

**THE REPUBLIC OF TURKEY  
MUĞLA SITKI KOÇMAN UNIVERSITY  
GRADUATE SCHOOL OF EDUCATIONAL SCIENCES**



**THESIS WRITING GUIDE  
(According to APA 6)**

**FEBRUARY, 2019  
MUĞLA**

## CONTENT

CHAPTER I.....	3
INTRODUCTION .....	3
1.1. Ethics of Scientific Research and Basic Principles of Publication Ethics....	3
1.1.1. <i>Basic Principles of Scientific Research Ethics</i> .....	3
1.1.2. <i>Principles of Publication Ethics</i> .....	4
1.1.3. <i>Unethical Actions</i> .....	5
1.2. In Text Citations and Referencing.....	6
1.2.1. <i>Indirect Quotes</i> .....	6
1.2.2. <i>Direct Quotes</i> .....	8
1.3. Reference Examples .....	9
1.3.1. <i>Article Examples in Reference List</i> .....	9
1.3.2. <i>Book Examples in Reference List</i> .....	10
1.3.3. <i>Book Chapters in Reference List</i> .....	11
1.3.4. <i>Conference paper in references</i> .....	11
1.3.5. <i>Thesis in References</i> .....	12
CHAPTER II .....	13
THESIS FORMAT .....	13
2.1. Writing .....	13
2.1.1. <i>Margins</i> .....	13
2.1.2. <i>Alignment</i> .....	14
2.1.3. <i>Paragraph</i> .....	14
2.1.4. <i>Page Order and Numbers</i> .....	14
2.1.5. <i>Line Spacing</i> .....	14
2.1.6. <i>Chapter Numbering</i> .....	15
2.1.7. <i>Headings</i> .....	16
2.1.8. <i>Text in Thesis</i> .....	17
2.1.9. <i>Cover and Spine of Tome</i> .....	17
2.1.10. <i>Table and Figure Headings</i> .....	17
2.2. Revisions.....	19
2.3. Binding .....	19

## CHAPTER I

### INTRODUCTION

This guide sets out the principles and other formal characteristics to be followed in writing and publishing graduate theses in the Departments of the Graduate School of Educational Sciences at Muğla Sıtkı Koçman University. The students of Graduate School of Educational Sciences at Muğla Sıtkı Koçman University are obliged to follow all rules regarding the writing, form and abstract mentioned in this manual. The supervisor and the student are both responsible for violations of the ethical rules.

Each thesis should be written in an electronic format in MS Word format. All kinds of pictures, drawings, photographs, formulas, tables and texts related to the results of the thesis should be converted into a single electronic file. An electronic copy of the thesis, written and approved in conformity with the format of the Graduate School, must be accompanied by the hard copies of the thesis in the MS Word and PDF format (5 for the Master and 7 for the PhD). In this section, the main references that can be included in the text are exemplified according to APA 6 (American Psychological Association). For other examples not listed in here, researchers are referred to the manual of APA 6.

#### **1.1.Ethics of Scientific Research and Basic Principles of Publication Ethics**

The ethical principles given in this section are adapted from the Instruction of CHE (The Council of Higher Education) Scientific Research and Publication Ethics.

##### **1.1.1. Basic Principles of Scientific Research Ethics**

Basic principles to be followed in scientific research:

- a) Data are obtained by scientific methods. The scientific methods cannot be excluded, the results cannot be distorted and the results cannot be regarded as research results in the evaluation, interpretation and obtaining of the theoretical results.
- b) Participants' consent shall be obtained in surveys and attitudes conducted in social sciences and humanities. If the research is to be carried out in an institution, in addition to the consent of the participants, the permission of the institution to which they are affiliated is obtained.
- c) Researchers and authorities are obliged to inform and warn about the potential harmful practices or impacts related to scientific research.
- ç) The researchers and the data collectors have the right not to participate in investigations which may lead to harmful consequences and / or unapproved applications according to their conscientious opinion.
- d) In the works to be carried out, the data and information obtained from other individuals and institutions shall be used to the extent and in the way permitted and the confidentiality shall be respected and protected.
- e) The resources which allocated for scientific research cannot be misuse.

