İSTANBUL BİLGİ UNIVERSITY
GUIDE TO WRITING ACADEMIC PAPERS
AND DISSERTATIONS

Deniz Şengel

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Acknowledgments

More than anything else, this book is the product of a communal effort involving all of İstanbul Bilgi University. It owes much to two group efforts: Sally Campbell, Selim Eyüboğlu, Elif Kalaycı, Râna Tekcan, and Lami Bertan Tokuzlu were the members of the Bilgi Writing Committee who, in 1999, wrote the “User’s Guide to Writing Academic Papers.” In November 2000, Sally Campbell updated the “User’s Guide” following discussions by the University Ad-hoc Committee chaired by Professor Aydı̇n Uğur and comprised of Yeşim Burul, Sally Campbell, Turgut Derman, Selim Eyüboğlu, Aybike Hatemi, and myself. An equally important source is the 1998 “Dissertation Guide” prepared over the years by Elif Kalaycı and Turgut Derman, under the supervision of Professor Beyza Furman, for the Faculty of Economic and Administrative Sciences. The present Guide incorporates their precept and example.

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1. Introduction

The present document is the University’s Guide to Writing Academic Papers and Dissertations and describes the process of producing an academically valid paper or dissertation. It takes the student from the stage of initial research and the locating of a topic to the final production of the work. It provides specific examples for every stage it discusses. This Guide should help you with your approach to academic writing in English or Turkish as well as identifying features that are accepted as University rules and standards. All students are expected to comply with these rules and standards.

Just as your research must be accurate and complete to meet your Department’s and discipline’s standards, the presentation of that research must be equally accurate and complete to meet Istanbul Bilgi University standards. Hence this Guide also includes detailed instruction concerning word-processing format and documentation. It contains guidelines concerning the ethical and formal aspects of academic writing as well as for the material preparation of final copy.

Departments at Bilgi offer the option of submitting a Graduation Project in place of the dissertation. In most departments, the Graduation Project too consists of written work that is not a ‘dissertation’ in the strict sense of the term but entails similar processes that range from locating a topic to producing the material aspect of the work. The stages of the process ranging from identifying a field of inquiry to the material production and submission of the work to your Faculty described in this Guide are applicable to all written work submitted for graduation in any programme. A number of departments at Bilgi also offer programmes or options requiring graduation projects that involve submitting work in form other than writing. Examples include programmes in the Department of Music, the Department of Film and Television, the Department of Visual Communication Design, and the Department of the Management of Performance Arts. Guidelines for submitting work in media other than writing may be obtained from the relevant department.

The Guide has been designed for use by students at Istanbul Bilgi University at all levels. While you will be making thorough use of it when working on your dissertation or graduation project, it is most advisable to familiarise yourself with
the contents of the Guide soon upon starting at Bilgi. In work submitted for your courses, your instructors will expect you to comply with the rules of academic writing and presentation set forth herein.

2. **The Dissertation**

The dissertation is an important feature of education at İstanbul Bilgi University and its crucial role is stressed from the outset. The preparation and presentation of the dissertation and the study of a topic in considerable depth should enhance analytical and evaluative capacity while developing self-confidence and independence.

The principal criteria for the assessment of any dissertation written at Bilgi is its presentation, content and originality, and evidence of the following:

- awareness of the multiple facets of the issues studied;
- familiarity with the major research findings in the area studied;
- in the social sciences, facility in methods used in field studies and the systematic organisation and interpretation of available and collected data;
- in the sciences and humanities, competence in theoretical and methodological developments in the area;
- in the arts, awareness and creative use of current technique, technology, and intellectual and aesthetic issues;
- awareness of the social, political, economic, and cultural environment on both national and international levels, as these impinge upon the particular dissertation topic.

3. **Responsibilities of the Writer**

If you are submitting a paper or dissertation as your own research, you have the responsibility to present your own findings and ideas. Academic writing does not consist of piecing together ideas or words of others, not even when these are documented. Though a paper or dissertation is not routinely expected to attain groundbreaking originality, it is nevertheless expected to reflect entirely your work and the results of independent research, investigation, and reflection. The academic paper or dissertation, like any other type of meaningful writing, is the result of an individual process of discovery. What sense of discovery or accomplishment can there be if you do not thoughtfully study the information you gather during research and make it your own?
How do you make research your own? First, gain control over the information you plan on using in your writing. Understand thoroughly the sources you are using. If you do not understand a particular source, get help clarifying it. If for some extreme reason you cannot get that help, it is best not to use at all a source you do not understand. Consider points in which your sources agree and disagree on related issues, and decide which ones offer the best arguments for your purposes. Articulate why you think these best. Then determine how these findings stand up to your own thinking. Also try to formulate why you are not convinced by those you do not classify among the best arguments. This is when research becomes meaningful and your own: when you have mastered your sources, are clear about which ones you agree or disagree with, and thus know where you stand in relation to others who have worked on the same topic before you.

Academic writing becomes vital and meaningful above all when you have picked a topic about which you are genuinely curious and feel driven to make discoveries in it. Only then will you feel the kind of commitment that is necessary for undertaking significant research and reflection. This is as valid for papers written for coursework as it is for the dissertation.

Foremost among the responsibilities of an academic writer is also the effective planning of time. Plan your time well and prepare for yourself a working schedule for reading and research, and for writing the paper or dissertation. For papers in courses, you will be given deadlines at which work must be submitted. As for the dissertation, your Department or Faculty will specify a deadline for turning in final copy of the dissertation as well as interim stages of work: since the composition of the dissertation is a drawn-out process involving an entire academic year, you will receive a calendar as part of your syllabus for the Dissertation Course. The coordinator of the Dissertation Course in your Department and your dissertation supervisor will aid you in the effective planning of time by supplying a solid schedule. They will also discuss stages of work specific to your field and topic. See Appendix A for a copy of the “Dissertation Student Follow-Up Form” which coordinators and supervisors at Bilgi use for individual scheduling.

Thus in addition to mastery over your sources, responsible writing depends on genuine interest in your topic and commitment to the subject of your research, and
on effective planning and giving yourself enough time to develop your work thoroughly.

4. Choosing the Dissertation Topic and Supervisor

Dissertation areas and supervisors assigned in the various departments will be announced by the departments on the registration date. Students officially may select their supervisors and topics after the first week of registration and discuss their decision with the Head of the Department or the coordinator of the Dissertation Course. In departments where dissertations also have a second reader, the Head of the Department will assign the Second Reader of the dissertation. Subsequently, students fill out the “Dissertation Topic Approval Form,” which is available from the coordinator of the Dissertation Course in your Department or Faculty. For the “Dissertation Topic Approval Form,” see Appendix B below. This form will include the title of the topic selected, the name and signature of the supervisor, and the name, identification number and signature of the student. It will also include the name of the Second Reader, if applicable, as well as the name and signature of the Coordinator of the Dissertation Course. The coordinator of the Dissertation Course, the supervisor, and the student will each keep a copy. Your Department will have a deadline for turning in this form. It is your responsibility to find out, from the coordinator of the Dissertation Course, what that deadline is. **Students who do not return this form to the coordinator by the specified deadline cannot continue with the dissertation study for that year.**

5. Submitting and Presenting the Dissertation

The responsibility for the quality of content and the correctness of form of the dissertation lies with the student and the supervising faculty member. This includes ensuring that the research and written work is the student’s own work, is of high professional quality, and meets applicable academic standards. The Head of the Department offering the degree is responsible for ensuring that the dissertations meet the standards established by the University.

The student may be given ongoing evaluations of the dissertation by his/her supervisor as various sections, chapters, and drafts of the work are completed.
However, final approval may be given only to the completed document. Also, the dissertation supervisor must meet with the student at least once a week to follow up on the student’s progress. Of the final draft of the dissertation, the student will submit two unbound copies to the supervisor for final review. The supervisor will convey one of the copies to the Second Reader. This is when the Second Reader will make requests for revision, if any.

Some departments and Faculties at Bilgi require students to ‘present’ or ‘defend’ the completed dissertation. Some departments require a presentation of the dissertation topic, before the student begins the writing stage. Find out from the coordinator of the Dissertation Course if your Department or Faculty is among these. If your Department or Faculty requires the student to defend (orally present) his/her dissertation, two copies of the completed dissertation in final form (which may be subject to minor corrections after the defense), together with two copies of the abstract, must be submitted to the dissertation supervisor on the date announced by the Department or Faculty. (These two copies submitted are most likely not the same two copies you will have submitted earlier to your supervisor.)

Following the presentation, the dissertation supervisor will communicate the results to the student. In some cases, further revision of the dissertation may be required by the committee, and the student will be given two extra weeks for the revision. When the dissertation thus has reached completion, the Dissertation Grade Form will be filled out and turned in by the Supervisor to the Head of the Department, together with the dissertation. After the Head of the Department has reviewed and approved this copy, the dissertation is submitted to the Dean of the Faculty offering the degree.

The Dean of the Faculty will review the dissertations for compliance with the general regulations on preparation and will return them for correction if necessary. Final library copy will not be submitted until the dissertation has been reviewed by the Dean.

If your Department or Faculty does not require presentation of the dissertation, your supervisor will turn in the completed dissertation to the Head of the Department along with the Dissertation Grade Form. After the Head of the Department has approved the dissertation, the work will be turned in to the Dean of
the Faculty for final approval. Upon the Dean’s approval, the Head of the Department will submit appropriate copy to the University Library.

For a sample of the Dissertation Grade Form, see Appendix C.

6. Preparation

6.1 Finding a Topic

Though frequently you will have to select your own paper topic in a course, in some cases the topic may be given to you. Even within the constraints of a given topic, there are always ways to put forward your own vision and approach to the topic, of finding your own angle and elaborating on it. However, when the paper topic is given, any diversion from the main subject must be justified and supported. If you are to choose your own topic, be sure to find one that is of genuine interest to you. You should also be knowledgeable about the topic; it is senseless to pick a topic about which you know nothing. Moreover, if your paper topic involves research, make sure that you will be able to find resources for it. Selecting a subject of current relevance in your field is also important. These criteria of finding a topic for a paper are certainly valid for finding a dissertation topic too, though the latter requires more elaboration.

6.2 Focusing the Topic

Most student writers are too ambitious in the selection of a topic. They undertake to do too much within the limits of a paper or dissertation. They try to discuss the general implications of the atom bomb, or the history of mass production, or the growth of scientific medicine, or the origin and development of football, or the concept of ‘imitation’ in the history of literature, or the history of Russo-American relations, or Spain’s neutrality in World War II. The result, at best, is a series of vague and half-supported generalisations that never come into focus and inevitably lack meaning. Vagueness will be the result not because issues such as the above are not worth wondering about, but because you will be working under constraints of time and permissible writing length, and so on. Within the time available, you will never be able to do justice to a topic that large and unframed.
Experienced writers are constantly aware of the limitations working upon them. These are above all the limitations dictated by the time and space at their disposal. Experienced writers reject a subject like Turkish Popular Music, in favour of one restricted to a single aspect such as, Orhan Gencebay’s Contribution to Turkish Arabesk Music. They forego a large topic like The History of Russo-American Relations for, say, Russo-American Relations on the Eve of World War II. They focus on Franco’s role in the diplomatic relationships between the Allies and the Axis rather than engage in an unfocused discourse about Spain’s neutrality.

6.3 Verifying the Feasibility of the Topic

Once you have focused on a topic that is of interest to you and whose current importance in your field you feel you can justify, you need to do a survey in order to explore its feasibility. This means first of all seeing whether there is sufficient material for you to work with. You may find that there is not enough material available for you to conduct your research and demonstrate your argument. Secondly, it implies once again seeing whether the subject is sufficiently focused for you to handle the available material within the given time period and permitted length of writing. Just as you may find that there is insufficient material available, you may find that there is so much material already produced on the topic that it is simply not possible for you to read and process a reasonable portion of it in time for turning in your assignment. Of course, in some rare cases, insufficiency of material and research done in your chosen topic may be all the more reason to pursue that topic in order to fill a gap in your field.

Frequently, the phase of verifying the feasibility of your chosen topic will involve once again focusing and framing the topic to manageable size. For example, ‘problems relevant to the writing of Shakespeare’s biography’ or a topic like ‘the history of debates about Roman Law and Common Law’, or ‘the impact of violence on television upon children’s behaviour’ are indeed important and valid topics. However, once you survey the available material, you may find that several kinds of problems arise which may make it impossible for you to cover the topic in a reasonable span of time and page length. In the case of the topic concerning Shakespeare, you will find that there are a vast number of problems concerning the
author’s identity that have been debated since the late eighteenth century. Not only may you not be able to gather all the material in time, but mastering the material and developing a perspective on it would be a task for many months, if not years. In the case of the debate concerning Roman Law and Common Law, aside from the largeness of the body of research available, you may find yourself entangled in historiographic problems that go well beyond your interest in the legal matter. You may find that aside from law, you would have to read widely in history before you can approach the problems pertaining to the law. Regarding the impact of violence in television shows upon children’s behaviour, you may again find that there is too much material available that must be studied to make your presentation credible. But you may also find that the point has been demonstrated rather conclusively and that research and debate are currently directed at how to solve the problem of violence on television, how to launch an opposition to such programming. In other words, your topic may have become obsolete even though it has not lost its currency.

The feasibility of your topic, and whether or not it is sufficiently focused, will ultimately become clarified once you have determined your approach. Your approach to the topic is one major framing factor.

6.4 Determining an Approach

Thus the next step is to determine your approach to the topic. What is considered a valid approach of course varies from discipline to discipline. By the time you embark upon your dissertation, you will have learned about the valid approaches within your discipline in a general framework. But you may also have to use further (i.e., your own) judgment and bring in further (i.e., your own) definitions when determining the approach. For example, a topic like ‘Orhan Gencebay’s Contribution to Turkish Arabesk Music’ could be considered a valid topic in musicological as well as sociological studies. Thus, alternative approaches to this topic, such as a sociological approach or an approach based on the form of Gencebay’s music may be equally applicable. But the topic may be approached within sociology in terms of Gencebay’s appeal to dolmus drivers in the 1970s, as well as in terms of the ethnic appeal of his music from its inception through today.
In musicology, the topic may be approached in terms of its roots in traditional Middle-Eastern music or pitted against the comparative framework of urban cult music in the late twentieth century.

In brief, in determining the feasibility of your topic and in deciding on your approach, the following factors have to be kept in mind: the norms of your discipline as laid out by your Department; availability or non-availability of material, whether there is too much or too little material; the apparent fruitfulness of a given topic and the propriety of your particular approach; the background of the researcher in terms of whether or not he or she is sufficiently prepared to tackle the topic within the framework of the desired approach.

6.5 Finding a Working Title

After determining topic and approach, decide on a working title for the paper or dissertation. Do not be sloppy in picking your title simply because it is called a ‘working title’, thinking that you would have the opportunity to change it once you have completed your writing. The title is an important guide for you. It will help keep you focused and serve as a reminder of what you are in fact working on. It will prevent you from wandering off on tangents. It is important that your title reflect the limitations that have been placed on the subject. A paper discussing the arms trade should not be entitled simply ‘Arms’ or ‘Arms Trade’. It should say something specific about your topic, such as ‘Arms Trade and Third-World Debt at the Beginning of the Twenty-First Century’.

6.6 Generating the Argument

6.6.1 The Brainstorming Phase

Now that you have focused on a topic, determined your approach, found the supporting material, and have a working title to guide you, it is time to generate your argument. This process will result in the formulation of a ‘thesis statement’. An efficient way to start is by brainstorming as you mull over as many sources as you have been able to gather at this stage. Do not hesitate to spin out a plethora of ideas. This is a creative phase when you will enhance your ideas, perceiving new connections and paths of inquiry. But do not linger too long in this stage and once
you have caught a glimpse in your imagination of where your topic and approach will lead you, settle down to ordering your ideas. Now your aim is to frame and formulate a thesis statement. The thesis statement represents your main argument. This statement contains the essential point which you are going to prove in your paper or dissertation.

6.6.2 Formulating the Thesis Statement

The thesis statement will be your most significant guide as you order, re-order, and arrange thoughts you have so far developed. It sums up in a few sentences the idea and the purpose of the paper or dissertation you are going to write. The thesis statement can be as short as a single sentence. It can be as long as a short paragraph. If you find yourself unable to formulate your thesis succinctly, it may mean that you do not yet have a thesis. A thesis statement is precise and concise. Be also aware that a thesis statement is not the declaration of a topic. It is a statement that indicates what you want to say about that topic. In other words, the thesis statement does not announce that, ‘In this paper (or dissertation), I will discuss x’. It will say something about x, such as: ‘X has made a significant impact on the rural population due to...’.

In the first stages of thinking and writing, your thesis statement will most likely be somewhat rough. It will emerge and become refined as you think, take notes, and write. Thus, while you are engaged in research and writing, keep in mind that eventually you must produce a thesis statement, and work accordingly. The thesis statement will become part of your Introduction. It is generally located near the end of the Introduction.

Let us look at concrete examples in order to illustrate what a thesis statement is, as well as what it is not.

Say, your initial research and reflection on ‘the concept of privacy’ has suggested a topic like, ‘the comparison of Istanbul residents with migratory animals’. And researching this topic, you intend to delve into the origins of the sense and practice of privacy. This is indeed a valid direction of research, but it is far from constituting a thesis statement. The phrase, ‘comparison of Istanbul residents with migratory animals’, represents more the kind of initial idea of a direction of research a writer may have as he or she toys with ideas of a topic to
write on. The following, on the other hand, is a thesis statement: ‘A comparison of Istanbul residents with migratory animals reinforces the idea that the concept of privacy in humans originated in the territorial life styles of animals.’ The thesis statement includes the indication of the topic and states what you ultimately intend to demonstrate regarding that topic.

The following is a thesis statement: ‘Children who are exposed to violence on television display more aggressive traits in their games’. The following, on the other hand, is very far from making up a thesis statement: ‘Aggressive children tend to watch more violent television shows’. This last one is rather the statement of an impression and contains at least one logical fallacy. It represents a hazy initial idea that may serve you eventually in developing a thesis topic. Aside from not complying with the principles of specificity and demonstrability that an academic paper topic has to possess, it is based on a prejudice; it assumes that some children are essentially aggressive: how do you decide what constitutes aggressive behaviour in children? In order to explain how the determining model of aggressive behaviour is set up, you would first need to write another paper or dissertation explaining that model. Only then would your topic not be guided by prejudice, and fulfil scientific criteria. But by then, it will probably also have changed drastically. In order not to become entangled in fruitless directions of reasoning, which will only help waste your time, consult with the instructor of the course for which you are writing the paper, or the coordinator of the Dissertation Course in your Department, or your dissertation supervisor. But above all, take very seriously the process of formulating your thesis statement.

If you have trouble getting started with formulating a thesis statement, the first technique that will help ease the process is to write a ‘purpose statement’. You may start simply by writing down what you are planning to do in your paper or dissertation: ‘I plan to analyse the use of foul and offensive language in Turkish rock music to see if it represents a response to the authoritarian social order’. At some point, you can turn a purpose statement into a thesis statement. As you think and write about your topic, you can restrict and refine your argument, finding words that fully designate the concepts you will employ in your analysis.
The first step from a ‘purpose statement’ to a ‘thesis statement’ is to remove the personal in the purpose statement: ‘This study analyses offensive language in Turkish rock music in order to investigate whether it represents a response to the authoritarian social order’. In the meantime, you will have reflected further and perhaps detected a difference between rock lyrics in the 1980s and those in the 1990s, and decided to focus on the latter: ‘This study analyses offensive language in Turkish rock music of the 1990s in order to investigate whether it represents a response to the authoritarian social order’. Eventually, you will have thought through the topic and can incorporate the result of that investigation: ‘Offensive language in Turkish rock music of the 1990s represents response to the authoritarian social order’.

A thesis statement becomes more refined when it situates the thesis in the context of other work that has been done on the topic: ‘Although most writers on Turkish rock music in the 1990s have argued that the use of offensive language represents social mobility, closer examination shows that use of such language implies critical response to the authoritarian social order’.

Aside from starting out with a purpose statement, you may begin by using formulas to arrive at a working thesis statement. Here are some formulaic examples:

- Although most researches in __________ have argued that __________, closer examination demonstrates that ________________.

- X is a result of the combination of ______________ and ______________.

But do remember that these formulas are starting points. You will not have arrived at a complete thesis statement when you have filled in their blanks.

Ultimately, your thesis statement must be precise and focused. It must contain an idea or argument which is contestable and which you are going to demonstrate in your paper or dissertation.

6.7 Proposal and Bibliography

6.7.1 Writing the Proposal

All academic departments at İstanbul Bilgi University require dissertation
students to submit a dissertation proposal. But some course instructors may also request a proposal before you embark upon writing the paper for a course. The requirements of the latter may vary from the requirements of the proposal for the dissertation, just as the requirements for the dissertation or academic paper proposal may vary from discipline to discipline. What will vary are length of the proposal and type and degree of detail required, as well as the kind of material the proposal is to contain (referred to as ‘components’ below). Best is of course to check with your Department and coordinator of the Dissertation Course. But there are a number of components which proposals universally contain.

These components are: an introductory paragraph (usually written last); the statement of the topic; the rationale of the topic (the explanation of why this is a valid, interesting, and important topic); thesis statement; methodological statement and/or description of approach; limitations upon your topic; bibliography. The Dissertation Course of your Department will instruct you in the specific requirements for writing a dissertation proposal in your discipline. Do be aware that you will be working on your Proposal in the first semester of the Dissertation Course. It will undergo numerous drafts, which will be read by the coordinator of the Dissertation Course and/or your dissertation supervisor, depending on the policy of your Department or Faculty. In general, departments at Bilgi expect to see an initial draft six to twelve weeks into the first semester. In general, departments expect students to turn in final draft toward the end of the first semester.

### 6.7.2 Bibliography; Annotated Bibliography

You have, of course, been engaged in bibliographic research since the very moment you have known of the task set before you, and you have been collecting, skimming, reading, and discussing relevant sources, without doing which you would not have been able to pick your topic or determine your approach. Now, as you are working on your proposal, is a good time to type up the bibliography you have settled on and have an orderly view of what items you have on hand and what is still missing. Do be aware that it is very important to show your bibliography to your dissertation supervisor at an early stage to see whether he or she wants to add
to your list. This way, you will spare yourself the inexpediency of being assigned new reading at a late stage.

