OSTIM TECHNICAL UNIVERSITY

FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

GRADUATION PROJECT WRITING GUIDE

ANKARA 2024

PREFACE

Dear OSTIMTECH Students,

You have reached the most significant level of academic maturity at the undergraduate level. Congratulations.

Now you are at the stage of producing a result that will solve the problems in the sector by bringing together the theoretical and practical perspectives of your theoretical and practical experiences throughout your academic life.

This document provides a framework to help you in this process. It is important that you prepare your graduation projects according to this document.

I wish you success in your studies.

The world is beautiful with you...

Prof. Mustafa POLAT
Dean

CONTENTS

1. GRADUATION PROJECT FORMAT

1.1. Paper and Writing
The project texts are written on a standard A4 sized white paper and are printed on one side of the paper. The length is minimum 8000 words and there is no upper limit.

1.2. Outer and Inner Cover
The outer and inner covers of the project are the same and are prepared according to the cover page in the project writing template.

1.3. Writing Language
The medium of instruction in OSTİM Technical University is Turkish and English. In this context, the graduation projects are written in Turkish in Turkish programs, whereas it is written in English in English programs. In Turkish reports, the rules specified in the Turkish Language Institution Spelling Guide and Turkish Dictionary are followed, and in the projects written in English, the English Grammar orthography and spelling rules are followed.

1.4. Writing Style
The entire text of the graduation project is written in Times New Roman (12 pt.) font except for the headings. On cover, title of the project is 16 punto and other content is 12pt or 14 pt. Within the text, main headings are 14 pt bold and subheadings are 12 pt. Except for headings, unnecessary bold and italic characters are to be avoided. Size of text within tables and figures are 10 punto and information provided below or above it is 11 punto. If necessary, smaller characters can be used to fit tables and figures on a single page. Subscripts and superscripts are smaller than the text letter size. One space is left after the punctuation marks. Words are not divided by hyphenation at the end of the line. All text is black and all headings are bold. Numbers bigger than 10 are written in numerical or else written in text format. If a sentence starts with a number it is written as text as well.

1.5. Page Layout
The text block is placed with a margin of 2.5 cm from left, right, top and bottom edges. The text block is adjusted on the right and left edges so that each line is aligned.

1.6. Line Spacing
The main text of the project must be 1.5 spaced. The same line spacing should be used in between the paragraphs. Single space (1.0) is prefered for figure captions, explanations of table, footnotes and reference index. The paragraph starts from the left side of the page without using tabs (indentation). One and a half line space (1,5)

is left between the main text and the following figure, formula or table. There is also a line of space (1,0) between figure and the figure caption, and the table and the table caption.

1.7. Headings

Chapter headings (Preface, Table of Contents, Introduction, Literature, etc) are written as first order headings. Since first degree headings indicate the transition to a new chapter, they should always be placed at the beginning of the page. All 1st degree section headings should be written flush left. Second, third and fourth degree headings are written as subheadings. All headings in the project are written in bold in the text section. The heading specifications are as follows:

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1. MAIN HEADING (capitalized, 14 point font, bold)

1.1 FIRST DEGREE TITLE (capitalized, 12 point font, bold)

1.1.1 Second Degree Title (only initials capitalised, 12 point font and bold)

1.1.1.1 Third Degree Title (only initials capitalised, 12 point font, italicized and bold)

- 60 pt spacing before 1st degree headings, 24 pt spacing after,
- 24 pt spacing before 2nd degree headings, 12 pt spacing after,
- 12 pt spacing before 3rd degree headings, 6 pt spacing after,
- 6 spaces are left before 4th degree headings, no space after.

Fourth degree heading is used only if it is very necessary. Headings cannot be written as the last line of the page and if at least 2 more lines cannot fit after the heading, the heading is placed on the next page.

1.8 Page Numbering

All pages of the text except the outer and inner covers are numbered. Page numbers are written in Times New Roman 10-point font in bold at the bottom and middle of the page. Starting from the acknowledgements page, the first pages before the main text are numbered with Roman numerals (i, ii, iii, iv) and the main text pages starting with the introduction chapter are numbered with Arabic numerals (1, 2, 3, 4). The total number of pages of the project report is the sum of the number of pages written in Roman and Arabic numerals.

