

**INTERNATIONAL BURCH
UNIVERSITY WRITING
GUIDELINE MASTER'S
THESIS/PROJECT**



INTERNATIONAL
BURCH
UNIVERSITY

TABLE OF CONTENTS

PREFACE.....	4
1. INTRODUCTION.....	5
2. SUBMISSION OF THE MASTER THESIS/PROJECT PROPOSAL.....	5
3. GENERAL GUIDELINES AND PART OF THE THESIS/PROJECT.....	6
4. FORMAT AND APPEARANCE.....	7
4.1.Paper Quality and Duplication.....	7
4.2.Margins and Justification.....	7
4.3.Font.....	7
4.4.Spacing.....	7
4.5.Paragraph formatting.....	8
4.6.Pagination.....	8
4.7.Multiple volumes.....	9
4.8.Front cover and binding.....	9
5. WRITING PARTS OF THE THESIS/PROJECT.....	10
5.1. Preliminary Pages.....	10
5.1.1. Title Page.....	10
5.1.2. Approval Page.....	10
5.1.3. Abstract.....	10
5.1.4. Acknowledgements.....	10
5.1.5. Declaration.....	11
5.1.6. Table of Contents.....	11
5.1.7. List of Tables.....	11
5.1.8. List of Figures; List of Illustrations; List of Symbols.....	12
5.1.9. List of Appendices.....	12
5.1.10. List of Abbreviations.....	12
5.2. The Body.....	12
5.2.1. Headings.....	12
5.2.2. Illustrative Material.....	13
5.2.3. Formulas.....	15
5.2.4. Quotations.....	15
5.2.5. Footnotes and Endnotes.....	15
5.2.6. Citations.....	16
5.2.7. References.....	16
5.2.8. Appendices.....	16
5.2.9. Curriculum Vitae.....	17
6. ADDITIONAL INFORMATION.....	18
6.1. Correct name for each faculty and department.....	18
6.2. Required number of pages and references.....	18
6.3. Correct degree titles.....	19
6.4. Required articles to be published before the defense.....	19
6.5. Exceptions.....	20
6.6. Checklist.....	20
Appendix 1 – Cover page.....	21
Appendix 2 - Title Page.....	22
Appendix 3 – Approval Page.....	23
Appendix 4 – Abstract Page.....	24

Appendix 5 – Acknowledgements.....	25
Appendix 6 – Declaration.....	27
Appendix 7 – Table of Contents.....	28
Appendix 8 - List of Tables.....	29
Appendix 9 - List of Figures.....	30
Appendix 10 List of Appendices.....	31
Appendix 11 - List of Abbreviations.....	32
Appendix 12 - Sample Table.....	33
Appendix 13 - Sample Figure.....	34
Appendix 14 - Curriculum Vitae.....	35
Appendix 15 - Format for References.....	36

PREFACE

The purpose of this writing guideline is to clarify, simplify and promote excellence in writing and presentation of Master's thesis/project at International Burch University. This guideline describes the important requirements for maintaining the uniformity at the IBU final works.

This guideline provides detailed explanation about format, spacing, and referencing rules necessary to be followed to fulfill the preconditions for Master Thesis/Project acceptance. All students are obligated to follow each instance in the guideline while writing their Master Thesis/Project in order to avoid errors. Publication Office will go through each Master's thesis/project and check whether all requirements are satisfied. Only after this detailed review student can print final hard copies.

1. INTRODUCTION

Every student of International Burch University is obligated to prepare a Master's thesis/project according to the requirements of the program that he/she is studying at. This document provides clear guidelines on how to submit your thesis/project, requirements for formatting as well as information on requirements when it comes to the inside organization of your final work in terms of number of pages and references.

2. SUBMISSION OF THE MASTER THESIS/PROJECT PROPOSAL

Student start with submitting the Master's thesis/project proposal to the Faculty Secretary by filling the Authorization Request to Schedule a Master's thesis/Project Defense form downloadable from the Student Affairs Office webpage ([link](#)). Guideline on how to write a Master's thesis/project can be found on Publications Office webpage ([link](#)). Detailed procedure starting from the submission till the defense is explained on the following [link](#)

3. GENERAL GUIDELINES AND PARTS OF THE MASTER THESIS/PROJECT

Each thesis/project must be prepared electronically by using a word processor, a mark-up language and drawing or graphics software.

All tables, figures and formulas should be electronically generated by using word processor or relevant software. Figures that cannot be generated electronically should be manually drawn subject to technical drawing principles. All tables, figures should be cited within the main body of the Master Thesis/Project. Laser or ink-jet printer outputs are required. All print must be in permanent black ink and must appear on only **one side of the paper**.

No ink corrections, strikeouts, correction fluid, correction tape, paste-ups, insertions between lines, or letterset are permitted on the final bound copies. If any corrections are needed, they should be made on the original manuscript (but not by ink corrections or strikeouts which are never allowed) and the corrected pages must be reprinted before making copies of the Master Thesis/Project.

Each source used or cited in the Master Thesis/Project should be presented within the proper reference list. International Burch University requires usage of **APA style** for referencing used sources.

Every Master Thesis/Project should include three main parts or divisions: the preliminary pages (template can be downloaded from the [link](#)), the body, and the reference material.

The Master Thesis/Project should be written in English language for all departments except Oriental Philology where Master Thesis/Project should be written in Turkish language.

4. FORMAT AND APPEARANCE

4.1. Paper Quality and Duplication

All copies of the Master Thesis/Project should be printed on good quality, preferably acid-free, white bond paper, of 80 g/m², measuring 210 by 297 mm (A4). Only single-sided copies will be accepted.

