

**ÜSKÜDAR UNIVERSITY**  
**DEPARTMENT OF POLITICAL SCIENCE AND**  
**INTERNATIONAL RELATIONS**

**WRITING GUIDELINE FOR GRADUATION PROJECTS**

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## **WRITING STYLE**

British English spelling rules should be followed in the projects written in English. In the study, concepts are needed to be articulated clearly; long and complex sentences should be avoided; sentences should be spelled properly and words should be used appropriately. Sentences should be grammatically simple, clear and harmonious, and words should be chosen well. The connection between sentences and paragraphs should be made well, this connection should not be broken with off-topic statements, and care should be taken to establish the necessary connections in transition from section to section. Possessive words (*I did, saw, found, in our study, research, science, etc.*) should not be used. Instead of these, third-person and passive words (*It is done, studied, in this study, etc.*) should be preferred. The Oxford Dictionary and Spelling Guide should be followed in terms of spelling and punctuation in Graduation Projects.

## **FORMATTING**

In Graduation Projects, best quality A4 size white paper (21 x 29.7 cm) should be used. Printing should be on one side. However, for various tables, graphics, figures, etc., a paper other than A4 size can be used to be properly folded for binding in the Graduation Project. The size of the top, bottom, left and right margins of the text field on a page should be as follows: Top space: 3 cm., Bottom space: 3 cm., Left space: 4 cm., Right space: 2 cm.

In writing the graduation project, Times New Roman, 12 point font size should be used. The same font but size 9-11 should be used in footnotes, justified quotations, drawings and tables. In the Graduation Project manuscript, lines should be typed as "justify" and 1.5 line spacing. However, abbreviations, lists of tables, figures and symbols, preface, abstracts, references, appendices, resume, names and explanations of tables and figures in the text, and footnotes must be written in single space. The first line indent of the paragraphs is to be set at 1.25 cm. All pages should be numbered after the inner cover. The pages up to the introduction (preface, abbreviations, contents, etc.) should be numbered in lowercase Roman numerals (i, ii, iii, iv, vii ...), while the other pages starting with the introduction should be numbered as (1, 2, 3, 4 ...).

First level headings, that is, section titles, start on a new page and all words should be written in capital letters, bold, 16-point font, and centered. In the second level headings, all words must be written in capital letters, bold and 14 points, aligned on the left margin. In third level headings, the first letters of all words must be written in capital, the others should be in lowercase and bold, aligned

on the left margin. In the fourth and lower level titles, the first letters of all words are written in capital, the others are in lowercase, aligned on the left margin. All headings should be numbered. Section and subsection titles other than introduction and conclusion are numbered according to the preferred system. If sub-headings are to be given in a chapter, the number of sub-headings should be at least two. See **APPENDIX-5**.

## **ELEMENTS OF THE TEXT**

Graduation Projects consist of cover, summary pages, table of contents, abbreviations, tables and figures, introduction, main parts of the graduation project, conclusion, resources (bibliography) and appendices.

**Cover:** Cover should be prepared according to the example in **APPENDIX-2**. Graduation Project should be bound with spiral skin.

**Abstract in English:** **ABSTRACT** title is used in bold letters, centered on the abstract page, and after the title of the Graduation Project is specified in the first line, the purpose, scope, method used and the conclusions should be written clearly and concisely. Abstract should not exceed 250 words. A maximum of 10 keywords need to be specified by writing the phrase "Keywords" under the summary text. See **APPENDIX-3**.

**Abstract (Özet) in Turkish:** It is prepared like a Turkish summary page, and the Turkish word ÖZET should be used as the title. Instead of "Keywords", "Anahtar Kelimeler" is used.

**Contents:** All section titles and references (Appendices, if any) page in the text of the Graduation Project should be shown completely in the Contents section, See **APPENDIX-1**.

**Abbreviations List:** The abbreviations used in the Graduation Project (if necessary) should be listed under the title of "Abbreviations" in alphabetical order and the expansion is indicated opposite each abbreviation.

**Tables and Graph List:** If there is a table or figure in the text, the Tables and Figures List should also be included.

