

### GRADUATE PROGRAMS INSTITUTE

**MASTER’S TERM PROJECT WRITING GUIDE**

**Name SURNAME**

**MASTER’S TERM PROJECT**

#### İstanbul, February 2019

**MASTER’S TERM PROJECT WRITING GUIDE**

**Name SURNAME**

**MASTER’S TERM PROJECT XXXXXXXXXXXXXXXXXX DEPARTMENT**

**XXXXXXXXXXXXXXXXX MASTER’S PROGRAM WITHOUT THESIS**

**MASTER’S PROJECT ADVISOR**

Title Name SURNAME

# PREFACE

(Optional)

# CONTENTS

PREFACE i**Hata! Yer işareti tanımlanmamış.**

[CONTENTS vi](#_TOC_250003)

SUMMARY Hata! Yer işareti tanımlanmamış.i

[ABSTRACT vi](#_bookmark0)

SYMBOLS Hata! Yer işareti tanımlanmamış.

ABBREVIATIONS Hata! Yer işareti tanımlanmamış.

LIST OF FIGURES Hata! Yer işareti tanımlanmamış.

[LIST OF TABLES ix](#_bookmark1)i

1. INTRODUCTON Hata! Yer işareti tanımlanmamış.
2. PRINT LAYOUT Hata! Yer işareti tanımlanmamış.
   1. [PAPER STANDARDS AND PAPER USE 2](#_bookmark2)
   2. [FONTS, LINE SPACING, FOOTNOTES TO BE USED AND LAYOUT… 2](#_bookmark3)
3. [LAYOUT OF THE TERM PROJECT 4](#_bookmark4)
   1. [EXTERNAL AND INTERNAL COVER 5](#_bookmark5)

[3.2PREFACE 5](#_bookmark5)

* 1. [TURKISH ABSTRACT, KEYWORDS 5](#_bookmark5)
  2. [ENGLISH ABSTRACT 6](#_bookmark6)
  3. [TABLES, FIGURES, IMAGES AND PHOTOS 6](#_bookmark7)
     1. [Tables 6](#_TOC_250002)
     2. [Figures 6](#_TOC_250001)
     3. [Images and Photos 8](#_bookmark9)
  4. [APPENDIX AND BIOGRAPHY 7](#_bookmark7)
     1. Appendix 7
     2. Biography 8

1. [NUMBERING PAGES 9](#_bookmark10)
2. [TEXT CHAPTERS 10](#_TOC_250000)
   1. [INTRODUCTION AND PURPOSE 10](#_bookmark11)
   2. [CHAPTERS THAT FOLLOW 10](#_bookmark12)
   3. [RESULT AND SUGGESTIONS 12](#_bookmark13)
3. [BIBLIOGRAPHY AND REFERENCES 13](#_bookmark14)
   1. [IN TEXT CITATIONS 14](#_bookmark15)
   2. [CITING REFERENCES IN THE BIBLIOGRAPHY SECTION 17](#_bookmark16)

BIBLIOGRAPHY Hata! Yer işareti tanımlanmamış.

APPENDIX A. XXXXXXXXXXXXXXXXXXXXXXX 18

BIOGRAPHY **Hata! Yer işareti tanımlanmamış.**

# ABSTRACT

### PROJECT NAME

Abstract text (max. 200 words)

#### Keywords: Date:

**ABSTRACT**

**MASTER’S PROJECT TITLE**

Text

#### Keywords: Date:

**SYMBOLS**

A*i* : Current position or the arrival point for the train c : Quality index

C : Quality set

CR : Critical ratio

c(.) : partial benefit function for c quality H*s* : Beginning of the time interval

H*c* : End of the time interval

I : Set of trains that have gone

# ABBREVIATIONS

BOM : Bill of Materials

CRM : Customer Relationship Management DC : Distribution Center

PYS : Performance Management System TKY : Total Quality Management

TÜFE : Consumer Price Index

# LIST OF FIGURES

[Şekil 3.1 Beykoz Üniversitesi Kurumsal Logosu 7](#_bookmark8)

# LIST OF TABLES

[TablE 3.1 Sample Table 7](#_bookmark8)

# 1 INTRODUCTION

This guideline covers writing rules for the master’s without thesis program projects at Beykoz University Graduate Programs Institute. The master’s projects written under Beykoz University Graduate Programs Institute need to comply with the guidelines depicted in this guide and under the supervision of the master’s project advisors.