1.9 Tables and Figures

Figures and tables should be placed on the page they are first mentioned or on the next available page. One or more figures or tables may appear on the same page.

The figure/table title consists of the figure/table number and its name and/or description. The first digit in the figure/table number is the section number and the second digit is the sequence number of the figure or table within that section (Example: Figure 3.1:, Table 3.1:).

Figure/table name and number are written in bold font. The title of the figure/table gives brief information about the figure/table and is written in normal font. Figure captions are written at the bottom of the figure and table captions are written at the top of the table. Figures and tables should be on the same page along with their descriptions. For figures and tables exceeding one page, the figure/table number should be written on page 2 followed by (continued) in parentheses (Example: Figure 3.1 (continued):, Table 3.1 (continued)). All kinds of pictures and graphics give n in the project text are called figures and their explanations are made.

Numbers, titles and descriptions are all 11-point font and 1.0 line spacing are used. If tables and figures do not fit on a single page, smaller characters (not less than 8 puntos) can be used to fit on one single page. Figures and tables are centered in the text area. Figure and table captions are written centered to the right and left on the lines in the width of the figure or table to which they belong. Text in the table should not be larger than 10 points.

1.10 Cover Page
Leaving 2.5 cm space from top of the page, University's colored logo (with 3 cm length and proportional width) is placed in the middle. Leaving 1,5 line space, "Republic of Turkey" is written followed by the name of the University in bold capital letters with 14 point font in next line. Then the name of the graduation project is written in bold capital letter with 16 point font and placed middling the next space. If the name of the project exceeds one line 1,5 space is used.

Leaving double space, "Graduation Project" phrase is added in capital letters. Then again leaving equal space, students name-surname and student number are written. After 2 spaces name of the program in 14 point font is put. Lastly again leaving 2 spaces, the city and year of the project are written in 12 point font. (Appendix 1)

2. FRONT SECTION

2.1 Inner Cover Page
The inner cover page of the project is prepared to be the same as the outer cover except the university logo which needs to be removed.

2.2 Acceptance and Approval Page

In this page, there must be signatures of faculty members (jury members) that signifies the acceptance and approval of the thesis as graduation project.

2.3 Abstract page

In this page, there is a summary of the project that explains the project's aim, extent, methodology, techniques that are used and conclusions that are reached in brief without using any subheadings. The title "Abstract" is 3 lines below the top of the page and is centered, in all capitals and bold letters. Leaving 3 more lines of space projects name is written in full with only initials capitalised. The text begins with 2 lines of space. Abstract is written single spaced using 12 point font normale characters and must be no more than 250 words. After the abstract 2 lines space is left and "key words" subheading in bold is added.   On the same line, at most 5 key words or expressions are added related to project.

2.4 Acknowledgements

It can be prepared optionally. The acknowledgment page is prepared in short and the names of the people who contributed directly to the project and the people who contributed, although they do not have any responsibility, are written. An institution or organization that supports research/study is also included in this section. "Acknowledgements" is at the top of the page as the title and is centered, in all capitals and bold letters. The text begins with 2 lines of space.

2.5 Table of Contents

It is the part of the thesis where the titles within the project report are indicated with the page numbers. Each title and page number used in the report are included in the Table of Contents without any changes or abbreviations. Only the main section titles are written in bold and capital letters, while the lower degree subheadings are shown only in capital letters. First degree titles are written without indentation at the beginning of the line whereas lower degree titles are written with a tab inward. Font size is set to 12 punto and line spacing is set to 1.5 spacing.

2.6 Indices of Tables, Figures, Symbols and Abbreviations

These lists are put after the Table of Contents. Each list is prepared seperately with a title centered at the top of the page in capital letters and bold. After the heading 2 line spacing is left. Tables or figures are listed in order of apperance in the text, with their headings and page numbers. After each line of the list single space is left. The abbreviations and symbols used in the text are listed in alphabetical order and the expanded versions are placed next to each abbreviation. Graphs and maps are also considered as figures and included in the list of figures.