## **MAIN BODY**

The total text should consist of at least 8.000 and at most 15 thousand words. The introduction is the first element of the text of the Graduation Project. Therefore, the pages of the Graduation Project text should be numbered starting from the Introduction. The introduction part should start with what the subject of the study is (1-2 paragraphs). Then the purpose and importance of the study (1-2 paragraphs) should be explained. Later on, the method and theory used in the study (1 paragraph) should be specified. Then, information about the sources used in the study should be given in 3-4 paragraphs. Finally, the sections of the Graduation Project should be explained in a way to keep 1-2 paragraphs for each section. See **APPENDIX-4**.

The part between the Introduction and the Result of the Graduation Project is the main text. After the introduction, there are parts of the main text. The sections contain information and explanations that will lead the Graduation Project to a conclusion depending on the level of detail required. In the last part of the text, there will be the "Conclusion" part. In this section, starting from the purpose and / or hypothesis explained in the introduction, the solution reached within the framework of the method, technique and limitations of the graduation project should be explained by making use of the results obtained in various sections. These explanations, when necessary, need to be supported by various suggestions that will shed light on further studies. In addition, if there are problems that cannot be solved in the research, information on which type or subject of research can be resolved in the future may be given. The general conclusions reached in the study should be written as concisely as possible, but clearly in a certain order and logic. The validity and applicability of the results are stated after they are compared with other studies on the relevant subject and discussed.

## **REFERENCES AND APPENDICES**

All the resources used in the graduation project should definitely be included here. Literature not included in the text of the Graduation Project should not be included in the list of references. References should be listed alphabetically according to the surname of the author and no sequence number is used. Listing the sources belonging to different authors with the same surnames should be made alphabetically according to the initials of the first names. Different works of the same author need to be listed starting from the oldest one.

Explanations that are too long to deliver the subject and prevent continuity in reading and cannot be given as a footnote, ( e.g. comprehensive and detailed test results, sample calculations, photographs,

maps, tables, forms, lists of survey questions, copies of documents that are not easy to find, etc.) should be placed in this section.

To prevent plagiarism, Graduation projects will be audited by plagiarism control software (Turnitin / iThenticate). It should be noted that there should be no more than 20 percent similarity in the text.

All kinds of resources should be made according to Chicago Manual of Style Citation, which can be seen below. In the Graduation Project, quotations made directly from other sources should be shown in quotation marks (""). Provided that the essence is not changed, the quotations made as summary or comment in the own sentences of the author of the study are given without quotation marks. In both cases, the source cited (text, table, figure, etc.) must be cited.

Citation (reference) should be made in the following cases:

- Due to the borrowing of a certain sentence, paragraph or concept of another work during the study for discussion, criticism or emphasis,
- Evaluation, criticism, etc. during the study. To demonstrate that certain parts of the studies are used.

*Indirect quotations*, as well as including all the information; also, only certain parts of the information in the form of sentences, paragraphs or pages can be included in the quotation. In this case, in order to show that certain words, various sentences, paragraphs and pages are omitted in sentences, the skipped places are indicated with ellipsis (...) in brackets. Letters, sentences, dates, places, etc., including punctuation marks and translation errors in the cited sources, should be cited without correction. However, in such cases, the researcher adds an explanation note to the relevant place to correct the mistake.

In the source footnotes, one of the following methods can be followed:

**Citation Footnote:** If the source footnotes refer to the relevant source for the first time, all available bibliographic information about the work should be included here. Academic titles such as "Prof., Dr." should not be included.

**Explanation Footnote:** In addition to the resource footnotes, there are also the explanation footnotes. Any additional information and comments that will disrupt the fluency of the text, but clarify the

subject, should be written in the form of an explanation not, but you should be careful when using these notes. Information that should be provided directly in the text should not be presented in the explanation footnote; trivial and unrelated information should also not be included. Explanations too long to be given in the footnote should be included in the attachments section.

Resource names should be written in the original language in which they were published. If wanted, the Turkish translation of the name of the work can be given in parentheses next to it. All sources mentioned in the content of the study under the title of *Resources* should be arranged according to the last name of the author. Lines should start at the left edge of the page, and 1 (one) line spacing should be used in writing. The writing of the resources must comply with the rules in Annex-7.

