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INSTITUTE OF NATURAL AND APPLIED SCIENCES

THESIS WRITING GUIDE

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**Institute of Natural and Applied Sciences
Thesis Writing Guide Preparation Committee**

Prof.Dr. Ünsal SİĞRİ

Prof.Dr.Mustafa POLAT

Asst. Prof. Hikmet BAL

Instructor Y.Bariş DOLUKAN

Research Assistant Saliha SÖKEN

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PREFACE

The general aim of postgraduate education, which provides professional, academic, personal development, social and economic benefits, is to enable the student to gain the ability to access, evaluate, interpret and produce new information by doing research in one of the fields of art or science. Other purposes of postgraduate education are;

- To prepare students for the job market,
- To ensure active participation of students in community life,
- To provide and support personal development,
- Developing and transferring the acquired knowledge,
- To make professional applications of this knowledge by gaining new knowledge,
- To enable the individual to develop theoretical and practical information on a subject that will interest her/him according to her/his own curiosity and desire, by making narrow but in-depth studies,
- To train highly qualified labor force in various service areas of the public and industrial sectors,
- To conduct research to solve the country's problems and
- To conduct research to produce the necessary technology for development.

With the start of graduate education at OSTİM Technical University, which has focused on finding solutions to the problems of the industry and the country since the day it was founded, numerous graduate students registered to the programs opened in the Institutes of Natural and Applied Sciences and Social Sciences in order to achieve these goals.

Producing new knowledge, bringing innovations to science, developing and applying a new scientific research method, or preparing an original thesis that develops a new application area related to a known scientific method is the last stage of the graduate education of these students. The theses that students prepare as one of the most important products of their academic education are both a result and an indicator of education.

This guide prepared for OSTİM Technical University Institutes of Natural and Applied Sciences and Social Sciences will ensure the standardization of the graduate theses and guide the students in order to make the most appropriate presentation to the scientific discipline in accordance with the characteristics of the education received. In the guide, the rules that are required to be followed in writing the thesis are included in written and visual form. We hope that the guide will be helpful and guiding to all students and thesis advisors of OSTİM Technical University, and that the theses, which will be prepared in accordance with ethical rules that contribute to industry and science, will be published as qualified intellectual and academic products of OSTİM Technical University Institutes.

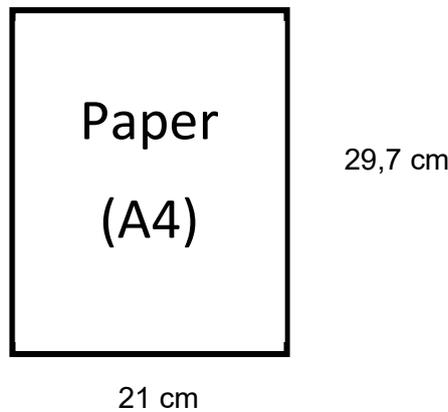
1. General Information

1.1. Ethical Responsibility

In all theses written within OSTİM Technical University Institutes, universal publication ethics rules, Higher Education Institutions Scientific Research and Publication Ethics Committee Directive, which was made by the General Assembly of YÖK on 29.08.2012 and entered into force with the decision numbered 2012.18.946, and OSTİM Technical University Scientific and Academic Publication. The principles specified in the relevant legislation on ethics are complied with. It is essential that the subject of the theses is original and that it contributes to the field. In the theses written at OSTİM Technical University, it is important to be integrated with industry, entrepreneurship, innovation and practice. Theses shall not be a repetition of previous theoretical or applied studies. All sources used in theses shall be cited. Taking another thesis, in whole or in part, is considered plagiarism and is also a crime by the Law on Intellectual and Artistic Works No. 5846. The sources used in the thesis are duly shown and presented. Sources that are not directly reviewed are not cited as stand-alone sources of information. Sources that have been directly examined and quoted are given with their citations. Sentences or paragraphs in the text of the thesis cannot be taken from another text without citing sources, except for quotation marks.

