



**INSTITUTE OF GRADUATE PROGRAMS**

**MASTER'S TERM PROJECT WRITING GUIDE**

**Name SURNAME**

**MASTER'S TERM PROJECT**

**İstanbul, February 2025**

# **MASTER'S TERM PROJECT WRITING GUIDE**

**Name SURNAME**

**MASTER'S TERM PROJECT**

**XXXXXXXXXXXXXXXXXXXXX DEPARTMENT**

**XXXXXXXXXXXXXXXXXXXXX NON-THESIS MASTER'S PROGRAM**

**YÜKSEK MASTER'S TERM PROJECT ADVISOR**

**Title Name SURNAME**



## ETHICS STATEMENT

I declare that this project is my own work and that all information included in this project has been collected and presented in accordance with academic and ethical standards. I have fully cited and referenced all materials and results as required by these standards. If any materials used in this project require copyright, the necessary permissions have been obtained, and this thesis does not contain any plagiarism.

I further declare that, except where proper acknowledgment has been provided, I have not submitted any material or text previously written or published by another person, nor any part of this project, as another thesis/project at this university or any other university.

I accept any legal liability that may arise from failure to comply with these conditions.

Name Surname

**Signature**

# PREFACE

(Optional)

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# ABSTRACT

## MASTER'S TERM PROJECT TITLE (IN ENGLISH)

The abstract text should not exceed 200 words.

**Key Words:**

# **ABSTRACT**

**MASTER'S PROGRAM PROJECT TITLE (IN TURKISH)**

Text

## Anahtar Kelimeler:

## SYMBOLS

- $A_i$  : The meeting point where the train is located or will arrive
- $c$  : Quality index
- $C$  : Attribute set
- CR : Critical ratio
- $f_c(.)$  : Partial utility function for attribute  $c$
- $H_s$  : Beginning of time period
- $H_c$  : End of time period
- $I$  : Set of outgoing trains

## **ABBREVIATIONS**

BOM	: Bill of Materials
CRM	: Customer Relationship Management
DC	: Distribution Center
PYS	: Performance Management System
TKY	: Total Quality Management
TÜFE	: Consumer Price Index

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# LIST OF TABLES

Table 1. Sample Table..... 7

# INTRODUCTION

This guide contains the writing rules for term projects in non-thesis master's programs offered by the Beykoz University Graduate Programs Institute. Graduate term projects prepared by the Beykoz University Graduate Programs Institute must be written under the supervision of their graduate project advisors and in accordance with the rules outlined in this guide.

- **There is a minimum word limit of 5000 for project work.**

# FONT LAYOUT

Master's degree term projects are requested in CD or USB format, not in printed form. Depending on institute decisions, the term project may be required to be uploaded to the Onlinebeykoz system. The project student should proceed according to the official institute emails and the information provided by the supervising faculty member.

## 1.1. Font, Line Spacing, Footnotes and Format

The master's term project should be typed on a computer using Microsoft Word, using Times New Roman font, 12-point font, 1.5-line spacing, standard font, and justified.

When starting a new paragraph, there is no spacing before or after the paragraph. However, paragraph indentations should be indented 1 cm. Punctuation marks (such as commas, periods, question marks, colons, semicolons, etc.) should be followed by a single space. The first line of a paragraph cannot be written as the last line of the page, nor can the last line of a paragraph be written as the first line of the page. The title at the bottom of the page must be followed by at least two lines of text, or the title must appear on a new page.

Footnotes should be separated from the main text at the bottom of the page by a continuous thin line drawn from left to right, extending from the middle of the page, after leaving a single line of space. They should not extend beyond the 2.5 cm margin required at the bottom of the page. One line of space should be left between the footnote

line and the footnote text. Footnotes should be written in 10-point font. Footnotes must be single-spaced.

Tables, figures, and formulas must be created on a computer. Shapes that cannot be created on a computer are drawn according to technical drawing principles; text and symbols are written using templates. Manual corrections are not permitted in such figures.

