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MUĞLA SITKI KOÇMAN UNIVERSITY
INSTITUTE OF EDUCATIONAL SCIENCES

GUIDELINES FOR THESIS / DISSERTATION WRITING

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MUĞLA

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CHAPTER I

INTRODUCTION

This guideline determines the principles and other formal features to be followed in writing and printing the graduate thesis prepared in the departments of the Educational Sciences Institute of Muğla Sıtkı Koçman University. Students of Muğla Sıtkı Koçman University Institute of Educational Sciences must comply with all the rules regarding spelling, form and essence stated in this guideline in preparing and submitting their thesis. The supervisor and the student are jointly responsible for violations of ethical rules.

Each thesis study should be written in Microsoft Word program in electronic environment (use Microsoft Word 2007 and higher versions) and all kinds of pictures, drawings, photographs, formulas, tables and texts related to the thesis should be included in the prepared file. Hard copies of the thesis written in accordance with the institute format and formally checked and accepted (2 copies for master and doctorate - 1 copy for the Institute, 1 copy for the thesis supervisor) and an electronic copy in both WORD and PDF format must be submitted to the Institute. The file names of the WORD and PDF documents submitted to the institute must be the thesis number of the thesis for which data are entered in YÖK (Higher Education Board) National Thesis Center.

1.1. Basic Principles of Scientific Research and Publication Ethics

The ethical principles given in this section have been adapted from the Scientific Research and Publication Ethics Directorate of the Council of Higher Education (CHE, 2016).

1.1.1. Basic Principles of Scientific Research Ethics

The basic principles to be followed in scientific research are as follows:

- Data are obtained by scientific methods. In evaluating, interpreting and obtaining theoretical results, scientific methods cannot be left, the results cannot be distorted, and the results that have not been obtained cannot be shown as research results.
- Participants' consent is obtained in surveys and attitude researches to be conducted in social and humanities. If the research is to be conducted in an institution, the permission of the institution they are affiliated to is obtained in addition to the consent of the participants.
- Researchers and officials are obliged to inform and warn those concerned about possible harmful practices or effects regarding the scientific research.
- Researchers and those to whom data will be collected in the study have the right not to participate in researches that may lead to harmful consequences and / or practices they do not approve according to their own conscience.
- In the works to be carried out, it is ensured that the data and information obtained from other persons and institutions are used as permitted, their confidentiality is respected and protected.
- Possibilities and resources allocated for scientific research cannot be misused.

1.1.2. Basic Principles Regarding Publication Ethics

The basic principles to be followed in scientific publications are:

- Persons who have not actively contributed to the design, planning, execution and publication of the scientific research cannot be included in the names of the authors.
- While making use of a study in scientific publications, references are given in accordance with the scientific citation rules explained in detail in the following sections (4.1. Citation and Citation in the Text).
- Theses or studies that have not yet been submitted or have not been defended cannot be used as a source without the permission of the owner.

- Except for propositions such as universally recognized scientific theories, basic knowledge of science fields, mathematical theorems and proofs, all or part of the work cannot be published in translation or in its original form without permission and showing the original source.

1.1.3. Unethical Actions

Actions contrary to scientific research and publication ethics are:

- *Plagiarism*: Presenting the ideas, methods, data, practices, writings, figures or works of others as if they were their own, partially or completely, without reference to their owners in accordance with scientific rules.
- *Forgery*: To produce data that is not based on research, to edit or change the presented or published work based on unreal data, to report or publish them, to pretend that a research has not been done.
- *Distortion*: Falsifying (changing) research records and the data obtained, showing the methods, devices and materials not used in the research as being used, not taking into account the data that are not suitable for the research hypothesis, playing with the data and / or results in order to conform to the relevant theory or assumptions, the person receiving support and falsifying or shaping research results in the interests of organizations.
- *Republishing*: Publishing different works containing substantially the same results of a research.
- *Slicing*: Publishing the results of a research in a way that disrupts the integrity of the research, inappropriately fragmenting it and making a large number of publications without citing each other.
- *Unfair authorship*: Including non-active contributors among the authors, not including active contributors among the authors, changing the author's order in an unjustified and inappropriate manner, removing the names of those who have active contributions from the work during publication or in subsequent editions, using their influence even though they have no active contribution. to include his name among the authors.
- *Other types of ethical violations*: Not clearly stating the supporters, institutions or organizations and their contribution to the research in the

publications of the researches conducted with the support, sharing the information in a work for which they were assigned as a referee before publication, resources provided or allocated for scientific research, Using the spaces, facilities and devices for misuse, making allegations of completely baseless, unwarranted and deliberate violation.

CHAPTER II

GENERAL WRITING AND FORMAT RULES

Theses prepared by Muğla Sıtkı Koçman University, Graduate School of Educational Sciences, must comply with the standards and rules determined by the Institute.

2.1. General Writing Principles

2.1.1. Language and Expression

Theses conducted in the Department of Foreign Language Education within the Institute can be prepared in a foreign language. In theses prepared in a foreign language, attention should be paid to the rules of the writing language of the thesis. These theses should also be prepared in accordance with the formal rules specified in the guideline. Abbreviations are not used in sections written in English. For example, respectively; "Were not", "do not", "is not" are used instead of "weren't", "don't", "isn't".

In theses, a clear and understandable expression should be preferred in accordance with the rules of the language used. Headings and subheadings should be included to increase the comprehensibility of the subject.

2.2. General Format Guidelines

The features of the paper to be used in thesis writing, page and paragraph formatting are given in Table 1.

Table 1. *Paper Properties, Page and Paragraph Formatting*

Format	Explanations
Paper Specifications to be Used	The paper should be in A4 size and 80 g / m ² . Theses should be printed on one side of A4 white paper using black ink.
Page Margins	There should be 3.5 cm from the left edge of the page that will enter the skin, and 2.5 cm from the other three edges. All text, including page numbers, footnotes, should be written within these limits.
Paragraph Settings	
<i>Paragraph Alignment</i>	All paragraphs in the thesis (except the bibliography, bibliography should be left aligned) should be justified.
<i>Paragraph Indents</i>	The first lines of the paragraphs must start from 1 Tab (1.25 cm) inside (first line indent). Other lines of the paragraph should not be indented. The paragraphs in the bibliography section should not have first line indents, other line indents should start from 1 Tab (1.25 cm) inside (Hanging indent).
<i>Before and After Paragraph</i>	Before each paragraph, 0 nk space before and 6 nk after it should be left.
<i>Line Spacing</i>	All texts in the thesis should be written using 1.5 line spacing. Minutes of the thesis, ethical statement, abstract, abstract, preface, contents, tables index, figures index, abbreviations index, appendices index, bibliography, appendices, resume should be written using 1.5 line spacing.
Font	All texts in the thesis should be written using Times New Roman font and the character size should be 12 pt.