3. CONTENTS SECTION

The content of the project report start with the "Introduction" section and ends with the "Conclusion and Suggestions" section. Between these two sections, within the scope of the aim, the other sections are arranged in an appropriate way. The narration is simple, clear and fluent. Scientific language is used in accordance with grammar and spelling rules. Project is designed bearing the assesment criteria's in mind (Appendix 2).

3.1 Introduction
In this section the project is introduced. Information about the topic, aim, scope, importance, limitations of the project as well as research problems and research methods are all mentioned. Which problem you are trying to resolve in your company related to your field of study? How you will approach that problem? Using which theories and methods you will tackle it? Why you select that problem and method? How your approach and solutions are different? The answers to these questions are provided in this section without using subsections.

3.2 Literature Review
In this section theoretical basis and conceptual framework of the graduation project is set out. The researcher is expected to showcase enough knowledge and understanding of the theories and concepts related to research topic. To achieve that, references to previous studies and current debates revolving around the chosen topic are given in this section. The place of your project within this theoretical landscape is also shown. Literature review is meant to be concise and precise covering the extent of the topic without unnecessary information and details.

3.3 Methodology
This section covers the research design, data collection and data analysis methods all of which reflects a certain epistemological approach of the researcher. The purpose of this section is to explain the data itself. Firstly, population of the research is defined followed by the method of sampling to be used and qualities of that sample. Secondly, how data will be obtained (or generated) from that sample; using which data collection techniques is explained. Lastly, how the dataset will be analized; using which quantitative or qualitative methods is explicated clearly.

3.4 Findings
This is the part where all of the research results are presented without any comments. It is critical that the findings are objective. Also to show the findings clearly and economically a table or a figure can be used.

3.5 Discussion

In this section, research results of the project are compared with the expectations of theoretical framework used and results of previous works in the literature. The probable reasons of the discrepancy or harmony between your findings and the findings (or theories) in the literature are discussed. By referring to the studies in the related literature, comparing them with your findings and discussing reasons you arrive at a conclusion.

3.6 Conclusion

As this section comes right after the discussion, it relies heavily on it yet contains other important elements as well. This part reflects researcher's subjective point of view. The reasercher evaluates the results found, their meaning and their consistency with the aim of the project and makes suggestions accordingly. Yet these suggestions and comments are not general but strongly related to the research results. To what extent this work relieves the chosen workplace problem and what more is needed can also be stated.

3.7 References

All resources that are directly or indirectly utilized for the graduation project are to be included and cited properly according to the APA referencing rules. All of the resources referenced within the text are added under this title aligned left, single spaced and in alphabetic order. First line of the reference is aligned the most left and following lines of the same references are 1,25 indented. In the next chapter a referencing guideline is provided.

3.8 Appendix

Any material like long lists, tables, law articles, documents, detailed experimental data and calculations that is related to the content but may disrupt the flow of the text is to be included in this chapter. Each material that will be put in the appendix is presented in a different page in order of appearance within the text. Each one is individually titled as "Appendix" in capital bold letters with a number showing its order followed by a name representing the content of that appendix. Pages of the appendix are numbered as continuation of the project report.

4. CITATIONS

The sources used or authors cited in the final projects, which must be prepared in accordance with the principles of scientific work, must be clearly indicated. References are given using the American Psychological Association (APA) Reference Technique described below.

According to this technique, citations in the text are indicated with the surname of the author and the year of publication in parentheses. Publications are cited in the References section with the author(s), year of publication, title, place of publication, and edition details, respectively.

4.1 In-Text Citation

- If the author's name is used as a natural part of the sentence, the year of publication is given in parentheses.
    "Aysan (2017) created a framework .... "

- If the author's name is not used as a natural part of the sentence, the author's name and year of publication are given in parentheses.
    "The recent study (Erdal, 2018) empirically show that…."