## **SUBMISSION OF GRADUATION PROJECT**

- The graduation project should be delivered to the supervisors.
- Since no changes will be made in the copy delivered to the Graduation Project Supervisor, when the project is viewed on the computer screen or printed out, all responsibility for making sure the similarity of the original copy belongs to the author.
- Graduation Project files delivered to the supervisor must be uncompressed and unencrypted; Turkish characters should not be used when naming files, because this can cause problems on different computers.
- When naming the files prepared for the database, what information it contains should be added to the end of the author's name and surname:

### **Sample:**

name\_surname\_project.pdf

name\_surname\_summary\_tr.pdf

name\_surname\_summary\_en.pdf

- Appendices in text format should be included in the pdf file containing the full text. These should be converted to pdf format, as in the graduation project text.

## APPENDIX-1: TABLE OF CONTENTS

The texts in the contents will be 12 font size. Until the Introduction, the page numbers will be written in small Roman numerals (i, ii, iii, iv, v, vi... ..), Western Arabic numerals (1, 2, 3, 4... ..) will be used after the introduction. If “Styles” are used for headings while using Word software, Word software has the ability to automatically generate the contents. For detailed information, see. <https://support.office.com/tr-tr/article/İçindekiler-tablosu-ekleme-882e8564-0edb-435e-84b5-1d8552ccf0c0?ui=tr-TR&rs=tr-TR&ad=TR>

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**APPENDIX-2: COVER PAGE**

**T.C.**

**ÜSKÜDAR UNIVERSITY**

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**DEPARTMENT OF POLITICAL SCIENCE AND**

**INTERNATIONAL RELATIONS**

**[TITLE OF THE GRADUATION PROJECT]**

**[Name Surname]**

**[Number]**

**GRADUATION PROJECT**

**SUPERVISOR:**

**ISTANBUL 2021**



## **APPENDIX-3: ABSTRACT PAGE**

**(Author's SURNAME, Name, Graduation Project, Istanbul, Year)**

**Title of the Graduation Project**

**Keywords:**

## **APPENDIX-4: SAMPLE OF THE INTRODUCTON PART**

### **1. Subject of Graduation Project**

Sample Sentences:

The subject of this study is to make an assessment of Cumhuriyet newspaper's view of DP government's political, social and economic policies. In the study, the ten-year period of power of the DP has been analyzed mainly on the basis of the articles of Nadir Nadi, the owner and editor of Cumhuriyet. This study is based on the idea that Cumhuriyet, which was observed to be supportive of DP's views on political, social and economic policies between 1945 and 1950, would stand against DP's political, social and economic policies between 1950 and 1960.

### **2. Purpose and Importance of the Graduation Project**

Sample Sentences:

The Democrat Party (DP) period between 1950-1960 has an important place in Turkish political life. A change of power was experienced for the first time with a democratic election, and the transition to democracy since 1945 reached a new stage. The purpose and importance of the study is to determine the nature of the public relations of DP, which has left its mark on a period that has led to the formation of some conditions related to today's political relations, and to examine the subject in a historical context and to contribute to the existing academic knowledge in the field of public relations. The importance of the Graduation Project lies not only in its contribution to the elimination of the lack of knowledge on the subject, but also in the assumption that some of the serious problems experienced today in political life and relationship forms stem from the nature of the political communication and public relations practices that started and developed during the Democratic Party period.

### **3. Methodology**

Sample Sentences:

This work, which takes a certain period in the history of the Republic of Turkey and determines and examines the nature of public relations activities determined in the introduction in relation to that period, bears the character of qualitative historical design. Written documents were examined by qualitative data collection method and descriptive analysis method was used to identify and interpret the results obtained.

#### **4. Sections of the Graduation Project**

Sample Sentences:

This Graduation Project study consists of three sections. In the first section, the foundation of Cumhuriyet newspaper and its development until 1950 are covered in a comprehensive way. In the second section, the development of the newspaper between 1950-1960, its perspective on the policies of the period and its relations with the government are tried to be given, thus it is aimed to create a basis for the third section. In the third section, the editorials of Cumhuriyet, which is the research universe of the Graduation Project, are examined.

