font: Text: Times New Roman, 12pt. Titles: Times New Roman, 14 pt., bold, all capital letters.

Line Spacing: 1,5 line.

Page margins: 4 cm from the left, and 2,5 cm from top, bottom and right.

Text Alignment: All text should be justified. Titles should be left aligned. Tables, figures, and graphs should be centered.

Indentation: The first line of each paragraph should be indented by 1 cm.

Blank lines: There should be one blank line between paragraphs, between titles, between title and text, between text and any other object (such as figures, equations, etc.).

Page Numbers: Page numbers should start from the Abstract page (where abstract page is numbered as “1”) and continue as 2,3,4,5… until the end of the thesis. The number should be centered at the bottom of the page.

1. **Front Cover**

See the example at the end of the document.

1. **Internal Cover Page**

See the example at the end of the document.

1. **Ethics Declaration**

See the example at the end of the document.

1. **Regulatory Compliance Materials**

See the example at the end of the document.

1. **Acceptance and Approval Page**

See the example at the end of the document.

1. **Abstract Page (in English)**

1 page including abstract, thesis title, thesis information, and keywords.

See the example at the end of the document.

1. **Abstract Page (in Turkish)**

Translation of the abstract page into Turkish.

See the example at the end of the document.

1. **Preface (Optional)**

Should not exceed 1 page.

If there is a story or important point related to the thesis, it may be included under this title.

The title “Preface” is formatted as a 1st title, used at the beginning of the page, it is not numbered.

1. **Acknowledgements (Optional)**

Should not exceed 1 page.

If there is a funding or project involved in the thesis, it may be included under this title.

The title “Acknowledgements” is formatted as a 1st title, used at the beginning of the page, it is not numbered.

1. **Dedication (Optional)**

Should not exceed 300 words.

If the thesis is dedicated to someone or some people, it may be stated under this title.

The title “Dedication” is formatted as a 1st title, used at the beginning of the page, it is not numbered.

1. **Table of Contents**

A list of all sections including sections 6-7-8-9-10-11-12-13-14-15-16-17-18-19 above should be provided together with corresponding page numbers.

Same title formatting as in the text should be applied to titles and subtitles in the Table of Contents.

All text is placed in a table with two columns, 1 line spacing is used in the table, text in the first column is aligned bottom left (from layout options of the table), and text in the second column is aligned bottom right (from layout options of the table). All text and numbers are in bold letters (except for title formatting rules), table width is 17 cm, row height is adjusted according to the text (1 cm, 1,5 cm, or 2 cm), second column width is adjusted between 1-3 cm, and table borders are removed. Table is placed as left aligned in the page.

See the example at the end of the document.

1. **List of Abbreviations**

List of all abbreviations used in the thesis should be provided in alphabetical order, in the following format:

All text is placed in a table with two columns, aligned bottom left (from layout options of the table), 1 line spacing is used, and text in the first column is in bold letters. Table width is 16 cm, column width can be adjusted based on the content, row height is 1 cm, and table borders are removed. Table is placed as left aligned in the page.

|  |  |
| --- | --- |
| **IMF** | International Monetary Fund |
| **UN** | United Nations |
| **WB** | World Bank |
| **.** | . |
| **.** | . |
| **.** | . |

1. **List of Tables**

List of all Tables in the thesis should be provided in the order of pages they are placed, in the following format:

All text is placed in a table with two columns, 1 line spacing is used, text in the first column is aligned bottom left (from layout options of the table), and text in the second column is aligned bottom right (from layout options of the table). All text and numbers are in bold letters, table width is 16 cm, row height is 1 cm, second column width is adjusted between 1-3 cm, and table borders are removed. Table is placed as left aligned in the page.

|  |  |
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| **.** | **.** |
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1. **List of Figures**

List of all Figures in the thesis should be provided in the order of pages they are placed, in the same format as in “Section 13: List of Tables”

|  |  |
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1. **List of Graphs**

List of all Graphs in the thesis should be provided in the order of pages they are placed, in the same format as in “Section 13: List of Tables”

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| **Graph 4………………………………………………………………………………** | **30** |
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1. **Thesis Text (Chapters 1,2,3,4,…)**

Font formats of titles are as follows:

1st Titles: 14 pt, all capital and bold letters.

2nd Titles: 14 pt, initial letters are capitalized, all letters are bold.

3rd Titles: 14 pt, initial letters are capitalized, all letters are bold, all letters are in italic form.