If your instructor requires a proposal for the paper, and certainly for the dissertation proposal, you need to turn in a bibliography—a list of sources to consult for your paper or dissertation—as part of the proposal. If the paper you will submit for the course does not require a proposal, nevertheless your instructor is likely to require the bibliography of sources you have consulted for that paper. Therefore, as you browse in the University Library and beyond, make sure to take accurate note of the publication information of the sources you consult. The criteria of accuracy in bibliographic matters—or ‘documentation’, as it is more frequently termed—are discussed below, in Sections 11-14, in full detail. In order to develop a sense of the form into which you will eventually cast your list of sources, read the segments of Sections 11-14 relevant to your discipline before you embark upon compiling your list of sources.

As you determine your sources, take down the full bibliographic details for each source. These details are listed below. Not all of the details will be necessarily applicable for the bibliographic style in all disciplines, but unless you are thoroughly familiar with the style for your discipline, noting all of the details given below will save you time.

In the case of a book, ‘bibliographic details’ refers to:
- author and/or editor; translator, if applicable
- title and subtitle
- edition (i.e., whether it is 2nd edition, or 3rd, 4th, etc., and whether it is a ‘revised edition’)
- publisher and place of publication
- year of publication
- year when the book was first published if you have a later or revised edition

In the case of a journal, magazine and newspaper, ‘bibliographic details’ refers to:
- author of article (magazine and newspaper articles may be unsigned; if so, make a note of it: ‘no author’); translator, if applicable
- title and subtitle of article
- title of journal, magazine, or newspaper
- year of publication
- volume and issue number of journal or magazine
- full date of the newspaper; month or season—whichever is given—of journal or magazine
- page numbers where article appears

In the case of an electronic source, ‘bibliographic details’ refers to:
- author and/or editor; translator, if applicable
- title of the article
- title of electronic journal
- year or date of publication
- the type of medium (Online, CD-ROM, etc.)
- pages or length (‘length’ in electronic sources is frequently indicated in ‘paragraphs’: ¶)
- ‘available’ statement (www address, supplier and name of electronic database, e-mail address, etc.)
- date when you accessed the electronic source

Your instructor or dissertation supervisor may require that the bibliography be annotated or written as a ‘Review of the Literature’. The ‘Review of the Literature’ is required for the dissertation and will be discussed under separate heading below. Non-dissertation students: if and when you are required to prepare a Review of the Literature in a course, consult the relevant section for dissertation students below. Most academic departments at Bilgi require dissertation students to submit a Review of the Literature sometime during the first semester of their dissertation year. This is a requirement for the first semester of the Dissertation Course. Check with the coordinator of the Dissertation Course and/or with your dissertation supervisor when your Department’s deadline for the Review of the Literature is.

An Annotated Bibliography is a bibliography that provides information about the content of the publications. It is an organised list of sources, each of which is followed by a brief note, or ‘annotation’. The nature of the information given in the annotation depends on why you are preparing the Annotated Bibliography. For example, in a course, your instructor may assign an Annotated Bibliography to determine the thoroughness of your reading and comprehension of course material. This kind of Annotated Bibliography will be very different from one that is part of
a larger research project or one to be included in a dissertation as a survey of the literature.

Thus an Annotated Bibliography may aim at one of the following: demonstrating the quality of your reading and depth of your research; providing background material and new information for your reader; exploring a topic in preparation for research; giving your research perspective and relevance. Depending on for which of these purposes you are writing, your Annotated Bibliography would be classified as one of the following:

- Informative: summarises the work, describing the content and focus of the book or article
- Evaluative: tells what you think of the work, recording your reactions to the source, assessing its strengths and weaknesses, stating why it is helpful to you or why it is not
- Descriptive: tells what is included in the work, suggesting the source’s usefulness to research and/or evaluating its method, conclusions, or reliability
- Combination: is a combination of the above.

The length of the annotations to works in a bibliography may vary in conjunction with the purpose of the annotation and the scope of the work reviewed.

The form of an Annotated Bibliography is the same as in a regular bibliography, typed according to the style your instructor or Department or Faculty requires. The annotation immediately follows the bibliographic information on the same line, or it may begin on a new line, two single-space lines below the publication information. The examples of annotation below apply the Humanities Style for the bibliographical information. The text of the annotations naturally apply to all disciplines.

**Informative Annotation:**

Voeltz, L. M. “Children’s Attitudes Toward Handicapped Peers.” *American Journal of Mental Deficiency* 84 (1980): 455-64. As services for severely handicapped children become increasingly available within neighbourhood public schools, children’s attitudes toward handicapped peers in integrated settings warrant attention. Factor analysis of attitude survey responses of 2,392 children revealed four factors underlying attitudes toward handicapped peers: social-contact willingness, deviance consequence, and two actual contact dimensions. Results of this study suggest the modifiability of children’s attitudes and the need to develop interventions to facilitate social acceptance of individual differences in integrated school settings.
Evaluative Annotation:


Descriptive Annotation:


b. “To Please IMF, Turkey Takes Control of Five More Banks.” *Wall Street Journal* 11 July 2001. Reports that the Banking Supervisory Board of Turkey has taken control of several banks in a bid to show its determination to meet International Monetary Fund criteria aimed at resolving the country’s four-month-old financial crisis.


Combination Annotation:

Fisher, Franklin M., ed. *Antitrust and Regulation: Essays in Memory of John J. McGowan*. Cambridge, Mass.: MIT Press, 1985. Contains ten articles by different authors on antitrust law and free-market dynamics that compel mergers. Particularly important for this paper’s topic are the articles by J. J. McGowan and P. H. Joskow analysing mergers in terms of whether these serve consolidation of corporate power or economic progress.

There are three different writing styles from which to choose when writing an Annotated Bibliography. Consult with your instructor regarding which to use. Whichever you do choose, be consistent. The telescopic style uses phrases, non-sentences: ‘Very helpful Introduction. Chapters review the research between 1920 and 1961’. ‘Discusses how poverty contributes to deaths in developing countries. Concern about the difficulties of developing a poverty reduction strategy’. Another style utilises complete sentences only: ‘The authors hold the conservative view that SALT cannot halt the slipping nuclear advantage of the United States. They conclude that the United States needs to reassess its defense policy’. ‘The authors discuss the laws that govern the formation of multiple images of a scene and some
of their applications’. The more formal style utilises the paragraph. Here, the annotation consists of a full, coherent paragraph. This form is particularly recommended if the Annotated Bibliography you are preparing will be used eventually as the basis of a bibliographic essay or Review of the Literature.

7. Parts of an Academic Paper or Dissertation

Once you have completed the preparatory steps, you will be ready to write the paper or dissertation. This involves the writing of the main body of your paper or dissertation where you develop and demonstrate your thesis, as well as producing a number of auxiliary documents such as a Title Page, an Abstract, Appendices, Bibliography, etc. Below is a list of parts which the final document is going to contain. But note that not all research subjects and disciplines require every single one of the parts enumerated and explained below. This is so even in the dissertation: while a dissertation in the field of marketing or psychology may have to include a section devoted to ‘Measurement Techniques Used and Results’, a dissertation in musical composition, history, or the field of literature will most probably not. Some items, moreover, like the Abstract, will probably be required for the dissertation alone and not for any of the papers you write in your courses. Essentially, think of the dissertation or paper as consisting of the Preliminary Pages; Introduction, Main Body, Conclusion; Reference Materials.

The list below intends to be exhaustive for the dissertation. Students writing papers may consult various sections if and as need arises. The order in which parts are indicated below is also the order of their appearance in the paper or dissertation. Any revision of this order should be discussed with your coordinator or dissertation supervisor:

- Preliminary Pages
  - Title Page
  - Approval Page for the Dissertation
  - Abstract
  - Dedication
  - Acknowledgments
  - Preface
  - Table of Contents
  - List of Tables, List of Figures or List of Illustrations, List of Symbols and/or Abbreviations

- The Text
7.1 Parts of an Academic Paper or Dissertation: Preliminary Pages

7.1.1 Title Page

7.1.1.1 Title Page of a Paper

You should check with your instructor whether or not you are to include a formal title page in papers submitted for a course. Typically, the title page of an academic paper includes a title that in the fewest words possible adequately represents the content of the paper; the name of the writer; indication of the Department and/or Programme the paper was written for; indication of the course it was written for; instructor’s name; date of submission. Many instructors prefer having this information typed, in single space, on the upper segment of the first page of the paper as in the following depiction:

Name and Surname
Faculty of Law
LAW 121, Prof. Dr. __________
23 November 2001

A Nineteenth-Century Approach to Legal Interpretation
7.1.1.2 Title Page of the Dissertation

From top to bottom, the title page of the dissertation contains the full name of the University, the full name of the Faculty to which the dissertation is submitted, the title of the dissertation, the author’s full name, and finally the city, month and year of submission. The month and year indicate the date of your degree. The format of the title page, including spacing, placement, margins, font, type, use of upper- and lower-case lettering must be exactly as in Appendix D. Appendix D contains the grid of a dissertation title page for each of the four Faculties granting the Bachelor’s Degree at Bilgi. For accuracy, download the grid of the title page for your Faculty from the “Undergraduate Dissertation” section at the University Website.

Capitalise each word in the title of your dissertation. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title.

On the pagination of the title page, see Section 9.7 below.

The title page will also be inscribed upon the outer face of the binding of the final, approved copy of the dissertation. For further information, see below, Section 9.8.

7.1.2 Approval Page of the Dissertation

Upon completion and acceptance of the work, the approval page of the dissertation will carry the signature of the Dissertation Supervisor and the Head of the Department. Like the dissertation title page, the approval page has a very specific form that must be strictly and accurately followed. See Appendix E for the grid for approval pages in each of the four Faculties at Bilgi that grant the Bachelor’s Degree. Do note that there are two different grids for students in the Faculty of Economics and Administrative Sciences and the Faculty of Science and Letters: one is for students studying in departments or programmes that grant the degree of B.A., the Bachelor of Arts; the other one is for those studying in departments or programmes that grant the degree of B.Sc., the Bachelor of Sciences. For accuracy, download the grid of the approval page for your Faculty from the “Undergraduate Dissertation” section at the University Website. Before
printing the grid of the approval page, delete the designations, “Space for Head of Department’s Signature” and “Space for Supervisor’s Signature.” Leave, in their place, blank space for the signatures. Type in the name of the Department Head and the Supervisor where the grid indicates “Head of Department’s Name and Surname” and “Supervisor’s Name and Surname.”

Capitalise each word in the title of your dissertation. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title. On the pagination of the approval page, see Section 9.7 below.

7.1.3 Abstract

The Abstract gives a succinct prose account of the paper or dissertation, including a statement of the problem, procedure and methods, results, and conclusions. All explanatory matter and opinion should be omitted. An abstract is 100-350 words long and must not exceed 350 words. It is usually written after the dissertation or paper has been completed. The heading Abstract must appear in bold, centred between the text margins without punctuation, 5 cm. from the top of the page. The text begins at least three single spaces below the heading. On the pagination of the abstract, see Section 9.7 below. You will look at and discuss sample abstracts in your Dissertation Course. For examples in various disciplines, also see Appendix F.

7.1.4 Dedication

A Dedication is optional. If included, it must appear on a separate page and be centred between the text margins without punctuation, 5 cm. from the top of the page. The Dedication page does not have a heading but must have a page number (see also Section 9.7 below). A dedication may consist of poetry or a fragment of text which you believe represents particularly well the argument or topic of your dissertation. Or it may consist of a ‘dedication’ proper, by which an author may dedicate his or her work to a specific person. Thus the dedication page of Thomas M. Greene’s book Light in Troy reads: Hector is dead and there’s a light in Troy (Yeats, “The Gyres”). Cemal Bali Akal’s dedication page in Modern Düşüncenin Doğuşu reads: Ayşe Balâ’ya. The dedication in İbrahim Toraman’s sociology dissertation, Nationalism in History Textbooks: A Comparative Study 1960-1980,
of 2001 is more elaborate. It reads: “History courses aim to possess students to be proud of the past. ‘No one is right except us’ has become one of the strong beliefs shared by large groups of people. Therefore most of the knowledge that has been imposed upon us, has to be forgotten.” Toraman’s dedication is a quotation from a secondary source. In this case, one may indicate the source at the bottom of the dedication page and or place it in the List of References or Bibliography at the end of the book or dissertation.

7.1.5 Acknowledgments

Acknowledgments are optional. This option provides you the opportunity to express your gratitude to those persons or institutions that have inspired or helped you with your research and writing. If used, the Acknowledgments page should have a heading and use the same spacing as the text (i.e., double spacing or space and a half). The heading Acknowledgments must appear in bold, centred between the text margins without punctuation, 5 cm. from the top of the page. The text begins three single spaces below the heading. For pagination, see Section 9.7 below. Sample Acknowledgments may be found in Appendix G.

7.1.6 Preface

Like the Dedication and Acknowledgments, the Preface is optional. If used, the Preface page should have a heading and use the same spacing as the text (i.e., double spacing or space and a half). The heading Preface must appear in bold, centred between the text margins without punctuation, 5 cm. from the top of the page. The text begins three single spaces below the heading.

For the pagination of a preface, see Section 9.7 below.

7.1.7 Table of Contents

The Table of Contents will be rarely needed in the papers you write for your courses. But it is obligatory in the dissertation. It must list the title of each chapter and, if applicable, the sections of chapters; Bibliography or Works Cited or References; if applicable, Appendix or Appendices. Note that the sections that
precede the Table of Contents page (Abstract, Acknowledgments, Preface) are not indicated in the Table of Contents.

Capitalise each word in the title of a chapter. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle.

Except in initial letters where applicable, entries in a table of Contents are lower case. The only exception are the conventions in some areas of the discipline of law, where, as in the example in Appendix H at the end of this book, encompassing headings are capitalised.

Every entry in the Table of Contents must have leader dots (as in the Table of Contents of this Guide) that connect it to its corresponding page number. The page numbers are listed on the right-hand side of the Table of Contents page.

The wording used for all entries on the Table of Contents page must match exactly the titles used in the text in wording and typography. Before submitting a draft to your supervisor, verify that they do.

The heading Table of Contents appears in bold, without punctuation, centred between the text margins and 5 cm. from the top of the page. The entries begin at least three single spaces below the heading.

On the pagination of the Table of Contents pages, see Section 9.7 below.

See Appendix H for examples of Tables of Contents from dissertations in different disciplines.

7.1.8 List of Tables, List of Figures or List of Illustrations, List of Symbols and/or Abbreviations

The sequence of tables, figures or illustrations and any other visual materials, as well as of symbols and/or abbreviations that appear in the text are indicated on preliminary pages specifically designed for this purpose. If you use figures or illustrations and tables in your dissertation or paper, consult with your supervisor or the coordinator of the Dissertation Course in your Department whether or not your lists ought to be combined into a single list. Otherwise each group is listed separately with its own heading. The list of symbols and/or abbreviations is never combined with other lists. If included, these lists appear immediately after the
Table of Contents. They must list items in the order in which they appear in your text.

The heading **List of Tables** appears in bold, centred between the text margins without punctuation and 5 cm. from the top of the page. The listing begins at the left margin at least three single spaces below the heading. Each entry must have exactly the same number and the same caption or title used for a table in the text. If the caption or title used in the text is too long for exact inclusion in the List of Tables, you may use an appropriate, intelligible abbreviation. As in the Table of Contents, the List of Tables must have leader dots connecting entry and the corresponding page number given on the right-hand side of the page. See Appendix I for samples of the List of Tables.

The List of Figures or List of Illustrations are essentially governed by the same rules as those for the List of Tables. If your figures or illustrations include photographs, you may indicate the photographer’s name here. If you use art work, this is where you would indicate the museum or collection where the original work is located. See Appendix J for samples of the List of Illustrations or Figures, and pages 32-33 below, for further discussion.

If included, the List of Symbols and/or Abbreviations must follow the conventions for such in your discipline. Do be aware that it is not up to the writer to decide which titles or terms may be abbreviated in the text, notes, or bibliography. For reliable guidance in your field, consult with your dissertation supervisor. See Appendix K for samples from various disciplines. On the pagination of the pages of lists, see also Section 9.7 below.

7.2 Parts of an Academic Paper or Dissertation: The Text

7.2.1 The Introduction: The Statement and Rationale of the Problem; Purpose of Study; Design of the Investigation; Description of Approach

An academic paper or dissertation inevitably begins with an Introduction in which you first identify the topic and elaborate what the issue is regarding your topic. As in the dissertation proposal, your first task is to establish the problem and its validity, and your purpose in undertaking the present study. The Introduction
also includes a statement of Objectives, and Hypotheses. If your paper or dissertation involved field work, this opening part of the Introduction offers an account of the nature of the research and the reasons for undertaking it. If your topic is of a more historical, critical, or interpretive nature—if, in other words, your field and topic are of a discursive nature as in the humanities—your statement and description of the problem is going to ground the work in critical, interpretive and/or historical terms and concepts.

A dissertation’s Introduction includes discussion of the design of the investigation. This consists of the statement and discussion of the hypotheses, and the theoretical structure in which they will be tested and examined, together with the methods used. In a discursive (humanities) dissertation, this part consists of a two-fold discussion: the description and justification of the particular approach pursued in the dissertation, as well as a discussion of hypotheses and the theoretical or methodological framework. This includes a description of the order of chapters and the explanation of the logic of that order.

7.2.2 Measurement Techniques Used and Results

If applicable to your discipline and topic, this section will contain the detailed description and discussion of testing devices used. It will present data you have obtained in your research and elaborate arguments supporting their validity and reliability. It will further contain a discussion of the analysis to be applied to the results to test the hypotheses.

‘Results’ consists of the presentation, in a logical order, of information and data upon which a decision can be made to accept or reject the hypotheses. This is not yet your Conclusion, but a synoptic preview of the conclusions you will draw at the end of your dissertation. For any questions beyond those you may discuss with the coordinator of the Dissertation Course in your Department, see the instructor of the Research Methods course in your Department or Faculty.

7.2.3 Review of the Literature

The form and function of a Review of the Literature may vary from discipline to discipline and from assignment to assignment. In your Bachelor’s Dissertation,
the Review of the Literature is essentially a survey of what you have read concerning your topic. In disciplines (such as literature and history) where this distinction is valid, it may include the survey of both primary and secondary materials. But it includes only those materials that are relevant to your topic. It does not include sources you have consulted and put aside because they are not useful to you. Moreover, it does not need to include only work you have read in conjunction with your dissertation. Relevant sources read in other courses or on your own at some time or other, may be also included. Though they may not deal directly with your dissertation topic, material you have perused, which have influenced your approach and thinking in general may be also included. Generally, the purpose of a Review of the Literature is to analyse critically a segment of a published body of knowledge through summary, classification, and comparison of prior studies, reviews, and theoretical work. It provides an overview of the main concepts or conceptions in your field and presents how different schools in the field have approached and explained those concepts or conceptions.

The task of writing the Review is easier than it seems at first. To prepare for the task, skim through your sources again, thinking about why you find each source helpful and/or interesting. Or, if you do not like a specific source, think about why you want to criticise it. Then, try to decide how you can group your sources: how you can group them depends entirely upon your discipline, your topic, your approach, and the kinds of material you have gathered. The essential concepts of your research field will provide the main orientation device. The grouping will dictate in what order you will review the sources. Sample criteria are qualitative versus quantitative approaches, conclusions of authors, specific purpose or objectives, chronology, and numerous others. Deciding on the order in which you will review your sources is the crux of preparing to write the Review of the Literature.

In writing the Review of the Literature, address the questions asked above: why do you find a particular source helpful in relation to your topic? Why do you find it not so helpful? How has it influenced your approach to the topic? Of course, not every source you consult has to contribute to your approach and thought. Some may simply contain a wealth of information or data. In that case, simply state that.
The final draft of the Review will, of course, not consist of a series of commentary about individual items on your reading list. Your individual commentaries will be integrated into the framework of a unified essay that reflects your overall view about the literature in your field and displays evidence of critical thought applied to the publications discussed.

The Review of the Literature essay consists of an introduction, a main body, and a conclusion. In the introduction, define and identify the general topic, issue, or area of concern, thus providing an appropriate context for reviewing the literature. Then point out overall trends in what has been published about the topic, indicating conflicts in theory, methodology, evidence, and conclusions. Point out gaps in research and scholarship, or a single problem or new perspective of interest. Thirdly, establish your point of view, explaining the reason for reviewing the literature. Explain the sequence you will use in your essay: enumerate the criteria to be used in analysing and comparing the literature and the organisation of the Review. If possible, say a few words about the scope of the Review, stating why certain books, articles, reports, etc. are not included.

In the body of the essay, group your sources according to the common denominators you have identified in the preparatory stage. Summarise individual studies, books, articles, etc., with as much or as little detail as each deserves: remember that the space to allocate to each source in a Review of the Literature must be in proportion to the importance of that source for the dissertation topic.

In the body of the Review essay, provide the reader with strong introductory or ‘umbrella’ sentences at the beginnings of paragraphs and brief summary sentences at intermediate points in the review. Think of these summary sentences as brief responses to the question ‘so what?’ So, why has your reader been reading about what you think about these particular works? Make sure that you consistently answer this question even if it means that you occasionally repeat yourself. At the beginning of each paragraph, provide an explanation of what aspect of the literature will be presented in that paragraph. Establish links between items in a paragraph using the kinds of transitions given in Section 10.1 g below.

In the conclusion of the Review, enumerate once again and summarise major contributions of significant studies to the body of knowledge under review. In this
enumeration and summary, maintain the focus you have established in the introduction. Evaluate the current state of the body of knowledge reviewed, pointing out major methodological flaws or gaps in research, inconsistencies in theory and conclusions, and areas relevant to future study. Conclude by establishing the relationship between the central topic of the Review and the wider context of your discipline or profession.

You will turn in the final draft of the Review of the Literature of your dissertation topic toward the end of the first semester. Most departments at Bilgi require that the Review of the Literature be included in the dissertation, either as part of the Introduction or as a separate chapter following the Introduction.