# STRUCTURE OF THE TERM PROJECT

The structure of the graduate term projects to be submitted to the Beykoz University Graduate Programs Institute should be arranged as follows in terms of content.:

- Outer cover
- Inner cover
- Ethics statement
- Preface (optional)
- Contents
- Turkish Abstract
- English Abstract
- Symbols (if any)
- Abbreviations (if any)
- List of Figures (total number of figures and tables is maximum 30)
- List of Tables (total number of figures and tables is maximum 30)
- Introduction and Objectives (1-2 pages)
- General Information, Analysis of Source Information (5-10 pages)
- Methods and Findings (in sections appropriate to the subject) (5-40 pages)
- Discussion and Evaluation (2-3 say pages)
- Conclusion and Recommendations (1-2 pages)
- References (20-40 sources)
- Appendices
- Curriculum Vitae

## 1.2. Preface

Preface is optional. The word “**PREFACE**” should be centred, written in 12-point bold uppercase letters. Leave one line of space, and then the preface should be written in 12-point font, optionally with indents at the beginning of lines or paragraphs, not exceeding 200 words.

The preface should include a short paragraph summarizing the term project work in a few sentences. A second paragraph may be added to acknowledge and thank those who provided support during the term project.

## 1.3 Turkish Abstract, Keywords

The word “**ÖZET**” should be centred and written in 14-point bold uppercase letters. After leaving one line of space, the title of the master’s term project should be written in 12-point bold uppercase letters, also centred. After another line of space, the abstract of the study should be written in 12-point font, without indents at the beginning of lines or paragraphs, and should not exceed 200 words.

The abstract should state the scope and main objectives of the research, describe the methodology used, summarize the findings, and indicate the main conclusions. The abstract should not provide results that are not mentioned in the study. No references should be cited in the abstract. Unless absolutely necessary, the abstract should not include equations, figures, or tables, and abbreviations should not be used.

Past tense verbs such as “yapılmıştır; yapıldı; gözlenmiştir; gözlendi” should be used in the abstract; present tense verbs such as “yapılır, gözlenir” should not be used.

After the abstract, leave one line of space and write in bold “**Anahtar Kelimeler:**” followed by up to five keywords, separated by commas. The keywords

should be listed in order of importance

#### **1.4 English Abstract**

The word “**ABSTRACT**” should be centred and written in 14-point bold uppercase letters. After leaving one line of space, the English title of the master’s term project should be written in 12-point bold uppercase letters, also centred. After leaving another line of space, the English abstract and “**Keywords:**” section should be written similarly to the Turkish abstract and keywords.

#### **1.5. Tables, Figures, Images and Photographs**

##### **1.5.1 Tables**

Tables are used to present data consisting of rows and columns. Column headers are placed in the first row, and data values in the following rows. Column headers should be in bold. Alternatively, row headers in the first column may be in bold, with data values in the subsequent columns. Tables should be placed as close as possible to the point in the text where they are first mentioned and within the appropriate area of use, in accordance with page layout principles. Multiple tables can be placed on the same page. Tables should be numbered according to the order in which they appear in the text. The number should follow the format “**Table 1.1**”, where it reads ‘**Table section number.sequence number in section**’. The table title should be written above the table, single-spaced, in Times New Roman 12-point font, with the first letter of each word capitalized, centred, bold, and in plain text (see Table 3.1). Leave one line of space above and below the table title, and one line of space after the table. Tables must always be referred to in the text before the table itself. Numbers and text in the table’s rows and

columns should be written in Times New Roman 10-point font. In exceptional cases, font size may be reduced to a minimum of 8 points, without exceeding the page layout limits.

**Table 1. Sample Table**

Sample	Sample	Sample
Sample	24	76

**Source:**

### **1.5.2 Figures**

Figures must be placed as close as possible to the point in the text where they are first mentioned, within the appropriate area of use, and in accordance with page layout principles. Multiple figures can be placed on the same page. Figures must be clear and legible. Figures should either be drawn using a graphics program or, if scanned, scanned at a resolution of at least 300 dpi. Figures should be numbered according to the order in which they appear in the text. The figure number should follow the format “**Figure 1.1**”, where it reads ‘**Figure section number.sequence number in section**’. The figure caption should be centred below the figure, single-spaced, in Times New Roman 12-point font, with the first letter of each word capitalized, bold, and in plain text (see Figure 3.1). Text and numbers in figures such as graphs, images, and text boxes should be written in Times New Roman 10-point font. In exceptional cases, font size may be reduced to a minimum of 8 points, without exceeding the page layout limits.



**Figure 1. Beykoz University Institutional Logo**

**Source:**

A single line of space should be left before the figure, and one line before and after the figure caption. When placing figures in the text, they must always be referenced in the text before the figure itself.