4.2. Margins and Justification

The left margin (binding side) must be 40 mm and the right, top and bottom margins should be 25mm. All footnotes, headings, page numbers, text, tables, illustrations should be within these margins.

The headings of all main sections (such as, Approval page, Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations, Introduction, all other sections in the main body of the Master Thesis/Project, Conclusion, References, Appendices, Curriculum Vitae) should be 60 mm below the top of the page. No hyphenation is allowed in the headings and in the text of the preliminary pages. The headings should be center justified.

4.3. Font

A font type Times New Roman, size 12-point, should be used consistently throughout the manuscript. Please see the exceptions part for the Department of Architecture. Bold face letters and symbols, and italics should be used sparingly throughout the Master Thesis/Project.

Font size of figure captions and table headings must be 12 points. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative. When necessary, for example in large volume theses, all the font sizes indicated above can be reduced by 1 point.

4.4. Spacing

The Master Thesis/Project should be typed in **one and a half spacing (1.5)** and **single spacing** between paragraphs. Tables, long quotations, footnotes, endnotes, bibliographies, references and bibliography (except between entries), headings or subheadings, multiline captions and algorithms (pseudo-codes, software programs) should be spaced with **1.0 spacing**.

4.5. Paragraph formatting

Each paragraph should start from the left margin without indentation and single space (1.5) distance from the preceding paragraph and should contain at least 5-7 lines. If a paragraph is split between pages, at least two lines of a paragraph must appear together at the top or bottom of a page. All headings and subheadings must be followed by at least two lines of a paragraph before a page break. Algorithm descriptions (pseudo-codes, software program codes) should be written in single spacing using a mono-spaced font type as a separate paragraph and indented in its entirety at 10 mm from the left margin. The title of the Master Thesis/Project and Abstract page/s should not include table, figure, boldface, italics, chemical or mathematical formulas, symbols, subscripts superscripts, Greek letters or other non-standard abbreviations or characters.

4.6. Pagination

Pagination of the Master Thesis/Project is divided into three sections. First section is front cover page and inside title page which should appear **without numbering**. Second section includes pages from approval page till introduction which is numbered with roman numbers (i, ii, iii etc). Third section includes numbering pages from introduction which starts with Arabic numerals (1, 2, 3 etc.) till the end of the Master Thesis/Project. For a better understanding please refer to the table below:

TABLE 4.1. Order of appearance and pagination.

Front cover (bind)	No page number
Inside cover (title page)	No page number
Approval page	Roman numerals (i)
Abstract	ii
Acknowledgements	iii
Table of Contents	iv
List of Tables	...
List of Figures	...
List of Symbols	...
List of Abbreviations	...
Introduction	Arabic numerals (1+)
Main body of the thesis/project	...
Conclusion	...
References	...
Appendices	...
Curriculum Vitae	...

4.7. Multiple volumes

If a finished manuscript exceeds 50 mm in thickness it must be bound in two or more volumes, each limited to 50 mm in thickness, too. All volumes must be numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages should be identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems used in Volume I should continue through Volume II. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi", "vii", etc. Each volume must contain a complete Table of Contents, List of Tables, List of Figures, List of Symbols and List of Abbreviations.

4.8. Front cover and binding

All Master Thesis/Project are to be bound in dark blue cloth. Synthetic, leatherette, or similar cloths are not acceptable. A bound copy of the Master Thesis/Project should measure 215 by 285 mm. The title of the Master Thesis/Project should appear 60 mm from the top of the cover.

See Appendix A for an example of the front cover.

5. WRITING PARTS OF THE PROJECT/THESIS

5.1 Preliminary Pages

Preliminary pages are appearing before introduction in the Master Thesis/Project and are explained in detail below. Preliminary pages should appear in the exact sequence as explained below. Template for preliminary pages can be downloaded from the following [link](#)

5.1.1 Title Page

The title should be typed single-spaced, **14 pt, all in capital letters**, and should begin at **60 mm from the top** of the page. The format of the title page and cover page, including spacing and capitalization should be exactly as in the sample title page shown in Appendix 2.

5.1.2 Approval Page

A sample approval page is presented in Appendix 3. Only the university or organization name should be used to indicate **affiliation**. Academic titles used in English are Prof., Assoc. Prof., and Assist. Prof. or simply Dr. for jury members or Master Thesis/Project supervisors. Students are obligated to consult with the Master Thesis/Project supervisor about the precise title of a jury member before they write it on their approval page.

5.1.3 Abstract

The objective of an abstract is to give the reader a concise account of the Master Thesis/Project or Master Thesis/Project . The abstract should have **three main parts**: the statement of the problem, methods and procedures, results and conclusion. It must not exceed **350 words** for Ph.D. Master Thesis/Project , must not include references, diagrams, mathematical formulae unless absolutely essential or footnotes. A sample abstract page is provided in Appendix 4.

5.1.4 Acknowledgements

Acknowledgements contain expressions of appreciation to the individuals or institutions who have helped the author in any way during his/her studies. A sample acknowledgement page is presented in Appendix 5.

5.1.5 Declaration

The declaration form in Appendix 6 should be filled and signed in the printed hardcopy version of Master Thesis/Project.

5.1.6 Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices and Curriculum Vitae (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leader dots which connect it to its corresponding page number.

The heading Table of Contents appears without punctuation centered between the text margins, in all capital letters, 14 pt, 60 mm from the top of the page. The listing of actual contents begins at the left margin with two space hits (2x1.5) below the heading.

A sample table of contents is provided in Appendix 7.