- If there are two authors, both authors' surnames are used.
    "Aydın and Ağan (2016) conducted a survey in order to analyze .... "

- In case of more than two authors, the surname of the first author is followed by "et al.".
    "As suggested by Baysal et al. (2023) ... "

- If more than one publication by the same author(s) published in the same year is used, an alphabetic character is added at the end of the year of publication.
    "The studies by Tabak and Polat (2010a, 2010b) documented that .... "

- If two or more studies are to be cited in the same parentheses, the authors are listed alphabetically according to their surnames, separating them with semicolons.
    "The recent studies (Sığrı, 2002; Polat, 2005) found that …."

- In order to distinguish the works of more than one author with the same surname, the first letter of the author's name is written after the author's surname in parentheses.
    "Different results have been obtained …. (Polat M., 2013; Polat T., 2013)"

- When referring only to a section, page, chart, figure or equation, the page number should always be indicated. While it is possible to use the abbreviated form of the "page", the abbreviation of "chapter" is not used when referring to a section.
    "The study contributes that …. (Ahi Institution, 2019, p. 121)."

- Personal interviews should be stated in the text and the date should exactly be written.

  "It is suggested that …. (A.Tabak, personal interview, 21/09/2021)."

- The citation of published thesis, report, or declarations is made the same way as done in other publications. However, its difference from other publications is giving the presentation year of the thesis, report, and declarations instead of the publishing year.

  "Baysal (2019) find that ……"

- When citing a page or study from the internet, first the surname of the author, date, and page number, if any, are given. If there is no visible author, then the title of the text, date, and page number, if any, are given. If the text does not have a title, then the URL of the web page, date, and page number, if any, are given.

  "The study analyzes the relation …. (Polat, 2010)."

  "The study analyzes the relation ... (Developments in the Field of Organizational Behavior, 2013)."

  "The study analyzes the relation.. (https://dergipark.org.tr/en/pub/khosbd/issue/19228/204329, 2010)."

- In quotations from newspapers, the surname of the author of the article, the date of the newspaper and the page number are given. If there is no author's name, the entry is made with the title of the article, the date of the newspaper and the page number.

  "It is claimed that ….. (Polat, 2010, p. 2)."

  "It is claimed that ….. (Organizational Identification, 13.06.2014 p. 12)."

- When writing an encyclopedia article, if the article is written by an author, the author's surname, date, and page number are written as in normal works. If the entire encyclopedia is written by a single author, then that author's surname, date and page number are given.

  "The main thesis of the study is that … (Polat, 2010)."

  "The main idea of the study is that … (Polat, 2010 p.132)."

4.2 In References

At the beginning of the references section, "REFERENCES" is written in capital letters, centered and in accordance with the font and font size used throughout the thesis on a new page.

Line spacing is selected as 1 line spacing in the references list. The references list indentation is set to be "Hanging" (it can be adjusted by selecting the Bibliography text in MS Word and right-clicking and selecting Paragraph > Indentation > Special > Hanging)

The publications used in the project are listed in alphabetical order according to the surnames of the authors.

- <u>A book with one author</u>
Author's Surname, Initials of the author's name. (Publication year). The title of the book. Publisher.

Sığrı, Ü. (2021). *Nitel Araştırma Yöntemleri*. Beta.

- <u>A book with multiple authors</u>
The surname of the first author, Initials of the first author's name., The surname of the second author, Initials of the second author's name., Other author's last names, Initials of their names. & Surname of the last author, Initials of the last author's name. (Publication year). The title of the book. Publisher.

Saruhan, Ş. C. & Özdemirci A. (2016). *Bilim, Felsefe ve Metodoloji*. Beta.

- <u>Chapter in an edited book</u>
Author's Surname, Initials of Author's Name. (Publication year). Name of the section. Initials of Editor's Name. Editor's Surname (Ed.), Title of the Book (page numbers). Publisher.

Bayrak, R. (2021). İmalat Sanayinin Lokomotifi Savunma Sanayi ve Tedarik Sürecinin Makroekonomik Yapı ve Değişkenlerle Etkileşimi. M. Polat & A. Yurttaş (Eds.), *Lojistik Gelecek* (p. 387-423). Nobel.