# 2 PRINT LAYOUT

## PAPER STANDARDS AND USE

While writing and printing a master’s project, the paper needs to comply with the “A4” (210x297 mm) standards, weighing 80-100 gr. and white high-grade paper pulp. Each page needs to have 3.5 cm spacing from the left side, 2.5 cm from the right side, and 2.5 cm from the top and bottom. If there are footnotes, they need to stay within these limits. The back side of the paper must not be used.

## FONTS, LINE SPACING, FOOTNOTES AND LAYOUT

The project needs to be written on the computer using Microsoft Word software in Times New Roman with a font size of 12 and a line spacing of 1.5, in normal characters and a justified style.

No spacing is required before and after while starting a new paragraph. But each paragraph requires and indent of 1 cm. A space is required after each punctuation mark (comma, full stop, colon, semi-colon etc.). The first line of a paragraph cannot be used as the last line on the page. In the same way, the last line of a paragraph cannot be the beginning of a new page. The title at the end of the page needs to be followed by at least two lines of writing or the title needs to be moved to a new page.

The footnotes need to be at the bottom of the page, following a line of spacing from the main text, and needs to be separated with a thin line drawn from the left to the right until the middle of the page. They must not run over the 2.5 cm space that needs to be kept at the bottom of the page. The footnote line and the footnote text need to have a line of space between each other. The footnotes are to be written in type size 10 fonts. separated with a line space. A line spacing needs to remain while writing the footnote.

Tables, figures and formulas need to be created on a computer. The figures that are impossible to be created on a computer are drawn in line with the technical drawing principles; any words and symbols are written in a template. These figures are not to be corrected by handwriting.

# 3 LAYOUT OF THE MASTER’S PROJECT

The master’s projects to be submitted to the Beykoz University Graduate Programs Institute need to have the layout below in terms of content:

* External Cover
* Internal Cover
* Preface (optional)
* Contents
* Turkish Abstract
* English Abstract
* Symbols (if any)
* Abbreviations (if any)
* List of Figures (max 30 figures and tables)
* List of Tables (max 30 figures and tables)
* Introduction and Purpose (1-2 pages)
* General Information, Examination of Source Information (5-10 pages)
* Method and Findings (Chapters in line with the subject) (5-40 pages)
* Discussion and Evaluation (2-3 pages)
* Result and Suggestions (1-2 pages)
* References (20-40 references)
* Appendix
* Biography

## EXTERNAL AND INTERNAL COVER

The master's project outer cover and back cover are cardboard, and the inner cover is the paper used for the text. The outer cover and the inner cover are subject to the same format and content. The cover of these spelling rules is an example for the outer cover and inner cover of the graduate term project.

## PREFACE

The preface is optional. The word PREFACE should be written, centered in 18- point bold capital letters, a preface should be written with a blank line and not exceeding 200 words, in 12-point size, by making the beginning of the line and the beginning of the paragraph if desired.

In the preface, the project work is summarized in a short paragraph of a few sentences. A second paragraph is written to thank those who supported the project.

## TURKISH ABSTRACT, KEYWORDS

The word "ABSTRACT" should be written, centered in 18-point bold capital letters, and the title of the master's project should be written in 14-point bold capital letters, leaving one line space. Then, a summary of the study should be written, with a blank line and not exceeding 200 words, in 12 font size, without carriage return and paragraph.

The abstract should state the scope and main objectives of the research, describe the methodology used, summarize the findings, and state the main conclusions. The abstract should not give results not specified in the study. References should not be given in the abstract. The abstract should not contain equations, especially figures and tables, and abbreviations should not be used during the expression of the findings.

In summary, past tenses such as “it has been done; done; observed” are used; present simple tenses such as “are done, are observed” are not used.

After the abstract, one line space should be left and “Keywords:” should be written in bold, followed by a maximum of 5 keywords separated by commas. Keywords should be listed in order of importance. After the abstract, one line space should be left and “Keywords:” should be written in bold, followed by a maximum of 5 keywords separated by commas. Keywords should be listed in order of importance.

## ENGLISH ABSTRACT

The word "ABSTRACT" should be written, centered in 18-point bold capital letters, and the English title of the master's project should be written in 14-point, bold capital letters and centered, with one line space left. After one more space is left, the English abstract and “Keywords:” sections should be written similar to the Turkish abstract and keywords.