5.1.7 List of Tables

The list of tables should immediately follow the table of contents on a new page.

The heading List of Tables appears centered between the texts margins, in capital letters 14pt, without punctuation, 60 mm from the top of the page; the listing begins at the left margin with two space hits (2x1.5) below the heading.

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots which connect it to its page number.

A sample list of tables is provided in Appendix 8.

5.1.8 List of Figures; List of Illustrations; List of Symbols

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables. A sample list of tables is provided in Appendix 9.

5.1.9 List of Appendices

If included, this list must appear on separate pages and are governed by the same rules as the list of tables. A sample list of tables is provided in Appendix 10.

5.1.10 List of Abbreviations

If included, this list must appear on separate pages and are governed by the same rules as the list of tables. A sample list of tables is provided in Appendix 11.

5.2 The Body

After the preliminary pages of Master Thesis/Project should proceed with the main body which starts with Introduction and ends with list of references used in the Master Thesis/Project.

5.2.1 Headings

The text, or the main body of a Master Thesis/Project, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on type page and kind of type used. Headers, giving the chapter number and chapter title, are allowed at the top of the pages.

Chapters are numbered consecutively in Greek or Arabic numerals and capital letters (Chapter 1, Chapter 2, etc., or Chapter I, Chapter II, etc.). In addition to general titles like Introduction, the chapters need short but substantially descriptive titles, as well.

Only new chapters should begin with a new page. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.

The title of the Chapter should be written in all bold capital letters and 14-point font size is centered between the text margins, 60 mm from the top of the page; the title in all bold-faced and 14-point font size goes one and a half space below and is also centered. The text begins with two space hits spacing below (2x1.5).

Second-level headings, first-level subheadings and second-level subheadings must be left justified, bold-faced and 12-point font size. Second-level headings should be numbered as 2.1, 2.2 The first letter of each word except conjunctions, propositions and articles must be capital. Second-level heading should be separated from the preceding and succeeding text by a distance of one and a half space or by carriage return.

First-level subheadings should be numbered as 2.1.1, 2.1.2 ... and should have a distance from the preceding and succeeding text of at least 8 mm. The first letter of each word except conjunctions, propositions and articles must be capital.

Second-level subheadings, if needed, should be numbered as 2.1.1.1, 2.1.1.2 ... and should have a distance from the preceding and succeeding text of one space hit (1.5). However, second subheadings should be avoided if possible. No further subheadings are allowed.

5.2.2 Illustrative Material

Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as close as possible to the part of the text which refers to them.

Table numbers and captions should be centered above the illustration; figure numbers and captions should be centered below the illustration. Table numbers, figure numbers and captions should be separated from the illustrations by one space hit (1.5).

Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below one and a half space.

Illustrations that are too wide to be placed in portrait orientation between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

Illustrations of any kind must be numbered consecutively, including appendices. A decimal approach (1.1, 1.2, 1.3... A.1, A.2... where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix) should be used.

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., "Table 1.2 (cont'd)" or "Table 1.2 (continued)".

Table headings and figure captions must be in the same font used in the text. The size of characters in figure captions and table headings must be 12 points.

A point size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams must be chosen. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative.

Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy. Photographic illustrations must be originals or well-made photographic copies of the originals. Standard photocopies of photographs are not acceptable. Wherever required, mounting of illustrations should be done with a technique that ensures durable and good quality result (e.g., dry mounting). With dry mounting, the paper to which photographs are attached will not curl. Other methods, such as library paste, rubber cement, spray mounting, or tape, are not acceptable: such mounting techniques are not permanent, and the adhesives used will eventually destroy both the paper and the photograph in the long run.

If an audio visual material (e.g., videotape, cassette, etc.) is needed to accompany and supplement the text, it should be adequately described within the continuity of the text. Only one copy of the material will be submitted.

A copy of the Master Thesis/Project in the form of CD will be submitted with all copies. Computer print-outs must conform to the margin specifications, must be dark and legible with high black and white contrast, and must be copied on Master Thesis/Project -quality paper.

Samples of table and figure are provided in Appendix 12 and 13.

5.2.3 Formulas

Mathematical and chemical formulas, equations and expressions must be computer generated using an equation editor or a mark-up language. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin. Like illustrations, equation numbers must have two parts where the first part is the chapter or appendix number, and the part after the decimal point is the equation number within that chapter or appendix. For instance (1.1) or (A.2).

5.2.4 Quotations

Short, direct prose quotations of three lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines should be set off from the text in single spacing and indented in its entirety at least 10 mm from the left margin, with quotation marks at the beginning and end. **Even though usage on direct quoting is encouraged it should not be overused in the Master Thesis/Project 's main body.**

5.2.5 Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the Master Thesis/Project before the bibliography.

Footnoting practices differ widely among publications in the sciences, humanities, and social sciences. Candidates should consult with their departments regarding accepted footnoting practice in their individual disciplines.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of a page, footnotes must be separated from the text by a complete horizontal line 4 mm above the first line of the footnote.

Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

5.2.6 Citations

The Publication Manual of the American Psychological Association (APA) *referencing* system should be used. Samples for writing References are provided in Appendix 15. Complete guideline on APA referencing can be found on the following [link](#)

5.2.7 References

All of the references are to be listed at the end of the Master Thesis/Project. The references in a section headed "References". All cited material in the text should be listed in the References. Similarly, all referenced material should be cited in the text as well.

The references section is not assigned a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the Master Thesis/Project. The heading References is centered between the margins, without punctuation, 60 mm from the top of the page; the list begins one and a half space below. Each bibliographic entry should be single-spaced (1.0) with double spacing between entries (2x1.5).