1.2. Paper Specifications to be Used in the Thesis

A4 standard (21 x 29.7 cm, 80 g/m²) first pulp white paper should be used in writing the thesis. The thesis paper is printed and reproduced without deteriorating its properties, and care is taken to ensure that all copies are legible and clear. In case of adding (picture, project, etc.) to the thesis text, the paper size can be changed in the appendix with the approval of the thesis advisor.



1.1. Cover and Binding

The cover of the thesis is bound with good quality white cardboard. The thesis, together with its entire scope, is delivered in a single volume by being glued appropriately. All material that exceeds the standard size is placed in an envelope or box and pasted on the inside of the back cover of the thesis. Thus and so, the thesis is submitted as a whole.

1.2. Press

Theses are printed in black using a computer and laser printer using both sides of the paper. Color printing can be used on the pages that are requested to be specially colored.

1.3. Spelling Rules

The language of instruction in OSTİM Technical University Institutes is Turkish and English. In this context, theses are written in Turkish in Turkish programs where the program is carried out, and in English in English Programs. In Turkish thesis writing, the rules specified in the Turkish Language Institution Spelling Guide and the Turkish Dictionary are followed, and in the theses written in English, the English Grammar orthography and spelling rules are followed. Theses written in a foreign language are checked by a third person speaking the native language of the said language in terms of spelling and grammar. First person narration is not used in theses, except for the originality report, ethical statement, dedication, acknowledgment, preface and footnotes. Narration is done in the third person.

1.4. Page and Text Layout

The thesis text block is placed with a margin of 3 cm from the left edge of each page, and 2.5 cm from the right, bottom and top edges. The text block snaps right and left, with each line aligned. For paragraphs that will start with content, a 1.0 cm margin is left from the left margin. Footnotes do not exceed the lower limit.

The font to be used is Times New Roman 12 punto or Arial 11 punto; The letter size of the main text is 12 punto, footnotes and explanations under the table are 10 punto. Where 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. No spaces are left before punctuation marks. The headings of the sections in the text are written in accordance with the text font and size. If 12 punto font is used in the thesis, first degree titles (Chapter titles) are 12 punto, capital letters and dark/bold; second, third and fourth degree subheadings are written in 12 punto, only the initials are capitalized and dark/bold. Lower-level titles are not used unless necessary. Words are not divided by hyphenation at the end of the line. Italic fonts can be used when necessary. One space is left after punctuation marks.

In footnote texts, Times New Roman 10 punto or Arial 9 punto are used. Tables and figures are written with the font used in the text. The font size is written in two punto lowercase; in this case, the font size can be reduced to 8 punto if necessary. The font and size should be consistent within the text of the thesis, tables, and figures. Long direct quotations/quotes written inside by pulling from the left margin are written 2 punto smaller than the font used in the text.

Tables and figures that do not fit on a single page can be made to fit on a single page by using smaller characters (not less than 8 punto).

1.6.1. Page Number

Pages are numbered at the bottom and middle of the page and no signs such as parentheses or lines are placed on the front or back. All pages should be numbered except for the outer and inner covers. Starting from the acknowledgments page, the first pages before the main text are numbered as “i, ii, iii, iv, v”, and the main text pages starting with the introduction are numbered as “1, 2, 3, 4, 5”. If the page is to be used horizontally, the page number should be in its vertical position.

1.6.2. Line Spacing

There shall be 1.5 lines between the lines in the main text. The same spacing should be used in the captions of the figures, the explanations of the tables, and the citations and references index. Line spacing should be 1 line in footnote texts. Line spacing between paragraphs should be 1.5 lines. Except for the abstract and references, each new paragraph should start 1.0 cm indent. For the first-order chapter headings and the first pages that come before the main text, a page turn is made. Two-line spacings are left after these headings. Two line spacing is left before the second- and third-degree headings. One line space is left between the main text and the figure, equation, and table. There is also a line of space between the figure and the caption of the figure and the table and the table caption.

1.6.3. Section and Subsection Headings

Acknowledgments, Öz (Turkish Abstract), English Abstracts (Abstract, Table of Contents, etc.) that come before the main text of the thesis are not numbered. These headings, which come before the main text, are written in 14 font size, using bold and capital letters and centered on the page.