## TABLES, FIGURES, IMAGES AND PHOTOGRAPHS

## Tables

Tables are used to express data consisting of rows and columns. The first row of the table contains the column headings, and the next rows contain the data values. Column headings are written in bold. Alternatively, the first column of the table can have row headings in bold, and data values in the next columns. Tables should be placed as close as possible and within the usage area, after the place where they are first mentioned in the text, provided that they comply with the principles of page layout. Multiple tables can be placed on the same page. Tables should be numbered according to the order of passage in the text, the table number should be in the form of 'Table

section number. The title of the table should be written with single spacing and Times New Roman 10 font size, with the first letters of the words capitalized, centered, bold and plain text (see Table 3.1). When writing the table name, one line should be left at the top and bottom, and one line space should be left after the table. Tables must be referenced in the text before the table. Numbers and texts in table rows and columns should be written in Times New Roman, 10 points. However, in cases where it is necessary, the font size can be reduced to at least 8 points without exceeding the text limits.

**Table 3.1 Sample Table**

|  |  |  |
| --- | --- | --- |
| **Sample** | **Sample** | **Sample** |
| Sample | 24 | 76 |

## Figures

Figures should be placed as close as possible and within the usage area, after the place where they are first mentioned in the text, provided that they comply with the principles of page layout. Multiple tables can be placed on the same page. Figures must be clear and legible. Figures must either be drawn with a drawing program or, if scanned, must be scanned with a resolution of at least 300 dpi. Figures should be numbered according to the order of passage in the text, the figure number should be in the form of 'Figure section no. section number' as in the example of "Figure 1.1". The title of the figure should be centered under the figure, single-spaced, Times New Roman 10 font size, the first letters of the words should be capitalized, centered, bold and plain text (Figure 3.1). The size of the text and numbers in the graphics, pictures and text boxes shown as figures should be written in Times New Roman with size 10 points.

However, in cases where it is necessary, the font size can be reduced to at least 8 points without exceeding the text limits.



**Figure 3.1 Beykoz University Official Logo**

One line space should be left before the figure, before and after the figure name.

When placing figures in the text, reference must be made before the figure.

## Images and Photographs

Pictures and photographs should be expressed as figures. If pictures and photographs are scanned, they must be scanned at a resolution of at least 300 dpi, they must be referenced in the text, they must be numbered together with the figures, the rules applied for the figure must be applied.

## APPENDIX AND BIOGRAPHY

* + 1. **Appendix**

The parts that will take up too much space in the main text and disrupt the fluency of the main text, such as comprehensive data about the term project, computer algorithms and programs, computer outputs, and comprehensive and detailed analyses are included in the appendices.

In the appendices, instead of the chapter number, the appendix number shown with sequential capital letters (such as A, B, C) is given. Subsections are numbered like sections in the text (such as A.1, A.2, A2.1). The spelling rules are the same as the

sections in the text.

## 3.6.1 Biography

The biography of the student who has completed the master's project is given in this section with a maximum of 200 words.

The word ‘**BIOGRAPHY’** should be written, centered in 18-point bold capital letters, ‘**Name SURNAME**’ should be written by leaving a space and centered in bold letters. The biography should be written with a blank line and not exceeding 200 words, in 12 font size, with a line break and a paragraph break if desired.

# 4 NUMBERING PAGES

Page numbers are not used in the "Covers" section of the master's project; Pages are numbered with small Roman numerals (i, ii, iii, iv, …) in the sections starting with the Preface, Table of Contents and up to the Introduction and Purpose, and with small Latin numerals (1, 2, 3, …) in the remaining sections. Page numbers should be written in the bottom center of the page.

# 5 TEXT CHAPTERS

The text part should not exceed 50 pages in general. The number of figures and tables in the text should be 30 at most. Standard abbreviations (such as NATO, TBMM, AIDS) can be used in the article without explanation (including the title). Non-standard abbreviations must be used with an explanation where they are first used (except for the title and abstract). Example: Hepatic artery embolism-HAE or small bowel tumors-IBT.

Chapter titles should be written in Times New Roman, 12 points, capital letters, plain font and bold.

## INTRODUCTION AND PURPOSE

The purpose of the Introduction is to provide sufficient basic information to allow the reader to understand and evaluate the results of the current study without needing to look at previous publications on the subject. The introduction should also give the need and rationale for the study. Most importantly, in the introduction, the purpose of writing the master's project should be stated briefly and clearly. Sources should be carefully selected to give the most important background information. Most of the Introduction should be written in simple present tense, as it mainly talks about your own problem and established studies on the subject at the beginning of the study.