4th and later titles: 14 pt, only first letter of the title is capitalized, all letters are in italic form, all title is underlined. If there is a word in the title that require capitalization of the first letter, it can be capitalized as in the example below

1st Titles:

**CHAPTER 1**

2nd Titles:

**Chapter 1: Introduction and Motivation**

3rd Titles:

***Motivation Related to Existing Literature***

4th and Later Titles:

*Relation to existing theoretical literature*

*Relation to existing findings on the European Union*

**.**

**.**

**.**

Following title numbering should be used throughout the thesis:

Number “1” should be used before the first title, number “1.1” should be used for the first subtitle under the first title, number “1.2” should be used for the second subtitle under the first title, number “1.2.3” should be used for the third subtitle under the second subtitle of the first title, etc.

3 character spaces should be left following the numbers, all numbers should be in bold, 14 pt, and not italicized.

**1. CHAPTER 1**

**1.1 Chapter 1: Introduction and Motivation**

**1.1.1 *Motivation Related to Existing Literature***

**1.1.1.1** *Relation to existing theoretical literature*

**2. CHAPTER 2**

**2.1 Chapter 2: Data, Method and Analysis**

**.**

**2.2 Analysis of the Data**

**2.2.1 *Exploratory Analysis***

**2.2.1.1** *Descriptive statistics*

**.**

**.**

**2.2.2 *Confirmatory Analysis***

**2.2.2.1** *Initial hypotheses*

**2.2.2.2** *Findings*

.

.

1. **Appendix / Appendices (Appendix 1, Appendix 2, ..)**

 “Appendix” should be used as a 1st title at the beginning of the page, and in the table of contents, and it should be numbered and formatted accordingly. Additional subsections should be numbered and formatted as subtitles.

If there are more than one Appendix, then “Appendices” should be used as a 1st title at the beginning of the page, and in the table of contents. Following subtitles should be named as follows: “Appendix 1: Titleofappendix1”, and they should be numbered and formatted as subtitles.

1. **References**

“References” should be used as a 1st title at the beginning of the page, and in the table of contents, and it should be numbered and formatted accordingly.

1 line spacing should be used throughout “References” section.

One blank line should be left between two references.

No indentation should be used for the first or following lines in a reference.

References should be numbered, and numbers should be in square brackets and in bold letters.

3 character spaces should be left following the numbers.

**[1]** Cameron, A. C., and Trivedi, P. K.,2005. *Microeconometrics: Methods and Applications*, Cambridge University Press.

**[2]** Hausman, J.A., 1978. “Specification Tests in Econometrics,” *Econometrica*, Vol. 46, (6), pp.1251-1271.

**[3]** Wooldridge, J.M., 2002. *Introductory Econometrics A Modern Approach,* Fifth Edition, South-Western Cengage Learning, Canada.

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1. **Endnotes (Optional)**

Should not exceed 2 pages.

May consist of personal views of the author, and of people who contributed to the thesis, that can be related to the results and conclusions presented in the thesis, or can be related to the writing and analysis processes during the thesis, etc.

The title “Endnotes” is formatted as a 1st title, used at the beginning of the page, it is not numbered.

**ADDITIONAL FORMATTING:**

**FOOTNOTES:**

Footnotes are formatted as Times New Roman, 10 pt.

**QUOTATION MARKS:**

Double quotation (“…”) is used for pieces of text that are directly taken from outside sources, and for terminologies that are taken from outside sources, or that belong to a specific literature or scientific division.

Single quotation (‘…’) is not used inside/for text unless it is mentioned in the text, prior to its use, in order to define and clarify its purpose.

**EQUATIONS:**

Equations should be written in a separate line-they should not be placed in line with the main text.

One blank line is required between the text and the equation (one line above and one line below the equation).

If equations are numbered, the number should be placed inside parentheses as: “Equation 1,2,3” and should be aligned to the left. There should be 1 tab space (between 1-3 cm) between the equation number and the equation. (Tab space can be adjusted through “Paragraph” option and “Tabs”.)

Formatting of the equation number is Times New Roman, 12 pt, bold text.

Equations can be in any format (such as statistical software outputs, or equation builder program outputs) as long as the same format is used throughout the whole thesis, and the equation is clearly understandable without referring to specific use of notations. In other cases, MS Word-Equation Tool can be used.

(\*) sign should not be used for multiplication and (x/y) should not be used for division. Fractions should be shown as fractions:

Equations can be centered or placed after the equation number.

**(Equation 1)**

**(Equation 2)**

**TABLES, FIGURES, GRAPHS:**

All tables, figures and graphs should have titles as follows:

Times New Roman, 12 pt., initial letters are capitalized, bold text is used.

Titles should be placed above the table, figure, or graph.