2.2.1. Titles

Main section titles will be written in capital letters, centered on the writing area. Only main section titles (INTRODUCTION, METHOD, etc.) should be written starting from a new page. Spaces to be left before and after the headings should be as follows:

- 60 nk before 1st level titles, 36 nk after,
- 36 nk before 2nd level headings, 24 nk after,
- 24 nk before and 18 nk after 3rd level titles,
- 18 nk before and after level 4 titles,
- 0 nk before 5th level titles, then 6 nk.

The grades, font size, style and capitalization features of the titles to be used in the thesis are specified in Table 2.

Table 2. *Table of Spelling Features According to Heading Degrees*

Başlık Derecesi	Punto	Stil Özellikleri			Büyük/Küçük Harf Özelliği
		Kalın	İtalik	Dik	
1. Level Title	14	√	-	√	Centered, Bold, ALL LETTERS LARGE The text starts in a new paragraph.
2. Level Title	12	√	-	√	Left Justified, Bold, Initial Letters Capital Text starts from a new paragraph.
3. Level Title	12	√	√	-	<i>Sola Dayalı, Kalın Eğik, İlk Harfler Büyük</i> Text starts from a new paragraph.
4. Level Title	12	√	-	√	One Tab Indented, Bold, Initial Letters Capital, End With Period. The text begins on the same line and continues as a normal paragraph.
5. Level Title	12	√	√	-	<i>One Tab Indented, Bold, Initial Letters Capital, End With Period.</i> The text begins on the same line and continues as a normal paragraph.

"And", "or", "with", "etc." The first letters in expressions should be written in lowercase.

2.2.2. Section Numbering

Section numbering will be done using the double numbering system, which is a commonly used itemization system (Example includes numbering only. See previous heading for heading level style). For example;

1. Chapter 1 (1. Degree Title)

1.1. First Subdivision of the First Section (2. Degree Title)

1.2. First Section, Second Subdivision (2. Degree Title)

1.2.1. First Subdivision of the First Section, Second Subchapter (3rd Degree Title)

1.2.1.1. First Subpart of the First Subchapter, First Subchapter of the Second Subdivision. (4th Degree Title)

1.2.1.1.1. First Subdivision of the First Section, Second Subdivision, First Subdivision, First Subdivision. (5th Degree Title)

2.2.3. Page Order and Numbers

Page numbers should be in Times New Roman font and 12 pt. Starting pages up to the introduction should be written in Roman numerals (i, ii, iii, iv,...), and from the introduction in Latin numerals (1, 2, 3, 4,...). Page numbers should not be shown on the inner cover, which is the first page of the thesis, and on the approval page, and the next page should start at three (iii). On the starting pages up to the introduction section, the numbers should be placed centered at the bottom of the page, and the page numbers from the introduction should be placed in the upper right corner of the page (For example, you can examine this document which is the Institute Thesis Writing Guide). Information on page order and numbers is given in Table 3.

Table 3. *Table of Page Numbers and Usage*

Content	Page Numbers		
	Unnumbered	Romen Numerals (i, ii, iii, iv) (Bottom of page, centered)	Arabic (Latin) Numeral (1, 2, 3, 4) (Top right corner)
Inner Cover	✓		
Juri Confirmation Page		✓ (Must start with “iii”)	
Ethics Statement		✓	
Summary		✓	
Abstract		✓	
Acknowledgments		✓	
Contents		✓	
List of Tables		✓	
List of Figures		✓	
List Of Abbreviations		✓	
List of Appendicies		✓	
Section I, II, III, IV, V			✓
References			✓
Appendicies			✓
Curriculum Vitae			✓

2.2.4. *Tables and Figures*

2.2.4.1. Common Rules to be Applied in Tables and Figures. Common rules to be applied in tables and figures are as follows.

- Tables and figures should be placed center-aligned within the area delimited by margins.
- The texts in tables and figures should be written using 12 pt Times New Roman font. If the table and figure content does not fit on the page, the texts in the table and figure content can be written between 8 and 12 pt, 1 line spacing, zero "0" space before and after the paragraph.
- If the paragraph after the tables and figures is very close to the table and figure, a blank line is not added. Instead, "12" nk space should be left before the paragraph of the paragraph after the table and figure.

2.2.4.2. Rules to be Applied in Tables. A table consists of 4 parts:

- Table number: The table number (Table 1, Table 2) should be written above the table in bold, 12 pt. Times New Roman font without paragraph indent.
- Table name: Period after the table number "." The first letter of each word should be capitalized (excluding conjunctions with and etc.), in italic, 12 pt. Times New Roman font, and 1.5 line spacing.
- Headings in the table: The headings in the table are written in columns and form the upper part of the table.
- Table body: It is the part under the table column headings. They are areas (cells) formed by the intersection of rows and columns.
- Note: It is the area just below the table, used to provide explanatory information with the table. Notes can include general, specific, and probability (* $p < .05$, ** $p < .01$) information, as well as definitions of abbreviations used in the table, and information such as copyrights. It is not mandatory to have a Note field in the tables. If a note is to be used, "Note." Just below the table. statement is written in italics and the explanation is written without italics (Table 5).

When adding borders to tables:

- A horizontal line border is added above and below the first row of the table.

- A horizontal line border is added to the bottom row of the table.
- The table does not contain vertical border lines.

Examples of tables are presented below.

Table 4. *An Example of Tables*

Title 1	Title 2	Title 3	Title 4
Data	Data	Data	Data
Data	Data	Data	Data
Data	Data	Data	Data
Data	Data	Data	Data

Table 5. *Educational Expenditure Basic Indicators, 2011-2018*

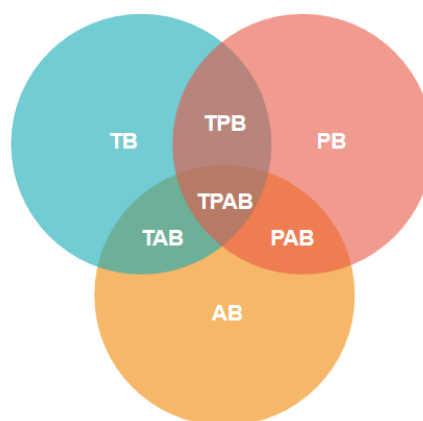
Expenditures	2011	2012	2013	2014	2015	2016	2017	2018
Total education expenditure (Million TL)	77.308	93.041	106.041	122.741	135.249	160.733	176.452	214.637
Education expenditure per student	4.008	4.729	5.242	5.941	6.426	7.428	8.111	9.790
Share of education expenditure in gross domestic product (%)	5.5	5.9	5.9	6	5.8	6.2	5.7	5.8
Education expenditure per student (\$)	2.389	2.626	2.751	2.710	2.358	2.477	2.220	2.030
Total education expenditure (Million \$)	46.069	51.658	55.653	56.000	49.635	53.105	48.286	44.511