### **1.1.2. Principles of Publication Ethics**

Basic principles to be followed in scientific publications:

- a) People who have not actively contributed to the design, planning, execution and preparation of scientific research cannot be listed among the names of the authors.
- b) In making use of a study in scientific publications, reference shall be made in accordance with the scientific citation rules described in detail below (1.2 in the text citation and citation section).
- c) Theses or studies which have not yet been submitted or have been rejected may not be used as a source without the permission of the owner.
- ç) All or part of the study, except for universally recognized science theories, basic knowledge of science, mathematical theorems and proofs, cannot be published in a translation or original form without permission and without showing the original source.

### 1.1.3. Unethical Actions

Actions that are contrary to science research and publication ethics are::

- a) **Plagiarism:** Presenting others' ideas, methods, data, applications, writings, forms or works as if they were their own works, partly or completely, without reference to their owners in accordance with scientific rules.
- b) **Fraud:** to produce data that is not research-based, to edit or modify the work submitted or published on the basis of unreal data, to report or to publish them, to make a research that has not been carried out.
- c) **Warp:** Research records and the data obtained (alteration), show the use of unused methods, devices and materials as used in the research, not to evaluate the data which is not suitable for the research hypothesis, to play with the data and / or the results to support the related theory or assumptions, to distort or shape the results of research in the interests of individuals and organizations.
- c) **Republish:** To publish a number of different works that contain the same results as the majority of the research.
- d) **Slicing:** To publish the results of a research by disseminating it in a way that improperly investigates the integrity of the research, and by disseminating it without reference to each other.
- e) **Unfair Authorization:** to include people who do not have active contribution among the authors, not to include people who have active contribution among the authors, to change the ranking of the authors in an unjustified and inappropriate manner, to remove the names of those who have active contributions from the work during the publication or in subsequent editions, even though they are not active contributions. to include his / her name among the authors.
- f) **Other types of ethical infringement:** Not providing a clear indication of the contributions of the persons, institutions or organizations supporting the research in their research, and sharing the information in a work assigned to examine them as arbitrators before they are published. to use places, facilities and devices out of purpose, to blame completely untrue, unwarranted and intentional violation of ethics.

## **1.2. In Text Citations and Referencing**

Reference should be made according to APA 6. Representation of resources within the text is done in two ways as indirect and direct quotes.

### **1.2.1. Indirect Quotes**

The main idea in the source without changing the researcher's own expression.

#### *1.2.1.1. Citing the work with one author*

Bilir (2011) states the importance of educating inspectors today. The most effective input of the education system is human (Ekinci, 2010).

#### *1.2.1.2. Citing the work with two authors*

Although a different discipline evaluates this issue from its own disciplinary approach, the subject always comes to the point that the results of abuse are highly destructive (Brown and Anderson, 1991). Bernstein and Fink (1994) developed the Seventy-One Childhood Trauma Questionnaire.

#### *1.2.1.3. Citing the work with three, four or five authors*

The first time the authors appear in the text:

(Şeker, Ekinci, Uşun, and Bilir, 2010).

For the following appears, “et al.” is used after the first author’s surname to avoid a long list of names of authors who have written something together.

(Şeker et al., 2010)

#### *1.2.1.4. Citing the work six or more authors*

For the both first and following appears, “et al.” is used after the first author’s surname to avoid a long list of names of authors who have written something together.

(Şeker et al., 2010)

#### *1.2.1.5. Citing groups or institutions*

Groups or institutions are cited like authors. First appearance in the text should be in full form. Following appearing should be in abbreviated form (if possible).

First appearance in text:

.....(Ministry of National Education [MoNE], 2016)

Following appearing:

.....(MoNE, 2016)

#### *1.2.1.6. Citing authors with the same surname and same year*

If the referenced authors' surname and years are same, then each reference should be stated with the first letter of author's name.

E. Ekinçi (2005) and N. Ekinçi (2005) state that..

#### *1.2.1.7. Works of same author*

Bursalioğlu (1989, 1998) argues that....

If referencing is to the same author's work with the same publication year, then lower case letters starting from "a" are used.

Particular studies by Hoşgörür (2004a, 2004b) show that....