While in most disciplines in the sciences and the social sciences it is rather routine to include the Review as a separate chapter following the Introduction, in others, particularly in the humanities, an overview of publications in the field are frequently integrated into the Introduction or, on occasion, placed as prefatory to the Bibliography section at the end. The sciences more frequently employ the Annotated Bibliography written in telescopic style. The issue will be discussed in your Dissertation Course.

7.2.4 Main Body: Discussion and Demonstration of the Argument

The main body of any dissertation consists of the elaborate demonstration of the argument and is divided into chapters as the topic and material require. The number of chapters, and whether or not chapters are divided into sections, entirely depend on your field and topic. The form and content of this segment of the dissertation vary widely among the disciplines and will be among the main issues discussed in your Dissertation Course.

7.2.5 Conclusion or Summary

Your topic may necessitate writing a Summary or a Conclusion to your dissertation. If you write a Conclusion, be aware that the Conclusion of a dissertation is not a summary of the dissertation. It may contain a re-statement of your main argument and a summary of your work, but more fundamentally, it presents principles, relationships, correlations and generalisations shown by the
results you have obtained. It iterates your interpretation of the results and their relationship to the main problem and hypotheses, and continues with final deductions and inferences, and the implications for further research. Dissertations in the sciences and the social sciences generally end in a summary of conclusions, a concise account of the main findings, and the inferences drawn from them. The Conclusion section of a study in the humanities is composed frequently in the form of an epilogue, one that looks forward in history from the point of the topic.

7.3 Parts of an Academic Paper or Dissertation: The Reference Material

7.3.1 Appendices

An appendix is a section at the end of a paper or dissertation incorporating information important to the work, but indirectly related to the main subject or too long to incorporate in the text itself. An appendix might include statistics, figures, charts, long quotations, excursus, and so on. For every such separate item, you must compose a separate Appendix. If the number of your appendices exceeds the reasonable, consult with the coordinator of your Dissertation Course or your supervisor. Appendices are designated not numerically but in upper-case letters: Appendix A, Appendix B, etc.

7.3.2 Bibliography, Works Cited, List of References

The form, even the title, for the bibliography section is determined by your discipline and the kind of science which your discipline is. For the explanation of the division of styles and the style guide for your Department or Faculty, read Section 12 below. The different styles are taken up in Sections 13 (Humanities) and 14 (Sciences and Social Sciences).

8. Aspects of the Text

8.1 Chapter Divisions

The body of the dissertation is divided into chapters. The chapter division—the number of chapters and their subject and content—is determined by your topic, approach, and findings. Chapter divisions are the way to organise the presentation of your findings so as to render them intelligible to the reader. The degree of detail
in the organisation of chapters and subdivisions varies among disciplines. What does not vary is that the formatting of your text must be consistent throughout. All headings and subheadings must be presented in the same way in each chapter, in terms of capitalisation, placement on the page, and kind and size of type used.

Chapters are numbered consecutively in Roman or Arabic numerals: Chapter I, Chapter II, Chapter III, etc.; or Chapter 1, Chapter 2, Chapter 3, etc. Letters may not be used in identifying chapters and sections. Some chapters have general titles, such as ‘Introduction’ or ‘Conclusion’, which may be followed by an explanatory subtitle introduced by a colon (:). But other chapters must be given descriptive titles that say something about the content of that chapter. Each chapter must begin on a new page. If you have subheadings within a chapter, the presentation of these must be continuous; i.e., do not begin a subdivision of a chapter on a new page.

The chapter designation (e.g., Chapter 1) appears in bold, followed by a colon and explanatory title, centered between the text margins, 5 cm. from the top of the page. Skip one space after the colon. The text begins three single spaces below the heading. If your chapters are divided into sections, these sections are numbered in accordance with the chapter number. Example:

1. Introduction
   1.1. Aim of the Dissertation
   1.2. Definition of Major Concepts
   1.3. Methodology

For a more elaborate example, see the Table of Contents of this Guide.

Chapter and division numbers and headings must cohere with those on the Table of Contents. Thus, as on the Table of Contents, capitalise each word in the title of a chapter and chapter division. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title.

8.2 Illustrative Material

Illustrations include photographs, plates, drawings, figures, charts, tables, and diagrams. These must appear as near as possible to the part of text describing or referring to them. Illustrations longer than one-half page must be placed on a separate sheet. Those that are one-half page or less in length may appear on the
Illustrations must be numbered consecutively. This includes illustrations used in Appendices, if applicable. There are different methods of numbering illustrations, but the same method must be used throughout your work. You may use a numerical sequence (1, 2, 3, 4, etc. or I, II, III, IV, etc.) or a decimal system such as 1.1, 1.2, 1.3, 2.1, 2.2, etc.; A.1, A.2, B.1, B.2, B.3, etc. Here, the first figure indicates the chapter number or Appendix letter, and the digit after the decimal point is the illustration number. Thus, A.2 designates the second illustration in Appendix A, while 2.3 or II.3 points at the third illustration of chapter 2. This numerical designation of the illustration must be preceded by the designation of the illustration type. For example: Table A.1, Table A.2; Fig. 1.1, Fig. 1.2. Do not use punctuation other than those shown in these examples (e.g., no colons are used in the designation and numbering of illustrations).

If the illustration runs longer than one page, all subsequent pages of the illustration must include the illustration number and the notation that it is continued. For example: Table 1 (cont.) or Table 1 (continued).

In Turkish-language text, use words like tablo, şekil, figür, resim to designate type of illustration.

All captions and headings of illustrations must be entered in the same type and size throughout the text. The only exception to this is when for reasons of page set-up or placement, you are unable to use the type and size you have determined as standard throughout your work. In that case, the type and size of the text used in the illustration must be used.

Table numbers and captions are placed one space above the top line of the illustration. Figure numbers and captions are placed one space below the last line or bottom of the illustration.
Example for the placement of the number and caption of a table:

Table 1
Public Works of Art Officially Destroyed in Turkey in 1973

<table>
<thead>
<tr>
<th>Artist</th>
<th>Type of Work</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuzgun Acar</td>
<td>Relief</td>
<td>Façade of Gima, Ankara</td>
</tr>
<tr>
<td>Mehmet Uyanık</td>
<td>Relief</td>
<td>Beşiktaş Park</td>
</tr>
<tr>
<td>Metin Haseki</td>
<td>Relief</td>
<td>Gümüşsuyu Park</td>
</tr>
<tr>
<td>Seyhun Topuz</td>
<td>Relief</td>
<td>Entry to 4. Levent</td>
</tr>
<tr>
<td>Bihrat Mavitan</td>
<td>Relief</td>
<td>Front Plaza at Harbiye Hilton</td>
</tr>
<tr>
<td>Füsun Onur</td>
<td>Relief</td>
<td>Fındıklı Park</td>
</tr>
</tbody>
</table>

Example of the placement of the number and caption of a figure:

Fig. 1. Leonardo Da Vimci, drawing from Notebooks, illustrating the theory of light and Shade and the movements of the human body
In Turkish-language text, this caption would read: “Fig. 1. Leonardo Da Vinci’ nin Defterlerinden ışık ve gölge kuramı ile insan bedeninin hareketlerini gösteren çizimler.” Your List of Figures would contain full bibliographical information on Leonardo Da Vinci’s Notebooks if the book has been published, or indication of the location of the artist’s original notebooks if the work has not been published (in this case, the work has been published: see p. 199 below). The following figure or illustration has been produced to illustrate the author’s argument and is not the reproduction of an original work. Thus the List of Figures or Illustrations would contain the text of the caption and indicate the person who made the drawing if someone other than the author:

Fig. 2. Two different sections of the same projection

If photographic material enclosed is not original, either very good photographic copy or high-resolution, high-quality photocopy must be used. Standard photocopies of photographs are not acceptable. Mounting of photographic material should be done with a technique that ensures durability and does not cause the paper to which the photograph is attached to curl. Paste, glue, cement, spray
mounting, tape, and the like will cause paper to curl and the adhesives will eventually destroy both paper and photograph. A method like ‘dry mounting’ should be used. This is necessary only in the final copy of the dissertation, which will be deposited in the University Library.

If audio-visual material or stored information in the form of a computer disk or CD accompanies the paper, project, or dissertation, it should be adequately described at its proper place in the text, and must be submitted with final copy. If the audio-visual or stored material is a substantial part of your dissertation, as in some dissertations in the Departments of Film and Television, Visual Communication Design, Management of Performing Arts, or Music, consult with your supervisor to ensure proper preparation.

If you must use oversized material, you have several options: you can fold the illustration and mount it on a 21 by 29.7 cm. (A4) sheet. You also have the option of folding the illustration and inserting it in a manila envelope not larger than 16.5 by 24 cm., and mounting the envelope on a page at the proper place of the enclosed illustration in the text. For both options, see the drawings below.
While the page where the envelope is mounted must be standard A4 size paper, it should be heavier paper, of the proper weight to support the envelope and its content(s). Each page enclosed in the envelope must be included in the pagination of the dissertation. The page on which the envelope is mounted should carry a single page number if the envelope holds only one page; or an inclusive page number, depending on the number of pages the envelope holds. E.g., 16-17 (for two pages), 16-18 (for three pages), etc. You may also opt for photo-reducing an oversized illustration. The page number and caption of such must be the same type and font as in the rest of the illustrations. You have yet another option. You may place the caption of an oversized illustration on the opposite page, facing the illustration. Since dissertations are printed on only one side of the page, your illustration, like your other pages, will be on the right-hand side of the bound dissertation. Thus your caption will be printed on the page that is on the left of the bound dissertation. In this case, the five-centimetre margin for binding must be on the right of the facing page, and not on the left. If an oversized illustration is rotated so that its top edge runs parallel to the right- or left-hand edge of the paper (depending on whether it is a table or a figure), the caption on the opposite page must also be rotated.

8.3 Formulas

Mathematical and other scientific formulas, equations, and expressions must carry numerical identification if such is required by your references to them. For techniques of numerical identification, follow the guidelines indicated for illustrative material in Section 8.2 above. For formulas and numerical material used in studies in the Department of Mathematics, see Section 12 below.

8.4 Forms of Using Source Material

The forms of using source material may be summed up as quoting, summarising, and paraphrasing. Your paper or dissertation is a piece of writing that represents your own thinking about the topic. But since thinking takes place in a given environment made up of others’ reflection on the same topic, others’ work is
taken into consideration as supporting, proving, antagonising, and disproving aspects of your argument.

Thus writing often involves integrating information from published sources into your own writing. In some cases, unpublished work by others too may have to be taken into consideration. This means that you have to observe rules for documenting sources and to be careful not to plagiarise.

8.4.1 Quotations

If you use an author’s specific word or words, you must reproduce exactly the spelling, capitalisation, and internal punctuation and typography of the original, place those words within quotation marks, and document the source. But try to keep direct quotations to a minimum, using them exclusively as direct evidence for the argument you are making when that evidence must be presented in the cited author’s own words. Do not quote as an alternative to summarising an author’s thesis or to paraphrasing a specific argument.

Passages to be quoted, paraphrased, or summarised are already gathered at the reading and note-taking stage. When reading source material, try to understand the passage as a whole, rather than pausing to write down ideas and phrases that seem significant as you read. Read, keeping in mind the purpose for which you are reading (your thesis statement will come in handy at this point). When you have finished reading the passage or article and have reached a clear understanding of the ideas contained in it, write down two kinds of things: a summary of the information in your own words; and a paragraph—short or long as the importance of the source requires—on how you can assimilate the passage or article into your own thoughts and argument. Only then go back and take down passages, if any, you may wish to quote directly.

Remember you are reading in order to take notes, not to copy whole chunks of the source. Sometimes you will find it useful to quote specific words, phrases, or terminological items directly from the source. Be sure to enclose these in quotation marks and record the page numbers in your notes.
The only exception to this mode of note-taking is when, in the humanities, you are reading a primary source. Direct quotations from primary sources constitute the most essential and indispensable kind of proof in the humanities. Thus, read primary sources too with your argument (your thesis statement) in mind, and copy, with precision, passages that acutely demonstrate your argument about that text, author, historical culture, or theoretical point.

Since formal rules of quoting vary among the disciplines, the topic is discussed separately for each group in Sections 13 and 14 below.

8.4.2 Summary and Paraphrase

Direct quotations are one way of incorporating others’ work into your discussion. Other ways are summary and paraphrase. These two methods are used when you are not absolutely obliged to quote the original and when the original is too long or complex to quote directly. In a summary or paraphrase, you use your own words to convey the ideas of another writer. No quotation marks are necessary to highlight the summary or paraphrase. But you must acknowledge the source you are summarising or paraphrasing in a note (a foot- or endnote), just as you would with a direct quotation. The foot- or endnote mark should be placed at the end of the sentence that concludes the summary or paraphrase. This serves to indicate to your reader where another writer’s ideas end and your own argument resumes. You should also convey to your reader where the paraphrase or summary begins. In the following example, the phrase, “Studies have shown,” indicates that this writer is now bringing in others’ work and findings. The place of the foot- or endnote number indicates to the reader where the citation ends and your own argument resumes:

The final step to ending homelessness is forming an organisation that will periodically ensure that those who are provided with shelter are satisfied with their facilities and surroundings. This function should be coupled with psychiatric care for those who are not yet ready to rejoin society. Studies have shown that neglecting the more personalised care of the homeless often renders efforts futile. These people tend to return to living on the streets unless they are offered some type of support group.1 An organisation of this type could either take the form of a government agency or work through one of the existing social groups.
If your Department or Faculty requires you to use the Social Science or Science Style System of Documentation, then most likely, in place of the note number in the example above, you will have to indicate the source or sources parenthetically in your text. In that case, the foot- or endnote number in the example above would be replaced by the parenthetical indication of the source:

The final step to ending homelessness is forming an organisation that will periodically ensure that those who are provided with shelter are satisfied with their facilities and surroundings. This function should be coupled with psychiatric care for those who are not yet ready to rejoin society. Studies have shown that neglecting the more personalised care of the homeless often renders efforts futile. These people tend to return to living on the streets unless they are offered some type of support group (Whitman 27). An organisation of this type could either take the form of a government agency or work through one of the existing social groups.

Further aspects of summarising and paraphrasing will emerge in comparison to plagiarism.

8.4.3 Plagiarism

The ethics of academic research requires high sensitivity toward others’ intellectual rights. To present others’ works and ideas as one’s own, and to pass off as original an idea or argument derived from an existing source is called plagiarism. Plagiarism becomes particularly an issue with inexperienced writers who may need to be very alert about the border between paraphrase and plagiarism. You may be considered plagiarising even when you indicate your source. The difference is best demonstrated with a concrete example. Take the following passage from an original source:

In 1969, impatience with the rigors of the Cold War was pervasive in the West. All leaders were under pressure to demonstrate their commitment to peace; the Soviet Union played on these sensitivities cleverly. [From: Henry Kissinger, *White House Years* (Boston: Little, Brown, 1979), p. 403.]

Now study the following instances to determine which constitute acceptable paraphrase and summary, and which make up plagiarism:

1. Kissinger says that impatience with the Cold War in 1969 caused world leaders to submit to pressure and demonstrate their commitment to peace while the Soviet Union cleverly played on these sensitivities.
2. Henry Kissinger comments on the cleverness of the Soviet leaders who utilised in 1969 the sensitivities of world leaders who were making serious commitments for world peace.

3. Commenting on the West’s “impatience with the rigors of the Cold War,” Henry Kissinger argues that world leaders, “under pressure to demonstrate their commitment to peace,” allowed the Soviet Union to play cleverly with “these sensitivities.”

4. Kissinger indicates that Soviet leaders played with Western “sensitivities” in 1969 when the West, growing restless with Cold War policies, renewed its efforts to establish world peace.

The only instance among the above that does not constitute plagiarism is the fourth. The other three present different degrees of plagiarism. While the first example is entirely unacceptable, the second and third examples too, contain differing degrees. The second example is unacceptable; the author of the third example could salvage the passage by substituting other terms for “play cleverly.” Most inexperienced writers commit inadvertent plagiarism because they are not careful at the stage of note-taking and simply copy their sources without marking them as direct quotations.

It is not necessary to document certain kinds of factual information: birth and death dates of prominent figures, accepted dates of public and historical events, concepts that are so accepted that they have entered the public domain. For example the Darwinian concept of ‘natural selection’ is one such concept so that when you use it, you do not need to indicate the place where Darwin originally elaborated the issue. Brief, factual information that is not common knowledge, however, should be documented. When you are in doubt whether a concept, date, etc. is in the public domain, to be on the safe side, cite a source.

9. Form and Appearance

9.1 Paper
21 by 29.7 cm. (A4) white paper.

9.2 Font, Size, Type
12 point Times New Roman ‘normal’ type in all text (including Abstract,
Dedication, Acknowledgments, Preface, Table of Contents, List of Tables, List of Illustrations or List of Figures, List of Abbreviations and/or Symbols, reference materials, and long and short quotations).

14 point Times New Roman ‘bold’ type for all division headings (chapter headings; the headings for reference material). In other words, headings of segments that are listed on the Table of Contents that come after the preliminary pages are composed in 14-point bold. The only exceptions to this rule are headings for the lists discussed in Section 7.1.8 above. 12 point Times New Roman ‘bold’ type is used in all division subheadings, including chapter subheadings; and in headings for the Abstract, Acknowledgments, Preface, Table of Contents, List of Tables, List of Illustrations or List of Figures, List of Abbreviations and/or Symbols. Chapter subheadings are composed in 12-point regardless of whether or not you choose to list them in the Table of Contents.

12 point Times New Roman ‘normal’ type is used in endnotes.

10 point Times New Roman ‘normal’ type is used in footnotes.

For type and font of the dissertation Title Page and Approval Page, see sections 7.1.1 and 7.1.2 above and Appendices D and E below. Type and font of the dissertation Title Page and Approval Page must exactly conform to the grid supplied thereunder.

9.3 Print

The entire dissertation must be of uniform font or typeface. Acceptable printers will produce solid, unbroken lines of type. Laser and ink-jet print are acceptable. No manual corrections, strikeovers, correction fluid or tape, paste-ups, and other kinds of insertions are acceptable on the final copy of the paper or the final bound copy of the dissertation. Original print-copy must be turned in. Photocopies are not acceptable. All print must appear on only one side of white paper.

9.4 Spacing

The text must be double-spaced or in one and a half space throughout. This includes Abstract, Acknowledgments and, if applicable, the Preface; as well as the Bibliography or the list of Works Cited or the list of References. Tables and
captions are single-spaced. In Humanities papers and dissertations, long quotations, footnotes, and endnotes are single-spaced. In Science and Social Science papers and dissertations, notes and long quotations follow the spacing used in the main body of text (i.e., are double-spaced or typed in space and a half). For further instruction in the spacing of notes, see the Section on Style relevant to your discipline. The Table of Contents is ordinarily double-spaced. If single-spacing will help fit a long Table of Contents on a single page, it may be single-spaced. Ask your dissertation supervisor or the coordinator of your Dissertation Course whether you ought to single-space the Table of Contents.

9.5 Margins

Leave 3 cm. margins from all four sides in papers.

The left margin of the dissertation must be 5 cm. wide to allow for binding; the other three margins must be 3 cm. wide. Absolutely nothing must appear in the margins: this means that all headings, page numbers, captions, etc., must be contained entirely within the area circumscribed by the margins.

Right-justification must not be used anywhere in the textual parts of the paper or dissertation.

Material that requires centering must be centred between the text margins rather than between the edges of the paper. After the dissertation is bound, material centred between text margins will appear to be centred on the page.

9.6 Word and Text Division

If you use hyphenation for dividing words at the end of a line, words must be divided correctly according to the rules of the language in which the divided text is composed. Use a standard dictionary in that language to determine word division. A word at the end of a page may not be divided.

At least two lines of the ending of a paragraph must appear at the top of the page. At least two lines of the beginning of a paragraph must appear at the bottom of the page. A chapter subheading must be followed by at least two lines of text.

Today, these rules are among the default settings of computers.
9.7 Pagination

In an academic paper, all pages must be numbered consecutively starting with the first page. If your paper includes a title page, the title page is not numbered.

All page numbers of the paper or dissertation must appear in the same location on the page. There are three alternatives for the location of the page number: the upper right-hand corner, the lower right-hand corner, and the bottom centre of the page. Regardless of your choice of location, page numbers must be at least two single spaces above or below the nearest line of text but within the margin delimitations as indicated in section 9.5 above. All page numbers must be in the same font, type, and size, viz. 12 point Times New Roman ‘normal’ type.

The following pagination rules hold for the dissertation:

For the preliminary pages, use lower-case Roman numerals (i, ii, iii, iv, etc.). The Title Page and the Approval Page do not have numbers but count as pages i and ii, respectively. Page numbers begin to appear with page iii on the Abstract page. Thereafter, the page number appears on all pages.

Starting with the first page of your Introduction, use Arabic numerals (1, 2, etc.). The page number 1 appears on the first page of the Introduction. Thereafter, page numbers run consecutively throughout the dissertation, including the segments devoted to Endnotes (if applicable), Appendices (if applicable), and Bibliography or the list of Works Cited or the list of References. All pages of text must be numbered, including pages containing chapter headings, tables, illustrations or figures, photographs, etc.

9.8 Binding

Papers must be stapled. Paperclips are not acceptable.

İstanbul Bilgi University requires that a bound copy of the approved dissertation be submitted to the University. This bound copy, which is turned in to the Office of the Dean of your Faculty before it is submitted to the University Library, must carry your dissertation supervisor’s and the Head of Department’s signature on the Approval Page. Dissertations must be submitted with the following colour bindings: red for the Faculty of Economics and Administrative Sciences; navy blue for the Faculty of Science and Letters; brown for the Faculty
of Communication; black for the Faculty of Law. The material used in bindings is leatherette. A bound copy of the dissertation should measure 21 by 29.7 cm. or maximum c. 21.5 by 30.5 cm. The same text as on the Title Page must be inscribed in gold-lettering on the front of the bound dissertation. Do not have inscribed anything on the spine. It is your responsibility to have the pages of your text in correct order when submitting it to the bindery. Your supervisor will not sign the Approval Page of a dissertation whose pages are not in correct order.