Note. Report prepared in 2019 by the Turkey Statistical Institute data in the table has been prepared by the foundation. <http://www.tuik.gov.tr/PreHaberBultenleri.do?id=30588>

2.2.4.3. Rules to be Applied in Figures. All visuals except tables (pictures, maps, graphics, photographs, etc.) are accepted as Figures in APA style. All figures to be used in the thesis must be in high resolution. Figures consist of 4 parts:

- **Figure number:** The figure number (Figure 1, Figure 2) should be written above the figure in bold, 12 pt. Times New Roman font without paragraph indent.
- **Shape name:** The dot after the figure number "." the first letter of each word should be capitalized (excluding with, etc.), using 1.5 line spacing, in italic, 12 pt., Times New Roman font.
- **Visual:** It is the visual that creates the shape (diagram, graphic, map, photograph, etc.).
- **Note:** It is the area used to give explanatory information about the figure just below the figure. Notes may contain information such as general specifics that make the figure easier to understand, as well as information such as definitions of abbreviations used in the figure and copyrights. Figures do not have to have a Memo field. If a note is to be used, "Note." expression is written in italics and the explanation is written without italics (Figure 1 and Figure 2).

Figure 1. *Technological Pedagogical Content Knowledge (TPACK) Model*



Note. TK - Technological Knowledge, PK - Pedagogical Knowledge, FK - Field Knowledge, TPK - Technological Pedagogical Knowledge, TCK- Technological Content Knowledge, PCK - Pedagogical Content Knowledge, TPCK - Technological Pedagogical Content Knowledge. Adapted from Koehler and Mishra (2008).

Figure 2. *A Medieval Engraving entitled "Melancholia I"*



Note. Dürer, A. (1514). *Melancholia I*. (Engraving). Retrieved from <http://www.sothebys.com/en/auctions/ecatalogue/2011/modern-contemporary-prints-111161/lot.13.lotnum.html>.

2.2.5. Italic Font Usage

Italic fonts should be used in the following situations (APA, 2020, p.170)

- If a definition is to be made, the name of the concept is written in italics.

Awareness is defined as "the act of noticing new things, a process that involves flexible response to the demands of the environment" (Pagnini et al., 2016, p. 91).

- Titles of books, reports, web pages and other independent works are written in italics. In addition, journal names and volume numbers are written in italics.

Concise Guide to APA Style *Neuropsychology*, 30(5), 525-531.

- Genus, species and varieties are written in italics. *Cebus apella*
- Letters used as statistical symbols or algebraic variables are written in italics. Cohen's *d* = 0.084 $a/b = dd$ *MSE*

- Category names of Likert type scales are written in italics. 5-point Likert type scale (1 = *I totally disagree*, 2 = *I partially agree*,...)

2.2.6. Decimal Representations

The point in the representation of decimals is "." The symbol should be used and the following rules should be considered in this representation (APA, 2020, p.198).

- In cases where the statistical value can be greater than 1 (mean, standard deviation, t test, ANOVA, etc.), zero "0" is used before the point while showing values less than 1.

$$t(20) = 0.86 \quad \text{Cohen } d = 0.70 \quad F(1, 27) = 0.57$$

- In cases where the statistical value is not greater than 1 (correlation, p significance level, standardized regression coefficient, etc.), while values less than 1 are shown, zero "0" is not used before the point.

$$r(24) = -.43 \quad p = .028$$

2.2.7. Corrections

After the thesis is bound, no corrections or additions to the thesis (such as line, page, figure, graphic, map) can be made. Such corrections can only be made by the decision of the Board of the Department and the Board of the Institute.

2.2.8. Binding

Theses approved by the jury members and the institute should be bound after the necessary corrections are made after the thesis defense. All Master and Doctoral theses must be bound with a white cardboard cover. The bound version of the thesis should be 204x290 mm in size.

2.2.9. Skin Cover and Back

The texts on the cover should be written in capital letters, 14 pt. Bold and Times New Roman. While preparing the cover, the thesis template on the Institute page should be downloaded and created on it. The texts on the spine should be written in capital letters, 12 pt. Bold, single line spacing and Times New Roman font. The first letter and surname of the author of the thesis, the type of the thesis (Master's Thesis / Doctorate Thesis), Muğla and the year of the thesis should appear on the back of the book. The initial letter and surname of the thesis author should be written justified on the upper part of the binder. All texts should be vertically centered on the spine. A sample thesis back is shared in Figure 3.

Figure 3. *A Sample Spine Back*

N. SURNAME	MASTER THESIS / DOCTORAL THESIS	MUĞLA 2021
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CHAPTER III

CONTENT OF THE THESIS

In this section, the sections that a standard thesis should contain are shared.

3.1. Thesis Content Required

The pages and section titles required for graduate theses approved by Muğla Sıtkı Koçman University Institute of Educational Sciences are as follows, respectively. New subtitles can be created under these headings if desired.

- COVER
- INNER COVER
- JURY CONFIRMATION PAGE
- ETHICS STATEMENT
- ABSTRACT
- ÖZET
- ACKNOWLEDGMENTS
- CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- LIST OF ABBREVIATIONS
- LIST OF APPENDECIES

- CHAPTER I INTRODUCTION
- Problem Status

- Problem Statement
- Purpose of the Research
- Importance of Research
- Assumptions of the Research
- Limitations of the Research
- Definitions

- CHAPTER II THEORETICAL FRAMEWORK and RELATED RESEARCH
- Theoretical Framework
- Related Domestic Studies
- Relevant International Studies

- CHAPTER III METHOD
- Research Model
- Sample / Study Group / Participants
- Data Collection Tools
- Data Collection
- Data Analysis

- CHAPTER IV FINDINGS
- Findings Obtained Towards Sub-problems / Sub-goals

- CHAPTER V DISCUSSION, CONCLUSION, AND SUGGESTIONS
- Discussion
- Conclusion
- Suggestions

- REFERENCES
- APPENDECIES

3.2. Alerts on Related Topics

The outer cover, inner cover, approval page, report, ethics statement, abstract, abstract, preface, table of contents, index of tables, index of figures, index of appendices and resume must be created on the Thesis Writing Template on the institute page. The full names (Turkish and English) of the main science and science branches that should be written in the relevant sections of the Cover, Abstract, Abstract and Jury Approval Page sections are presented in Table 6.