### **1.5.3 Images and Photographs**

Images and photographs should be treated as figures. If images or photographs are scanned, they must be scanned at a minimum resolution of 300 dpi. They must be referenced in the text, numbered together with other figures, and the same rules applied to figures must be followed.

## **1.6 Appendices and Curriculum Vitae**

### **1.6.1 Appendices**

Extensive data, computer algorithms and programs, computer outputs, and detailed analyses that would take up excessive space in the main text and disrupt its flow should be included in the appendices.

In the appendices, instead of section numbers, sequential capital letters (A, B, C, etc.) are used to identify each appendix. Subsections are numbered like sections in the main text (e.g., A.1, A.2, A.2.1). Writing conventions are the same as those used in the main text.

### **1.6.1 Curriculum Vitae**

The curriculum vitae of the student who conducted the master's term project should be presented in this section in no more than 200 words.

The word "CURRICULUM VITAE" should be centred in 18-point bold capital letters. Leave one line of space, then centre the student's **Name SURNAME** in bold letters. After another line of space, the CV should be written in 12-point font, without exceeding 200 words. Paragraph or line indentation may be applied if desired. If desired, the resume can also be provided in table format.

### **1.6.2. Page Numbering**

No page numbers are used in the "Covers" section of the master's term project. For sections starting from the Preface and Table of Contents up to the Introduction and Objectives, lowercase Roman numerals (i, ii, iii, iv, ...) are used. For the remaining sections, lowercase Arabic numerals (1, 2, 3, ...) are used. Page numbers should be placed at the centre bottom of the page.

## **TEXT SECTIONS**

The main text should generally not exceed 50 pages. The total number of figures and tables within the text should not exceed 30. Standard abbreviations (e.g., NATO, TBMM, AIDS) can be used without explanation, including in headings. Non-standard abbreviations must be defined at their first use (except in headings and abstracts). Example: Hepatic Artery Embolism – HAE or Small Intestine Tumors – SIT.

Chapter titles;

**The main headings, numbered as 1, 2, etc., should follow these rules:**

- The heading should begin on a new page. There should be no period at the end of the heading. Main headings should be written in bold, capital letters, and 14-point font.

- Main headings should be centered.
- Main headings should reflect the content of the following text.
- The heading format should adhere to 1.5 line spacing and 24 nk spacing after the heading.

**The secondary headings, numbered as 2.1, 2.2, etc., should follow these rules:**

- They should be 12-point font, left-aligned, bold, and the first letter should be capitalized. The first letter of each word should be capitalized.
- The number of the secondary heading will be followed by a period and a tab. If the headings contain conjunctions such as "and/or/with," etc., they should be written in lowercase letters.
- Second headings should be in the following format: 1.5 line spacing, 24 nk spacing before, 24 nk spacing after; the second heading does not need to start on a new page.

**Numbered subheadings such as 2.1.1., 2.1.2., etc., should follow these rules:**

- 12-point font, left-aligned, bold, and with the first letter capitalized. The first letter of each word should be capitalized.
- Second headings should be in the following format: 1.5 line spacing, 24 nk spacing before, 24 nk spacing after; the subheading does not need to start on a new page.

**For numbered second subheadings such as 2.1.1.1., 2.1.1.2., etc., the following rules must be followed; however, a second subheading should be avoided if possible.**

- It should be written on separate lines starting from the left margin of the text.

- **12-point font, bold, italic, left-aligned, and with the first letter capitalized.**

The first letter of each word should be capitalized.

- Second subheadings should be in the following format: 1.5 line spacing, 0 nk before, 10 nk after, no need to start on a new page.

- Numbered third subheadings such as 2.1.1.1.1. and 2.1.1.1.2. etc. should not be numbered. Instead, the following format can be used as unnumbered subheadings: Bold, first letter capitalized, left-aligned, 1.5 line spacing, 0 nk before, 10 nk after.

- These subheadings should not be included in the Table of Contents.

## **1.7 Introduction and Objectives**

The purpose of the Introduction is to provide sufficient foundational information so that the reader can understand and evaluate the results of the current study without needing to consult previous publications on the topic. The Introduction should also explain the rationale and necessity of the study. Most importantly, the Introduction should clearly and concisely state the purpose of writing the master's term project. References should be carefully selected to provide the most essential background information. Since much of the Introduction discusses your problem and existing studies on the topic at the start of the research, it should generally be written in the present tense.