5.2.8 Appendices

Some authors may wish to include certain material of the Master Thesis/Project in an appendix rather than in the main text. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

If the information to be appended requires more than one appendix, each should be given a number (Appendix 1, Appendix 2, etc.). The heading Appendix 1 should appear centered between the text margins, 60 mm from the top of the page. Each appendix has a descriptive title. The font and point size should be same as those used for chapter titles.

Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text. Each appendix with its title must be listed separately in the table of contents, similar to a chapter.

All appendices must have page numbers written in the same font and point size used for pagination throughout the Master Thesis/Project . If an appendix contains photocopied material, the photocopies should be of publication quality.

5.2.9 Curriculum Vitae

The Curriculum Vitae is required for doctoral Master Thesis/Project. It is a professional, one or two paragraph, biography of the candidate which includes, educational institutions attended (after high school), degrees and honors won, and teaching and professional experience. It should be short, concise, and written in the third person.

Do not give the Curriculum Vitae a chapter number, but it must have page numbers and be included as the last item in the table of contents. The Curriculum Vitae must be in the same font and point size as the rest of the Master Thesis/Project. A sample Curriculum Vitae is provided in Appendix 14.

6. ADDITIONAL INFORMATION

6.1. Correct name for each faculty and department

-**Faculty of Education and Humanities** (Department of Oriental Philology, Department of English Language and Literature)

-**Faculty of Engineering and Natural Sciences** (Department of Information Technologies, Department of Genetics and Bioengineering, Department of Electrical and Electronics Engineering, Department of Architecture)

- **Faculty of Economics and Social Sciences** (Department of Management, Department of International Relations and European Studies, Department of International Business, Department of Banking and Finance).

6.2. Required number of pages and references

Faculty/Department	Page number requirements		Reference list requirements	
<i>Faculty of Education and Humanities</i>				
	THESIS	PROJECT	THESIS	PROJECT
Department of English Language and Literature	At least 70 pages	At least 35 pages	At least 40 sources	At least 20 references
Department of Oriental Philology	At least 70 pages	At least 35 pages	At least 25 references (15 books+10 journals)	At least 15 references (10 books+5 journals)
<i>Faculty of Engineering and Natural Sciences</i>				
Architecture	At least 60 pages		-	
Electrical and Electronics Engineering	At least 30 pages should be given for results and discussion part only		At least 15 references	
Genetics and Bioengineering	At least 30 pages should be given for results and discussion part only		-	
Information Technologies	At least 70 pages, out of which at least 30 pages should be given for research part		At least 15 references	
<i>Faculty of Economics and Social Sciences</i>				
<i>For all departments</i>	At least 70 pages	At least 35 pages	At least 30 sources (20 journal articles)	At least 20 references

***Please note that required page numbers does not include reference list in the thesis/project, i.e. minimum number of pages is indicated from introduction till conclusion without references.

6.3. Correct degree titles

Faculty/Department	Title of the earned degree
<i>Faculty of Education and Humanities</i>	
Department of English Language and Literature	Master of English Language and Literature
Department of Oriental Philology	Master of Turkish Language and Literature
<i>Faculty of Engineering and Natural Sciences</i>	
Architecture	Master of Architecture
Electrical and Electronics Engineering	Master of Electrical and Electronics Engineering
Genetics and Bioengineering	Master of Genetics and Bioengineering
Information Technologies	Master of Information Technologies
<i>Faculty of Economics and Social Sciences</i>	
Master of Science in Management	
Master of Science in Management and IT	
Master of Arts in International Relations and European Studies	

6.4. Required articles to be published before the defense:

II CYCLE	2013/14	2014/15	2015/16	2017/2018
Faculty of Economics and Social Sciences	At all faculties: With co-authorship of supervisor, student must publish one article in proceeding of international conference, or international scientific journal.		Master with thesis (4+1) i (3+2): 1 article published or accepted by international indexed journals or international conference (with co-authorship of supervisor); Master without thesis (4+1): Publication is not prerequisite for final work defense.	Master's with Thesis (4+1 and 3+2); one article related to the topic of thesis published or accepted in internationally indexed journals or published/accepted from the international conference (in co-authorship with the supervisor) Master's without Thesis (4+1); not necessary to publish an article for a purpose of defense.
Faculty of Engineering and Natural Sciences			Publication is not prerequisite for final work defense	Master's with Thesis (4+1 and 3+2); one article related to the topic of thesis published or accepted in internationally indexed journals or published/accepted from the international conference (in co-authorship with the supervisor)
Faculty of Education and Humanities			1 article published or accepted by indexed international journal or international conference	One article or a conference paper related to the topic of thesis must be published in a scientific indexed journal or international conference proceeding book (with a conference presentation ¹) (in co-authorship with the supervisor). Article/Conference paper's acceptance letter is acceptable for the defense

¹ Obligatory for the article to be accepted.