Table 6. *Departments of Muğla Sıtkı Koçman University Educational Sciences Institute*

Departments	Programs
Department of Educational Sciences	Curriculum and Instruction
	Educational Administration
	Psychological Counselling and Guidance
Department of Fine Arts Education	Music Education
Department of Mathematics and Science Education	Science Education
Department of Turkish Language and Social Studies Education	Turkish Language Education
	Social Studies Education
Department of Elementary Education	Primary Teacher Education
Department of Foreign Language Education Abteilung für Fremdsprachendidaktik	English Language Education
	Didaktik der Deutschen Sprache

3.3. Summary and Abstract

The abstract is written with a minimum of 250 and a maximum of 750 words (not exceeding two pages) with 1.5 line spacing without first line indent (multiple paragraphs). In the summary, the purpose, problem, method, findings and results of the research should be briefly summarized. Quotations, tables, figures, mathematical expressions and detailed statistical results should not be included in the abstract. There should be keywords (three to six words) at the end of the abstract. Keywords are written like a normal paragraph

with the first line 1 tab (1.25 cm) indented. Keywords are written in all lowercase letters, with commas between them. There is no punctuation mark after the last keyword (period, comma, etc.). Keywords that go to the bottom line are left justified, no line indentation is given.

The abstract is created by translating the abstract into English. The abbreviations regarding the titles of thesis supervisor that should be specified in this section are presented in Table 7. Keywords are written like a normal paragraph with the first line 1 tab (1.25 cm) inside. Keywords are written in all lowercase letters, with commas between them. There is no punctuation after the last keyword (period, comma, etc.). Keywords that go to the bottom line are left justified, no line indentation is given.

Table 7. *Abbreviations of Academic Titles in Turkish and English Language*

Academic Title	Turkish	English
Professor Doctor	Prof. Dr.	Prof. Dr.
Associate Professor Doctor	Doç. Dr.	Assoc. Prof. Dr.
Assistant Professor Dr.	Dr. Öğr. Üyesi	Assist. Prof. Dr.

3.4. References

All references used in the thesis in the bibliography should be given in alphabetical order, considering the surname of the author. All references cited in the thesis text should be included in the bibliography section. References that are not cited in the thesis text should not be given in the bibliography. In-text citations and references list should be made in accordance with the rules in the seventh edition of the American Psychological Association Publication Manual (APA 7). Please check Appendix 3 for sample bibliography writing.

3.5. Appendicies

Various additional documents such as permission documents, application examples, data collection tools, transcripts, analysis scripts, regulation related to the

thesis should be shared in this section. Each appendix should be given on a separate page. Appendices should be numbered (For example; Appendix 1, Appendix 2) and named.

CHAPTER IV

CITATIONS AND REFERENCES

4.1. In-Text Citations

While writing the thesis chapters (especially introduction, theoretical / conceptual framework, related research, method, discussion, etc.), reference should be made to related studies. Only the readings should be cited and, if possible, access to primary sources. All works used in the thesis should be cited, each cited work should be included in the bibliography, and each work in the bibliography should be cited in the text. Author names and year information in citations in the text must be consistent with the bibliography.

Author-date citation system is used for in-text citations in APA style. When citing a source in the text, it can be cited in parentheses or narrative type. Bibliography and citation relationship are shown in Figure 4.

Figure 4. *Correspondence Between a Reference and an In-Text Citation*

Reference	Prensky, M. (2001). Digital natives, digital immigrants. <i>On the Horizon</i> , 9(5), 1–6. https://doi.org/10.1108/10748120110424816
Parenthetical citation	(Prensky, 2001)
Narrative citation	Prensky (2001)

In Tables 8, 9 and 10, in-text citation styles are explained.

Table 8. *In-Text Citation Styles (General)*

Authors	Parenthetical citation	Narrative citation
One author	(Prensky, 2001)	According to Prensky (2001),
Two authors	(Mishra & Koehler, 2008)	Mishra & Koehler (2008) ...
Author with two surnames	(Aslan-Altan, 2016)	Aslan-Altan (2016) ...
Three or more authors	(Ertmer et al., 2012)	Ertmer et al. (2012) ...
Institutions	First reference in the text (Ministry of National Education [MONE], 2020) Next citation (MONE, 2020)	First reference in the text According to the data of the Ministry of National Education (MONE, 2020), Next citation By MONE (2020) ...

Detailed demonstrations about in-text citation are presented in Table 9.

Table 9. *In-Text Citation Styles (Detail)*

Citation Type	Description	Parenthetical citation	Narrative citation
Citing multiple sources at the same time		References are sorted alphabetically and separated by semicolons. (Ertmer, 2005; Kay, 2006; Özdemir & Kılıç, 2007)	It is not mandatory to list the references alphabetically. In the studies conducted by Özdemir and Kılıç (2007), Kay (2006) and Ertmer (2005), ...
Citing an author's work done in the same year	After the year, a, b, c lettering is made.	(Bandura 1997a, 1997b, 1997c)	According to Bandura (1997a, 1997b, 1997c) ...
Citing the works of the same authors / authors in different years	Historically, sources are listed in ascending order as they appear in the references.	(Yalın, 2000, 2002, 2005)	As stated in Yalın (2000, 2002, 2005) ...
There are two in-text references to sources, translated or reprinted.	First, the date of the original source, then the date of the translated or reprinted source is specified. The name of the translator (s) is not specified.	(Kline, 2015/2019)	Kline (2015/2019)

Table 9. In-Text Citation Styles (Detail) - Continue

if there are other authors with the same surname in the cited source	If there are other authors who share the same surname in the cited source, the first letter of the names of the authors with the same surname is indicated.	(Bilir, A. Atıcı, & B. Atıcı, 2005)	Bilir, A. Atıcı, and B. Atıcı (2005)
	If the source is written only by authors who share the same surname, the names of the authors are not specified.	(Atıcı & Atıcı, 2019)	Atıcı and Atıcı (2019)
If there are three or more authors in the cited study, avoiding confusion.	If there are three or more authors, the first author's surname and others format is used (See Table 8). However, in case of a situation like the following, the authors up to the first different author's surname are specified in order to avoid confusion.	Ertmer, Sadik, Sendurur, & Sendurur (2018)	
		Ertmer, Sadik, Yılmaz, Bilir, & Yorulmaz (2018)	
		(Ertmer, Sadik, Sendurur et al., 2018)	Ertmer, Sadik, Sendurur et al. (2018) ...
		(Ertmer, Sadik, Yılmaz et al., 2018)	Ertmer, Sadik, Yılmaz et al. (2018) ...

Exceptional situations that may be encountered while citing are explained in Table 10.