**Table 1.2.2 Percentage of Youth Employment by District**

(For the second table in subsection 1.2)

**Figure 2.1 Frequency Distributions of Monthly Interest Rates**

(For the first figure in section 2)

**Graph 3.1.1 Annual GDP Growth Rates Between Years: 2000-2019**

(For the first graph in subsection 3.1)

Notes (if exist) should be placed below the table, figure, or graph. The title is bold and the text is formatted as Times New Roman, 10 pt, and it is italicized. Notes are numbered as: 1), 2), 3), …

***Notes:*** *1) All numbers are rounded up to three decimals.*

*2) Data source: World Bank database (2019).* [*https://data.worldbank.org/*](https://data.worldbank.org/)

There should be two blank lines above and two blank lines below all tables, figures and graphs. That is, two blank lines between the caption and the main text; and two blank lines after the “Notes”.

**Table 1.2.2 Descriptive Statistics for Control Variables**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DCFS** | **DCP** | **DCPS** | **GDPPCGR** | **INF** |
|  **Mean** | 57.29 | 40.72 | 44.25 | 2.15 | 39.37 |
| **Max** | 357.32 | 312.12 | 312.12 | 36.98 | 7481.69 |
| **Min** | -79.09 | 0.00 | 0.00 | -47.81 | -9.83 |
|  **Std. Dev.** | 53.87 | 37.13 | 42.54 | 4.87 | 317.17 |
| **Obs** | 2425 | 2425 | 2425 | 2425 | 2425 |
|  | **INV** | **MS** | **POP** | **SCHSECOND** |  |
|  **Mean** | 18647.35 | 52.28 | 1.54 | 69.70 |   |
| **Max** | 64717.00 | 256.93 | 7.77 | 162.61 |   |
| **Min** | -236428.00 | 1.62 | -6.18 | 4.56 |   |
|  **Std. Dev.** | 12840.48 | 38.15 | 1.40 | 30.90 |   |
| **Obs** | 2425 | 2425 | 2425 | 2425 |   |

**Figure 2.1 Mean Turnout Rates in Advanced Democracies (1966 - 2013)**



**Graph 3.1.1 Annual GDP Growth Rates Between Years: 2005 - 2015**

***Notes:*** *1) Data source: World Bank database (2019).* [*https://data.worldbank.org/*](https://data.worldbank.org/)

**Graph 3.1.1 Annual GDP Growth Rates Between Years: 1995 - 2005**

***Notes:*** *1) Data source: World Bank database (2019).*

Figures and Graphs should not be divided across pages; they should be placed in one page. They should be clearly readable, and necessary labels and legends should be provided in the same box with the figure or graph.

Tables should be clearly readable and should be placed in one page.

If it is strictly necessary to divide a Table across pages, (e.g. across X pages) then the same table title is used with the addition of a counting remark: “Part 1 of X” for the first part, and “Part 2 of X - Continued from Page PPP” (Page PPP is the previous page where the first part of the table is placed), “Part 3 of X - continued from Page TTT” (Page TTT is the previous page where the second part of the table is placed) for the other parts. Same “Notes” should be used for all the parts of the Table.

**Table 1.2.2 Percentage of Households Owning Vehicles by District (Part 1 of 3)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
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***Notes:*** *1) All numbers are rounded up to three decimals.*

*2) Data source: World Bank database (2018).* [*https://data.worldbank.org/*](https://data.worldbank.org/)

**Table 1.2.2 Percentage of Households Owning Vehicles by District (Part 2 of 3 - Continued from Page 6)**

|  |  |  |
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***Notes:*** *1) All numbers are rounded up to three decimals.*

*2) Data source: World Bank database (2018).* [*https://data.worldbank.org/*](https://data.worldbank.org/)

**Table 1.2.2 Percentage of Households Owning Vehicles by District (Part 3 of 3 - Continued from Page 7)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

***Notes:*** *1) All numbers are rounded up to three decimals.*

*2) Data source: World Bank database (2018).* [*https://data.worldbank.org/*](https://data.worldbank.org/)

**REFERENCES**

All outside sources of information should be cited clearly both in text and in the “References” section.

For tables, figures and graphs: If the data source is an outside source, then it should be mentioned either in the “Notes” below the table, figure, and graph; or as a footnote before the table, figure, and graph in the form of a short title of the source and the year. In addition, complete URL should be listed in the “References” section including the date of access.

Any summary, paraphrasing, and quotations from outside sources should be mentioned clearly in the text, and/or in parenthesis immediately after mentioning of the information.

Quotations which do not exceed 20 words can be placed in line with the text. They should be placed in quotation marks (“…”), and should be italicized. The source of information should be given in parenthesis either before or after the quotation, or after the sentence where the quotation is mentioned.

Direct quotations of more than 20 words should be placed in quotation marks (“…”), stated separately from the main text -with one blank line above and one blank line below the quotation- and font should be italicized. Ideally, each quotation should not exceed 200 words.