- <u>Organization as an Author</u>
Name of the organization. (Publication Year). Title of the book. Publisher.

Türk Dil Kurumu. (2021). *Yazım Kılavuzu*. Türk Dil Kurumu Yayınları.

- <u>Translated Work</u>
The surname of the author, Initials of the author's name. (Publication year). The title of the book (Trans. The first letter of the translator's name. Initials of the translator). Publisher.

Miles, J. A. (2016). *Yönetim ve Organizasyon Kuramları* (Trans. M. Polat & K. Arun). Nobel.

- Notation for articles in journals by one author

Author's Surname, Name. (Year of publication). Title of the article. Name of the journal, volume no. and (section no.), page numbers.

> Erdal, B. (2018). The relationship between sectoral foreign direct investment and macroeconomic variables: Empirical evidence from Turkey. *Journal of Applied Finance and Banking*, 8(3), 27-48.

- Notation for articles in journals by two authors

First Author's Surname, Initials of the first author's name. & Second Author's Surname, Initials of the second author's name. (Publication year). Name of the article. Name of the Journal, Volume (Issue), Page Numbers.

> Özyürek, H. & Dinç, Y. (2014). Time-driven activity based costing. *International Journal of Business and Management Studies*, 6 (1), 97-117.

- Notation for articles in journals by multiple authors

First Author's Surname, Initials of first author's name., Second Author's Surname, Initials of second author's name., Surnames of other authors, Initials of the other author's names. & Surname of the last author, Initials of the last author. (Publishing year). Name of the Article. Name of the Journal, Volume (Issue), Page Numbers.

> Yülek, M. A., Lee, K. H., Kim, J. & Park, D. (2020). State capacity and the role of industrial policy in automobile industry: A comparative analysis of Turkey and South Korea. *Journal of Industry, Competition and Trade*, 20, 307-331.

- Newspaper Article by No Author

Name of the Article. (Day Month Year). Name of the Newspaper, Page Numbers.

> Akademi ve Teknopark İşbirliği. (1 September 2021). Posta, 9.

- Unpublished Declaration

Surname of the Author, Initials of the author's name. (Publishing Year). Name of the article. Declaration presented in an academic event. Place: University.

> Baysal, Z. (2019). Strategic Entrepreneurship Dimensions: A Case Study in A Family-Owned Business. Declaration presented in the academic event *Qualitative Paper Development Workshop in Management & Marketing*. Eskişehir: Anadolu University.

- Unpublished Master's Degree or Doctoral Thesis

Author's Surname, Initials of Author's Name. (Publication Year). Title of the Thesis. Unpublished Master's Degree or Doctoral Thesis. Publisher: Name of the University, Name of the Institute.

Yeşilırmak, S. (2021). *KOBİ'lerin ihracatçı özelliklerini belirleyen mikro faktörlerin analizi: OSTİM kümelenmeleri üzerine bir karma yöntem araştırması*. Unpublished Master's Degree. Ankara: Ankara University, Institute of Social Sciences.

- Web Page

(If any) Surname of the Author, Initials of author's name. (Year Month Day). Title of the Article. The name of Web page. URL. Name of the organization (Year Month Day). Title of the Article. URL.

OSTİM Organized Industrial Zone (30 September 2021). *21. Yüzyıl Türk Dünyasının Yüzyılı Olacak*. https://www.ostim.org.tr/21-yuzyil-turk-dunyasinin-yuzyili-olacak

- Citing a secondary source (indirect citation)

After the original book tag, the phrase "as cited in ..." is used and then the tag of the work that is quoted is written. This method is used only in cases where the original work referenced cannot be accessed.

Schumpeter, J. A. (1961). *The theory of economic development—An inquiry into profits, capital, credit, interest, and the business cycle*. New York: Oxford University Press, as cited in A. Ege ve A. Y. Ege (2019). *How to Create a Friendly Environment for Innovation? A Case for Europe.* Social Indicators Research, (144), 451-473.