Table 10. In-Text Citation Styles (Exceptions)

Citation Type	Description	Parenthetical citation	Narrative citation
Citing the works of authors with different names but the same surnames in the same year.	In order to avoid confusion, the first letter of the authors' names is specified when citing these works.	(A. Atıcı, 2015; B. Atıcı, 2015)	A. Atıcı (2015) ve B. Atıcı (2015)
Citing the works of the authors whose names begin with the same letter and have the same surnames	Their names and surnames should be written clearly.	(Cave Janet, 2016; Caley Janet, 2016)	Cave Janet (2016) ve Caley Janet (2016)
Citation to an unhistorical source	Instead of year, n.d. is written.	(Çalışkan, n.d.)	Çalışkan (n.d.)

If the same study is to be cited in sequential sentences within a paragraph; The author and year information is given where the first citation is made; in the following citations, only the information of the author is given (Figure 5).

Figure 5. *Regular Citations to the Same Study*

Ministry of National Education (MEB, 2012) The objectives of the FATİH project are the formation of appropriate structures and the development of e-content for individuals to improve themselves through lifelong learning approach and e-learning determined as. In order to fulfill these goals, **MoNE** divided the FATİH project into 5 main components or sub-projects.

4.2. Paraphrases and Quotations

4.2.1. Paraphrases

A paraphrase restates another's idea (or your own previously published idea) in your own words. Paraphrasing is an effective writing strategy because it allows authors to summarize and synthesize information from one or more sources, focus on significant information, and compare and contrast relevant details (APA, 2020). Cite the work you paraphrase in the text using either the narrative or parenthetical format. It is not required to provide a page or paragraph number in the citation for a paraphrase.

Figure 6. *Example of Paraphrase*

Since programming improves students' problem solving, systematic thinking, critical thinking, algorithmic thinking, creative thinking, and design skills (Clements & Gullo, 1984; diSessa, 2000; Fessakis et al., 2013; Kafai & Burke, 2013; Liao & Bright, 1991), it is important that students gain programming skills from an early age.

4.2.2. Quotations

4.2.2.1. Direct Quotation. In scientific studies, the primary source is the source of original content or information. Secondary source is another source from which content from the primary source is transferred. Higher Education Council (YOK), the Scientific

and Technological Research Council of Turkey (TUBITAK), Mugla Sıtkı Kocman University and other universities should be reached on primary sources and should be avoided by using the opportunities provided by the second source transfers. However, if the source cannot be reached as a result of the primary source being out of print and the primary source is in an incomprehensible language (Chinese, Korean, etc.), direct citations can be made from secondary sources.

Direct quotation is the fact that the researcher takes the expressions in the source (it can be his own work) without changing it word by word and uses it in his study. Direct quotations are divided, depending on the number of words directly quoted, into less than 40 words direct quotes and more than 40 words direct quotes (block quotes).

4.2.2.1.1. Short Quotations (Fewer Than 40 Words). If the number of words in a direct quote is less than 40 words, the quote is shown in double quotes and the page number is definitely indicated in the reference to the source of the quote.

Example 1:

Learning style can be considered as "a concept that does not change throughout life but changes the life of the individual" (Köseoğlu, 1993, p.22).

Example 2:

Köseoğlu (1993, p.22) discussed *learning style* as "a concept that does not change throughout life but changes the life of the individual".

If additional explanation will be made in direct quotation, it is specified in []. If certain sections of the original work are omitted (abbreviated), three points "... " are used.

4.2.2.1.2. Block Quotations (40 Words or More). If a direct quote contains 40 or more words, it is called a block quote. Double quotes are not used in block quotations. Block quotations start on a new line and all lines of the block are written with a 1 Tab (1.25 cm) line indent from the left. If there are blocks to come later, the first lines are written with 2 Tab line indentation from the left and the other lines with 1 Tab line indent from the left. The citation is either (a) placed in parentheses after the last punctuation mark in the quote, or (b) the author and year of the source is specified before the citation, and only the page number is given in parentheses after the citation.

In block quotations, if a part in a sentence is removed, three points are used as "...", and when the part between two sentences is removed, four points "...." are used.

Annotations to be specified outside the author are given in square brackets "[]". Block quotations are written with 1.5 line spacing and all lines of the block are written inside 1 Tab (Figure 7).

Figure 7. Blok Quotation

The aim of each discipline is to identify and explain the subjects within its field. The sciences determine phenomena only through observation and experiment; Disclosure of the detected facts is a logical process. Science... resorts to ways of describing and explaining facts. The most unique feature of science is that it is experimental (Büyüköztürk, 2012, p.6).

If the block quotations will consist of more than one paragraph, the first line indents of the paragraphs after the first paragraph start from the left margin 2 Tab inside (Figure 8).

Figure 8. Block Quotation Consisting of Two Paragraphs

The aim of each discipline is to identify and explain the subjects within its field. The sciences determine phenomena only through observation and experiment; Disclosure of the detected facts is a logical process. Science... resorts to ways of describing and explaining facts.

The most distinctive feature of science is that it is experimental and the other most important feature is not only how the findings were reached with the methods it established, but also that it allows other scientists to repeat them.... The scientific approach includes the necessary standards and methods to show the experimental justification of the findings (Büyüköztürk, 2012, p. 6).

4.2.2.2. Quotations That Contain Citations to Other Works. If there is a reference in the section to be quoted directly from a source, this citation is included in double quotes, but this citation is not included in the bibliography (APA, 2020, p.276). In the example below, the researcher should follow the same way as in Figure 10 in order to cite the source given in Figure 9 (Karadağ, 2013), Montenegro (2013) should be included in the bibliography, but McLoughlin-Lee (2010) should not be included in the bibliography.

Figure 9. *Quotation Directly to a Cited Section (Source)*

In today's societies where the field of learning is reshaped (McLoughlin-Lee, 2010) with digital communication tools, network applications, students' changing demands, needs and characteristics, countries are reviewing their own education systems.

Figure 10. *Quotation Directly to a Cited Section (Quotation)*

“In today's societies where the field of learning is reshaped (McLoughlin-Lee, 2010) with digital communication tools, network applications, students' changing demands, needs and characteristics, countries are reviewing their own education systems.” (Karadağ, 2013, s. 2).

If a source summarizes the work of different authors or brings a new approach and conceptualization to the ideas presented in these studies, this section can be quoted. However, the basic rule here is that if there are citations at the end of the section to be quoted, the quotation should be terminated before these citations and only the source read is cited (APA, 2020, p.276). In order to cite the resource given in Figure 11 (Karadağ, 2013), one should follow a procedure as in Figure 12, the read source Karadağ (2013) should be included in the bibliography, but other sources should not be included in the bibliography.

Figure 11. *Quotation Directly to the Cited Section (Source)*

Semantic Web technologies are not used practically in education, but rather, ontologies are developed for sharing and re-using learning objects with these technologies (Doan-Bourda, 2006; Henze-Dolog ve diğerleri, 2004; Jovanović-Gašević ve diğerleri, 2005; Knight-Richards, 2006; Nejdli-Wolf vd., 2002; Nelson-Palmer ve diğerleri, 2003; Thakar-Meena ve diğerleri, 2010; Verbert-Klerkx ve diğerleri, 2004; Yang-Chen, 2007).