## **1.8 Following Sections**

In this and the following sections, information that readers need to understand the project topic is provided in an organized manner. Sections may be divided into subsections.

Example:

## 2. GENERAL INFORMATION

### 2.1. Theoretical Approaches

### 2.2. Literature Review

## 3. METHOD

### 3.1 Approach

#### 3.1.1 Existing Approaches in the Literature

#### 3.1.2 Approach Used in the Project

### 3.2 Method Details

## 4. FINDINGS

## 5. DISCUSSION AND EVALUATION

In these sections, the topic is discussed in detail, and analysis, evaluation, and practical applications related to the topic are included.

In the appendices, instead of section numbers, sequential capital letters (A, B, C, etc.) are used. Subsections are numbered like sections in the main text (e.g., A.1, A.2, A.2.1)

### **1.9 Conclusions and Recommendations**

Conclusions should be clear, precise, consistent with the findings, and striking. Unsupported conclusions must not be included. Whenever possible, the practical applicability and benefits of the conclusions should be emphasized. Based on the results obtained, the necessity of potential future studies should be briefly explained along with their reasons

## REFERENCES AND CITATION

References should be relevant to the topic and as up-to-date as possible. The emphasis is on recency rather than quantity. Generally, sources from the last five years should be preferred. Of course, this does not apply to classic or seminal works. A fundamental rule in using sources is that any source not personally accessed or read should not be used. In other words, a source that has not been fully read can never be cited.

For references and citations, the sixth edition of the guide prepared by the American Psychological Association (*APA 6th Edition*) should be used.

### **1.10 In-Text Citation**

#### **Single author:**

According to Baysal (1982)

(Baysal, 1982)

#### **Two authors:**

According to Wegener and Petty (1994) ...

(Wegener & Petty, 1994)

#### **Three to five authors:**

For the first citation, list all authors:

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

For subsequent citations, use only the first author followed by “et al.”:

(Kernis et al., 1993)

**Six or more authors:**

Use only the first author followed by “et al.”:

As stated by Harris et al. (2001) (...)

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

(Harris et al., 2001)

**When the author’s name is unknown or not given:**

Use the first one or two words of the title in quotation marks and parentheses:

Politicians and bureaucrats stated that the results were unacceptable and scandalous (“Die Pisa-Analyse”, 2001).

**When the author is an organization or government agency:**

Cite fully in the first reference; if it is a well-known organization, use the abbreviation for subsequent references:

According to the American Psychological Association (2000).

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

Second citation: (MADD, 2000)

**Citing multiple works in the same parentheses:**

Arrange alphabetically and separate with semicolons:

(Akar, H. 2010; Çalışkan, 2008; Dinçer & Kolaşın, 2009; Engin-Demir, 2009; Tunç, 2007)

**Authors with the same last name:**

Include the initial to avoid confusion:

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

**Multiple works by the same author in the same year:**

Add letters (a, b, c) after the year:

According to Berndt's research (1981a) (...)

**Personal communications (interviews, letters, emails):**

Include the name of the person and the date of communication. Personal communications should **not** be included in the reference list:

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

N. AlSayyad discussed globalization and neoliberalism (...) (Personal communication, 25 March 2012)

**Footnotes and Endnotes**

In APA writing style, the use of footnotes and endnotes is generally not preferred. Therefore, footnotes should be used as little as possible. They should be included only when a very essential explanatory note is required.

APA recommends using "&" instead of "and" in in-text citations and reference lists. However, since the "&" symbol is not used in place of "ve" in Turkish, it should not be used in citations or reference lists written in Turkish.

Additionally, although APA recommends using “et al.” when citing works with more than three authors (e.g., Kernis et al., 1993), in Turkish the abbreviation “vd.” should be used instead (e.g., Kernis vd., 1993).

However, if a manuscript submitted to Idealkent Journal for evaluation is prepared in English, the “&” symbol should be used instead of “and,” and “et al.” should be used in both in-text citations and the reference list in accordance with APA standards.

### **1.11 Reference List Format**

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

##### **Three to seven authors:**

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T. & 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.

##### **More than seven authors:**

List the first six authors, insert an ellipsis, and add the final author. No more than seven names should appear:

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 author is an organization:**

American Psychological Association. (2003).

**When the author is unknown:**

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

**When two or more works by the same author are used:**

List them in chronological order:

Berndt, T. J. (1981).