9.9 Submitting Electronic Copy of the Dissertation

The bound copy of your dissertation will be catalogued and stacked in the University Library. The İstanbul Bilgi University Library is currently developing a system through which dissertations will also be available electronically. You are therefore required to turn in electronic copy of your dissertation, along with bound traditional copy. The disket copy turned in must be exactly the same as the version from which the final print of your approved dissertation derives. Submit your text in Word, pdf, or Excel format.

Illustrations that contain photographic or audio-visual material must be submitted in format that is electronically accessible. (See section 8.2 above.) If your dissertation includes such, consult the coordinator of the Dissertation Course in your Department, who will discuss the issue with the Head Librarian, for ensuring preparation of copy in correct format. Do remember that electronic files saved on disket which are named using letters in capital or lower-case print that are not in the English alphabet (ç, é, ğ, ı, ö, ş, ü, etc.) cannot be accessed in every computer. Name your files accordingly.

The instructor of the Dissertation Course will provide a copy of the form for posting electronic text.

10. Revising: Proofreading and Editing

Having written a first draft of your paper or dissertation, you will need to rewrite it one or more times, each time checking that what you have written actually reflects what you aimed to write, is balanced with coherent arguments, displays smooth transition between the sections, and so on. Aside from reworking
your text with these larger structural matters in mind, you will have to proofread and edit it. Be sure to have revised the larger, structural aspects of your text before embarking upon proofreading and editing. Proofreading and editing imply corrections at the sentence and word level. These should be done after you have solved problems in the focus, organisation, and overall development of your document.

10.1 How to Proofread

Set some time between writing and proofreading. Best is a week. If you do not have that much time, set aside as many days, or even hours, as you can. Distance you will thus acquire from your text will help you see mistakes more easily.

When you proofread, work from a printout, not the computer screen. (But there are computer functions that can help you spot mistakes, which will be taken up below.)

Read out loud. This will help you spot numerous mistakes which you may not see when reading silently.

Use a blank sheet of paper to cover up the lines below the line you are reading. This prevents you from skipping ahead of mistakes.

You are probably aware of the kinds of errors you tend to make. Make a list of those and check separately for each kind of mistake. For example, read through your text once to ensure subjects and verbs agree; then read through again to see whether all definite and indefinite articles are in place; read again, tracing correctness of pronouns, etc. This kind of reading for specific, mechanical errors may also be conducted by reading the text backwards, proceeding sentence by sentence, clause by clause, or phrase by phrase. This will prevent you from concentrating on the direction of the argument, and keep you focused on the particular kind of mechanical error for which you are looking.

Use the search function of the computer to find errors you are likely to have made. For instance, search for it since you are likely to confuse its with it’s (though in academic writing, you should not use the contraction it’s unless you must, such as in transcribing oral discourse).
End with a spelling check. The computer spelling checker, however, will not perform a thorough check. It will not catch mistakes with homonyms (same-sounding words) such as they’re, their, there; its, it’s; or typing errors such as he for the, the for she, and so on. The most effective spelling check is performed by reading your text backwards word by word.

10.2 Editing Checklist

Aside from the kinds of mistakes mentioned above and mistakes you tend to make, proofread your text looking for the following errors:

a. Sentence Fragments

Make sure that each word group you have punctuated with a period—i.e., assumes is a sentence—contains a subject and a main verb, and consists of a grammatically complete and independent thought that can stand alone as a sentence. ‘Because’ and ‘except’ are among words which frequently cause sentence fragments in English composition by Turkish writers:

Incorrect

Graziani lost sight of religious issues. Except to note that there was very little religion of any kind in Venice at the time.

Correct

Graziani lost sight of religious issues except to note that there was very little religion of any kind in Venice at the time.

Incorrect

These results were verified in a second questionnaire. Because the following characteristics in the first had left room for doubt:

Correct

These results were verified in a second questionnaire because the following characteristics in the first had left room for doubt:

b. Sentence Sprawl

Incorrect

The exam was scheduled for Thursday morning, but because of heavy snowfall, students could not arrive on time, so it was rescheduled for the late afternoon.
There are no grammatical errors in this sentence, but the sprawling sentence is vague.

**Correct**
The exam, which had been scheduled for Thursday morning, was rescheduled for late afternoon of the same day, as students could not arrive on time owing to the heavy snowfall.

c. **Dangling and Misplaced Modifiers**
Place modifiers near the word they describe. As in the example below, sometimes the problem may be solved by more rigorous punctuation. Also make sure the modified words actually appear in the sentence.

**Incorrect**
Charles Dickens wrote *Great Expectations*, the coming-of-age story of Philip Pirrip in 1860-1861.

**Correct**
In 1860-1861, Charles Dickens wrote *Great Expectations*, the coming-of-age story of Philip Pirrip.

Charles Dickens wrote *Great Expectations*, the coming-of-age story of Philip Pirrip, in 1860-1861.

**Incorrect**
When writing an academic paper, many sources are consulted.

**Correct**
When writing an academic paper, a scholar consults many sources.

**Incorrect**
Having worn the same jeans for so long, their colour has faded.

**Correct**
Having worn the same jeans for so long, John realised their colour had faded.

d. **Unclear Pronoun Reference**
All pronouns must clearly refer to definite referents (nouns). To prevent confusion, use *it, they, this, that, these, those, which, who*, etc. carefully.

**Incorrect**
Because the minister is less interested in public health than in industrial growth, he
eaments it.

**Correct**
Because of his interest in industrial growth, the minister neglects public health issues.

e. **Incorrect Pronoun Case**
Determine whether the pronoun is being used as a subject, or an object, or a
possessive, and select the pronoun form to match.

**Incorrect**
Their different interests inevitably led to conflict between he and the administration.

**Correct**
Their different interests inevitably led to conflict between him and the administration.

**Incorrect**
He likes the country as much as them.

**Correct**
He likes the country as much as they.

f. **Strings of Nouns**
Avoid strings of nouns. This is a grammatical and stylistic error Turkish
speakers tend to commit rather frequently when writing English. Unlike Turkish,
strings of nouns cause confusion in English.

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Ministry</td>
<td>Ministry of Agriculture</td>
</tr>
<tr>
<td>employee relations improvement programme</td>
<td>programme to improve relations among employees</td>
</tr>
<tr>
<td>student-professor relationship factors</td>
<td>factors in the relationship between students and professors</td>
</tr>
</tbody>
</table>

g. **Transitions**
Transitional words and phrases create links between your ideas and help your
reader understand the logic of your argument. Use them!
Below are lists of transitional words and phrases grouped according to meaning. Before you use a particular transitional word or phrase, look up its meaning in the dictionary and ensure you understand its particular connotation or nuance.

**Addition**

<table>
<thead>
<tr>
<th>Addition</th>
<th>Further</th>
<th>Moreover</th>
<th>In the second place</th>
</tr>
</thead>
<tbody>
<tr>
<td>furthermore</td>
<td>too, also, as well</td>
<td>again</td>
<td></td>
</tr>
<tr>
<td>also</td>
<td>and, or, nor</td>
<td>next</td>
<td></td>
</tr>
<tr>
<td>in addition</td>
<td>even more</td>
<td>finally</td>
<td></td>
</tr>
<tr>
<td>besides</td>
<td>last, lastly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contrast**

<table>
<thead>
<tr>
<th>Contrast</th>
<th>Yet</th>
<th>On the contrary</th>
<th>But</th>
</tr>
</thead>
<tbody>
<tr>
<td>and yet</td>
<td>in contrast</td>
<td></td>
<td>however</td>
</tr>
<tr>
<td>nevertheless</td>
<td>notwithstanding</td>
<td></td>
<td>though</td>
</tr>
<tr>
<td>nonetheless</td>
<td>on the other hand</td>
<td></td>
<td>otherwise</td>
</tr>
<tr>
<td>after all</td>
<td>at the same time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comparison**

<table>
<thead>
<tr>
<th>Comparison</th>
<th>In the same way</th>
<th>By the same token</th>
<th>Similarly</th>
</tr>
</thead>
<tbody>
<tr>
<td>in like manner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Exemplification**

<table>
<thead>
<tr>
<th>Exemplification</th>
<th>To illustrate</th>
<th>For instance</th>
<th>As an illustration</th>
</tr>
</thead>
<tbody>
<tr>
<td>to demonstrate</td>
<td></td>
<td>e.g., (for example)</td>
<td></td>
</tr>
<tr>
<td>specifically</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Clarification**

<table>
<thead>
<tr>
<th>Clarification</th>
<th>That is to say</th>
<th>I.e., (that is)</th>
<th>To rephrase it</th>
</tr>
</thead>
<tbody>
<tr>
<td>in other words</td>
<td></td>
<td>to clarify</td>
<td>to put it another way</td>
</tr>
<tr>
<td>to explain</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Intensification**

<table>
<thead>
<tr>
<th>Intensification</th>
<th>Indeed</th>
<th>Undoubtedly</th>
<th>Doubtedly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
to repeat in fact certainly
by all means surely without doubt
of course yes, no

Qualification
almost perhaps never
nearly maybe always
probably although frequently

Purpose
in order that so that for this purpose
to that end, to this end

Cause
because on account of since
for that reason as

Effect
therefore consequently accordingly
thus hence as a result

Concession
to be sure granted of course, it is true

Summary
to summarise in short in brief
in sum in summary to sum up

Conclusion
in conclusion to conclude finally

Time
while immediately never
after later, earlier always
<table>
<thead>
<tr>
<th>Time</th>
<th>Time</th>
<th>Time</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>when</td>
<td>soon</td>
<td>whenever</td>
<td>whenever</td>
</tr>
<tr>
<td>meanwhile</td>
<td>sometimes</td>
<td>in the mean time</td>
<td>in the mean time</td>
</tr>
<tr>
<td>during</td>
<td>afterwards</td>
<td>now, until now</td>
<td>now, until now</td>
</tr>
<tr>
<td>next</td>
<td>following</td>
<td>once</td>
<td>once</td>
</tr>
<tr>
<td>then</td>
<td>at length</td>
<td>simultaneously</td>
<td>simultaneously</td>
</tr>
<tr>
<td>so far</td>
<td>this time</td>
<td>subsequently</td>
<td>subsequently</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place</th>
<th>Place</th>
<th>Place</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>here</td>
<td>beyond</td>
<td>adjacent to</td>
<td>adjacent to</td>
</tr>
<tr>
<td>there</td>
<td>wherever</td>
<td>neighbouring on</td>
<td>neighbouring on</td>
</tr>
<tr>
<td>nearby</td>
<td>opposite to</td>
<td>above, below</td>
<td>above, below</td>
</tr>
</tbody>
</table>

### 10.3 Hyphens

Hyphens are a mark of punctuation. They are used to indicate sudden reversals in thought or tone within a sentence or to emphasise some sentence elements. They differ from parentheses in that hyphens create emphasis. They make a sharper break in the continuity of the sentence than commas do, and parentheses create a still sharper one. Limit the number of hyphens in a sentence to two paired hyphens or one unpaired hyphen.

With the increased sophistication of software, the double hyphen (--)，which was used in the ‘typewrite era’, has disappeared. In your academic paper or dissertation, use the long hyphen your software will produce when you type two short dashes, or insert a long hyphen from the ‘Symbols’ menu. Do not leave blank spaces before or after a hyphen:

Her enthusiastic—or shall we say dithyrambic—eloquence moved the reluctant crowd to action.

Widowhood enables—or, compels—women to join the public sphere.

A single hyphen may also be used instead of a colon to introduce an elaboration of what was said in the first part of the sentence or to introduce a list:

Gold, green, ultramarine blue—these are colours that carry theological meaning in late medieval and early Renaissance painting.

Reserve the short hyphen (or, dash) that appears on your computer keyboard for use in hyphenated words such as ‘one-sided’ or ‘hand-to-mouth’.
11. Documentation Styles

Academic writing draws on previous research and publications. When you draw on the work of others, you must credit those sources. Failure to document your sources constitutes plagiarism.

Documentation styles were established to provide scholars with systematic ways to credit the sources used. Their function, however, is not only to credit sources, but also to communicate information that will help the reader locate those sources. Thus they provide the reader with bibliographical information and render research verifiable.

Different academic disciplines use different styles. For your papers, check with your instructor. The styles used, in dissertations, by the different departments and faculties at Bilgi are indicated below. It is important to understand fully the documentation style to be used in your paper or dissertation, and to apply it consistently.

You must document information and ideas that originate in someone else’s work. This includes direct quotations; paraphrases and summaries; brief references; information, ideas, and concepts that are not common knowledge. How do you tell what constitutes ‘common knowledge’ in your discipline? Find out what the standard reference works in your discipline are; any information contained therein is considered ‘common knowledge’ in your field. Another general rule for what to document is: any borrowed material that may seem to be your own if not credited to its source should be documented. When in doubt, pick the safe option and indicate a source. This ethical principle is the founding principle of academic, scientific inquiry. It is the bedrock that makes possible intellectual creativity and the free exchange of ideas.

Documentation, and the application of a style, will be made easy if you carefully record the necessary information while you conduct research. It may be a good idea to familiarise yourself with the applicable documentation style before you embark upon research and note-taking. Always write down the complete bibliographic information available for each source you consult. Do not leave it for ‘later’. ‘Later’, you may not be able to find that source again. Always make a note
of the page numbers of quotations you write down. Double check the quotation for accuracy before you return the source to the library. (See above, Section 6.7.2 for what constitutes complete bibliographic information.)

Include documentation already in the first draft of your paper or dissertation chapter. This includes direct quotations as well as references that are less direct, such as paraphrases, summaries, etc.

The choice of documentation style is determined by the standard for the discipline in which you are studying, the requirements of the particular course, and finally by your individual preference. When and if you submit articles or book manuscripts for publication, you will find that every journal and publishing house has a preferred style. Your instructor will most likely indicate a preference on the course syllabus or in the assignment, or simply mention it in class. If no documentation style is indicated for a course in which you must write a paper, ask whether the instructor has a preference. Only if no preference is indicated are you free to choose a style.

Remember that the styles in different disciplines are the result of work and experience in those disciplines over decades and, in some cases, centuries. Their differences have to do with the differences in the approach to ‘documents’ in the disciplines, and what a discipline considers a ‘document’. Documentation Styles are not arbitrary techniques, but meticulously detailed systems. Be consistent in your application of them, and never forget that your application of that style in your papers and dissertation is perhaps your first major step in professional ethics.

12. Documentation Styles Used at İstanbul Bilgi University

The İstanbul Bilgi University Style for the Humanities is used in the following faculties and departments:

- The Faculty of Law
- The Faculty of Communication
- The Departments of Comparative Literature, History, and Music in the Faculty of Science and Letters

Nota bene for students in the Faculty of Law: while law dissertations in
general employ the Humanities Style, regarding the mode of citing legal sources, consult with your dissertation supervisor. Supervisors in the Faculty of Law have varying preferences concerning different kinds of legal material. For examples of some of these, see the appendices in the back of this Guide.

The İstanbul Bilgi University Style for the Sciences and the Social Sciences is used in the following faculties and departments:

- The Faculty of Economics and Administrative Sciences
- The Departments of Computer Science, Mathematics, Psychology and Sociology in the Faculty of Science and Letters

Nota bene for students in the Department of Mathematics: the Department of Mathematics requires dissertation students to use the software Scientific Workplace, which formats scientific text. CDs of this software are available in the Department.

13. İstanbul Bilgi University Style for the Humanities

This style is used by the Faculty of Law, the Faculty of Communication, and the Departments of Comparative Literature, History, and Music in the Faculty of Science and Letters.

Below, you will find discussion of how to handle quotations in your writing, how to prepare your bibliography, and how to document your use of sources (i.e., the preparation of foot- and endnotes).

13.1 Quotations

13.1.1 Short and Long Quotations

Quotations are two kinds: short and long. A short prose quotation is one that is four lines or shorter when typed. A prose quotation that is five lines or longer is considered a long quotation. A short verse quotation is less than four lines long. A long verse quotation is four lines or longer.

Short quotations are incorporated into the text and enclosed in double quotation marks. If the short quotation is of verse, separate one line of verse from another with a slash mark. Do not skip spaces before and after the slash mark:
Shakespeare had cast the same idea in the form of a rhetorical question in the opening of Sonnet 18: “Shall I compare thee to a summer’s day?/Thou art more lovely and more temperate:/Rough winds do shake the darling buds of May.”

“Akşam, yine akşam, yine akşam,/Göllerde bu dem bir kamış olsam.”

Long prose or verse quotations must be set off from the text by indentation. Indent a long quotation in its entirety, by ten spaces from the left margin. Expand the right-hand margin of the indented quotation only slightly. Do not justify the right-hand margin of the indented quotation. When a quotation is indented, quotation marks are not used. Single-space indented quotations. The sentence introducing a long quotation nearly always ends with a colon (:). For example:

The revised ending to Charles Dickens’ Great Expectations indicates a future happier than the one implied by the original conclusion:

I took her hand in mine, and we went out of the ruined place; and, as the morning mists had risen long ago when I first left the forge, so, the evening mists were rising now, and in all the broad expanse of tranquil light they showed to me, I saw no shadow of another parting from her.

The quotation above starts with a paragraph indentation only because such exists in the original text. If the original does not contain a paragraph indentation at the beginning of the line, do not introduce a paragraph indentation at the beginning of the long quotation. The following quoted passage starts a new paragraph in the fifth line:

And I took him down to the churchyard, and set him on a certain tombstone there, and he showed me from that elevation which stone was sacred to the memory of Philip Pirrip, late of this Parish, and Also Georgiana, Wife of the Above.

‘Biddy,’ said I, when I talked with her after dinner, as her little girl lay sleeping in her lap, ‘you must give Pip to me, one of these days; or lend him, at all events.’

All quotations from drama are treated like long prose quotations. Indent dialogue between characters in a play as you would a long prose quotation, and single-space it. Place the speaker’s name in capital letters before the speech quoted and place a colon after the name:

POLONIUS: What is the matter my lord?
HAMLET: Between who?
NEK: Ben en son, beş yıl önce yargılandismissım.
Rİ: Benim yargılanmama daha üç yıl var.

13.1.2 Punctuating Quotations

The period at the end of a short quotation goes inside the double quotation mark:

“The new electric galaxy of events has already moved deeply into the Gutenberg galaxy.”

According to Jonathan Clarke, “Professional diplomats often say that trying to think diplomatically about foreign policy is a waste of time.”

But you may alter the original closing punctuation of a quotation in order to incorporate it into a sentence of your own:


Commas and periods go inside the closing quotation marks; the other punctuation marks—semicolons, colons, exclamation points and question marks—go outside:

In 1962, McLuhan wrote that the “new electric galaxy of events” had “already moved deeply into the Gutenberg galaxy”; however, only forty years later, in 2002, electronic media seem to have reached the far side of that galaxy. Can we still claim that we have only “moved deeply into the Gutenberg galaxy”?

If the question mark, exclamation point, semicolon or colon is in the original, it remains inside the closing quotation marks:

“Between who?” asks Hamlet.

You may have to omit material from a quoted passage. In that case use ellipsis points in square brackets to indicate the omission. If you do not use square brackets, you are indicating that the ellipses are in the original. Leave one space each before and after the brackets:

“The new electric galaxy […] has already moved […] into the Gutenberg galaxy.”
You omit material from the original passage for brevity and in order to include only those portions of the original sentences that are related to your point of analysis.

When you omit an entire sentence, the ellipsis points in brackets are placed after the period concluding the preceding sentence. Leave one space each before and after the brackets:

“The new electric galaxy of events has already moved deeply into the Gutenberg galaxy. [...] Our most ordinary and conventional attitudes seem suddenly twisted into gargoyles and grotesques.”

When you omit the ending of a sentence, the period concluding that sentence goes after the ellipsis points in brackets. There is no space after the bracket:

“Our most ordinary and conventional attitudes seem suddenly twisted [...] .”

To add your own clarification, comment, or correction within quotations, use square brackets. The material enclosed in square brackets in the following sentence was added to clarify the grammatical subject of the quotation:

“He [Hamlet] changes after seeing Fortinbras and his army.”

Since a quotation must reproduce the original exactly, you must reproduce erroneous text exactly as well. To indicate the presence of error in the text, place the word sic in italics in square brackets after the word or words that contain the error. Leave one space each before and after the brackets. Since in the following, the word ‘ethicists’ has been mistyped, quoting this sentence requires the use of sic, which means ‘thus’, ‘so’, ‘in this manner’ in Latin:

Although some medical ethicsts [sic] claim that cloning will lead to designer creatures, others note that the advantages for medical research outweigh ethical consideration.

For a quotation within a quotation, use single quotation marks:

In 1993, William McWhirter had reported in Time that GM’s newly appointed president Smith was optimistic, though cautious, about the outcome of the crisis in the industry: the “industry is now strong enough to add 12 %—$ 20 billion—to the nation’s gross domestic product in the last quarter of this year. ‘It’s been a long time, but you always thought of the U.S. auto industry as the engine of economic recoveries in the 1950s and ‘60s’, says Smith.” McWhirter’s interview with Smith ...
The place of punctuation changes with single quotation marks in quotations within quotations, and follows the rule for all single quotation marks as described in Section 13.1.6 below. Thus while punctuation that is part of the quoted text goes inside the single quotation mark, punctuation you add to incorporate the quotation in your text go outside the single quotation mark:

The author emphatically points at Hamlet’s “feigned naïveté”: “We find another ironic instance of the hero’s feigned naïveté in his reply to Polonius: ‘the satirical rogue says that old men have grey beards’, continues Hamlet after his rhetorical question.” We can multiply the examples.

13.1.3 Integrating Quotations into Text

The purpose of a quotation is to support the argument your paper or dissertation is developing. You select, present, and discuss material from another source specifically to prove your point—to make your case in much the same way a lawyer brings evidence before a judge. Thus the quoted material—your evidence—must be explicitly linked to the point for which you are quoting it. This implies certain principles in presenting quotations.

Always introduce a quotation. Always signal to your reader that a quotation is coming. Frequently, this signal is a colon. Always introduce a quotation either by indicating what the quoted passage is to demonstrate or by naming its source, or both:

Cassio represents not only a political but also a personal threat to Iago: “He hath a daily beauty in his life/That makes me ugly [...]” (Othello V.i.19-20).