Figure 12. *Quotation Directly to the Cited Section (Quotation)*

"Semantic Web technologies are not used for practice in the field of education, rather ontologies are developed for the sharing and reuse of learning objects with these technologies" (Karadağ, 2013, p. 5).

4.2.2.3. Quotations That Contain Material Already in Quotation Marks. If your source includes a direct quotation from another work, and you would like to use the same direct quotation in your paper, it is best to read and cite the original source directly (APA, 2020, s. 277). In order to cite the resource given in Figure 13 (Karadağ, 2013), one should follow the same way as in Figure 14, while Karadağ (2013) is included in the references, Downes (2005) should not be included in the references.

Figure 13. *Quotation Directly to A Section That Includes Direct Quotes (Source)*

With Web 2.0, the decentralization of content control is "not a technological but a social transformation" (Downes, 2005, p. 52), and users have come to the position of producing not consuming information, thanks to this transformation.

Figure 14. *Quotation Directly to A Section That Includes Direct Quotation (Quotation)*

"With Web 2.0, content control is no longer the center of" it is a social transformation, not a technological one "(Downes, 2005, p. 52) and users have come to the position of producing not consuming information, thanks to this transformation (Karadağ, 2013, p. 3).

If the section to be quoted directly is more than 40 words, a block quote should be made and double quotes in the source should be preserved because double quotes are not used in block quotations.

4.2. Reference List

A reference generally has four elements: author, date, title, and source. Each element answers a question (APA, 2020, p.283):

- **author:** Who is responsible for this work?
- **date:** When was this work published?
- **title:** What is this work called?
- **source:** Where can I retrieve this work?

Figure 15 shows the location of these sections in the article, and Figure 16 shows the location of these sections in the book.

Figure 15. Example of Where to Find Reference Information for a Journal Article

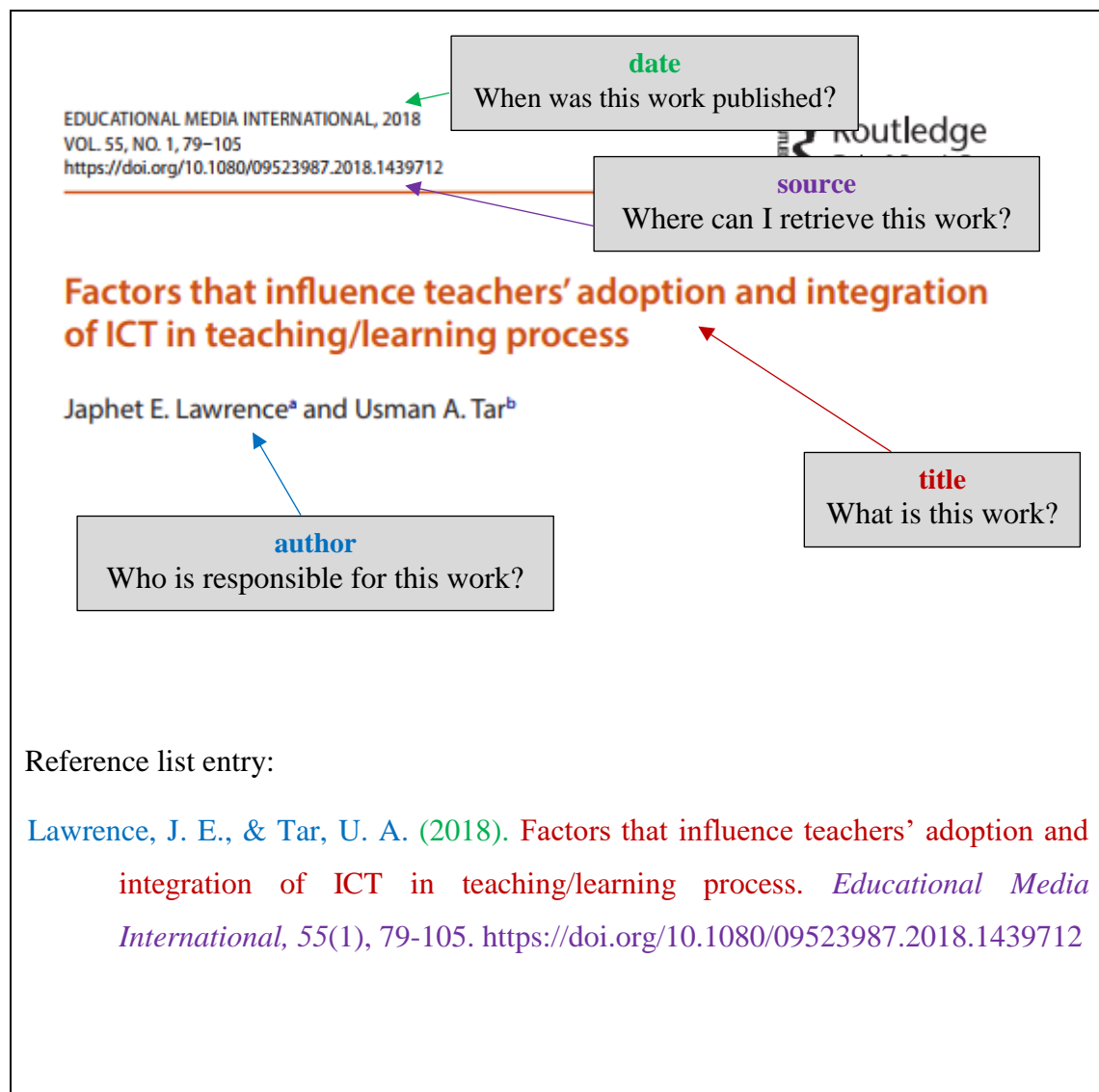


Figure 16. Example of Where to Find Reference Information for a Book

The diagram illustrates how to find reference information for a book. It shows a book cover and a reference list entry with callouts for title, author, source, and date.

Book Cover:

Eğitimde
Bilimsel Araştırma Yöntemleri

Şener BÜYÜKÖZTÜRK • Ebru KILIÇ ÇAKMAK
Özcan Erkan AKGÜN • Şirin KARADENİZ
Funda DEMİREL

Callouts:

- title:** What is this work? (points to the title)
- author:** Who is responsible for this work? (points to the authors)

Reference List Entry:

Eğitim Fakültelerinde Okutulan
Eğitimde Araştırma Yöntemleri Ders İçeriğine Uygun

27. Baskı
PEGEM AKADEMİ

Prof. Dr. Şener BÜYÜKÖZTÜRK, Prof. Dr. Ebru KILIÇ ÇAKMAK
Doç. Dr. Özcan Erkan AKGÜN, Prof. Dr. Şirin KARADENİZ, Dr. Funda DEMİREL

Eğitimde
BİLİMSEL ARAŞTIRMA YÖNTEMLERİ

ISBN 978-9944-915-28-9
DOI 10.14527/9789944919289

Kitap içeriğinin tüm sorumluluğu yazarlarına aittir.