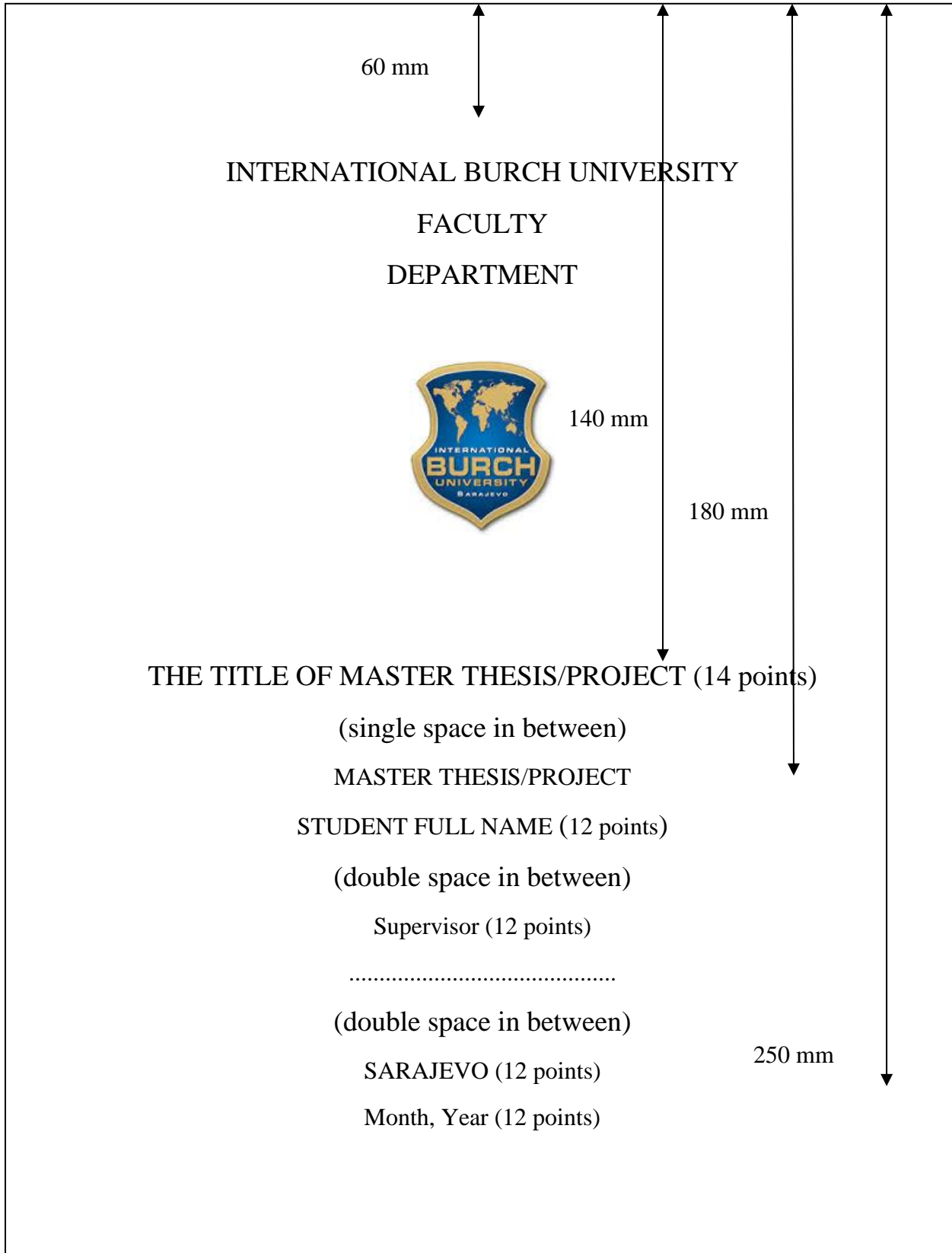
6.5. Exceptions

Department of Architecture is being an exception from the rules of usage of writing programs and appearance of the main body in the Master Thesis/Project . Due to importance of visual expression architectural research students from this department can use InDesign, Publisher, Photo Shop or some other compatible program. However, students' needs to follow the rules on preliminary pages and page number requirements. Ph.D. Master Thesis/Project s from this department will be delivered in pdf. Version to the Publications Office.