In Shakespeare’s Othello, Cassio represents not only a political but also a personal threat to Iago: “He hath a daily beauty in his life/That makes me ugly [...]” (V.i.19-20).

In introducing the quotation, you may name the title of the source and the author in the signal phrase:

In her book Contemporary Feminist Thought, Eisenstein warns against a “false universalism that addresses itself to all women.”

Or you may wish to name only the author:

In a discussion of Enlightenment political philosophy, Eisenstein asserts that while “liberal theory contested the divine right of monarchs and aristocrats to political rule,” women questioned the “divine” right of men to deny suffrage to half of the population.

There are numerous other ways of integrating a quotation into your text. Keep in mind that quotations become confusing—and unacceptable—if they seem to ‘drop from the sky’.

Never use two quotations in a row, without inserting material of your own (your own explanatory sentences) in between the quotations.

When quoting, you may have to alter grammatical forms such as the verb tense or the person of a pronoun so that the quotation conforms grammatically to your own prose. Indicate these alterations by placing square brackets around the changed form. In the first example below, the author is quoting McLuhan, who has written the following sentence: “The new electric galaxy of events has already moved deeply into the Gutenberg galaxy.” The author needs to integrate McLuhan’s sentence into his or her own. This requires that the present-tense verb in McLuhan’s original be changed so as to conform with our author’s past-tense verb. Thus ‘had’ is placed in brackets:

In 1962, McLuhan wrote that the “new electric galaxy of events [had] already moved deeply into the Gutenberg galaxy.”

In Shakespeare’s play, King Lear says to Cordelia: “mend you speech a little.” When embedding Lear’s statement in your own sentence, you would have to change the possessive adjective. Thus ‘her’, which replaces ‘your’, is placed in brackets:

Lear advises Cordelia to “mend [her] speech a little.”

13.1.4 Quoting Foreign-Language Text and Indicating Translations

When you use foreign-language material, first quote text in original language, then type the translation.

If the foreign-language quotation is a short quotation, place it in double quotation marks within your text. The translation may be given in parentheses following the original or without parentheses, after a colon following the quotation of the original. The colon is placed outside the quotation marks. If the translation you are using is from a published work, place the translation too, inside double
quotation marks and supply publication information in a note. If you are using your own translation, place it within single quotation marks.

The following examples provide the model for including the translation with and without parentheses. The first set uses a translation from an existing publication.

 [...] Sydney Carton’un Shrewsbury’ye birlikte gitti Stryver’in A Tale of Two Cities II.5’de acımasızca yüzüne vurduğu gibi, Carton’un gelgitleri umutları boşça çıkarmıştı: “the old seesaw Sydney up one minute and down the next; now in spirits and now in despondency!”1 (“Tahterevalli gibi Sydney...bir bakmışın yukarıda, bir bakmışın aşağıda. Bir an neşe içinde; bir an perişan... ”2)

 [...] Sydney Carton’un Shrewsbury’ye birlikte gitti Stryver’in A Tale of Two Cities II.5’de acımasızca yüzüne vurduğu gibi, Carton’un gelgitleri umutları boşça çıkarmıştı: “the old seesaw Sydney up one minute and down the next; now in spirits and now in despondency!”1 “Tahterevalli gibi Sydney...bir bakmışın yukarıda, bir bakmışın aşağıda. Bir an neşe içinde; bir an perişan... ”2


2 Charles Dickens, İki Şehrin Hikayesi, çev. Füsun Elioğlu (İstanbul: Oda Yayınları, 2000), s. 78.

In a case like the above, you may also combine the two notes by placing the note number at the end of the translation. You may combine notes in both versions, with and without parentheses. The example below uses no parentheses:

 [...] Sydney Carton’un Shrewsbury’ye birlikte gittiği Stryver’in A Tale of Two Cities II.5’de acımasızca yüzüne vurduğu gibi, Carton’un gelgitleri umutları boşça çıkarmıştı: “the old seesaw Sydney up one minute and down the next; now in spirits and now in despondency!”1 “Tahterevalli gibi Sydney...bir bakmışın yukarıda, bir bakmışın aşağıda. Bir an neşe içinde; bir an perişan... ”1


When an author uses his or her own translation, the translated text is placed in single quotation marks:

Among the commentators, Franciscus Robortellus groups poetry with rhetoric and various parts of logic and takes Poetics 1447a18ff. to refer to painting, sculpture and
acting: “sequitur similitudo quaedam ducta a pictura, sculptura et histrionica” (‘there is a similarity connecting painting, sculpture and acting’).\footnote{In librum Aristotelis de arte poetica explicationes (Florence, 1548), pp. 10-11.}

In the case of very brief passages quoted, an author may choose to be less formal and not use quotation marks when supplying his or her own free translation. In the following example, “those who make helmets and swords out of chalices” is in fact the English paraphrase of the Italian original quoted:

Guasti held that Michelangelo’s outcry against those who make helmets and swords out of chalices (“Qua si fa elmi di calici Ephesus spade”) dates from the period of Julius’ expansionist ambitions.

Translations of long quotations are indented and single-spaced and in every other way follow the form of the long quotation. The original-language text precedes the translation; the translation is placed in parentheses.

The first example below is from an English-language text that quotes a long passage from a Turkish work. The translation has been done by the author:

Spanish picaros begin their life in very poor conditions and at the end they are as poor as at the beginning. Süleyman’s beginning is very much like this. We even see him as a beggar in one episode:

Akşamları yiyeceği bir lokma ekmeği, her gün, gündüzden dilenmeye mecbur olduğu halde, o gün, bütün vaktini Mısır kumandanının karargahı etrafında geçirdiğinden dilenmeye dayak vakit bulamamıştı. Bunun için, o akşam caminin son cemaat yerinde aç taksir yatmaya mecbur oldu.\footnote{Ahmet Mithat, Musullu Süleyman, ed. Behçet Necatigil (Istanbul: Milliyet Yayınları, 1971), p. 128.}

(‘Even though every day he has to beg for the piece of bread he is to eat at noon that day, he spent all his time in the vicinity of the Egyptian commander’s headquarters and had not had the time to beg. Because of this, that night he was compelled to go to bed at the mosque, hungry.’)

The form for quoting translations of poetry follow the same rules as for quoting poetry as well as for supplying translations of long passages.
The following example from Turkish-language text offers instances of quoted poetry both long and short. The translations have been made by the author:

Euporion’un ağzından Yunanlılar ve Yunanistan adına Byron konuşur:

Ich will nicht länger
Am Boden stocken
Läßt meine Hände.

(‘Daha fazla
Yerde kalmak istemiyorum
Bırakın elligim!’)

Helena ve Faust onu uyarır: “Bändige! Bändige!” (‘Dur, kendini denetle!’).

In the example below, the translation of the poetry derives from a published source. But, as is frequently the case with difficult poetic language, the translation is a prose translation. The English prose version below, of the three lines of poetry, does not meet the length requirement for long prose quotations. Nevertheless, it is typed like a long quotation:

In no.18, the emphasis is on his silence, his desire to avoid an audience:

Tacito vo, ché le parole morte
Farian pianger la gente; et i’desio
Che le lagrime mie si spargan sole.

(“I go silent; for my dead words would make people weep, and I desire my tears to be shed in solitude.”)

Again the sources may be given in a single note with a number placed after the translation, outside the closing parenthesis, or the sources for the original and for the translation may be given in two separate notes.

13.1.5 Quoting Literary Texts and Philosophical Dialogues

When citing literary works, for non-narrative poetry, it is customary to attribute quotations to ‘the speaker’ (şiiri konuşan) or ‘the lyric voice’ (lirik ses); for a story (in verse or prose) with a narrator, to ‘the narrator’. For narrative poetry, ‘persona’ (persona) may be used. For plays, novels, and other works with characters, identify characters by name when you quote their speech.
Identify interlocutors (speakers) by name when you quote from philosophical dialogues such as Plato’s. Do not attribute the speech of all interlocutors to the author of the dialogue.

When you quote sacred texts and Greek and Roman classics, there is a special way of referring to pagination. In these cases, consult with your instructor.

**13.1.6 Double and Single Quotation Marks**

In text, use double quotation marks for material quoted from an outside source only. For all other purposes, use single quotation marks. The following are among those purposes. Notice that the punctuation mark that follows a single quotation mark goes outside the quotation mark:

a. Use single quotation marks around words used in a special sense, in an ironic sense or purposefully misused:
   
   The book describes a humanoid’s ‘emotions’.
   
   They were betrayed by a ‘friend’.
   
   But with phrases like ‘so-called’ or ‘as it were’, there is no need for quotation marks:
   
   The book describes a humanoid’s so-called emotions.
   
   The book describes a humanoid’s emotions, as it were.

b. Use single quotation marks to highlight a term or to emphasise that it stands apart in some sense from the rest of the words in the sentence:
   
   Our concept of ‘aesthetics’ is a relatively new notion in the history of culture.

c. Use single quotation marks for the translation of a foreign word or phrase:
   
   *Aisthesis* means ‘sense perception’ in Greek and has little relation to our concept of ‘aesthetics’ today.

Double quotation marks are reserved strictly for quotations.
13.2 Bibliography

The Works Cited or Bibliography section that follows upon the Conclusion or Appendices, if any, contains an accurate listing, in strict alphabetical order, of sources used in your study. The designations ‘Works Cited’ and ‘Bibliography’ are not interchangeable. Use ‘Works Cited’ if your list of sources includes only publications which you cite in the text. The heading ‘Bibliography’ on the other hand, indicates that your list includes work which you may not necessarily have quoted or otherwise cited in the text but which you find indispensable to the thorough comprehension and background of your topic. Note that, starting with the academic year 2001-2002, undergraduate dissertations may include a list of Works Cited only. A full Bibliography is neither required nor permitted.

In the Humanities—disciplines that entail historical investigation of their subject matter—a distinction may be made between the Primary Works (Asal Yaptılar) and the Secondary Works (İkincil Yaptılar) in the bibliography. Primary Works are those texts and documents which the paper or dissertation analyses and interprets, while Secondary works consist of analyses and interpretations of, and commentaries on, those texts and documents. For example, if you are writing a dissertation that analyses the films of Peter Greenaway, films and texts by Greenaway, as well as interviews with him, constitute primary material whereas sources about Greenaway, film history, film theory, etc. constitute secondary material. If your dissertation is concerned with images of youth in televised advertisements, the advertisements constitute primary material whereas any interpretive, historical, theoretical material you use make up your bibliography of secondary works. In literature and history, the literary texts and historical documents you analyse are primary material, commentary on them constitute secondary material. Say, your paper or dissertation is concerned with work or works by an eighteenth-century author. That author’s works constitute primary material for the dissertation, but so do any sources (periodical articles, critical essays, histories, etc.) you use that have been produced by the contemporaries of your author.

Basic rules for preparation of bibliography in the humanities are the following:
1. Each entry is listed alphabetically by the author’s last name. If there is no author, the first word of the title is used without *A, An, The* if you are writing in English. If you are writing in Turkish, no such exception is made.

2. Author’s names are inverted (last name first): if a work has more than one author, invert only the first author’s name, follow it with a comma, then continue listing the rest of the authors without inverting their names.

3. If you have cited more than one work by a particular author, order the works alphabetically by title, and use three hyphens in place of the author’s name for every entry after the first. When an author appears both as the single author of a work and as the first author of a group, list single author entries first.

4. The first line of each entry in your bibliography should be flush left. Subsequent lines should be indented one centimetre. This is known as a ‘hanging indent’.

5. All references should be spaced in conformity with the spacing of the rest of your paper or dissertation (see Section 9.4 above). However, in the case of an exceedingly long bibliographical list, you may single space entries more than one line long.

6. Capitalise each word in the titles of articles, books, etc. This rule does not apply to articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle.

7. Underline or italicise title of books, journals, magazines, newspapers, films, and works of visual art.

8. Use quotation marks around the titles of articles in journals, magazines, and newspapers. Also use quotation marks around the titles of book chapters, short stories, poems, and songs.

9. When needed, list page numbers efficiently: if you refer to a journal article that appears on pages 189 through 197, list the page numbers as 189-97.

### 13.2.1 The Form of an Entry for a Book

The bibliographical entry for a book has three main divisions entered in the order of: author, title, and publication information. Punctuation, typography, and spacing are exactly as in the following:
Author(s). Title of the Book. Place of Publication: Publisher, Year of Publication.

Unlike the form of an entry in a foot- or endnote, in the bibliography the author’s surname is given first, followed by a comma and first name(s), followed by a period:

Abrams, Meyer H.
Kafka, Franz.
Karaosmanoğlu, Yakup Kadri.

13.2.1.1 Book with a Single Author:


Underline or italicise the title of the book. Whichever method you use, be consistent. Leave a space after every period, comma, and colon or other punctuation mark. The Turkish sources given above are assumed to be used in an English-language text. If you are using these books in a Turkish-language text, you would have to spell the place of publication (in this case ‘İstanbul’) in Turkish, as ‘İstanbul’. Similarly, the place of publication for a book printed in London, would be indicated as ‘London’ in an English-language text, but as ‘Londra’ in a Turkish-language text. For example, Botting’s work would be entered in the bibliography of a Turkish-language text as follows:


It is customary to indicate the state (for the United States and Canada) or country as part of the information on the place of publication if the place of publication is a small town or if there are two places by the same name (such as Cambridge):


If two or more locations are indicated by a publisher, include all locations:


The name of the publisher is always spelled as it is in the original language. For example, do not alter Turkish, French, or German diacritical marks [noktalamasişaretleri] to fit the English alphabet:

İstanbul Bilgi Üniversitesi Yayınları
Hermès
Buchhändler-Vereinigung

The name of an author is always spelled as it is in the original language. For instance, even though in the bibliography of an English-language text you would write “İstanbul”—i.e., with an ‘undotted’ capital i—as in the third example below, you would not alter the typography of the Turkish author’s name. The same rule holds for letters in the title. The following are models for entries in the bibliography of an English-language text:


In Turkish-language text, the above entries would look as in the following:


**13.2.1.2 Two or More Books by the Same Author**

In English-language text:


**In Turkish-language text:**


**13.2.1.3 Book by More Than One Author**

The authors’ names for a book with two or three authors are entered in the order the names appear on the cover of the book. Only the name of the first author is inverted. Individual authors’ names are separated by commas, and there is an ‘and’—‘ve’ in Turkish-language text—before the name of the last author. The ‘and’ or ‘ve’ is preceded by a comma.

**In English-language text:**


**In Turkish-language text:**


**13.2.1.4 Book by More Than Three Authors**

If there are more than three authors, you must list only the first author followed by the phrase *et al.* (Latin for ‘and others’) in English- and Turkish-language texts, or vd. (‘ve diğerleri’) in Turkish-language texts. Choose either one for Turkish-language texts but whichever you choose, be consistent.

**In English-language text:**


**In Turkish-language text:**


**13.2.1.5 Book with a Corporate (Group) Author:**

The full name of the corporation or group is entered without inversions, as it is printed in the source publication.

**In English-language text:**

**In Turkish-language text:**


13.2.1.6 One Volume of a Multi-Volume Work

**In English-language text:**

**In Turkish-language text:**

The above are examples for using only one volume of a multi-volume work. If you cite two or more volumes of a multi-volume work, give the total number of volumes after the title. If the different volumes of the work were published in different years, indicate as publication year, the year of the first volume, followed by a hyphen and the year of the final volume. The Jaeger example below illustrates this practice. If all volumes of the work have been published in the same year, you need to indicate the year once. The Kantemir example below illustrates this practice.

**In English-language text:**

**In Turkish-language text:**
If each volume has an individual title, you may cite the work by that individual title without including the volume number. But if you feel it may be useful to the reader, you may add the information about the complete multi-volume work:

**In English-language text:**


**In Turkish-language text:**


Since in the version above the volume numbers are part of the title, they are not translated into Turkish. But if you think your Turkish reader would benefit from the information, use a version that indicates such. In this case, the translated volume designations are not italicised:


**13.2.1.7 Book with No Author**

**In English-language text:**


In Turkish-language text:

Dünden Bugüne İstanbul Ansiklopedisi. İstanbul: Türkiye Ekonomik ve Toplumsal Tarih Vakfı, 1993.


Where there is no author, the book should be listed alphabetically according to the first word in its title. However, if an English title begins with an article, i.e., with the words the, a, or an, these should be ignored and the title should be listed according to its first main word. The same rule holds for titles in all languages that have articles. In the above example The World Almanac would be listed under W. Ludwig Tieck’s German title Der blonde Eckbert would be listed under B, and the French Le roman de la rose would be listed under R.

13.2.1.8 Book with a Translator

In English-language text:


Werner Jaeger’s and Dimitri Kantemir’s books cited above, actually have a translator, too:


In Turkish-language text:


Depending on your purpose for citing the translation, you may list a book with a translator by the translator’s name. For instance, in the bibliography of a comparative study of translations of Machiavelli’s works into Turkish and English, entries would be listed as in the following:

**In English-language text:**


**In Turkish-language text:**


**13.2.1.9 An Edited Book**

An ‘edition’ may refer to the work of one person (the author) prepared by another person (the editor). In the standard entry of an edited work with one author, the editor’s or editors’ name(s) are entered after the title of the work. The name of the editor is preceded by the designation Ed., (meaning ‘Edited by’) in English and Yay. Haz. (meaning ‘Yayına Hazırlayan’) in Turkish. The initial letters in Ed. and Yay. Haz. are capitalised.

**In English-language text:**


**In Turkish-language text:**


An ‘edition’ may also refer to a volume of collected texts or articles written by different authors. In this case, the entry is included under the editor’s name like an author’s name. The editor’s name is inverted. It is followed by a comma and the designation—this time with lowercase initials—*ed.* or *yay. haz.*.

**In English-language text:**


**In Turkish-language text:**


Depending on your purpose for citing the edition, you may list an edited work with a single author too, by the editor’s last name. For instance, in the bibliography of a study of Christine de Pizan’s works, we may find the following:

**In English-language text:**


**In Turkish-language text:**


An anthology is an edited work with multiple authors. If you cite a complete anthology, begin the entry with the editors:

**In English-language text:**


**In Turkish-language text:**


**13.2.1.10 Book with Multiple Translators**

The translators’ names follow the title, and are given in the order in which they appear on the cover or inside cover of the source publication.

**In English-language text:**


**In Turkish-language text:**


### 13.2.1.11 Book with Multiple Editors

**In English-language text:**


**In Turkish-language text:**


### In English-language text:


### In Turkish-language text:


### 13.2.1.12 Book with an Editor and Translator

**In English-language text:**


**In Turkish-language text:**


### 13.2.1.13 Book with an Introduction

Frequently, an important introductory essay written by an author other than the author, editor, and/or translator of the book is indicated in the bibliographical entry:

**In English-language text:**


**In Turkish-language text:**


13.2.1.14 Book with Repeated or Revised Editions

When you are using a printing of a book that is not the first, indicate both when the book was first printed and the year of the print you are using.

The following is the model for a book whose first and current printings were executed by the same publisher:

**In English-language text:**


**In Turkish-language text:**


The following is the model for a book whose first and current printings were executed by different publishers. The current publisher first printed the book in 1965; the author of the bibliography is using the 1977 re-printing:

**In English-language text:**


**In Turkish-language text:**


In the revised edition of a work, the first edition is reprinted with alterations:

**In English-language text:**


**In Turkish-language text:**


The entry for Vergine’s work indicates that the volume was first published in 1974 by an establishment other than Skira. In 2000, Skira published, for the first time, the revised edition.

If, for a particular reason, you need to indicate the original publisher as well, follow the model below:

**In English-language text:**


**In Turkish-language text:**


### 14.2.2 Citing Part of a Book

The form for citing a part of a book (a chapter in a book, an article in an edited volume, an essay in a reference work, a literary work in a volume of collected works, and the like) is the following:

Author. “Title of Article or Chapter.” *Title of Book*. Ed. Editor’s Name. Place of Publication: Publisher, Year. Pages.

#### 13.2.2.1 Chapter or Article in One-Author Book

When you use particular chapter or chapters in a one-author volume that has no editor:

**In English-language text:**


**In Turkish-language text:**


13.2.2.2 Chapter or Article in Edited Volume

The following are examples for citing a part of a single-author edited work:

In English-language text:


In Turkish-language text:


The following are examples for citing a part of a multi-author edited work:

In English-language text:


In Turkish-language text:


13.2.2.3 Essay in a Reference Work; Entry in a Dictionary or Encyclopaedia

It is not necessary to give full publication information for familiar reference works (encyclopaedias and dictionaries). If an article is initialled, check in the index of authors (in the opening section of each volume) for the author’s full name and enter it as you would the author’s name for any publication.

In English-language text:
13.2.2.4 An Introduction, Preface, Foreword, or Afterword

If you use the edition of a work for the editor’s Introduction, Preface, Foreword, or Afterword alone, enter the volume by the editor’s, rather than the author’s name.

In English-language text:


In Turkish-language text:


13.2.2.5 Literary Work in a Volume of Collected Works

In English-language text:


In Turkish-language text:


13.2.2.6 Cross-Referencing

To avoid unnecessary repetition when citing two or more entries from a larger collection, you may cite the collection once with complete publication information (as in the Hall and Çeker entries below). The individual entries (as in the Abbey and Baldwin, Gürpınar and Kutlar entries below) can then be cross-referenced (or, cross-listed) by author, title, last name of the editor of the collection, title of the collection, and page numbers.

In English-language text:

In Turkish-language text:


### 13.2.3 The Form of an Entry for a Periodical Publication

The bibliographical entry for a periodical publication (*süreli yayın*) has four main divisions entered in the order of, author, title of article, title of periodical, serial information and date, page number. The last item is omitted for citations from newspapers.

#### 13.2.3.1 Article in an Academic Journal

As in the entry for a book, single-space after every period, comma, and colon. The title of a journal article is placed in double quotation marks, and ends with a period placed inside the closing quotation mark. The title of the journal is underlined or italicised. There is no period following the journal title but you must skip a space after it. Most journals carry a volume and an issue number. Following the journal title, type the volume number, followed by a colon and a blank space, and enter the issue number. Some journals indicate a volume number alone, in which case only the latter is entered. The publication date, placed in parentheses, reproduces the information given on the cover or inside cover of the journal: thus, a journal’s publication date may be indicated as year alone, as season and year, or as month and year. Use the designation indicated in the journal. The parentheses indicating date are followed by a colon and a blank space. The final element consists of the initial and final page numbers of the article followed by a period.