#### **5. Information on the Resources Used in the Graduation Project**

Sample Sentences:

In studies conducted so far in the field of communication in Turkey, Cumhuriyet newspaper, has emerged as a common research unit's work. On the other hand, the number of direct studies on the newspaper is quite low. There are two important books for the study. The first of these is Nadir Nadi's Warnings in the Light of Ataturk's Principles - The Chronology of a Bankruptcy (1950-1960). In this study, the author made a compilation of the editorials he wrote during the DP period. This resource has been very helpful in terms of finding some articles that are necessary for the analysis section of the study but that we could not obtain for various reasons. The other book is Nadir Nadi's book titled From the Curtain Range. In this work, the author included his memoirs between the years 1950-1960. This resource has made a significant contribution to the Graduation Project in terms of including some clues necessary to understand the Republic. Apart from these two books, there are many studies that shed light on the study, these studies have made a significant contribution to the establishment of the theoretical framework of the Graduation Project.

## **APPENDIX-5: TITLE EXAMPLES**

### **1. THE TITLE OF CHAPTER ONE**

#### **1.1. First Level Heading**

During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources.

#### **1.1.1. Second Level Heading**

During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very

limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources.

#### **1.1.1.1. Third Level Heading**

During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union. Due to the fact that the capital inside is also very limited, in the period between the two wars, Turkey tried to make an industrial breakthrough within the framework of its own resources. After the Second World War, this policy was changed and borrowing started primarily with foreign aid and then continued with commercial borrowing. During the early republican period, foreign borrowing was quite limited, with the exception of small-scale loans from the United States, the United Kingdom and the Soviet Union.

## APPENDIX-6: SPELLING AND CITATION RULES

### PRINCIPLES ON REFERENCES AND CITATIONS

1. Graduation projects should be prepared based on the “Chicago Manual of Style (17<sup>th</sup> Edition, Notes and bibliography)” citation and reference system.
2. In the text, the footnote numbers should be given after punctuation marks.
3. Footnotes should be numbered under the page; references should not be shown in the text.
4. A space should be given after the footnote number, and the start of the next word. No spaces should be given at the beginning of the second and later lines.
5. The exact full tag of the referred source must be given, and the sources which are not referred to, must not be shown in the bibliography.
6. Direct quotes, (one-to-one quotes) should be placed between quotes “ ” and the source should be shown at the end of the quote in accordance with the footnote system. Citations less than five lines must be given between sentences; citations longer than five lines must be given 1 cm space from the right of the page according to the text, and 1.25 cm from the left (where the paragraph begins) from the inside. For citations with more than five lines, the row pitch must be 1 and the font size should be 11. The row pitch of footnotes must be 1, and the font size must be 10.
7. For more information on the Chicago Manual of Style (17<sup>th</sup> Edition, Notes and Bibliography): <https://www.chicagomanualofstyle.org/home.html>
8. Examples of citations and reference systems of “The Chicago Manual of Style (17<sup>th</sup> Edition, Notes and Bibliography)” are shown below.

#### Books

##### Notes:

Agah Sırrı Levend, *Türk Edebiyatı Tarihi* (Ankara: AKDITYK TTK Yayınları, 1988), 23.

Charles Dickens, *Hard Times: For These Times* (New York: Signet Classic, 1997), 35.

##### Shortened Notes:

Levend, *Türk Edebiyatı Tarihi*, 37.

Dickens, *Hard Times*, 67.

##### Bibliography (in alphabetic order):

Dickens, Charles. *Hard Times: For These Times*. New York: Signet Classic, 1997.

Levend, Agah Sırrı. *Türk Edebiyatı Tarihi*. Ankara: AKDITYK TTK Yayınları, 1988.

## Book Chapters

### Notes:

M. Efe Çaman, Kenan Dağcı ve M. Ali Akyurt, “Yemen: "Yeni Afganistan mı?"” *Dünya Çatışmaları Çatışma Bölgeleri ve Konuları 2*, eds. Kemal İnat, Burhanettin Duran ve Muhittin Ataman (Ankara: Nobel, 2010), 340.

### Shortened Notes:

Çaman et al, “Yemen: "Yeni Afganistan mı?,” 347.

### Bibliography (in alphabetic order):

Çaman, M. Efe, Kenan Dağcı ve M. Ali Akyurt. “Yemen: "Yeni Afganistan mı?"” *Dünya Çatışmaları Çatışma Bölgeleri ve Konuları 2*, edited by Kemal İnat, Burhanettin Duran ve Muhittin Ataman, 337-354. Ankara: Nobel, 2010.