© 2019, PEGEM AKADEMİ

Callouts:

- source:** Where can I retrieve this work? (points to the publisher and ISBN/DOI)
- date:** When was this work published? (points to the copyright year)

Reference list entry:

Büyüköztürk, Ş., Kılıç-Çakmak, E., Akgün, Ö. E., Karadeniz, Ş., & Demirel F. (2019). *Eğitimde bilimsel araştırma yöntemleri (27. bs.)*. Pegem Akademi. <https://doi.org/10.14527/9789944919289>

References should be listed in alphabetical order (A Z) in the bibliography. Different works of the same author / authors should be listed starting from the oldest. The works of the same author / authors with the same date should be listed alphabetically, according to the order of reference in the text, with a letter next to the year.

Sample:

Kar, N. (2000a). *Title of the book* (15th ed.). Publisher.

Kar, N. (2000b). Title of the article. *Journal Name, Volume Number* (Issue Number), starting page number - ending page number. <https://doi.org/xx.xx>

If the studies to be shown in the bibliography have a DOI number, they must be added. DOI numbers can be found at <https://search.crossref.org/>. If there is no DOI number and can be accessed online, the URL information of the article should be given. If every issue of the journal in a year starts on page 1, the issue number of the journal should be given in parentheses right after the volume number. If the page number does not start from 1, the number should not be given. If reference is made to the "Advance Online Publication" version of the article, the phrase Advance Online Publication should be written before the DOI number or URL information. Examples of reference representation are presented in Table 11 with all the details (uppercase / lowercase letters, italic / vertical, period / comma / semicolon). APA (2020) spelling rules apply for all other examples not included here.

References added to the bibliography should not have the first line indent, while the other lines should be indented 1 Tab (1.25 cm) inside (Hanging indent). Line spacing should be 1.5 lines, left-aligned, and written in Times New Roman font with 12 pt. There should be a "0" space before the paragraph and "6" space after the paragraph (See third figure in Appendix 1, and Appendix 3).

Table 11. Reference List Entry

Articles	
Article with Doi number	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Periodical</i> , volume(number), pp-pp. https://doi.org/xx.xxx
Article numbered doi with 21 or more authors	List the first 19 authors, then use ... and then list the last author's name. (Year). Title of article. <i>Title of Periodical</i> , volume(number), pp-pp. https://doi.org/xx.xxx
Article without a Doi number but with web access	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Periodical</i> , volume(number), pp-pp. https://www....
Articles in printed journals without a Doi number	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Periodical</i> , volume(number), pp-pp.
Early view article with DOI number	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Periodical</i> . Advance online publication. https://doi.org/xx.xxx
Article in the printing process with DOI number	Author, A. A., Author, B. B., & Author, C. C. (in press). Title of article. <i>Title of Periodical</i> . https://doi.org/xx.xxx
Books	
Printed book with a doi number	Author, A., Author, B., & Author, C. (Year). <i>Title of book</i> . Publisher Name. https://doi.org/xx.xxx
Printed book without a Doi number	Author, A., Author, B., & Author, C. (Year). <i>Title of book</i> . Publisher Name.
Book without a doi number but with web access	Author, A., Author, B., & Author, C. (Year). <i>Title of book</i> . Publisher Name. http://xxxxx
Book with edition	Author, A., Author, B., & Author, C. (Year). <i>Title of book</i> (2th ed.). Publisher Name.
Translation book	Author, A., Author, B., & Author, C. (Year). <i>Title of book</i> (T. Translator, Trans.). Publisher Name. (Original work published year). Schiller, F. (2018). <i>Don Carlos infant of Spain: A dramatic poem</i> (F. Kimmich, Trans.). Open Book. (Original work published 1804). Atif (Schiller, 1804/2018) ya da Schiller (1804/2018)
Edited book	Author, A. (Ed.) (Year). <i>Title of book</i> . Publisher Name. Author, A., Author, B., & Author, C. (Eds.) (Year). <i>Title of book</i> . Publisher Name.
Book chapter	Author, A. A. (Year). Title of chapter. In B. Editor & C. Editor (Eds.), <i>Title of book</i> (2nd ed., pp. 105-130). Publisher Name. https://doi.org/xx.xxx
Book chapter in a translated book	Author, A., Author, B., & Author, C. (Year). Title of chapter (T. Translator, Trans.). In B. Editor & C. Editor (Eds.), <i>Title of book</i> (2nd ed., pp. 210-230). Publisher Name. (Original work published Year).

Presentations

Oral presentation or poster presentation	Author, A., Author, B., & Author, C. (2020, September 18-20). <i>Title of work</i> [Paper presentation / Poster presentation]. Conference / Semposium Name, Location. https://doi.org/xxxxxx or http://xxxxxx
Papers published in the proceedings book	Author, A., Author, B., & Author, C. (2020). <i>Title of work</i> . In D. Author & E. Author (Eds.). <i>Proceedings of the Conference / Semposium Name</i> (pp. 105-120). Publisher Name. https://doi.org/xxxxxx or http://xxxxxx

Thesis & Dissertations

Unpublished Thesis / Dissertations	<p>Unpublished theses can only be accessed in print from the university library where the study was conducted.</p> <p>Author, A. (Year). <i>Title of thesis</i> [Unpublished master's thesis]. Name of University.</p> <p>Author, A. (Year). <i>Title of dissertation</i> [Unpublished doctoral dissertation].Name of University.</p>
Published Thesis / Dissertations	<p>Published theses can be accessed on the internet or from thesis databases. Therefore, theses accessed from National Thesis Center or ProQuest should be evaluated in this category.</p> <p>Author, A. (Year). <i>Title of thesis</i> (Publication No. xxxxx) [Master's thesis, Name of Institution Awarding the Degree]. ProQuest Dissertations and Theses Global. http://xxxxxx</p> <p>Author, A. (Year). <i>Title of dissertation</i> (Publication No. xxxxx) [Doctoral dissertation, Name of Institution Awarding the Degree]. ProQuest Dissertations and Theses Global. http://xxxxxx</p>