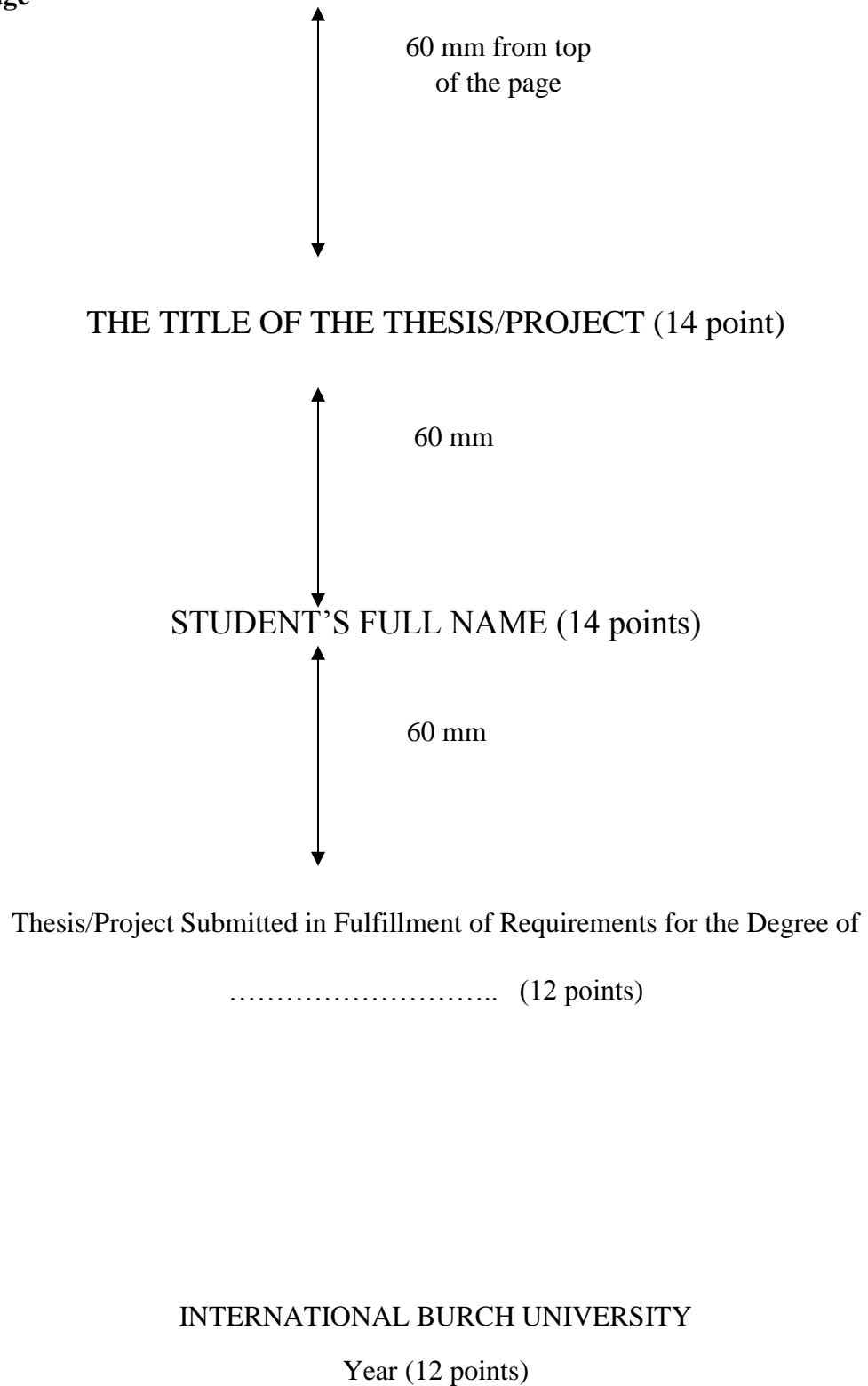
6.6. Checklist

I downloaded and filled accordingly the preliminary pages template	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I wrote correctly my degree title	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I made all new chapter pages title 6 cm from the top	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I numbered correctly my tables, as indicated in the guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I numbered my figures correctly, as indicated in the guide	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I made my left (binding margin) 4 cm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I followed the rules on headings and subheadings format	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I followed spacing rule	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I adopted the rule on page numbers/number of references on my Faculty/Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I wrote Curriculum Vitae at the end	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I referenced and paraphrased my paragraphs correctly so I am confident that my plagiarism checking will be quite fine	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My supervisor checked my Master Thesis/Project before applying for the defense	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Appendix 1 – Cover page



Appendix 2 - Title Page



Appendix 3 – Approval Page



60 mm from top
of the page

APPROVAL PAGE (14 points)



2 space hits (2x1.5)

Student Name & Surname :
Faculty :
Department :
Thesis/Project Title :
Date of Defense :

I certify that this final work satisfies all the requirements as a Master Thesis/Project for the degree of

.....
Head of Department

This is to certify that I have read this final work and that in my opinion it is fully adequate, in scope and quality, as a Master Thesis/Project for the degree of

.....
Supervisor

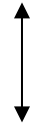
Examining Committee Members

	Title / Name & Surname	Affiliation	Signature
1-			
2-			
3-			
4-			
5-			

Appendix 4 – Abstract Page

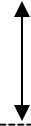
THE TITLE OF THE THESIS/PROJECT

↑ (14 points, bold)



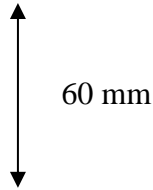
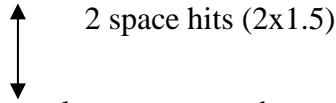
2 space hits (2x1.5)

ABSTRACT (14 points, bold)



2 space hits (2x1.5)

Keywords:

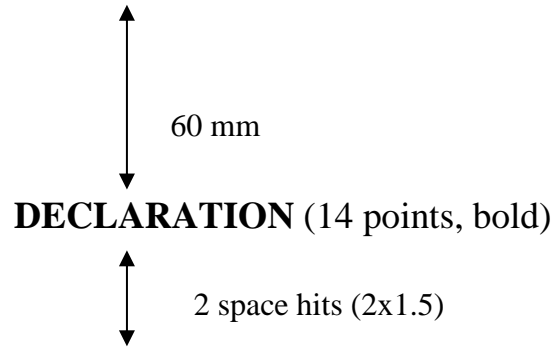
Appendix 5 – Acknowledgements**ACKNOWLEDGEMENTS (14 points, bold)**

There are many people who helped to make my years at the graduate school most valuable. First, I thank, my major professor and Master Thesis/Project supervisor. Having the opportunity to work with her over the years was intellectually rewarding and fulfilling. I also thank who contributed much to the development of this research starting from the early stages of my Master Thesis/Project work. provided valuable contributions to the development of the econometric model. I thank him for his insightful suggestions and expertise.

Many thanks to Department computer staff, who patiently answered my questions and problems on word processing. I would also like to thank to my graduate student colleagues who helped me all through the years full of class work and exams. My special thanks go to whose friendship I deeply value.

The last words of thanks go to my family. I thank my parents and my brother for their patience and encouragement. Lastly I thank my husband, ..., for his endless support through this long journey.

This study was supported by the State Planning Organization (DPT) Grant No: BAP-.....

Appendix 6 – Declaration

I hereby declare that this Master Thesis/Project titled..... is based on my original work except quotations and citations which have been duly acknowledged. I also declare that this Master Thesis/Project has not been previously or concurrently submitted for the award of any degree, at International Burch University, any other University or Institution.