- Archival Documents

Name of the Archive. (Date, if any). (if any) Title of the document, Call number, box/file/item number (if any), leaf/page/place/file number (if any).

Prime Ministry Republic Archive. (15.08.1933), 03010, 198 352 11.

4.3 Ethical responsibility

All graduation projects written within OSTİM Technical University must comply with the rules of universal publication ethics which are also specified in the relevant legislation on Scientific and Academic Publication Ethics of OSTİM Technical University. There should be no repetition of previous theoretical or practical studies in the texts. All sources utilized should appropriately be cited as described within this guide. Sources that are not directly examined can not be cited as stand-alone information sources. Sources that are directly examined and quoted are shown together with their citations. Use of Artifical Intelligence (chatGPT etc.) to generate content for the project is strictly prohibited. If any sign of plagarism or use of AI is detected you will automatically fail from this project.

APPENDIX-1: Example of Outer Cover Page

OSTİM TEKNİK ÜNİVERSİTESİ
A N K A R A

REPUBLIC OF TURKEY

OSTİM TECHNICAL UNIVERSITY

FACULTY of ECONOMICS and ADMINISTRATIVE SCIENCES

" TITLE OF THE GRADUATION PROJECT"

GRADUATION PROJECT

INTERNATIONAL TRADE AND FINANCE

STUDENT NAME SURNAME

STUDENT NUMBER

ANKARA 2024

APPENDIX-2: Assesment Topics and Scoring

Scientific Qualification	Weight	D	J1	J2	Ort.
The objectives of the graduation project have been determined and designed in line with these objectives	**5**				
The fact that the study has been examined in line with the determined objectives and that the literature examined reflects the subject, its	**5**				
Compliance with the educational objectives of the program of study	**5**				
Acting in accordance with ethical principles, reflecting professional and ethical responsibility awareness	**5**				
The methods applied in the study have been selected correctly to achieve these objectives, and the ability to use modern methods and tools required by the profession has been proven.	**10**				
The ideas presented should contain original and creative thoughts	**10**				
Ability to identify, define and model the problem using the basic knowledge related to the department	**10**				
Ability to interpret and discuss solutions and results accurately	**10**				
Formal Qualification					
Compliance of the project with the writing guide and the way it is written	**10**				
Accuracy of source usage	**10**				
Presentation Qualification					
Fulfilled the necessary presentation procedures when starting to present the graduation project	**4**				
Visual equipment was used effectively, information technology was utilized	**4**				
Concepts are used correctly and clearly	**4**				
The student used the specified time effectively. The presentation was fluent and understandable.	**4**				
Questions were answered accurately and clearly.	**4**				
Total	**100**				

Success Grade (Absolute)	Success Grade (4s)	Letter Grade	ECTS Grade
100-88	4.00	AA	A
87-80	3.50	BA	B
79-73	3.00	BB	C
72-66	2.50	CB	D
65-60	2.00	CC	E
59-55	1.50	DC	-
54-50	1.00	DD	-
49-0	0	FF	FX

APPENDIX-3: Summary of Contents Table

Section Name	Summary of Contents
Preface	Following a short introductory paragraph about the project, the person, institution, etc. supporting the project is thanked.
Table of Contents	This is the section where the section and sub-section titles and page numbers in the project are shown. It is written justified on both sides.
Introduction	This is the section where the project is introduced. In this section, information is given about the subject and importance of the project and the contents of the project sections. Finally, the purpose of the work to be done in the project is stated.
Literature	In this section, studies related to the project subject should be explained by following the citation rules.
Methodology	This is the section where the methodology and field of the study is explained. All kinds of experimental instruments, tools, materials, theories, etc. used in the study are described in this section.
Findings	The findings of the project are described in this section.
Discussion and Conclusion	The results of the evaluation of the study findings are interpreted together with the existing literature. Suggestions are made for future research to improve the study.
References	The sources (books, articles, papers, etc.) used in the thesis are indicated.
Appendix	Calculations, tables, figures used in the project are included in this section if they are too many to interrupt the flow of the text.