#### *1.2.1.8. Multiple reference citations in text*

The citations are listed alphabetically, and separated from each other with a semi colon  
“;”.

Many studies (Arıkan, 2010; Coşkun, 2015; Kahya, 2018) argue that...

### *1.2.1.9. Citation from secondary sources*

Preferably, primary sources should be reached and **secondary sources should be avoided**. However if a secondary source is cited, it should be as follows:

(Briere, 1996 cited in Berman, 2013)

Seidenberg and McClelland's study (as cited in Reid, 2007) found that the paranormal...

## **1.2.2. Direct Quotes**

### *1.2.2.1. Short direct quotes*

Quotations must be identical to the original, using a small section of the source. Quotes match the source document word for word and must be attributed to the original author. When quoting, the relevant page number(s) must be given. If less than 40 words, quotations should be incorporated into the text of your essay or assignment and enclosed within quotation marks. Use a single quotation mark to indicate previously quoted material within your quotation:

She stated, "The 'placebo effect' ... disappeared when behaviors were studied in this manner" (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

### *1.2.2.2. Long direct quotes*

If 40 or more words, then the quotation should be indented as a block of text and the quotation marks omitted. In this instance, the citation, in full or part form, appears after the final punctuation mark:

Miele (1993) found the following:

The "placebo effect", which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviours were never exhibited again, even when reel[sic] drugs were administered. Earlier studies (eg. Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

### 1.3. Reference Examples

References in the reference list should be ordered alphabetically. Different works by the same authors should be in order of year of publication. Different works with the same year of publication by the same authors should be ordered **by the in-text reference order** with lowercase letter embedded to the year of publication. All author surnames cited as “et al.” within text should be provided in the reference list. **If the work is in Turkish, all the work should be in compatible with Turkish, and if the work is in a foreign language, all the work should be in compatible with the original language** (Please use “ve”, “baskıda”, “özel sayı” and etc. for the works in Turkish, and use “&”, “in press”, “special issues” and etc. for the works in English). The usage of “&” should be avoided by preferring “ve” or “and” within text.

#### 1.3.1. Article Examples in Reference List

The general format for articles is stated below.

Surname, N., Surname, N. N., and Surname, N. (Year). The title of the manuscript.  
*Title of the Journal, Volume Number,*

First and last page number of the current article. doi: xx.xxxxxxxxxx

When the articles are showed in the reference list, only the first letter of the first word of the article name should be capitalized. However, all first letters of name of journal should be capitalized. If the article has a DOI number, it should be added to the end of the current reference. **DOI** numbers could be accessed by <https://search.crossref.org/>

If the article has not a DOI number and if it is available online, URL address of the article should be showed.

If each issue of a journal published in a year begin with a page number of 1, its issue number should be showed in parenthesis just after its volume number. If each issue of a journal published in a year does not begin with a page number of 1, issue number should not be provided.

If the advance online publication of a journal is referenced, the statement of (Advance online publication” should be showed before DOI number or URL access information

**Examples:**

**Article with DOI number**

Jacobson, N. S., & Truax, P. (1991). Clinical significance: a statistical approach to defining change in psychotherapy research. *Journal of Consulting and Clinical Psychology, 59*, 12-19. doi:10.1037/0022-006X.59.1.12

**Article with DOI number, more than seven authors**

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research, 6*, 249-267. doi:10.1080/14622200410001676305

**Article without DOI number (when DOI is not available)**

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

Özcan, Z. Ç., & Ertkin, E. (2013). Matematik Ödev Alışkanlığı Ölçeği: Geçerlik ve Güvenirlik Çalışması. *Boğaziçi Üniversitesi Eğitim Dergisi, 31*(2), 27-47. Erişim adresi <http://dergipark.ulakbim.gov.tr/buje/article/view/5000175620>

**Article with DOI number, Advance Online Publication**

Von Ledebur, S. C. (2007). Optimizing knowledge transfer by new employees in companies. *Knowledge Management Research & Practice*. Advance online publication. doi:10.1057/palgrave.kmrp.8500141

**Article in press**

Briscoe, R. (in press). Egocentric spatial representation in action and perception. *Philosophy and Phenomenological Research*. Retrieved from <http://cogprints.org/5780/1/ECSRAP.F07.pdf>

**1.3.2. Book Examples in Reference List**

The general format for books is stated below. For republished books, the number of republications is showed just after showing the title of book.