In case there is a need to include longer quotations exceeding 200 words, student should consult with the thesis advisor. These long quotations can be placed in the “Appendix” section, or if they are placed in the text, same formatting rules are applied as in quotations of more than 20 words.

Websites, internet sources, documents and data taken from the internet should be cited both in text (as footnotes) and in the “References” section. The citation in the “References” section should include the complete URL and the date of access.

One of the following referencing styles can be chosen as long as it is used consistently throughout the thesis: Chicago style, APA style, Harvard style.

FRONT COVER AND SPINE

|  |  |
| --- | --- |
| Name Surname | TITLE OF THE THESIS (TImes New Roman, 14 pt, All capıtal letters, centered)A THESISSUBMITTED TO ABDULLAH GÜL UNIVERSITYSOCIAL SCIENCES INSTITUTEIN PARTIAL FULFILLMENT OF THE REQUIREMENTSFOR THE DEGREE OF (MASTER OF ARTS / PHD / ..)(TIMES NEW ROMAN, 12 PT, ALL CAPITAL LETTERS, CENTERED)ByName Surname of the StudentMonth, YearPlace(Times New Roman, 12 pt., initial letters are capitalized, centered) |
| THESIS TITLE THESIS TITLE  |
| AGUYear |

TITLE OF THE THESIS

(TImes New Roman, 14 pt, All capıtal letters, centered)

A THESIS

SUBMITTED TO ABDULLAH GÜL UNIVERSITY

SOCIAL SCIENCES INSTITUTE

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF (MASTER OF ARTS / PHD / ..)

(TIMES NEW ROMAN, 12 PT, ALL CAPITAL LETTERS, CENTERED)

By

Name Surname of the Student

Month, Year

Place

(Times New Roman, 12 pt., initial letters are capitalized, centered)

**SCIENTIFIC ETHICS COMPLIANCE**

I hereby declare that all information in this document has been obtained in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all materials and results that are not original to this work.

Name-Surname:

Signature :

**REGULATORY COMPLIANCE**

M.A. / Ph.D. (Choose one) thesis titled …………………………………………… has been prepared in accordance with the Graduate Thesis Preparation Guidelines of the Abdullah Gül University, Social Sciences Institute.

|  |  |
| --- | --- |
| Prepared By | Advisor |
| Name Surname | Name Surname |
| Signature | Signature |

Head of the ………………………………….…………………. Program

Name-Surname

Signature

**ACCEPTANCE AND APPROVAL**

M.A. / Ph.D. (Choose one) thesis titled …………………………………. and prepared by ………………………… has been accepted by the jury in the …………………………………….. Graduate Program at Abdullah Gül University, Social Sciences Institute.

……….. /……….. / ………..

 (Thesis Defense Exam Date)

**JURY:**

Advisor : (Name Surname)……………………………............................... …………………

Member : (Name Surname)………………………………. ..............................

Member : (Name Surname)………………………………. ..............................

Member : (Name Surname)………………………………. ..............................

Member : (Name Surname)………………………………. ..............................

**APPROVAL:**

The acceptance of this M.A./Ph.D. (choose one) thesis has been approved by the decision of the Abdullah Gül University, Social Sciences Institute, Management Board dated ….. /….. / ……….. and numbered .…………..……. .

……….. /……….. / ………..

**(Date)**

Director of Social Sciences Institute

Name Surname : …………… ………………..

Program : Data Science for Business and Economics (Master of Arts, PhD, .. )

Advisor : Prof. Dr. …………….. ……………………

Thesis Title : ………………………………………………….

Date and Place : June, 2020 – Kayseri, Turkey

**ABSTRACT**

Current study reexamines the link between …………………. (At most 300 words)

Keywords: (3-5 words) ……….., …………….., ………………,

Ad Soyad : …………… ………………..

Anabilim Dalı, Program : İşletme ve Ekonomi için Veri Bilimi (Yüksek Lisans, Doktora, .. )

Tez Danışmanı : Prof. Dr. …………….. ……………………

Tez Başlığı : ………………………………………………….

Tarih ve Yer : Haziran, 2020 – Kayseri, Türkiye

**ÖZET**

Bu çalışma literatürde sıkça analiz edilmiş olan …………………. (En fazla 300 kelime)

Anahtar kelimeler: (3-5 kelime) ……….., …………….., ………………,

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\*\* If there is only one appendix, then above formatting should be as follows:

**5. APPENDIX**

**5.1 Title of Appendix’s First Subdivision**

**5.2 Title of Appendix’s Second Subdivision**

**5*.2.1 Title of First Subdivision of Second Subdivision of Appendix***

***5.2.2 Title of Second Subdivision of Second Subdivision of Appendix***