**In English-language text:**


**In Turkish-language text:**


### 13.2.3.2 Signed Article in a Magazine

The entry for a signed article in a magazine follows the order of the journal article. The difference is that volume and issue numbers are lacking, and the full publication date is indicated.

**In English-language text:**

Alperowicz, Natasha. “Petkim to Be Privatised This Year.” *Chemical Week* 24 January 2001. 15.


In Turkish-language text:
Alperowicz, Natasha. “Petkim to Be Privatised This Year.” Chemical Week 24 Ocak 2001. 15.


13.2.3.3 Unsigned Article in a Magazine
As with a book without an author, an unsigned article in a magazine is entered by the title.

In English-language text:
“Apple’dan Yeni Atımlar, Yeni Planlar.” PC World Türkiye April 1998. 86.
“Handball from the Fund.” The Economist 7 July 2001. 70.

In Turkish-language text:
“Handball from the Fund.” The Economist 7 Temmuz 2001. 70.

13.2.3.4 Newspaper Article
The entry for a newspaper article is like that of a magazine. The full date is entered in the order of day, month, year.

In English-language text:
In Turkish-language text:


The entry for Ottoman newspapers follows the same form. Where the newspaper has a number, supply the number as well:

Cerîde-i Havâdis. 20 Şaban 1267. No. 536.

Names of months in the Ottoman calendar are not translated. However, some dissertation supervisors may require the conversion of the year. Indicate the conversion in brackets:

Cerîde-i Havâdis. 20 Şaban 1267 [1850/1]. No. 536.

13.2.4 Electronic Sources

In today’s computer dominated world more and more information is being produced and stored using the new technology. Information is now being spread via electronic sources, most notably the World Wide Web, CD ROMs, computer software, and electronic-mail (e-mail). Even in this age when information runs rampant, researchers must cite the sources. This can be difficult because new technology, and methods of spreading information, are advancing so rapidly. Documentation styles respond to these changes by producing new updated guidelines on an almost yearly basis.

13.2.4.1 Online Journal and Magazine Articles

With the development of new technology publishing companies have begun to use the World Wide Web by producing on-line editions of well established journals and magazines. Also there are now a number of on-line only journals and magazines. As a general rule when placing an on-line journal article on your bibliography the entry assumes the same form as a print journal or magazine but with the Web page of the publication added at the end.
For on-line journals and magazines two dates are written. First the date the article is written in parentheses, second the date the on-line journal or magazine was accessed which follows the page number or paragraph information.

The form for an online journal article is the following:

The indication “9 Pars.” in the first English entry below, and “9 Para.” in the Turkish entry, mean “9 paragraphs.” Established and academically recognised online journals segment print in pages or paragraphs.

**In English-language text:**


**In Turkish-language text:**


**13.2.4.2 Online Databases**

Another important source of information for today’s researcher is the online database. Whereas the online journal provides the surfer with access to only that particular journal (or possibly links to other works by the same publisher), the online database is a collection of work from a whole variety of sources, including magazines, newspapers, academic journals, etc. The information can be stored as abstracts, full text, and even as a selection of the ‘best part’. The İstanbul Bilgi University Library offers a rich array of databases in disciplines included in the University curriculum. The form for citing an electronic database is the following:

Author. “Title of Article.” Relevant information for the database. Date of access electronic address for retrieval.
In English-language text:


In Turkish-language text:


Provide the bibliographic data for the original source as for any other of its genre, then add the name of the database along with relevant retrieval data such as version number and/or transcript or abstract number.

13.2.4.3 Web Page

Web pages are also an important source, but can be a headache for researchers who need to put them in their Bibliography or Works Cited list because very often they are anonymous. As a general rule, if there is no author, follow the same rules as for a book without an author by placing it alphabetically according to the page’s title. Here too, it is necessary to include two dates in your listing. First the date the page was posted/created, or last revised/updated; and secondly the date you accessed the page.

The form for citing a Web page is the following.

Author. *Name of Page.* Date of Posting/Revision. Name of institution or organisation affiliated with the site. Date of access electronic address.

In English-language text:


In Turkish-language text:


### 13.2.4.4 CD-ROM

The form for listing an individual CD-ROM among your sources is the following:


Article in a reference database on CD-ROM:


The above given model is valid for use in English- as well as Turkish-language texts.

Article from a periodically published database on CD-ROM:


### 13.2.4.5 Electronic-Mail (e-mail)

The reference format for an e-mail is similar to that used for personal interviews. If the e-mail message has a title, indicate it as the title of the ‘publication’. If it has no title, indicate ‘No title’. In this case simply give a description of to whom the e-mail was written.
In English-language text:
Tilton, Martin. “Re: Meeting Agenda for Friday.” E-mail to Norit Berman. 18 June 1999.

If the e-mail was sent to you, the author:

In Turkish-language text:

If the e-mail was sent to you, the author:

13.2.4.6 Online Posting or Bulletin Board Posting
The World Wide Web provides a variety of ways for making voices and opinions heard. Although increasing numbers of people are creating their own Web pages, there is an easier way to put information onto the Web. Many Web pages have discussion or bulletin board facilities where one can post his or her ideas, responses to current debates/issues, announce meetings, etc. These boards can prove extremely useful for researchers. Again, two dates are required, first the date the message was posted, and secondly the date it was viewed by the researcher.

The form for citing online postings is the following:
Author. “Title of Posting.” Online Posting. Date when material was posted. Name of listserver. Date of Access. electronic address.

In English-language text:

In Turkish-language text:

13.2.4.7 Computer Software
At the end of an entry of computer software, add any information needed for operation—the system for which the program is designed (IBM PC-DOS 2.0), the units of memory (256KB), and the program form (disk, cassette, cartridge).
In English-language text:


In Turkish-language text:


13.2.5 Media Other Than the Electronic

13.2.5.1 Television and Radio Programmes

If your reference is primarily to the work of an individual, cite that person before the title. Otherwise, other pertinent information (writer, director, producer, narrator, etc.) may be given after the main title of the program (underlined). If no person’s (author’s) name is citable, as in books with no author, list entry directly under the title of the programme.

In English-language text:

“An Interview with Sadat.” *60 Minutes*. CBS. WITI, Milwaukee. 11 November 1979.


“Prof. Dr. Aysel Çelikel ile Söyleşi.” *45 Dakika*. Flaş TV. İstanbul. 5 July 1999.

In Turkish-language text:


“Prof. Dr. Aysel Çelikel ile Söyleşi.” *45 Dakika*. Flaş TV. İstanbul. 5 Temmuz 1999.

13.2.5.2 Sound Recording

*FA 2483* in the second entry below refers to the catalogue number. A person cited first in a recording (the composer, conductor, performer, etc.) depends on the reason for the entry. If citing jacket notes, give the author’s name, the title of the
material (if given), and the words ‘Jacket Notes’ before the regular bibliographic information.

**In English-language text:**


**In Turkish-language text:**


**13.2.5.3 Film**
If relevant to your use of it, cite the size and length of the film after the date. If your research and focus require it, instead of the title, you may list the entry under the director’s, and performers’, and others’ names.

**In English-language text:**


**In Turkish-language text:**


13.2.5.4 Filmstrips, Slide Programmes, and Videotapes

Cite the medium (videorecording, DVD, slide programme, etc.) and any other relevant technical information after the title. In a study on the works of Fellini, 8 ½ would be listed under ‘Fellini’.

In English-language text:


In Turkish-language text:


13.2.5.5 Performance

If your focus requires it, the citation may be listed under the name of the director, composer, and others’ name.

In English-language text:


In Turkish-language text:


13.2.5.6 Musical Composition

Notice that in the examples below, the composition itself is cited, not any particular performance or recording of it. Do not underline a composition known only by form, number, and key.

**In English-language text:**
Beethoven, Ludwig van. Symphony no. 8 in F, op. 93.

Rey, Cemal Reşit. Konsertant Parçalar—for cello and orchestra.

Wagner, Richard. *Götterdämmerung*.

**In Turkish-language text:**
Beethoven, Ludwig van. Fa majör 8. Senfoni, op. 93.

Rey, Cemal Reşit. Konsertant Parçalar-çello ve orkestra için.

Wagner, Richard. *Götterdämmerung*.

13.2.5.7 Work of Art

If you are citing the reproduction of a work of art in a book, catalogue, or other printed matter, along with information about the work, you must give the bibliographical information for the source publication:

**In English-language text:**


**In Turkish-language text:**


If you cite the original work, give the artist, title, and location of the work of art. In the case of a work that is not on permanent display or is curated in an archive, as in the Dürer example below, the archival information too must be indicated:
In English-language text:


In Turkish-language text:


13.2.5.8 Advertisement

State the name of the product, company, or institution that is the subject of the advertisement, followed by the designation ‘Advertisement’. In Turkish, for the designation ‘Advertisement’, use ‘Reklâm’ if the advertisement is in the visual domain, ‘İlân’ if it is in the domain of print. Do not underline, italicise, or place the designation in quotation marks. Conclude with the publication information in the usual form. For advertisements in the visual domain, ‘publication information’ indicates the venue at which the advertisement was viewed and date viewed. For example, if you are citing a televised advertisement, this implies the television channel where the advertisement was seen and date of viewing.

In English-language text:


In Turkish-language text:


13.2.6 Other Printed Sources

13.2.6.1 Published Letter

**In English-language text:**


**In Turkish-language text:**


If a collection of letters does not give titles to the letters, but assigns numbers to them, indicate the number of the letter, without enclosing it in quotation marks:

**In English-language text:**


**In Turkish-language text:**


13.2.6.2 Government Publication

**In English-language text:**


**In Turkish-language text:**


### 13.2.6.3 Pamphlet

**In English-language text:**


**In Turkish-language text:**


### 13.2.7 Unpublished Sources

This category includes unpublished personal interviews you, the author, have conducted as a part of your research, unpublished letters which may or may not include you as correspondent, unpublished public or academic lectures you have heard, and class or seminar lectures you have attended, and dissertations. Unpublished personal interviews and letters, of course, bear no title, and should be appropriately described.

#### 13.2.7.1 Unpublished Interview Conducted by the Author

**In English-language text:**


**In Turkish-language text:**


#### 13.2.7.2 Unpublished Letter

**In English-language text:**


In Turkish-language text:

13.2.7.3 Unpublished Lectures

In English-language text:
Deniz Şengel, Istanbul Bilgi University, Department of Comparative Literature course, “Painting and Poetry I” lecture notes, Fall 1999.

In Turkish-language text:
Deniz Şengel, İstanbul Bilgi Üniversitesi, Karşılaştırmalı Edebiyat Bölümü dersi, “Resim ve Şiir I” ders notları, Güz 1999.

13.2.7.4 Dissertations

Designate the degree for which the dissertation was written:

In English-language text:


In Turkish-language text:


13.2.8 Title Within a Title

If the title of the journal article includes a quotation, enclose the quotation in single quotation marks. Leave a blank space between the double and single quotation marks if these are adjacent.

Book titles included in the title of a journal article are italicised or underlined as titles of books would be in any context:


Since titles of dissertations are enclosed in double quotation marks rather than being italicised or underlined, the same rule as for quotations within article titles hold for dissertation titles:


Titles within book titles are placed in single quotation marks. The entire title is italicised or underlined:


Quotations within book titles are enclosed in single quotation marks. As in the quotation in the dissertation title above, where the quotation contains lower-case initials, such are reproduced:


13.2.9 Manuscript Sources

Manuscripts from archives and library collections are entered into the bibliography by the name of the author, followed by the title. If the author’s name is unknown, as with a regular printed source, the entry is listed by the title. Follow the title by the date of the manuscript, if known, then the name of the manuscript collection, the repository where the collection is housed, and the location of the repository. Finally indicate the identification or repository code assigned to the manuscript by the holding institution. In non-Turkish archives, this code frequently contains the designation MS. or ms., which stands for manuscript, or MSS. or mss., which stands for manuscripts. Turkish archives will use various sigla to indicate a manuscript, such as the TY in the example below, which stands for
Türkçe Yazma. You are likely to use numerous abbreviations when providing information about manuscript sources. Explain these in a List of Abbreviations (see Section 7.1.8 above). Do not translate abbreviations in library codes assigned to manuscripts.

In many older manuscripts, a title is lacking. In that case, use the title traditionally assigned to that work among scholars, or assigned to it in the library’s catalogue. If this information is important to your study, you may indicate in brackets that a title is wanting in the original. In this case, the designations ‘title wanting’ or ‘untitled’ may be used.

**In English-language text:**


**In Turkish-language text:**


Owing to their character, manuscripted materials in public archives generally lack a proper title. They are catalogued by a name-code designating the public office that issued the document, and a number. For example, the following entry is to a source with the Turkish Prime Ministry’s Ottoman Archive and is designated by the specific collection in which it is found and the number assigned to it by the cataloguer:

Başbakanlık Osmanlı Arşivi, Hatt-ı Hümayûn, no. 4149.
If you provide a List of Abbreviations, the above source may be indicated in your bibliography also in the following fashion:

Başbakanlık Osmanlı Arşivi (Ankara), HH no. 4149.

If more than one document in the same collection were used, these would be entered in the alphabetical list in the order of number. The entire entry would go under B, by the initial letter of the name of the archive.

In English-language text, you may provide the translation of the archive’s name in brackets if you think this should be of help to your reader:

Başbakanlık Osmanlı Arşivi [Ottoman Archive at the Prime Ministry] (Ankara), HH no. 4149.

13.3 Footnotes and Endnotes

Notes may be in the form of footnotes or endnotes. Footnotes are placed at the bottom of the page. Endnotes are placed either at the end of each chapter or at the end of the dissertation or paper, before the Bibliography or Works Cited list. If your text has Appendices, the gathered endnotes come after these. Foot- or endnote numbers inserted into the text must be 9 point Times New Roman ‘normal’ superscript type. Numbers must be in Arabic numerals. In very rare cases may you use super-scripted lower-case letters or asterisks instead of Arabic numerals. Do not use asterisks or lower-case letters for indicating foot- or endnotes without consulting with your dissertation supervisor. In rare cases, you may use footnotes and endnotes in a paper or dissertation. One example of this is a translation where the original has numerous, say, footnotes. In this case, the translator’s notes, if any, may be placed at the end. Do not decide to use both notations without consulting with your dissertation supervisor.

Number notes consecutively throughout a paper. Depending on the number of notes, you may be able to do so in a dissertation, too. Else, numbering of notes starts from 1 in each chapter. Consult with your dissertation supervisor.

Footnotes as well as endnotes are single-spaced. Skip one single space between footnotes if there are multiple ones on a page (i.e., skip a line between the last line of a footnote and the first line of the subsequent footnote). Similarly skip one single space between endnotes.
In the case of footnotes, indent the footnote number (and thereby the first line of a footnote) by the same number of spaces as you indent the initial line of your paragraphs (i.e., five spaces). Leave one space after the footnote number and then start typing your footnote text. Footnotes must be separated from the main body of text by a complete horizontal line or a segment of a line one space above the first line of footnote. Unless you use older or corrupt software, the default settings of your wordprocessing software will introduce this line and the appropriate footnote spacing and type point size. Whichever form you choose (complete line or segment of line), it must be consistent throughout the paper or dissertation. The following is an example of multiple footnotes on a page:

______________________________


In endnotes, type the note number slightly above the line; you may use superscript but keep the size at 12 points. Leave one space and enter the endnote text.

If you list endnotes at the end of each chapter, the heading *Notes to Chapter X* (X being the number of the chapter the notes are for) appears at the left margin on the first line of a new page. A colon follows the heading. Both heading and colon are in 12 point Times New Roman ‘normal’ type. Do not use ‘bold’, ‘italics’, or underline this heading. Skip one single space after the heading, before typing your first endnote. Endnotes are numbered not in small superscript, but in 12 point Times New Roman ‘normal’ type, followed by a period and one space before you enter the note.

Endnotes that follow each chapter are not listed in the Table of the Contents.

If you are using endnotes in a paper, which has no chapter divisions, notes should be typed on a new page. The standard heading *Notes* appears on the first line of the page, centred between the text margins without punctuation.
The same rules as for notes at the end of individual chapters are applied to endnotes gathered at the end of the dissertation. The difference is in the composition of headings. The heading Notes appears in 12 point Times New Roman at the left margin on the first line of the page. Skip two single spaces after this main heading before typing in the first subheading. Subheadings are Notes to the Introduction, Notes to Chapter 1, Notes to Chapter 2, and so on. Section subheadings need not be included, but may if you have a very large number of endnotes. Each subheading is followed by a colon, also in 12-point bold. Do not skip a space after a subheading in the Notes section. You may choose to enter the title of the chapter after the colon in the heading. In that case, there is no need to follow the full title by a colon. If the full title is longer than one line of text, single-space the title.

If you gather endnotes at the end of the dissertation, the heading Notes must be entered in the Table of the Contents, following the Conclusion or Summary, and following the Appendices, if any.

Place numbers at points in the text that maintain the text’s coherence (preferably, at the end of a sentence). Do not leave space between the note number and the letter or punctuation mark that immediately precedes it. Leave one space after the number before you begin to type another word.

In the humanities, the first endnote or footnote to a work contains the full publication information found in the bibliographic entry, as well as the page reference identifying the portion of the source you are referring to at that point in your text. Second and later references to a particular work contain less information, consisting of author’s last name, short title of work, and number(s) of the page(s) to which you are referring.

If you refer to a single page of a work, designate ‘page’ by p. in English, and s. in Turkish: p. 31; s. 17. If your reference is to more than one page, designate ‘pages’ by pp. in English, and ss. in Turkish: pp. 23-27; ss. 98-100.

The two page numbers connected by a hyphen in a multi-page reference (pp. 54-55, pp. 37-49) indicate that you are referring to the entire segment between the indicated pages, including the two pages whose numbers are given.
Express page numbers above 100 efficiently: if your reference spans pages in the hundreds, omit the hundreds digit (yüzler hanesi) of the ending page. For example, ‘pp. 212-17’ means pages from 212 through 217. Include the hundreds digit only if the tens (onlar hanesi) in the closing page number has zero. Thus: pp. 105-107; pp. 301-309; but 209-11.

Since the first note to a work contains complete publication information, you may not need to compile a Bibliography for a paper. Check with your instructor. For a dissertation, you must compile a Bibliography or a Works Cited list.

Few explanations accompany the examples given below. However, examples used are those given in Section 13.2, describing the form for entries in the Bibliography and Works Cited list, and they more or less follow the order of the presentation in Section 13.2. This should enable the reader to trace the specific kind of publication whose note-entry form is being illustrated.

### 13.3.1 Form for Citing a Book

A bibliographic entry has three parts, each followed by a period: the author’s name reversed, the title, and the publication information (place of publication, publisher, year of publication). A documentation note has the same divisions, with the addition of a page reference. Its punctuation too, differs from the punctuation of the bibliographic entry. The author’s name is written in normal order, followed by a comma. Then comes the title, and the publication information in parentheses, followed by a comma and the page reference. The only places where a period is used is after the abbreviation for ‘page’ (p., pp., s., ss.) and at the end. Notice in the examples below, place where space has been left following punctuation.

**In English-language text:**


**In Turkish-language text:**


**In English-language text:**


**In Turkish-language text:**


7 Mete Tunçay ve Erik J. Zürcher, *Socialism and Nationalism in the Ottoman Empire (1876-1923)* (London ve New York: British Academy Press; Amsterdam: The International Society of Social History, 1994), s. 118.

The examples above are the form for the first reference to a book in a documentary note. Consequent references use the abbreviated form of author’s last name and, if possible, shortened title, followed by the page reference.

**In English-language text:**


17 İnalcık, *The Ottoman Empire*, p. 99.


**In Turkish-language text:**

a. 2 Halil İnalcık, *The Ottoman Empire: The Classical Age 1300-1600* (Londra: Designs and Patents Act, 1988), s. 97.

17 İnalcık, *The Ottoman Empire*, s. 99.


21 Saussure, *Genel Dilbilim Dersleri*, s. 38.


6 Merlau-Ponty ve Morando, *Rebirth of Cosmology*, ss. 89-91.

13.3.2 **Form for Citing a Part of a Book**

**In English-language text:**


14 Kuhn, “Copernicus’ Innovation,” p. 181.


**In Turkish-language text:**


14 Kuhn, “Copernicus’ Innovation,” s. 181.


18 Benjamin, “The Task of the Translator,” s. 74.

### 13.3.3 Form for Citing a Periodical Publication

The differences between the bibliographic and note forms for the entry of an article are that the author’s name is written in normal order, the periods following the author’s name and the title of the text are replaced by commas, and the page numbers, which in the bibliographic entry had specified the range of the article, now indicate the place of the reference. As in the form for citing a book, in further citations of a source, abbreviated information is given.

**In English-language text:**


4 Çaylan, “A Europe for All,” pp. 36-42.


**In Turkish-language text:**


4 Çaylan, “A Europe for All,” ss. 36-42.
13.3.4 Form for Citing an Electronic Source

The differences between the bibliographic and note forms for the entry of an electronic source are that the author’s name is written in normal order, the periods following the author’s name and the title of the text are replaced by commas, and the page or paragraph numbers, which in the bibliographic entry had specified the range of the article, now indicate the place of the reference. As in the form for citing a book, in further citations of an electronic source, abbreviated information is given. Where no page or paragraph numbers are indicated, none is given.