Surname, N., Surname, N. N., and Surname, N. (Year). Title of book. Location: Publisher.

Surname, N., Surname, N. N., and Surname, N. (Year). Title of book. Retrieved:  
<http://www.xxxxxxxx>

Surname, N., Surname, N. N., and Surname, N. (Year). Title of book. doi:xxxxxxxxxx  
 Editor, A. (Year). Title of book.

**Example:**

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*.  
 London, England: Taylor & Francis.

### 1.3.3. Book Chapters in Reference List

The general format for articles is stated below.

Surname, N., Surname, N. N., and Surname, N. (Year). Title of chapter. Editor, A.  
 (Ed.), *Title of book* in (pp. page numbers), Location: Publisher.

**Example:**

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). New York,  
 NY: Guilford Press.

### 1.3.4. Conference paper in references

General format is provided below for the reports.

**Conference paper presented orally or as a poster:**

Surname, N., Surname, N. N., and Surname, N. (Year, Month). *Title of the  
 conference paper*. Presented in conference / Congress, Location.

**Conference paper taking part as an abstract in proceeding book:**

Surname, N., Surname, N. N., and Surname, N. (Year, Month). Title of  
 the conference paper. .... *Serial Number of Proceeding Book Involving Expanded  
 Summaries of Conference/Congress, Page range*. doi:xx.xxxxxxxx

**Example:**

Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The  
 basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of*

*Sciences* 105, 12593-12598. doi:10.1073/pnas.0805417105

### **1.3.5. Thesis in References**

Surname, N. (Year). *Title of thesis*, (Unpublished Master's thesis or Doctorate dissertation). University, Name of the Graduate School: City.

#### **Example**

Arabacıoğlu, S. (2013). *Teaching of the atom concept from Lucretius to present through the observational and empirical sequential activities*, (Unpublished Master's Thesis). Muğla Sıtkı Koçman University, Graduate School of Educational Sciences: Muğla.

**Note: For the examples that are not provided here, APA 6 rules are valid.**

## CHAPTER II

### THESIS FORMAT

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

#### 2.1. Writing

Theses must be pressed **single sided** on white sheet sized: a4, and by using black colored ink.

##### 2.1.1. Margins

The left edge of the page should be 3.5 cm and the **other three sides** 2.5 cm. All entries, including page numbers and footnotes, must be written within these limits.

The screenshot shows the 'Sayfa Yapısı' (Page Layout) dialog box. It has a title bar with a question mark and a close button. The dialog is divided into two tabs: 'Kağıt' (Paper) and 'Düzen' (Layout). The 'Düzen' tab is active. Under the 'Kenar Boşlukları' (Margins) section, there are four input fields: 'Üst:' (Top) set to 2,5 cm, 'Alt:' (Bottom) set to 2,5 cm, 'Sol:' (Left) set to 3,5 cm, and 'Sağ:' (Right) set to 2,5 cm. Below these is a 'Cilt payı:' (Gutter) field set to 0 cm and a 'Cilt payı yeri:' (Gutter position) dropdown menu set to 'Sol' (Left). Under the 'Yönlendirme' (Orientation) section, there are two icons: 'Dikey' (Portrait) and 'Yatay' (Landscape). The 'Dikey' icon is selected, indicated by a blue border around it.

### **2.1.2. Alignment**

Texts should be aligned on both sides. Text and figures within the table should be centered.

### **2.1.3. Paragraph**

Indentation should not be used in paragraphs. Words should not be split at the end of the lines.

### **2.1.4. Page Order and Numbers**

The starting pages up to the introduction should be written in Roman numbers (i, ii, iii, iv), and Arabic numbers (1, 2, 3, 4,...) should be used onwards the introduction.

The page number should not be shown on the inner page, which is the first page of the thesis, and on the confirmation page, next page should start from three (iii). Page numbers should be placed in the bottom of starting pages, and in the **top-right corner** of the page starting from the introduction.