## CHAPTERS THAT FOLLOW

In this and the following chapters, the information that those interested in the project should know is given in order. The chapters can be subdivided.

Sample:

1. GENERAL INFORMATION
   1. THEORETICAL APPROACHES
   2. LITERATURE REVIEW 3 METHOD
   3. APPROACH
      1. Current Approaches in the Literature
      2. The Approach Used in the Project
   4. METHOD DETAILS 4 FINDINGS

5 DISCUSSION AND EVALUATION

In these chapters, the subject is discussed in detail, and analysis, evaluation and applications are made on the subject.

In the appendices, instead of the chapter number, the appendix number shown with sequential capital letters (such as A, B, C) is given. Subsections are numbered like sections in the text (such as A.1, A.2, A2.1).

.

## 5.3 RESULT AND SUGGESTIONS

Inferences should be clear, precise, consistent with the findings, and striking. Inferences that are not supported by the findings should not be included. Where possible, the viability and benefits of inferences should be emphasized. In the light of

the results found, the situations where possible further studies are required should be explained briefly and together with the reasons.

# 6 REFERENCES AND CITING

Resources should be relevant and as up-to-date as possible. Covering more up-to- date sources is more important than listing a higher number of sources. In general, efforts should be made to use the resources of the last 5 years. Of course, this is not the case in classical sources. A basic rule in resource use is not to use resources that are not available. So, an unread resource can never be used.

The sixth edition (APA 6th Edition) of the guide prepared by the American Psychological Association is used for bibliography and reference.

## IN TEXT CITATION

#### Singe author:

According to Baysal (1982) (Baysal, 1982)

#### Two authors:

According to Wegener and Petty (1994) (...) (Wegener and Petty, 1994)

#### Three to five authors:

All the authors are listed when citing for the first time:

(Kernis, Cornell, Sun, Berry, and Harlow, 1993)

In the later citations, only the first author is mentioned and the phrase “et al.” is used: (Kernis et al., 1993)

#### Six and more authors:

Only the first author is mentioned and the phrase “et al.” is used: As Harris et al. (2001) states (...)

According to Harris et al. (2001) (…) (Harris et al., 2001)

#### When the name of the author is not known or not stated:

The first word or the first two words should be used in the text in parenthesis and in quotes:

Politicians and bureaucrats define the results as unacceptable and scandalous (“Die Pisa-Analyse”, 2001).

#### If the author is an organization or a government body:

The citation is referred like the first one; if it is a well-known body, then the abbreviation is used in the later citations made:

According to American Psyschology Association (2000).

First citation: (Mothers Against Drunk Driving [MADD], 2000) Second citation: (MADD, 2000)

#### When more than one work is cited in the same parenthesis:

They need to be ordered by the letters and the two works need to be separated with a semi colon:

(Akar, H. 2010; Çalışkan, 2008; Dinçer ve Kolaşin, 2009; Engin-Demir, 2009; Tunç,

2007)

#### When authors have the same surname:

The first letter of the name is used to avoid confusion:

(E. Johnson, 2001; L. Johnson, 1998)

#### If the same author’s two or more different works published in the same year are cited:

The letters (a, b, c) are used after the year:

According to Berndt (1981a)’s study (...)

#### Interviews, letters, emails acquired through personal communication:

The name of the person contacted and the date of the interviews needs to be stated. However, the data obtained through personal communication should not be added to the references:

(N. AlSayyad, personal communication, 25 March 2012)

N. AlSayyad küreselleşme ve neoliberalizmin (…) (Personal communication, 25 March 2012)

#### Footnotes and Endnotes

In APA writing style, the use of footnotes and endnotes is not preferred. Therefore, as few footnotes as possible should be used. A footnote should be used only when an essential explanatory note is required.

The APA recommends using "&" instead of "and" in citation and bibliography. However, since the symbol "&" is not used in place of "and" in Turkish, the symbol "&" should not be used when citing texts written in Turkish and when writing bibliography.

Also, when citing texts with more than three authors, the APA “et al.” (Kernis et al., 1993) recommends its use. However, in Turkish, "vd." instead of “et al.” (Kernis vd., 1993) should be used.

However, if the study submitted to the Idealkent journal for evaluation was prepared in English, in accordance with the APA standards in the citation and bibliography in these texts, "&" symbol instead of "and" and "et al." should be used.