In English-language text:


2 Inada, “A Buddhist Response,” par. 7.


4 Johnson, “Spice Girls?”


8 Daly, *Writing Argumentative Essays*.


11 Martin Tilton, “Re: Meeting Agenda for Friday,” e-mail to Norit Berman, 18 June 1999.

12 Tilton, “Meeting Agenda for Friday.”


14 Mande, “Critique of Capitalism.”

**In Turkish-language text:**


2 Inada, “A Buddhist Response,” para. 7.


4 Johnson, “Spice Girls?”


8 Daly, *Writing Argumentative Essays*.


10 Clark, “Complications in Academia,” s. 8.


12 Tilton, “Meeting Agenda for Friday.”


14 Mande, “Critique of Capitalism.”
13.3.5 Form for Citing Media Other Than the Electronic

The form for citing media other than the the printed or the electronic differs from the form for the bibliographic entry in that all periods except the final one are replaced by commas or semicolons. This excludes periods used at the end of abbreviated words. With the elimination of periods, some capital initials become lower case. Where applicable, ‘author’ names are typed in normal order. Thus the form for the first citation of such sources is as follows:

In English-language text:

1 “An Interview with Sadat,” 60 Minutes, CBS, WITI, Milwaukee, 11 November 1979.


5 Woody Guthrie, Woody Guthrie Sings Folk Songs, with Leadbelly, Cisco Houston, Sonny Terry, and Bess Hawes; intro. by Pete Seeger; Folkways Records, FA 2483, 1962.


8 Oryantal Show, videokaset, dansözler: Hazar, Ebru, Anıl, İstanbul: Dicle Film Video, kod 1753, 1996.


10 Ludwig van Beethoven, Symphony no. 8 in F, op. 93.


12 Andrea Mantegna, Madonna of the Quarries, Galleria degli Uffizi, Florence.

In Turkish-language text:


3 “Prof. Dr. Aysel Çelikel ile Söyleşi,” 45 Dakika, Flaş TV, İstanbul, 5 Temmuz 1999.


5 Woody Guthrie, Woody Guthrie Sings Folk Songs; Leadbelly, Cisco Houston, Sonny Terry ve Bess Hawes ile; giriş: Pete Seeger; Folkways Records, FA 2483, 1962.

6 Dünyayı Kurtaran Adam, yön. Çetin İnanç, oynayanlar Cüneyt Arkin ve Aytekin Akkaya, Ant Film, 1982.


8 Oryantal Show, videokaset, dansözler: Hazar, Ebru, Anıl, İstanbul: Dicle Film Video, kod 1753, 1996.


10 Ludwig van Beethoven, Fa majör 8. Senfoni, op. 93.


12 Andrea Mantegna, Kayaların Meryemi, Galleria degli Uffizi, Floransa.


No documentary notes after the first citation are needed for the above sources.


13.3.6 Form for Citing Unpublished Sources
The form for first citations varies from that for bibliographic entries, again, by the typing of the author’s name in normal order, the replacement of periods by commas except in abbreviated words, and use of lower case initials in common
names. No subsequent reference notes are necessary except with dissertations. Page numbers of the reference are added where applicable.

**In English-language text:**


**In Turkish-language text:**


**13.3.7 Form for Citing Manuscript Sources**

As with regular publications, give full information the first time you cite a manuscript source, followed by abbreviated information thereafter. Since practices of pagination vary among manuscript cultures, consult with your dissertation supervisor or instructor regarding these.

**In English-language text:**

a. 1. Philip Sidney, *The Old Arcadia* [title wanting], Jesus College, Oxford, ms. 150, 6r.

7. Sidney, *The Old Arcadia*, ms. 150, 6r.


In Turkish-language text:

a. 1 Philip Sidney, The Old Arcadia [başlık yok], Jesus College, Oxford, ms. 150, 6r.

7 Sidney, The Old Arcadia, ms. 150, 6r.

b. 2 Süleyman Faik Efendi, Kalem Nizâmi, İstanbul Üniversitesi Kütüphanesi, İstanbul, TY no. 3634, s. no. yok.

9 Süleyman Faik Efendi, Kalem Nizâmi, s. no. yok.

14. İstanbul Bilgi University Style for the Sciences and Social Sciences

The sciences and social sciences employ techniques of citing, quoting, and documenting that drastically differ from those in the humanities. Although there are differences among disciplines in the sciences and social sciences too, a large number of principles concerning in-text citations are nevertheless shared. The differences in techniques of citation mainly concern punctuation. Thus in what follows below, the principles of in-text citation are described jointly for all disciplines in the sciences and social sciences, while specific examples are provided according to discipline. For greater clarity, methods of preparing the list of references are handled under separate headings, individually for each group of disciplines. The three groups of disciplines at Bilgi, that subscribe to slightly different documentation styles, are:

Psychology
Sociology
Economic and Administrative Sciences, Computer Science, and Mathematics

14.1 Citing In-Text

The sciences and social sciences follow the author-date method of citing references within the text of a paper or dissertation. This means that the author’s last name and the year of publication for the source should appear in the text, and a complete reference should appear in the reference list. The simplest way of handling a citation in these disciplines is to integrate the required information
In the following example, both elements were integrated into text:

In summer 2001, Solomon reported on the decision of the World Bank to cancel a global meeting set for Barcelona, Spain, in June 2001, and to shift the meeting to the Internet.

In the following, part of the citation information is indicated parenthetically:

Solomon (2001) reported on the decision of the World Bank to cancel a global meeting set for Barcelona, Spain, in June 2001, and to shift the meeting to the Internet.

In the following, the entire citation is indicated parenthetically. This is where differences among disciplines come in:

Psychology separates name and year by a comma, leaving one space after the comma:

In a recent article (Solomon, 2001), the World Bank was said to have cancelled a global meeting set for Barcelona, Spain, in June 2001, and suggested shifting the meeting to the Internet.

Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics omit the comma:

In a recent article (Solomon 2001), the World Bank was said to have cancelled a global meeting set for Barcelona, Spain, in June 2001, and suggested shifting the meeting to the Internet.

Other examples:

1. In 1994, Silverstone studied the determining function of television in everyday life and concluded that ...

Silverstone (1994) studied the determining function of television in everyday life and concluded that ...

Psychology:

In a study of the determining function of television in everyday life (Silverstone, 1994), it was concluded that ...

Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:

In a study of the determining function of television in everyday life (Silverstone 1994), it was concluded that ...
2. The theory was first advanced by Gunter in 1998.

Gunter (1998) was the first to advance the theory.
The theory was first advanced by Gunter (1998).
The theory was first advanced in 1998 (Gunter).

**Psychology:**
When the theory was first advanced (Gunter, 1998), ...

**Sociology** and **Economic and Administrative Sciences, Computer Science,**
and **Mathematics:**
When the theory was first advanced (Gunter 1998), ...

When a work has no author or the author is anonymous, cite in-text an
abbreviated version (i.e., use the first few words) of the title as it appears on your
list of references:

When the title of the anonymous or unsigned work is given in-text, in
**Sociology,** the title of the article with no author is enclosed in double quotation
marks; in **Psychology** and **Economic and Administrative Sciences, Computer
Science,** and **Mathematics,** it is enclosed in single quotation marks:

**Sociology:**
“To Please IMF” (2001) claimed that the Banking Supervisory Board of Turkey had
taken control of several banks by mid-July.

“To Please IMF” (2001) claimed that the Banking Supervisory Board of Turkey had
taken control of several banks by mid-July.

The following is the form for indicating parenthetically a work with an
anonymous or unsigned author:

**Psychology:**
No quotation marks are used for articles, chapters and other parts of
publications when the title is indicated parenthetically.

The Banking Supervisory Board of Turkey had taken control of several banks by mid-
July (To Please IMF, 2001).

**Sociology:**
Double quotation marks are used for articles, chapters and other parts of publications when the title is indicated parenthetically.

The Banking Supervisory Board of Turkey had taken control of several banks by mid-July (‘To Please IMF’ 2001).

**Economic and Administrative Sciences, Computer Science, and Mathematics:**

Single quotation marks are used for articles, chapters and other parts of publications when the title is indicated parenthetically.

The Banking Supervisory Board of Turkey had taken control of several banks by mid-July (‘To Please IMF’ 2001).

If the publication year is not indicated in the source, use **n.d.** (‘no date’) without leaving a space after the first period:

Jones (n.d.) argued that ...

When you are writing in Turkish, use **yıl yok**:

Jones (yıl yok) ise bu tezi yadsıyordu.

For institutional or corporate authorship, supply minimum identification from the beginning of the complete citation:

**Psychology:**

(U.S. Bureau of Census, 1963)
(T.C. Maliye Bakanlığı, 1977)

**Sociology** and **Economic and Administrative Sciences, Computer Science, and Mathematics:**

(U.S. Bureau of Census 1963)
(T.C. Maliye Bakanlığı 1977)

When a work by two or three authors is cited in-text in parentheses, the reference should be as in the following:

**Psychology:**

(Verheul & Rowson, 2001)
(Larsen, Green & Withers, 1987)

**Sociology:**

(Verheul and Rowson 2001)
(Larsen, Green, and Withers 1987)

**Economic and Administrative Sciences, Computer Science, and Mathematics:**

(Verheul & Rowson 2001)
(Larsen, Green & Withers 1987)

In **Sociology**, for three authors, give all the last names in the first citation in the text as in the above example; in subsequent citations use the first author’s name and *et al.* (meaning ‘and others’ in Latin):

(Larsen et al. 1987).

When you are writing in Turkish, use *vd.* (‘ve diğerleri’):

(Larsen vd. 1987).

Writers in **Psychology** and **Economic and Administrative Sciences, Computer Science**, and **Mathematics** may use this technique if they wish, provided that they do so consistently. **Sociology** writers must employ the technique.

As in the above examples, in **Psychology** and **Economic and Administrative Sciences, Computer Science**, and **Mathematics** parenthetical citations use the ampersand (&). However, when the authors’ names are incorporated in the text, the ampersand is replaced by the word ‘and’, if you are writing in Turkish, by ‘ve’:

Verheul and Rowson (2001) discussed the use of poverty reduction strategy papers.

Larsen, Green and Withers (1987) discussed ... For a work by more than three authors, only the surname of the first listed author is used, followed by the term *et al.* (‘and others’ in Latin). For example, in all disciplines of the social sciences, a work by Kennedy, Evans, Kruger, Mayberg, Meyer, McCann, Arifuzzman, Honle, and Vacarino is cited as in the following:

Kennedy et al. (2001) succeeded measuring the changes in regional brain glucose metabolism after paroxetine treatment.

Or, for complete parenthetical citation:

**Psychology:**

Changes in regional brain glucose metabolism after paroxetine treatment proved measurable (Kennedy et al., 2001).
Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:

Changes in regional brain glucose metabolism after paroxetine treatment proved measurable (Kennedy et al. 2001).

When two or more authors you are citing have the same last name, use first name initial (or first and middle name initials) as well:

Psychology:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller, 1997), others note that the advantages for medical research outweigh the ethical consideration (A. Miller, 1998).

Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:

Although some medical ethicists claim that cloning will lead to designer children (R. Miller 1997), others note that the advantages for medical research outweigh the ethical consideration (A. Miller 1998).

Separate a series of references with a semicolon and alphabetise by the first author’s name in each entry:

Psychology:

(Burgess, 1968; Marwell et al., 1971)

Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:

(Burgess 1968; Marwell et al. 1971)

In Psychology, there are a number of additional rules relevant to citations from translations or re-published works, and for citing sources about which you have read in another secondary source. For example, when you cite Freud’s essay “The Ego and the Id” (which was first published in original German in 1923), from James Strachey’s translation published in 1961, your in-text citation reads as in the following:

(Freud, 1923/1961)
If you quote, for example, a passage from a 1972 article by Spielberger, which you have come across in a 1989 work by Stephan and Stephan, your in-text documentation would be as in the following:

(Spielberger, 1972, qtd. in Stephan & Stephan, 1989, p. 203)

If you cite the 1972 article by Spielberger without quoting, and you have read about Spielberger’s article in the 1989 work by Stephan and Stephan, your in-text citation would be as in the following:

(Spielberger, 1972, cited in Stephan & Stephan, 1989, p. 203)

Citations of electronic sources in all the disciplines of the sciences and the social sciences follow the form of citations from printed sources, indicating author’s last name and year of publication, with the full bibliography given in the list of references.

To cite a Web page within the text of a paper or dissertation, give full address of the site in parentheses: (http://www, etc.). An entry is still required in the list of references.

14.2 Short Quotations

In the social sciences, short quotations are defined as those that are fewer than 40 words. To indicate short quotations in your text, enclose the quoted passage within double quotation marks. Provide author, year, and specific page citation in the text. All periods, commas, semicolons appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are part of the quotation, but after the parenthetical citation if they are part of your text.

Psychology:

She stated that, as a result, “the placebo effect disappeared” (Miele, 1993, p. 276).

According to Miele (1993), “the placebo effect disappeared” as a result (p. 276).

Use pp., if your quotation spans more than one page: pp. 276-77. When you are writing in Turkish, use s. for p., a single-page quotation, and ss. (pp.) for a quotation spanning more than one page: s. 21; ss. 339-40.
Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:

She stated that, as a result, “the placebo effect disappeared” (Miele 1993: 276).

According to Miele (1993), “the placebo effect disappeared” as a result (276).

Sometimes you may have to use an indirect quotation, that is, a quotation that you found in another source that was quoting from the original. For such indirect quotations, use qtd. in to indicate the source:

Psychology:
The 1982 Constitution implied that the ideology it propounded were “the historical and moral values of Turkishness.” (qtd. in Parla, 1991, p. 22).

Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:
The 1982 Constitution implied that the ideology it propounded were “the historical and moral values of Turkishness.” (qtd. in Parla 1991: 22).

Enter both works—the original source as well as the source where you found the quotation—in the list of citations.

14.3 Long Quotations

Place quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line indented five spaces from the left margin. Type the entire quotation on the new margin. Indent the first line of any new paragraph that begins within the quotation five spaces from the new margin. Maintain the same line spacing as in the body of your text (i.e., double- or one-and-a-half spacing). The parenthetical citation should come after the period ending the quotation. As in the example below, quotations within quotations are indicated by single quotation marks.

Psychology:
On the other hand, Cecile G. Helman’s 1978 study had found the following:
Contrary to its original intention, the National Health Service in Britain may have reinforced the ‘folk healer’ aspect of its General Practitioners; a much wider range of life experience and misfortune is now being dealt with by GPs—not only a wider range of illness and disease than formerly, but also psychological crises, life crises (such as bereavement, divorce, etc.), and all the normal biological landmarks, such as birth, childhood, puberty, menopause, and death. (p. 133)

Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics:

On the other hand, Cecile G. Helman’s 1978 study had found the following:

Contrary to its original intention, the National Health Service in Britain may have reinforced the ‘folk healer’ aspect of its General Practitioners; a much wider range of life experience and misfortune is now being dealt with by GPs—not only a wider range of illness and disease than formerly, but also psychological crises, life crises (such as bereavement, divorce, etc.), and all the normal biological landmarks, such as birth, childhood, puberty, menopause, and death. (133)

14.4 Notes

Try to avoid notes. Use them for evaluative bibliographic comments such as when citing materials of limited availability or of debated nature, and for adding information presented in a table, etc. You may occasionally use a note for brief additional information that would seem digressive if included in the main text.

Examples:

1 See Brannon (1997), especially the famous chapters three and four, for analysis of this trend.

2 On this problem see Miele (1993); for a contrasting view, see Pyle (1995).

Notes should be numbered consecutively throughout the text in superscript Arabic numerals. The notes themselves are listed at the end of the paper or dissertation in a separate section, starting on a new page. They follow the normal spacing of the text and appear in paragraph format (a new paragraph for each note, with the first line indented as in the two examples above). For page formatting and title, see Section 9 above.

14.5 The List of References
The list of references provides information necessary for a reader to locate and retrieve any source cited in your text. Each source you cite in your paper or dissertation must appear in your list of references. Similarly, every entry in the list of references must be cited in your text.

Basic rules for the social sciences:

1. Authors’ names are inverted (last name first).
2. In Psychology and Economic and Administrative Sciences, Computer Science, and Mathematics, give last name and initials for all authors of a particular work. In Sociology, write out the first name or names as well.
3. Alphabetise the list by authors’ last names. In the case of multiple authors to a work, the publication’s place in the alphabetical order is determined by the first author’s name.
4. If you have more than one work by an author, order them by publication date, oldest to newest (the older publication date by that author appears on the list before the newer one). When an author appears as the sole author of one work and as the first author of a group of authors of another work, list the one-author entries first. If more than one item by the same author was published in the same year, list these in chronological order as well (such are also assigned letter-signals, which will be explained below). If no author is given for a particular source, alphabetise the item by its title and use a shortened version of the title in parenthetical citations.
5. Except in Sociology, use ampersand (&) instead of ‘and’ when listing multiple authors of a single work. In Sociology, use ‘and’.
6. The spacing of the list of references should cohere with the rest of the paper or dissertation. Do not add extra space between entries. Each entry should be separated from the next by the regular space interval you have been using in your paper or dissertation.
7. Psychology: indent the first line of each entry in your list of references the way you would indent a new paragraph of text; subsequent lines should be flush with the left margin. Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics: indent the second and subsequent lines
of each entry in your reference list. The first line should be flush with the left margin. This is called a ‘hanging indent’.

8. In Psychology and Economic and Administrative Sciences, Computer Science, and Mathematics, capitalise only the first word of a title and subtitle of a work. The only exceptions are proper names. In Sociology, capitalise all words in a title except in articles, conjunctions and short prepositions.

9. Psychology: underline titles of books and journals. Underlining of titles continues beneath commas and periods, as will be shown in the examples below. Sociology and Economic and Administrative Sciences, Computer Science, and Mathematics: italicise titles of books, journals, magazines, newspapers, and other entities considered a ‘publication’ such as a CD-ROM.


11. The heading for the list of references is: References.

14.6 Preparing the List of References in Psychology

14.6.1 Books

Model:

Examples:

One author:

More than one author:

Always list the city of publication, but include state (for the U.S. and Canada) or country if the city is unfamiliar or if it could be confused with one in another country.

**An edited book:**


**A translated and/or republished book:**
Indicate, in parentheses at the end, the first publication year of the original:


The following example is of a book which was first published in translation. The original was a lecture delivered in another language:


**An untranslated book:**
If the original version of a non-English source (or, non-Turkish, if you are writing in Turkish) is used, cite the original version. Give the original title and add, in brackets, the English translation of the title (add the Turkish translation if you are writing in Turkish). Do not underline the translated title in brackets:


**A book with no author or editor named:**


**A government publication:**

Use the model for books when entering other non-periodical items such as reports, brochures, or audiovisual material.

**Doctoral dissertations and Master’s theses**

**Doctoral dissertation abstracted in Dissertation Abstracts International (DAI):**


If the microfilm of the dissertation, obtained from University Microfilms, is used as the source, give, in parentheses placed at the end, the University Microfilms number in addition to the volume and page numbers in DAI:


**Unpublished doctoral dissertation and Master’s thesis:**

The format shown here is for doctoral dissertations that do not appear in DAI:


For a Master’s thesis, use the following model:


**14.6.2 Articles and Parts of Books**

**Model for an article in a periodical (journal, magazine, or newspaper):**


You need list only the volume number if the periodical uses continuous pagination throughout the volume. If each issue begins with page 1, then you should list the issue number as well: Title of Periodical, Volume (Issue), pages.

Examples:


If more than one article by the same author was published in one year:


The entry for a review article must identify the work under review as well. The following form also holds for reviews of films, television shows, performances, etc.:


**Model for part of a non-periodical publication** such as a book chapter or an article in an edited book:


Unlike the entry for an article in a periodical publication, for an article in a book, use **pp.** before the page numbers (**ss.** if you are writing in Turkish). The first example below cites a part of a single-author book. The second example cites an article in an edited, multi-author book with a single editor, while the third example is from a book with two editors:


The following is the format for a chapter in a volume in a series. List the series editor first and the volume editor second:


When using an untranslated article or chapter in an edited book, give the original title of the article or chapter and add, in brackets, the English translation of the article or chapter title (add the Turkish translation if you are writing in Turkish):


When using a translated article, chapter or other part of an edited book, or a volume in a multi-volume or re-published work, use the following model. Place the translator’s name after the editor’s name:


When using a translated article or chapter in an edited book, reprinted from another source:

An entry in an encyclopaedia uses the following form:


14.6.3 Work Discussed in a Secondary Source

If you use a source about which you have read in another secondary source, cite both sources jointly as in the following example:


This means, you read Coltheart et al., and found out about the article in the Psychological Review from Coltheart et al. Though this is not indicated on your list of References, your in-text citation will have indicated the author of the article in the Psychological Review.

14.6.4 Electronic Sources

Model for a web page:

Author, A. A. (Date of Publication or Revision). Title of full work [online]. Available: full web address. (Date of access).

Model for an online journal or magazine:

Author, A. A., & Author, B. B. (Date of Publication). Title of article. In Title of full work [online]. Available: full web address. (Date of access).

‘Date of access’ in the models above indicates the date you visited the website or online publication. Frequently, online publications have designated paragraphs rather than pages.

Examples:


The Publication Manual of the American Psychological Association indicates that since electronic mail (e-mail) is personal communication not accessible to the public, it should not be entered on your reference list. When you cite an electronic-mail message in your text, acknowledge it in parenthetical citation form. For inclusion in your list of references, consult with the coordinator of the Dissertation Course or your supervisor.

14.7 Preparing the List of References in Sociology

As in the sample list of references for sociology in Appendix O in the back of this book, the type of research undertaken may require a distinction to be made between Primary and Secondary sources used. For the explanation of this distinction, see Section 13.2 above.

14.7.1 Books and Reports

Model and Examples:

Author’s last name, authors first name(s). Year. Title Italicised, All Words Except Articles, Short Prepositions, Conjunctions Are Capitalised. Place: Publisher.


When you cite a part of an edited book:


When you cite a report:

14.7.2 Periodicals

Journals:
Author’s last name, authors first name(s). Year. “Title of Article in Double Quotation Marks.” Title of Journal Italicised, All Words Except Articles, Short Prepositions, Conjunctions Are Capitalised. Volume Number: Page Numbers.


Magazines:
Author’s last name, authors first name(s). “Title of Article in Double Quotation Marks,” Title of Magazine Italicised, All Words Except Articles, Short Prepositions, Conjunctions Are Capitalised, Full Date of the Magazine, Page Numbers Preceded by pp.

Note that the only places where a period is used are after the author’s name and at the end of the entry. Periods after the title of the article and of the publication in a journal entry are replaced by commas. Even when a magazine prints an issue number, this is not given in the bibliographic entry. Page numbers are preceded by the designation pp. entirely in lower case:


Newspapers:
If a newspaper article is signed, start the entry with the author’s name typed in reverse order.