### **2.1.5. Line Spacing**

Main section headings will be centered and be written with capital letters. Only the main chapter headings (INTRODUCTION, METHOD, etc.) will be written on a new page. There will be 3 line spacing between the main and subheadings.

Paragraf

Girintiler ve Aralıklar Satır ve Sayfa Sonu

Genel

Hizalama: Ortadan

Ana hat düzeyi: Gövde Metni  Varsayılan olarak daraltılmış

Girinti

Sol: 0 cm Özel: (yok) Değer:

Sağ: 0 cm

Karşılıklı girintiler

Aralık

Önce: 60 nk Satır aralığı: Birden çok Değer:

Sonra: 36 nk 3

Aynı stildeki paragrafların arasına boşluk ekleme

The texts in the thesis should be typed using 1.5 space line.

Paragraf

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: (yok) Değer:

Sağ: 0 cm

Karşılıklı girintiler

Aralık

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

Sonra: 6 nk

Aynı stildeki paragrafların arasına boşluk ekleme

Official report, ethics statement, abstract (in Turkish), abstract (in English), preface, contents, list of tables, list of figures, list of appendices, autobiography, table headings, figure headings, and text in a table should be typed using **1 (one) space line**. 6 nk spaces should be left after each paragraph.

### 2.1.6. Chapter Numbering

The chapter numbering should be appropriate according to double numbering system which is a widely used numbering.

For example:

1. First Chapter (Level 1 heading)

1.1. First Subchapter of First Chapter (Level 2 heading)

1.2. Second Subchapter of First Chapter (Level 2 heading)

1.2.1. First Subchapter of Second Subchapter of First Chapter (Level 3 heading)

*1.2.1.1. First subchapter of first subchapter of second subchapter of first chapter* (Level 4 heading)

2. Second Chapter (Level 1 heading)

2.1. First Subchapter of Second Chapter (Level 2 heading)

2.2. Second Subchapter of Second Chapter (Level 2 heading)

2.2.1. First Subchapter of Second Subchapter of Second Chapter (Level 3 heading)

*2.2.1.1. First subchapter of first subchapter of second subchapter of first chapter* (Level 4 heading)

### **2.1.7. Headings**

All the main chapter headings and the first letter of the words in each subheading (except Level 4 headings) should be typed using capital letters. The spaces to be left before and after the titles are given below.

- Before level 1 headings 60 nk and after level 1 headings 36 nk
- Before level 2 headings 36 nk and after level 2 headings 24 nk
- Before level 3 headings 24 nk and after level 3 headings 18 nk
- Before and after level 4 headings 18 nk

The rules in typing of headings should be complied with as follow: Times New Roman characters should be used for all headings. Level 1 headings should be typed using capital letters, 14 point and bold (**B**). Level 2 and level 3 headings should be typed using capital letters in first letters in all words, 12 point and bold (**B**). Level 4 headings should be typed using capital letters in first letters of initial word -The other words should start

a lowercase letter-, 12 point and italic (*I*).

### 2.1.8. Text in Thesis

Approval page, subchapter headings, and all text in the thesis should be typed using **Times New Roman characters** and the font size should be **12-point**.

### 2.1.9. Cover and Spine of Tome

Text in the cover of tome should be typed using Times New Roman characters, capital letters, 14 point and bold (**B**). An example of a tome cover is can be found in the template section

Text in the spine of tome should be typed using Times New Roman characters, capital letters, 12 point, 6 nk, one space line and bold (**B**). The following information should be available in the spine of tome; the first letter of the author's name and surname, the type of thesis (Master Thesis / PhD Thesis), Mugla, and year of thesis. The first letter of the author's name and surname should be written as aligned upper part of the spine of tome.

A. GÜNDÜZ	MASTER THESIS	MUGLA, 2017
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### 2.1.10. Table and Figure Headings

Table and figure captions 12 pt Times New Roman characters and figures in the table with 12 points in the text (if it does not fit 10 pt) should be written using Times New Roman characters. When a number for the table is given, the title of the table is written on the below line with capital initials and in italics. When a number for the figure is given, the title of the figure is written **on the below line** with capital initials and in italics. Tables and figures should be positioned aligned in the area delimited by margins.