Berndt, T. J. (1999).

**When an author has both single-authored and co-authored works:**

List the single-authored work first:

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

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

**If an author has works published with different co-authors:**

Ordering is done alphabetically according to the second or subsequent author:

Wegener, D. T. Kerr, N. L., Fleming, M. A., & 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. & 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 after the year:

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.

**Introductions, prefaces, and forewords:**

They are cited like a book chapter:

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

**Journal and Periodical Articles:**

**Basic format:**

Author, A. A., Author, B. B., & Author, C. C. (Year). Article title. *Journal Title*, volume number (issue number), page range. doi:xx.xxx/yyyy

**Articles in journals with volume only:**

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

**Articles with both volume and issue:**

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

**Magazine articles:**

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

**Newspaper articles (print):**

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 [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

**Books in References:****Basic format:**

Author, A. A. (Publication year). *Title of work*. Place: Publisher.

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

**Edited book:**

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

**Edited book where the author(s) of the texts are known (or when one person's writings are compiled):**

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

**Translation:**

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

When referring in the text to a republished work, both dates should be given: Laplace (1814/1951).

**If an edition different from the first edition is used:**

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5<sup>th</sup> ed.). Chicago, IL: University of Chicago Press.

**A chapter or article in an edited book:**

Author, A. A., & Author, B. B. (Publication year). Title of chapter/article. In A. Editor & B. Editor (Eds.), *Title of book* (page numbers). Place: Publisher.

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

**Multi-volume work:**

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

**Encyclopedia entry:**

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

**Published thesis:**

Surname, F. N. (Year). *Title of thesis*. (Doctoral dissertation). Name of database. (Accession or Order Number)

### **Unpublished thesis:**

Surname, F. N. (Year). *Title of doctoral dissertation*. (Unpublished doctoral dissertation). Institution name, Place.

Köprülü, D. (1994). Üniversite kütüphanelerinde kitap koleksiyonunun kullanımı üzerine bir araştırma. Unpublished doctoral dissertation, 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. & Author, B. B. (Publication year). Title of article. *Title of Online Journal*, volume no (issue no if available) Retrieved on (date) from <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. Retrieved 15 January 2012 from <http://www.alistapart.com/articles/writeliving>.

### **Online scholarly journal articles and citations with DOIs:**

#### **Online scholarly journal articles with DOIs:**

Author, A. A., & Author, B. B. (Publication year). Title of article. *Journal 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>

### **Online journal articles without DOIs:**

Author, A. A. & Author, B. B. (publication date). Title of article. *Journal Name*, volume no. Retrieved from <http://www.journalhomepage.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved 15 January 2012, from <http://www.cac.psu.edu/jbe/twocont.html>.

### **Online newspaper article:**

Author, A. A. (Year, Day Month). Title of article. *Newspaper Name*. Retrieved from <http://www.someaddress.com/full/url/>.

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved 15 January 2012 from <http://well.blogs.nytimes.com>

### **Electronic books:**

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved 15 January 2012 from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>.

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Retrieved 15 January 2012 from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>.

### **Qualitative data and online interviews:**

If the audio or written form of the interview is not accessible, it is cited only in the text, with month, day, and year given; it is not included in the references. If an audio or written version is available online, it is indicated in brackets (e.g., [Interview transcript] or [Interview audio file]) and included in the reference list as follows:

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

**Interview published in print:**

Çelik, Z. (Interviewer) & AlSayyad, N. (Interviewee). (2012). On neoliberalism and urban inequalities [Interview transcript]. *IdealKent*. (7), 10-20.

**Online lecture notes and presentation slides:**

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

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved 15 January 2012 from <http://siri.uvm.edu/ppt/40hrenv/index.html>

**Non-periodical web document, page, or report:**

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

Author, A. A. (Publication date). Title of file. Retrieved 15 January 2012 from <http://Web address>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). General format. Retrieved 15 January 2012 from <http://owl.english.purdue.edu/owl/resource/560/01/>

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- (1) Sabuncuođlu, 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.

**APPENDICE A. XXXXXXXXXXXXXXXXXXXXXXX**

# CURRICULUM VITAE

**Name SURNAME**

(CV of the student who completed the master's term project; maximum 200 words)

This section **should not contain personal information** such as email addresses, identification numbers, phone numbers, etc.