## CITING REFERENCES IN THE BIBLIOGRAPHY SECTION

#### Basic Principles:

**Single author:**

Berndt, T. J. (2002). Friendship quality and social development. Current Directions in Psychological Science, 11, 7-10.

**Two authors:**

Wegener, D. T. and Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology,* 66, 1034-1048.

#### Between three to seven authors:

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T. and Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology, 65*, 1190-1204.

#### Over seven authors:

After listing the names of the first six authors, an ellipsis is added and the name of the last author is added. No more than seven names should be included:

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . .

. Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication, 57*, 323-335.

#### When the organization is the author:

American Psychological Association. (2003).

#### If the author is unknown:

*Merriam-Webster's collegiate dictionary* (10. bs.). (1993). Springfield, MA: Merriam- Webster.

#### If two or more works by the same author are used:

The sources need to be listed by date:

Berndt, T. J. (1981).

Berndt, T. J. (1999).

#### If the author is the sole author on one study and a co-author on another:

The single-authored work should be listed first:

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist, 34*, 15-28.

Berndt, T. J. and Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66*, 1312-1329.

#### If an author has works published with a different author:

Sorting is done alphabetically by second or next name:

Wegener, D. T. Kerr, N. L., Fleming, M. A., and Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law, 6*, 629-654.

Wegener, D. T., Petty, R. E. and Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24*, 25-43. 4

#### If an author has two or more works published in the same year:

Letters such as (a, b, c) are used:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology, 17*, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52*, 636-643.

#### To the introduction, preface and afterwords:

They are cited like a book chapter:

Kumar, R.ve Hill, D.(2009). Introduction, : Neoliberal Capitalism and Education. D. Hill and R. Kumar (Der.). *Global Neoliberalism and Education and its Consequences* in (ss. 1-11). New York: Routledge.

#### Journals and periodicals:

**Basic Form:**

Author, A. A., Author, B. B., and Author, C. C. (Year). Article Name. *Magazine name, volume. No* (edition no), page/s[. doi:http://dx.doi.org/xx.xxx/yyyyy](http://dx.doi.org/xx.xxx/yyyyy)

#### Articles from magazines where only the volume is given:

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55*, 893-896.

#### The magazines giving edition and volume:

Scruton, R. (1996). The eclipse of listening. *The New Criterion, 15*(3), 5-13.

#### Articles in magazines:

Henry, W. A. (1990, 9 April). Making the grade in today's schools. *Time, 135*, 28-31.

#### Newspaper articles (printed):

Schultz, S. (2005, 28 December). Calls made to strengthen state energy policies. *The Country Today*, ss. 1A, 2A.

#### Letter to the editor:

Moller, G. (2002, August). Ripples versus rumbles [Letter to the Editor]. *Scientific American, 287*(2), 12.

#### Book review:

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Book review *The self- knower: A hero under control*, by R. A. Wicklund ve M. Eckert]. *Contemporary Psychology, 38*, 466-467.

#### Quoting books in the references:

**Basic form:**

Author, A. A. (Year Published). *Name of Work*. Location: Publisher.

Cuban, L. (2001). *Oversold and underused: computers in the classrooms.* Cambridge: Harvard University Press.

#### Compilation book:

Duncan, G. J. and Brooks-Gunn, J. (Der.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

#### Compilation book; if the author/s are known (or only one person’s writings are collected):

Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Der.). New York, NY: Anchor.

#### Translation:

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott and F. L. Emory, Trans.). New York, NY: Dover. (Original work publishing date 1814).

When the text refers to a reprinted work, both dates need to be given: Laplace (1814/1951).

#### If other editions different from the first edition are used:

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5. bs.). Chicago, IL: University of Chicago Press.

#### A chapter or article from a compiled book:

Author, A. A., & Author, B. B. (Year published). Chapter/Article name. A. Editor & B. Editor (Der.), *Book Name in* (page numbers). Location:Publisher.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. B. R. Wainrib (Der.), *Gender issues across the life cycle* in (ss. 107-123). New York, NY: Springer.

#### A Work of Multi-Volumes:

Wiener, P. (Der.). (1973). *Dictionary of the history of ideas* (Volume. 1-4). New York, NY: Scribner's.

#### Encyclopaedia Article:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica.* (Volume. 26, ss. 501-508). Chicago, IL: Encyclopedia Britannica.

#### Published Thesis:

Surname, F. N. (Year). *Thesis Name*. (PhD Thesis). Name of accessed database. (Access or Order Number)

**Unpublished Thesis:**

Surname, F. N. (Year). *Name of PhD Thesis*. (Unpublished PhD thesis). Organization name, Location.