(Signature)

Name of Candidate

Date:

Appendix 7 – Table of Contents

TABLE OF CONTENTS (14 point, bold)



2 space hits (2x1.5)

APPROVAL PAGE	i
ABSTRACT	ii
ACKNOWLEDGEMENTS	iii
DECLARATION	iv
TABLE OF CONTENTS	v
LIST OF TABLES	vi
LIST OF FIGURES	vii
LIST OF APPENDICES	viii
LIST OF SYMBOLS	ix
LIST OF ABBREVIATIONS	x



2 space hits (2x1.5)

CHAPTER 1

INTRODUCTION	1
---------------------------	---



2 space hits (2x1.5)

CHAPTER 2

LITERATURE REVIEW	5
2.1 Policy Divergence and Traditional Research	5
2.1.1 Divergence of Long-Term Care Outputs in Rural and Industrial States.....	6
2.1.2 The Contrast and Its Causes.....	10
2.2 Traditional Studies and the Failure to Provide a Plausible Explanation.....	29




2 space hits (2x1.5)

CHAPTER 3

METHODOLOGY	49
3.1 Rationale for the Research Method.....	58
3.2 Empirical Data and Their Collection.....	67
3.3 Data Analyses.....	72


CHAPTER 4

RESULTS	140
----------------------	-----



 2 space hits (2x1.5)

CHAPTER 5

CONCLUSION	180
-------------------------	-----


 2 space hits (2x1.5)

REFERENCES	210
-------------------------	-----


 2 space hits (2x1.5)

APPENDICES	225
-------------------------	-----

CURRICULUM VITAE	228
-------------------------------	-----

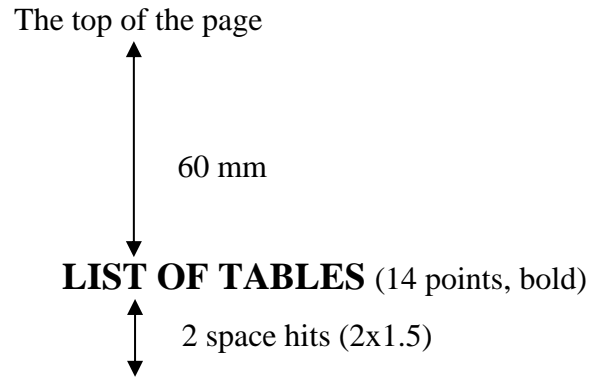
Appendix 8 - List of Tables

TABLE 1.1 Environmental conditions that influence swelling potential.....	48
TABLE 1.2 Stress conditions that influence swelling potential.....	49
TABLE 1.3 Diagnostic Testing Results.....	51
TABLE 2.1 Data sources.....	103

(**Note:** Table 1.1 indicates the first table in Chapter 1, Table 2.1 indicates the first table in Chapter 2.)

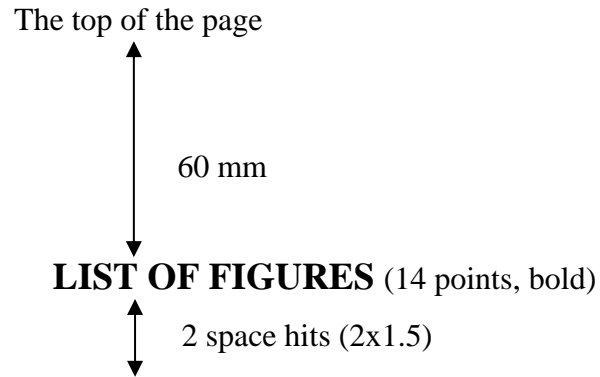
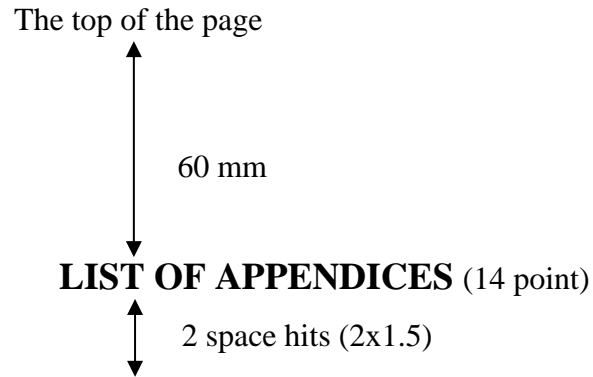
Appendix 9 - List of Figures

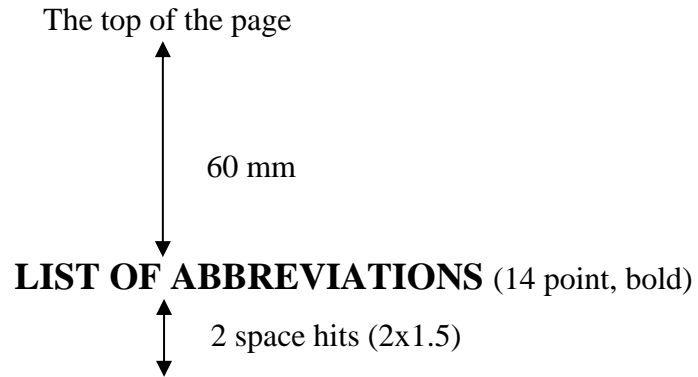
FIGURE 1.1 Theoretical Framework.....	18
FIGURE 1.2 Analytical Framework.....	49
FIGURE 1.3 Methodological Framework.....	71
FIGURE 2.1 Cusum and Cusums Graphs.....	153