14.7.3 Public Documents
Sociological studies are likely to use various kinds of public documents. But because the nature of public documents is so varied, the form of entry for such cannot be standardised. Follow the essential principles of the bibliographical entry form in sociology as represented above, and give as much information as needed for your reader to be able to locate the document easily.

14.7.4 Unpublished Sources
Occasionally, the need to cite an unpublished document may arise. As with public documents, these too, vary and resist standardisation. Again, follow the essential principles of the bibliographical entry form in sociology as represented above, and give as much clarifying information as you can.

For example, if you are citing an unpublished book or article manuscript, indicate in your list of References, the author’s name (typed in reverse), the year of the study, and the title of the manuscript. Place the title in double quotation marks if an article, italicise it if a book-length study. Follow this information with the phrase, ‘Unpublished Manuscript’. If the manuscript you are citing is ‘Work-in-Progress’, indicate that. A personal interview conducted by you may be indicated as in the following:

Personal interview with Odili Donald Odita, New York, October 26, 1998.

14.8 Preparing the List of References in Economic and Administrative Sciences, Computer Science, and Mathematics
14.8.1 Books
The model for an authored or edited book is the following:

Author, A. A. & Author, B. B. Year, *Title Italicised, All Words Except Articles, Short Prepositions, Conjunctions Are Capitalised*, Publisher, Place of Publication.

If the book is edited, the designation (ed) for a single editor, and (eds) for
multiple editors follows the name(s). Aside from the full last name, only the initials of a name are given. There is no punctuation preceding the year, except for the period marking the author’s initial:


A book with no author:


14.8.2 Articles or Chapters in Books

The model for the bibliographic entry for an article or chapter alone in a book is the following:

Author, A. A. & Author, B. B. Year, ‘Unitalicised title of article in single quotation marks’, in Title of Book Italicised, eds A. A. Editor & B. B. Editor, Publisher, Place of Publication.

Notice that words in the title of the article are not capitalised except for the first word of a title. Titles of books are italicised as usual. Precise page numbers for the chapter or article are indicated, preceded by pp. for ‘pages’ or ss. in Turkish-language text:


14.8.3 Periodicals

The model for the bibliographic entry for an article in a periodical is the following:


Notice that words in the title of the article are not capitalised except for the first word of a title. Titles of periodical publications are italicised as usual. Precise page numbers for the chapter or article are indicated, preceded by pp. for ‘pages’ or ss. in Turkish-language text. If the article takes up a single page, use p. or s.: 


If the journal does not identify volume and issue number, but assigns a single issue number, then skip designations such as vol. and no. and only type in the issue number in the appropriate place:


In the bibliographic entry of a newspaper article, indicate precise date as well as page number. Abbreviate the name of the month:

If you cite more than one item published by an author in the same year, identify entries by letters affixed to the publication year:


Appendix A
Dissertation Student Follow-Up Form
Dissertation Student Follow-Up Form

Supervisor: ______________________

Student: ______________________

Coordinator: ____________________

Topic: __________________________

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Dissertation Topic Approval Form
DISSERTATION TOPIC APPROVAL FORM
2001-2002

DISSERTATION TOPIC TITLE:

__________________________________________________________

__________________________________________________________

Student’s Number: __________
Student’s Name, Surname: _________________________________

Signature:

Supervisor’s Name, Surname: _______________________________

Signature

Second Reader’s Name, Surname: _____________________________

Signature

Coordinator’s Name, Surname: _______________________________

Signature

Date of Approval: _____________________________

Original signed copy will be given to the Coordinator
One copy will be given to the Supervisor
One copy will be given to the student
Faculty of Communication Med 401 – Dissertation
Midterm Jury
Proposal Presentation

Supervisor: ________________________________
Student: ________________________________
Topic: ________________________________

Relevance of the topic: ________________________________
Approach: ________________________________
Literature: ________________________________
Academic reasons: ________________________________
Thesis statement: ________________________________

Notes (changes): ________________________________
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Grade: ________________________________
Supervisor (signature): ________________________________
Jury (signature): ________________________________
Appendix C
Dissertation Grade Form
İstanbul Bilgi University
Dissertation Grade Form

Supervisor: ________________________________
Second Reader: __________________________
Student: _________________________________
Title: ________________________________

Approach:

Literature:

Consistency with the thesis statement:

Consistency of the ideas and approaches:

Format:

Notes:

Agreed Grade (out of 100):

Supervisor / Grade: __________________________  Second Reader / Grade: __________________________
(signature): __________________________  (signature): __________________________
Appendix D

Dissertation Title Page
İSTANBUL BİLGİ UNIVERSITY
FACULTY OF COMMUNICATION

Title
Subtitle, If Applicable

Author’s Name and Surname

İstanbul June 2002
Appendix E

Dissertation Approval Page
Title
Subtitle, If Applicable

Submitted by
Name and Surname

In Partial Fulfilment of the
Requirements for the Degree of Bachelor of Science in
Name of the Discipline
June 2002

Approved by:

Space for Head of Department’s Signature  Space for Supervisor’s Signature

Head of Department’s  Supervisor’s
İSTANBUL BİLGİ UNIVERSITY

FACULTY OF SCIENCE AND LETTERS

Title
Subtitle, If Applicable

Submitted by
Name and Surname

In Partial Fulfilment of
the Requirements for the Degree of Bachelor of Arts in
Name of the Discipline
June 2002

Approved by:

Space for Head of Department’s Signature    Space for Supervisor’s Signature
Title
Subtitle, If Applicable

Submitted by
Name and Surname

In Partial Fulfilment of the
Requirements for the Degree of Bachelor of Science in
Name of the Discipline
June 2002

Approved by:
Title
Subtitle, If Applicable

Submitted by
Name and Surname

In Partial Fulfilment of
the Requirements for the Degree of Bachelor of Arts in
Name of the Discipline
June 2002

Approved by:
Title
Subtitle, If Applicable

Submitted by
Name and Surname

In Partial Fulfilment of
the Requirements for the Degree of Bachelor of Laws in
Name of the Discipline
June 2002
Approved by:

Space for Head of Department’s Signature  Space for Supervisor’s Signature

Head of Department’s Name and Surname  Supervisor’s Name and Surname

Head of Department  Dissertation Supervisor
Appendix F
Sample Abstracts
Abstract

The Zenobia figure is the mainstay of the defence of women’s education in the transition period from the medieval to the modern. While works where Zenobia’s name and history appear have elicited attention from scholars, the question of why Zenobia has figured in western letters from Boccaccio to Elyot and beyond has rarely been asked. The present study seeks the answer to that question. It argues that the reason the defence of women’s education crystallised in Zenobia is that she was a widow, and moreover a queen who had access to the public sphere and the means of relatively free circulation in it. The fact that those means were military and political enabled later defenders of women’s education to elaborate on the public uses of educating women. Thus the figure of Zenobia is the crux of issues concerning women’s education in the transition from the medieval to the early modern. The itinerary of continuity and difference in this dissertation pursues its object in the following works: Giovanni Boccaccio’s *De claris mulieribus* (c.1361-75), Geoffrey Chaucer’s *The Monkes Tale* (c.1372-80), Christine de Pizan’s *Le livre de la cité des dames* (c.1405), Desiderius Erasmus’ *Vidua Christiana* (1529), Sir Thomas Elyot’s *The Defence of Good Women* (1540). Chapters studying these works are preceded by an overview of women’s education between the years 1350-1550, in order to point out under what circumstances the authors wrote about the education of women. A separate chapter is devoted to Pizan’s life since the content of her works, besides revealing her involvement with the political and social events of her time, derived directly from her life, and in many ways, Pizan’s biography itself overlapped with and informed her interpretation of the Zenobia figure. The Epilogue consists of a brief look forward in history and describes the dimensions the Zenobia story would attain in England after Elyot.
Abstract

This project is prepared in order to find out how to make a z-transform design of one type of sampled data systems. It intends to discover the z-transforms of common functions and to prove them, and to gain insight into the design methods of sampled data systems. The most important aim of the project is to make discoveries about z-transform and apply it by using methods such as Matlab. After an introductory chapter and an outline of the text to follow, this study covers the analysis and design of discrete-time linear control systems.
Abstract

This study focuses on female undergraduates’ perceptions about prospective career barriers and their expectations about overcoming those barriers. Participants (120 female undergraduates in the departments of business and economics) completed a brief questionnaire, a Generalised Self-Efficacy Scale, an Attitudes towards Female Managers Scale, and a measure of Coping-Efficacy for future career barriers. Findings revealed that a larger proportion of the participants (60%) consider the personal factors as the most determining agent in females’ career development. There were no significant correlations found among the general self-efficacy levels and coping efficacy scores. Having some kind of work experience was found to be influential on attitudes towards female managers, and on coping-efficacy for personal barriers. Moreover, experience of career counselling was found to be significantly related to attitudes towards females, coping-efficacy for organisational barriers, and coping-efficacy for personal barriers. The mediating role of coping-efficacy beliefs in the process of females’ career development and ideas for future research on barriers to career development are discussed.
Abstract

The project, concerning ‘nationalism in Turkish history textbooks’, aims to
analyse the nationalist inclinations in high school history textbooks. To understand
the nationalist inclinations better, the study aims to compare history textbooks of
different periods. The study also presents an approach to the question of, ‘if
nationalism is really imagined, as Benedict Anderson defines it, do textbooks
have any effect on it?’ Another crucial question that has to be evaluated is
whether history textbooks have any effect on reproducing the national identity?
Such a study will also be useful in analysing the distinction between ‘us’ and the
‘they’. In other words, how is the ‘other’ reflected in textbooks? Could such a
study lead us to agree with the historian Buttenfield?
Abstract

The aim of this paper is to analyse Pedro Almodavar’s cinema and his women characters within a perspective that differs from that of feminism. It consists of Almodavar’s life and the textual analysis of three of his films. The analysis is carried out against the background of the myth concerning man and woman which has acquired aspects of a new dictum.
Appendix G
Sample Acknowledgments
Acknowledgments

I would like to express my gratitude to my thesis supervisor Assistant Professor Hale Bolak Boratav, for her guidance and invaluable contribution. I feel indebted to her for her generosity in sharing her time, sources and works, as well as for her continued support, patience and understanding in every stage of this study. The writing of this thesis represents only part of her guidance and encouragement that made the research possible for me.

I am deeply thankful to Assistant Professor Hasan Bahçekapılı who advised me regarding the statistical analyses of the study, and to Aslı Atamer who shared her time and ideas to improve the study with helpful comments and contributions.

I would also like to thank all my friends and my cousin Ayşe Sığın for their priceless efforts during the collection of the data for the study, and to Mr. Koray Akhan for his continued help and support.

Last but certainly not least, I want to thank my family, especially my mother Kıymet Aymir and my father İhsan Aymir, for their enthusiastic support and understanding in every step I take.
Acknowledgments

I have been reading about Orientalism for a number of years, but most of this book was written during 1975-1976, which I spent as a fellow at the Center for Advanced Study in the Behavioral Sciences, Stanford, California. In this unique and generous institution, it was my good fortune not only to have benefitted agreeably from several colleagues, but also from the help of Joan Warmbrunn, Chris Hoth, Jane Kielsmeier, Preston Cutler, and the center’s director, Gardner Lindzey. The list of friends, colleagues, and students who read, or listened to, parts or the whole of this manuscript is so long as to embarrass me, and now that it has finally appeared as a book, perhaps even them. Nevertheless I should mention with gratitude the always helpful encouragement of Janet and Ibrahim Abu-Lughod, Noam Chomsky, and Roger Owen, who followed this project from its beginning to its conclusion. Likewise I must gratefully acknowledge the helpful and critical interest of the colleagues, friends, and students in various places whose questions and discussion sharpened the text considerably. André Schiffrin and Jeanne Morton of Pantheon Books were ideal publisher and copy editor, respectively, and made the ordeal (for the author, at least) of preparing the manuscript an instructive and genuinely intelligent process. Mariam Said helped me a great deal with her research on the early modern history of Orientalist institutions. Apart from that, though, her loving support really made much of the work on this book not only enjoyable but possible.

E. W. S.

New York
September-October 1977
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Merian, Londra manzarası. Folger Shakespeare Kütüphanesi, Washington, DC.


Richard Burbage ve Edward Alleyn portreleri. Dulwich College’deki portreden yapılmış gravürden. Folger Shakespeare Kütüphanesi, Washington, DC.


Gramer Okulundaki ders malzemelerinden biri. Folger Shakespeare Kütüphanesi, Washington, DC.

Calvin’in kitabının iç kapağı. Jean Calvin, *The Institution of Christian Religion, written in Latin by Master Jean Calvin, and translated into English according to
100 *Birinci Folio* da dönemin önemli aktörlerinin yer aldığı liste. Bkz. yukarıdaki sayfa 6-7 girdisi.


137 *Legatus regis Barbariae in Angliam* 1600. Shakespeare Enstitüsü, Birmingham, İngiltere.

139 Royal Shakespeare Company’nin *Hırçın Kız* performansından iki sahne. İstanbul Kültür ve Sanat Vakfı.


152 Albrecht Dürer, *Otoportre,* 1498. Tuval üzerine yağlı boya, 52 x 41 cm; Prado Ulusal Müzesi [Museo Nacional del Prado], Madrid.

158 Birinci Folio’nun içindekiler sayfası. Bkz. yukarıdaki sayfa 6-7 girdisi.

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Samples of the List of Symbols and Abbreviations

Abbreviations

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<td>British Library</td>
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<tr>
<td>Bodl.</td>
<td>Bodleian Library</td>
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<tr>
<td>CSPD</td>
<td>Calendar of State Papers Domestic</td>
</tr>
<tr>
<td>CSPF</td>
<td>Calendar of State Papers Foreign</td>
</tr>
<tr>
<td>CSPS</td>
<td>Calendar of State Papers Spanish</td>
</tr>
<tr>
<td>CSPV</td>
<td>Calendar of State Papers Venetian</td>
</tr>
<tr>
<td>Hatf.</td>
<td>Hatfield House, Cecil papers</td>
</tr>
<tr>
<td>HMC</td>
<td>Historical Manuscripts Commission</td>
</tr>
<tr>
<td>KAO</td>
<td>Kent Archives Office</td>
</tr>
<tr>
<td>NRO</td>
<td>Northamptonshire Record Office</td>
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Kısaltmalar

<p>| Kişli A. | : adı geçen yapit |
| Alm. | : Almanca |
| American Heritage | : <em>American Heritage Dictionary</em> |
| AnaBritannica | : <em>AnaBritannica Genel Kültür Ansiklopedisi</em> |
| Ar. | : Arapça |
| Bkz. | : Bakım |</p>
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<td>Gıda S.</td>
<td>Gıda Sözlüğü (Türker, 1988)</td>
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<tr>
<td>İng.</td>
<td>İngilizce</td>
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<tr>
<td>K.</td>
<td>karma (öğe)</td>
</tr>
<tr>
<td>Lat.</td>
<td>Latince</td>
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<tr>
<td>Ör.</td>
<td>örnek</td>
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<td>Toplumbilim T.S.</td>
<td>Temel Toplumbilim Terimleri Sözlüğü (Ozankaya, 1986)</td>
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<td>T.</td>
<td>Türkçe (öge)</td>
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<tr>
<td>T.S.</td>
<td>Türkçe Sözlük</td>
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<tr>
<td>Y.</td>
<td>yabancı (öge)</td>
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<tr>
<td>Yay.</td>
<td>Yayına hazırlayan(lar)</td>
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</table>

**Kısaltmalar**

- **AİHM**: Avrupa İnsan Hakları Mahkemesi
- **AİHS**: Avrupa İnsan Hakları Sözleşmesi
- **a.g.e.**: Adı geçen eser
- **a.g.m.**: Adı geçen makale
- **app.**: Application
- **A.Ü.**: Ankara Üniversitesi
- **AY**: Anayasa
- **AYM**: Anayasa mahkemesi
- **bkz.**: Bakınız
- **Bildiri**: İnsan Hakları Evrensel Bildirisi
- **CMUK**: Ceza Muhakemeleri Usulü Kanunu
- **DGM**: Devlet Güvenlik Mahkemeleri
- **DGMKYUHK**: Devlet Güvenlik Mahkemeleri Kuruluş ve Yargılama Usulü Hakkında Kanun
- **Div.**: Divan
- **Div. K.**: Divan Kararları
Appendix L

Sample Bibliography in the Humanities Style

10. Bibliography

**Primary Works:**


Pettie, George. À petite Paillage. n.p: n.p., [1576].

Secondary Works:
Works on Christine de Pizan, Her Contemporaries, and Her Culture:


Dembowski, Peter F. Rev. of La Cité des Dames by Christine de Pizan. Romance Philology 44: 3 (February 1991): 353-59.


**Works on Desiderius Erasmus, Sir Thomas Elyot, and Their Culture:**


Works on the General Literary and Historical Background:


Shank, Michael H. “A Female University Student in Late Medieval Krakow.” *Signs* 12 (Winter 1987): 373-81.


Appendix M  
Sample Works Cited Lists in the Humanities Style

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-----. Don Kişot’tan Bugüne Roman. İstanbul: İletişim Yayınları, 2000.


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Dünya, Osman. İnsan Hakları Avrupa İçtihatları. İstanbul: Beta, 1997.


Appendix N  Sample list of references in the Social Science Style: Psychology

References


Appendix O  Sample list of references in the Social Science Style: Sociology

References

Primary


Secondary


Appendix P

Dissertation Topics from Previous Years

Dissertations in the Faculty of Economic and Administrative Sciences

The complete list of Bachelor’s and Master’s dissertations produced since the academic year 1997-1998 in the Departments of Business Administration, Economics, and International Relations of the Faculty of Economic and Administrative Sciences may be found in the *İstanbul Bilgi Üniversitesi Faaliyet Raporu 1996-2001* (pp. 109-26) or seen in the stacks of the University Library.

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İbrahim Toraman  Nationalism in History Textbooks: A Comparative Study 1960-1980

Can Generalfeyzioğlu  An Interpretation of a Turkish Independent Record Company

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Department of Communication/Media and Communications Systems Programme

2000-2001  Volkan Akdamar  The Conflict Between Turkish Television Documentaries, Alternative Documentaries in the Light of Subjectivity and Reproduction

Eser Akdeniz  The Change in Nationalist Newspapers in Turkey in the Last Three Decades 1970-2000

Onur Altuğ  Freedom of Expression in Turkish Electronic Journalism

Evrim Z. Aras  Türkan Şoray: The Image She Created

Lütfiye Berberoğlu  Comparing Classical Vampire Movies versus Modernized Ones

Tuba Biroğlu  The Reasons Why Feminism Has Not Developed in Turkey

Ufuk Coşkun  News Programming on TV – “32. Gün” as an example

Gülcen Çağlar  The Comparison of the Village Institutes in Turkey and the Open University in England as Alternative Public Pedagogies

Berk Çoker  Media Influence on Soccer Hooliganism

Nihan Devecioğlu  Analysis of the Rise of Voyeur/ism on Television focusing on the Reality Show “Big Brother”

Ayşe Dirik  Can Dündar’s Documentaries: Televising History in the Turkish Context

Diğde Eşki  Star Images of Marilyn Monroe, Rita Hayworth and Ava Gardner in Classical Hollywood Cinema (1940-1960) and the Affects of the Studio System

Melisa Gerçil  The Comparison of Tabloidization of News in Britain and Turkey

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D. Gamze İstanbulluoğlu The Status of Women in Doğan Group’s Televisions and Newspapers

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Emre Kavlak Soap Operas: Dallas and the Production of Culture, Identity and Meaning

Derya Keskin Analysis of Müjde Ar’s Sexual Image in the Light of her Movies

Murat Kızıltuğ The Commercialization and Industrialization of Media in Turkey and in the World

Beril Kösekul 70s Fashion Revival

Erdinç Mutlu Arabesque Music from the 1970’s Till Today and the Change in Demographic Structure in Istanbul

Burcu Ongan The Harmful Effect of Exhibiting Children Who Are Victims of Violence on TV

Şebnem Özbe The Comparison of Some Aspects of Real Life and Chat on Relations

Emel Pakkan The Comparison Between Male and Female Columnists Through Content and Discourse

Seda Topuzlu Glam Rock as a Subcultural Phenomenon

Ozan Sönmezışık Hizbullah in the Turkish Press

Sibel Şahbudak Comparison of the Public and Private Broadcasting Services in Terms of Employee Practices: TRT and Kanal D

Özlem Ünsal “Bobos” as the Members of a New Lifestyle and the Meritocrats of the Information Age
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Fetish Objects in Cronenberg’s Cinema

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A. Sibel Telgezer  
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Toplu Menfaat Uyusmazlıklarının Çözümünde Barışçı Çözüm Yolu Olarak Arabuluculuk

Abdülkadir Yaşız  
Sendikaların Yönetime Katılması
16. Bibliography of Works Quoted and Consulted in the Preparation of This Guide

16.1 Works Quoted

The numbers in bold indicate page numbers in this Guide where citations from the listed sources are located. For appendix materials, the appendix letter is given instead of page number. All quotations from the works of William Shakespeare are from the *Riverside Shakespeare*, ed. G. Blakemore Evans, et. al. Boston: Houghton Mifflin, 1974. Passages for which no source is indicated were invented by the author. Some of the material quoted from others’ work was modified slightly to make for a sharper example; where excessive manipulation was necessary, material was drawn from author’s own work. Upon the request of the Psychology Department, numerous examples for references of standard works in psychology were drawn from the *Publication Manual of the American Psychological Association*, 4th ed. (Washington, DC: APA, 1994). These have not been individually indicated below. 21 Thomas M. Greene, *The Light in Troy: Imitation and Discovery in Renaissance Poetry* (New Haven and London: Yale University Press, 1982). 22 Cemal Bali Akal, *Modern Düşüncenin Doğuşu: İspanyol Altın Çağ*, 2. bas. (Ankara: Dost Kitap, 1997).


16.2 Works Consulted


İstanbul Bilgi University. *Faculty of Economic and Administrative Sciences Dissertation Guide*. Istanbul: İstanbul Bilgi University, 1998.