Online Sources

Web page, documents accessed on the web	<p>Author, A., Author, B., & Author, C. (Year). <i>Title of work</i>. http://xxxxxx</p> <p>None date</p> <p>Author, A., Author, B., & Author, C. (n.d.). <i>Title of work</i>. http://xxxxxx</p>
YouTube videos	Author, A., Author, B., & Author, C. (Y1). <i>Title of works</i> [Video]. YouTube. http://xxxxxx
TED Conference	Soyad, A. (Y1). <i>Title of works</i> [Video]. TED Conferences. http://xxxxxx
SlideShare Power Point Slides	<p>Author, A., Author, B., & Author, C. (Year). <i>Title of works</i> [PowerPoint slides]. SlideShare. http://xxxxxx</p> <p>Housand, B. (2016). <i>Game on! Integrating games and simulations in the classroom</i> [PowerPoint slides]. SlideShare. https://www.slideshare.net/brianhousand/gameon-iagc-2016/</p>
Webinar	<p>Author, A., Author, B., & Author, C. (Year). <i>Title of works</i> [Webinar]. Production Company. http://xxxxxx</p> <p>Goldberg, J. F. (2018). <i>Evaluating adverse drug effects</i> [Webinar]. American Psychiatric Association. https://education.psychiatry.org/Users/ProductDetails.aspx?ActivityID=6172</p>

	Author, A., Author, B., & Author, C. (Year). <i>Title of works</i> [Infographic]. Production Company. http://xxxxxx
Infographics	Rossmann, J., & Palmer, R. (2015). <i>Sorting through our space junk</i> [Infographic]. World Science Festival. https://www.worldsciencefestival.com/2015/11/space-junkinfographic/
	Author, A., Author, B., & Author, C. (Year). <i>Title of works</i> [Map]. Production Company. http://xxxxxx
Maps	Cable, D. (2013). <i>The racial dot map</i> [Map]. University of Virginia. https://demographics.coopercenter.org/Racial-Dot-Map
	Author, A., Author, B., & Author, C. (Year). <i>Title of works</i> [Photograph]. Production Company. http://xxxxxx
Photograph	McCurry, S. (1985). <i>Afghan girl</i> [Photograph]. National Geographic. https://www.nationalgeographic.com/magazine/national-geographic-magazine-50-years-ofcovers/#/ngm-1985-jun-714.jpg

If there is no date of the source to be shown in the references, “**n.d.**” should be written in the date field. For an article published in the special issue of a journal, “**special issue**” should be written in the issue field after the volume.

REFERENCES

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
- Yükseköğretim Kurulu. (2016). *Yükseköğretim kurumları bilimsel araştırma ve yayın etiği yönergesi*. <https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/bilimsel-arastirma-ve-etik-yonetmeligi.aspx>

LIST OF APPENDICIES

Appendix 1. Setting Page Margins, Formatting Thesis Texts and Text in References

Formatting Page Margins

Sayfa Yapısı ? X

Kenar Boşlukları Kağıt Düzen

Kenar Boşlukları

Üst:	2,5 cm	Alt:	2,5 cm
Sol:	3,5 cm	Sağ:	2,5 cm
Cilt payı:	0 cm	Cilt payı yeri:	Sol

Yönlendirme

Dikey Yatay

Formatting Thesis Texts

Paragraf ? X

Girintiler ve Aralıklar Satır ve Sayfa Sonu

Genel

Hizalama: İki Yana Yasla

Ana hat düzeyi: Gövde Metni Varsayılan olarak daraltılmış

Girinti

Sol:	0 cm	Özel:	Değer:
Sağ:	0 cm	İlk satır	1,25 cm

Karşılıklı girintiler

Aralık

Önce:	0 nk	Satır aralığı:	Değer:
Sonra:	6 nk	1,5 satır	

Aynı stildeki paragrafların arasına boşluk ekleme

Formatting Bibliography Texts

Paragraf ? X

Girintiler ve Aralıklar Satır ve Sayfa Sonu

Genel

Hizalama: Soldan

Ana hat düzeyi: Gövde Metni Varsayılan olarak daraltılmış

Girinti

Sol: 0 cm Özel: Değer:

Sağ: 0 cm Asılı 1,25 cm

Karşılıklı girintiler

Aralık

Önce: 0 nk Satır aralığı: Değer:

Sonra: 6 nk 1,5 satır

Aynı stildeki paragrafların arasına boşluk ekleme

Appendix 2. Cover Sample



**THE REPUBLIC OF TURKEY
MUĞLA SITKI KOÇMAN UNIVERSITY
INSTITUTE OF EDUCATION SCIENCES
DEPARTMENT OF
..... PROGRAM**

**NAME OF THE THESIS NAME OF THE THESIS NAME OF THE THESIS NAME
OF THE THESIS THESIS NAME NAME OF THESIS NAME OF THESIS**

NAME AND SURNAME OF THESIS AUTHOR

MASTER THESIS / DOCTORAL DISSERTATION

JANUARY, 2021

MUĞLA

Appendix 3. References Sample

Abanoz, T. (2020). *STEM yaklaşımına uygun fen etkinliklerinin okul öncesi dönem çocuklarının bilimsel süreç becerilerine etkisinin incelenmesi* (Tez No. 629972) [Doctoral dissertation, Gazi Üniversitesi]. YÖK National Thesis Center.

Doctoral
dissertation

Balakrishnan, R. (2006, March 25-26). *Why aren't we using 3D user interfaces, and will we ever?* [Paper presentation]. IEEE Symposium on 3D User Interfaces, VA, USA. <http://dx.doi.org/10.1109/vr.2006.148>

Paper
presentation

Bandura, A. (1977). Self-efficacy: Toward a unifying theory of behavioural change. *Psychological Review*, 84, 191-215.

Article
without a doi

Büyüköztürk, Ş., Kılıç-Çakmak, E., Akgün, Ö. E., Karadeniz, Ş., & Demirel F. (2019). *Eğitimde bilimsel araştırma yöntemleri* (27. ed.). Pegem Akademi. <https://doi.org/10.14527/9789944919289>

Book with a
doi

Fraenkel, J. R., Wallen, N. E., & Hyun, H. H. (2012). *How to design and evaluate research in education* (8th ed.). McGraw Hill.

Book
without a doi

Günbatar, M. S. (2019). Web destekli eğitim. S. Şahin (Ed.), *Eğitimde bilişim teknolojileri I-II* içinde (5. ed., pp. 433-452). Pegem Akademi. <https://doi.org/10.14527/9786053183846>

Book chapter
with a doi

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp.17-43). Guilford Press.

Book chapter
without a doi

Kabakci-Yurdakul, I., Odabasi, H. F., Kilicer, K., Coklar, A. N., Birinci, G., & Kurt, A. A. (2012). The development, validity and reliability of TPACK-deep: A technological pedagogical content knowledge scale. *Computers ve Education*, 58(3), 964–977. <http://doi.org/10.1016/j.compedu.2011.10.012>

Article with a
doi

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