(**Note:** Figure 1.1 indicates the first figure in Chapter 1, Figure 2.1 indicates the first figure in Chapter 2)

Appendix 10 List of Appendices



APPENDIX 1 Literature Review Flow Chart.....	151
APPENDIX 2 Data Table.....	152
APPENDIX 3 Variable Table.....	154
APPENDIX 4 Data Sources.....	156

Appendix 11 - List of Abbreviations

ARDL	Autoregressive Distributed Lag
CPI	Consumer Price Index
ECSC	European Coal and Steel Community
ECM	Error Correction Model
EEC	European Economic Community
EMU	European Monetary Union
EU	European Union
GARCH	Generalized Autoregressive Conditional Heteroscedasticity

Appendix 12 - Sample Table

TABLE 1.3 DNA Data Analysis

Illumina Genome Analyzer 2	DNA source	% retained for assembly with SOAPdenovo
1 lane 2*36bp paired end 351.9bp insert	single focal male*	88%
5 lanes 2*50bp paired end 351.9bp insert		77%
3 lanes 2*76bp paired end 351.9bp insert		62%
4 lanes 2*101bp paired end 351.9bp insert		59%
Roche 454 Titanium FLX	DNA source	
shotgun (mean length 314.1bp)	single focal male*	
paired end 8kb insert	10 males, brothers of the focal male	
paired end 20kb insert	31 males, brothers of the focal male	

Appendix 13 - Sample Figure

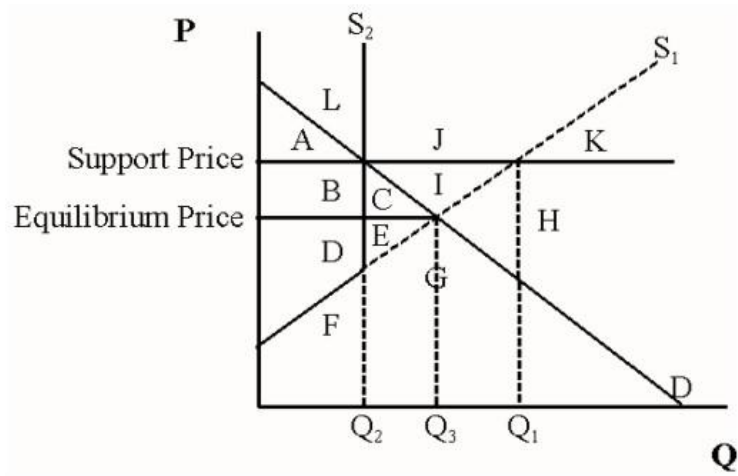
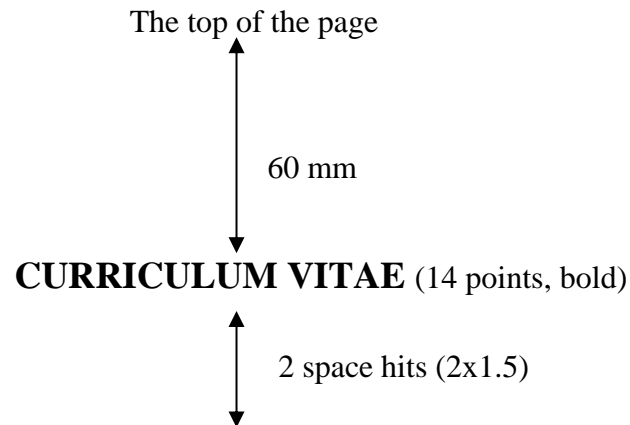


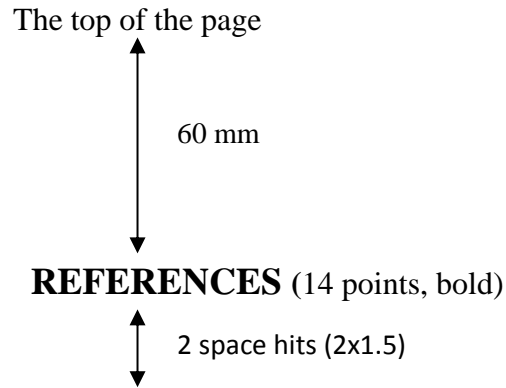
FIGURE 3.1 Impacts of Set-Asides on Consumer, Producer, and Total Economic Surplus

Appendix 14 - Curriculum Vitae

Serkan Zor was born on 1 April 1976, in Ankara. He received his BS degree in Electronics Engineering in 1996 and M.S. degree in 1999 in Computer Engineering both from Sample University. He worked as a research assistant at the department of computer engineering of Sample University from 1997 to 2003. During this time he has been affiliated with the Informatics Research and Development Center. His research interests include quality operating systems, data mining and computer networks. Since 2003 he has been a chief programmer at a private company.

Appendix 15 - Format for References

(Note - For a detailed guideline on referencing visit the [link](#) and download Academic Referencing Guide.)



Dursun S. & Acar R. (2011). Reasons of the arid aria formation in Turkey and the necessary measure applications. *Journal of Science and Technology*, 1(1), 9-20

Krames, J.A. (2002). *The Jack Welch Lexicon of Leadership*.
Retrieved from <http://www.strategicmanagement.ir/portal/files/articles/eBooks/>

Lusardi, A. & Mitchell, O. S. (2014). The economic importance of financial literacy: theory and evidence. *Journal of Economic Literature*, 52(1): 5-44. DOI: 10.1257/jel.52.1.5

Porter, M. E. (1985). *Competitive Advantage, Creating and Sustaining Superior Performance*. New York: The Free Press