## Journal Articles

Give the page number or range of pages of your citation in the footnote citation. In the bibliography, specify the page range of the entire article.

(If available, add the DOI (Digital Object Identifier) number of the article as a priority. DOI number, in the address bar of an internet Browser <http://dx.doi.org/> takes the user to the resource when it is added to the address. If there is no DOI, enter the URL address.)

### Notes:

Song Niu, “The Strategic Partnership between South Korea and the United Arab Emirates,” *Güvenlik Stratejileri Dergisi* 17, (April 2013): 132-136.

### Shortened Notes:

Niu, “The Strategic Partnership,” 132-136.

### Bibliography (in alphabetic order):

Niu, Song. “The Strategic Partnership between South Korea and the United Arab Emirates,” *Güvenlik Stratejileri Dergisi* 17, (April 2013): 122-146.

## **Dissertation and Thesis**

### **Notes:**

Avni Erdemir, “Muslihu'd-din Mustafa İbn Vefâ Hayatı Eserleri Tesirleri ve Manzum Eserlerinin Tenkidli Metni” (Unpublished PhD. diss., Gazi University, 1999), 6-10.

Azize Şahin, “Üniversite Öğrencilerinde Bilinçli Farkındalık ile Yaşam Doyumu ve İyi Oluş Arasındaki İlişkiler” (Master Thesis, Üsküdar University, 2018), 8.

### **Shortened Notes:**

Erdemir, “Muslihu'd-din Mustafa,” 6-10.

Şahin, “Üniversite Öğrencilerinde Bilinçli Farkındalık,” 8.

### **Bibliography (in alphabetic order):**

Erdemir, Avni. “Muslihu'd-din Mustafa İbn Vefâ Hayatı Eserleri Tesirleri ve Manzum Eserlerinin Tenkidli Metni.” Unpublished PhD. diss., Gazi University, 1999.

Şahin, Azize. “Üniversite Öğrencilerinde Bilinçli Farkındalık ile Yaşam Doyumu ve İyi Oluş Arasındaki İlişkiler.” Master Thesis, Üsküdar University, İstanbul, 2018.

## **Reports**

### **Notes:**

Fatma Gök, *Öğretmen Profili Araştırma Raporu* (Ankara: Eğitim Bilim ve Kültür Emekçileri Sendikası Yayınları 1999), 6-25.

### **Shortened Notes:**

Gök, Öğretmen Profili Araştırma Raporu, 6-25

### *Bibliography (in alphabetic order):*

Gök, Fatma. *Öğretmen Profili Araştırma Raporu*. (Ankara: Eğitim Bilim ve Kültür Emekçileri Sendikası Yayınları, 1999).



## **PRINCIPLES OF USING DOCUMENTS, TABLES, FIGURES AND GRAPHS**

1. Appendices (documents) should be placed at the end of the manuscript. It should be followed by a brief information about the content of the document and a source in accordance with the criteria of scientific reference will be included.
2. Citations to appendices in the text should be made in the form of Appendix Table:1, Appendix Chart:2 or Appendix Figure:6. If the table, figure, graphic and image are cited, the source must be specified.
3. Tables in the text will be named as bold on the table. The cited source should be mentioned according to the type of the footnote system.
4. Figures, graphics and maps in the text should be named just below the source from which the citation is given. The cited source should be mentioned according to the type of the footnote system.

## **PRINCIPLES TO BE FOLLOWED IN WRITING REFERENCES**

1. The word "Bibliography" should be written in capital letters without indent, and in bold, left justified with two spaces after the previous text,
2. Sources should be sorted alphabetically by authors' surnames,
3. In the bibliography, the row pitch should be 1,
4. In the bibliography, the initials of the author's name and surname should be written in capital, other letters should be in lowercase,
5. The book chapter or journal article's page range should be specified at the end of the source,
6. Writing two or more studies of the same author in bibliography:
  - The oldest publication must be written first. Other publications should be written in the same format from the oldest to the present.
  - The name of the author should not be written at the beginning of the second and subsequent studies, short line (---) should be used instead of the name.