Köprülü, D. (1994). Üniversite kütüphanelerinde kitap koleksiyonunun kullanımı üzerine bir araştırma. Unpublished PhD thesis, Hacettepe University, Ankara.

#### Government Documents

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

#### Articles in online periodicals:

Author, A. A. and Author, B. B. (year published). Article name. *Name of Online Magazine, volume no* (edition if possible) (...) on date accessed at [http://www.someaddress.com/full/url/.](http://www.someaddress.com/full/url/)

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites, 149*. Accessed on 15 January 2012 at [http://www.alistapart.com/articles/writeliving.](http://www.alistapart.com/articles/writeliving)

#### References to articles and DOIs in online scientific periodicals: Online journal articles with defined DOI:

Author, A. A., & Author, B. B. (year published). Article name. *Magazine Name, volume no,* page/s. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography.

*European Journal of Marketing, 41*, 1245-1283. doi:10.1108/03090560710821161

Wooldridge, M.B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology, 33*(5), 211-218.

<http://dx.doi.org/10.1016/j.appdev.2012.05.005>

#### Citation to articles in online periodicals with no defined DOI:

Author, A. A. ve Author, B. B. (date published). Article name. *Magazine name, volume no*. Accessed a[t http://www.journalhomepage.com/full/url/.](http://www.journalhomepage.com/full/url/)

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics, 8*. Accessed on 15 January 2012

a[t,http://www.cac.psu.edu/jbe/twocont.html.](http://www.cac.psu.edu/jbe/twocont.html)

#### Online newspaper article:

Author, A. A. (Year, Day Month). Article name. *Newspaper Name*. Accessed at <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, Mayıs 6). Psychiatry handbook linked to drug industry. *The New York Times*. Accessed on 15 January 2012 a[t, http://well.blogs.nytimes.com.](http://well.blogs.nytimes.com/) 7

#### E-Books:

De Huff, E. W. (t.y.). *Taytay’s tales: Traditional Pueblo Indian tales*. Accessed on 15 January 2012 a[t, http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html.](http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html)

Davis, J. (t.y.). *Familiar birdsongs of the Northwest*. Accessed on 15 January 2012 at [http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0.](http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0)

#### Qualitative data and online interview:

If an audio or written form of the interview is not available, only reference is made in the text and the month, day, year information is indicated; not included in the bibliography. If audio or text is available online, it is indicated in parentheses as ([Interview transcript] or [interview audio file]); in the bibliography as follows:

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview Transcripts]. Retrieved from Johnson Space Center Oral Histories Project Web site: Accessed on 15 January 2012 at http:// www11.jsc.nasa.gov/history/oral\_histories/oral\_histories.htm.

#### Published Interview:

Çelik, Z. (Mülakat yapan) & AlSayyad, N. (Mülakat yapılan). (2012). On neoliberalism and urban inequalities [Mülakat transkipsiyonu]. *İdealKent.* (7), 10-20.

#### Online lecture notes and presentation slides:

Hallam, A. *Duality in consumer theory* [PDF document]. Lecture Notes Online Web site: Accessed on 15 January 2012 at <http://www.econ.iastate.edu/classes/econ501/Hallam/>index.html.

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slaytı]. Accessed on 15 January 2012 a[t http://siri.uvm.edu/ppt/40hrenv/index.html.](http://siri.uvm.edu/ppt/40hrenv/index.html)

#### Non-periodic web document, page or report:

The basic principle is to find and use the name of the owner of the file or work in such cases.

Author, A. A. (date published). File name. Accessed on 15 January 2012 at [http://Web](http://Web/) address.

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee,

A. (2010, May 5). General format. Accessed on 15 January 2012 at [http://owl.english.purdue.edu/owl/resource/560/01/.](http://owl.english.purdue.edu/owl/resource/560/01/)

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1. Sabuncuoğlu, Z., Tüz, M., *Örgütsel Psikoloji*, Ezgi Kitabevi, İstanbul, 1995:10.
2. Bengtsson, S., Solheim, B. G., “Enforcement of data protection privacy and security in medical informatics”, MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics, Geneva, Switzerland, 6-10 September 1992, Amsterdam, North-Holland, 1992:1561-1565.

# APPENDIX A. XXXXXXXXXXXXXXXXXX

**BIOGRAPHY**

#### Name SURNAME

(Biography of the student owner of project; max 200 words)