Table 1

*Coping with the Stress Scores of Students by Gender*

Gender	n	$\bar{X}$	Ss
Female	207	57.87	8.20
Male	130	56.27	7.84

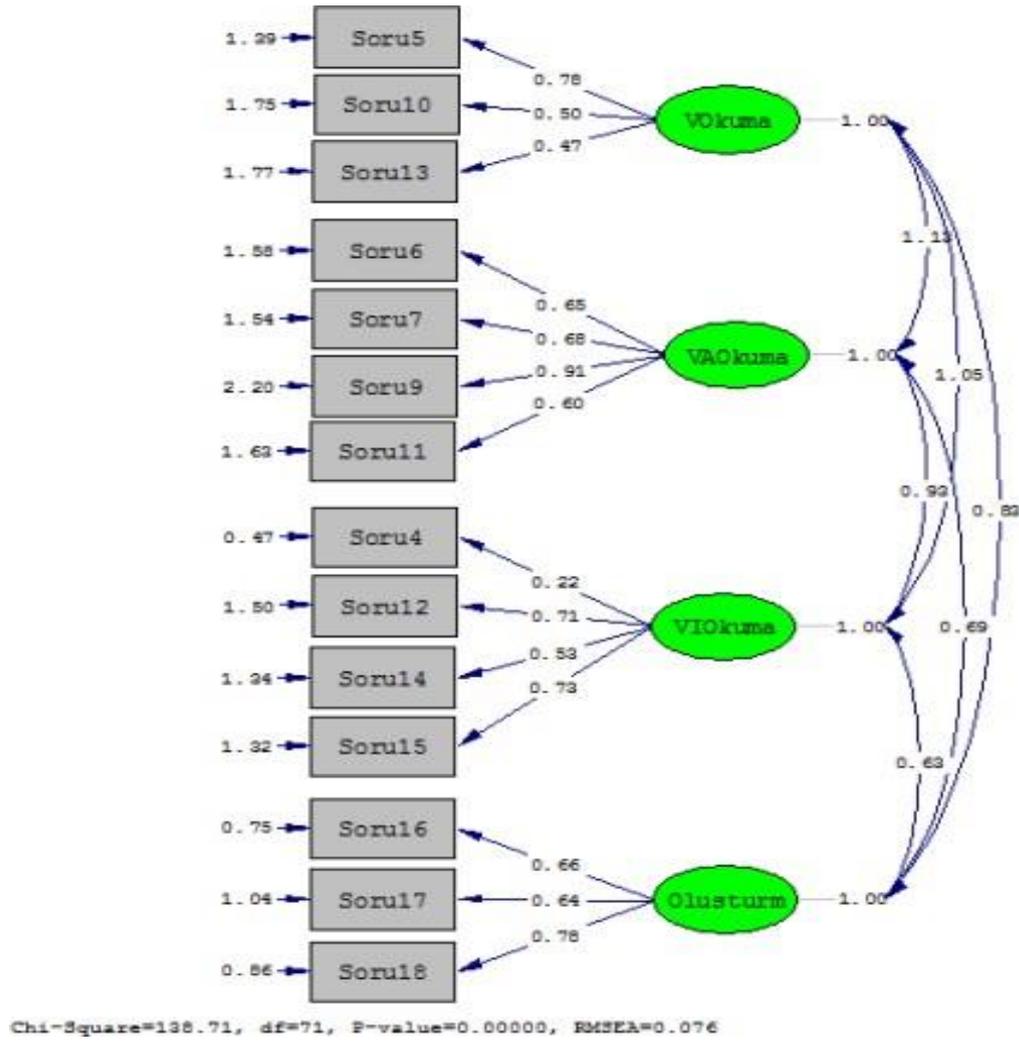


Figure 1. Measurement model of line graph ability

## 2.2. Revisions

After the thesis is bound, no revisions and no additions (line, page, figure, diagram, map, etc.) can be made. This kind of revisions can made only with the Department Board's and the Institute Board's decision.

## 2.3. Binding

All master's theses and PhD dissertations must be bound by a white cardboard cover. The bound version of the thesis must be 204x290 mm.