The main text of the thesis is numbered. In this context, the chapters are numbered, including the INTRODUCTION. First-degree titles are written in the middle of the page, while other titles are left aligned.

Third-degree titles are started 1.0 cm in, and fourth-degree titles are started 2.0 cm in. The main and subsection titles are shown as follows.

1. FIRST LEVEL TITLE

1.1. Second Level Title

1.1.1. Third Level Title

1.1.2. Third Level Title

1.1.2.1. Forth Level Title

1.1.2.2. Forth Level Title

1.2. Second Level Title

First-level chapter titles are written in capital letters. In quadratic headings, the first letter of each word is capitalized, and the others are lowercase. In third- and fourth-level titles, the first letter of the first word is written in capital letters and the others are written in lower case. Conjunctions (such as and, with, or) in titles other than first level should be written in lower case. All chapter titles are written in bold.

2. Sections of the Thesis

2.1. Front Section

2.1.1. Outer Cover

The thesis is delivered to the institute in spiral binding with the aim of checking it before the defense. When it is finally delivered to the Institute, it is bound with a white cardboard cover. Page margins are adjusted to be 3 cm from all sides and line spacing to be 1.5 line spacing. The cover page is framed with a frame thickness of 1 nk. 0 punto (letter size) space is left before and after paragraphs. All information is centered and written in 12 pt, capital letters and bold. Only the "Title of the Thesis" and the type of thesis (MASTER'S/DOCTORATE) are written in 14 punto.

1 cm space is left at the top of the page. Then, the logo of OSTİM Technical University (2.5 cmX2.5 cm) is placed in the middle. Subsequently, the information in the first five lines (University, Graduate School, Department and Program information) is given one after the other. Then 3 cm. space is left. After the thesis title and before the thesis type, 2 cm. space is left, and the type of thesis (MASTER'S THESIS/DOCTORAL THESIS) is written.

1 cm from the bottom center of the cover frame. On top of it, the date information is given as the city and year in which the thesis was prepared. On the city and date information, the name of the person who prepared the thesis is written, 2 cm space is left apart. Appropriate changes can be made in the intervals according to the length of the title of the thesis. (See APPENDIX-1)

2.1.2. Inner Cover Page

The first inner cover page of the thesis is prepared to be the same as the outer cover. The inner cover page of the thesis is printed on standard A4 paper as in the whole thesis. (See APPENDIX-2)

2.1.3. Back Cover Text

On the back of the thesis, the name and surname of the person who prepared the thesis, the name of the thesis and the year of acceptance of the thesis are included. This information is written in 12-point dark/bold and capital letters and is centered horizontally and vertically within the relevant sections. (See APPENDIX-3)

2.1.4. Thesis Acceptance and Approval Page

The approval page includes the name of the thesis preparer, the title of the thesis, the dates when the thesis was submitted to the institute and defended, the statement stating that the thesis was successful by unanimous/majority of votes, the titles and names of the thesis advisor and the jury members who approved the thesis. Jurors; After the thesis defense is over and all corrections are completed and the thesis takes its final form, he/she states that they accept the thesis by signing the places on this page. (See Appendix-4)

2.1.5. Originality Report

The report to be taken regarding the originality of the thesis is prepared in accordance with the format in APPENDIX-5 and included in the thesis. The similarity rate in theses prepared within the scope of graduate education studies at OSTİM Technical University Institutes cannot be over 15%, excluding references, quotations and parts that overlap less than 5 words. If plagiarism is detected in the prepared thesis, action is taken according to the current legislation. (See Appendix-5)

2.1.6. Thesis Ethical Statement

The Thesis Ethical Statement, which includes that the thesis has been prepared in accordance with academic ethical rules, is given in accordance with the example in APPENDIX-6, signed by the student, and the ethical statement is included in the thesis after the originality report. (See Appendix-6)

2.1.7. Acknowledgments Page

Thesis acknowledgment page can be prepared optionally. If there are dedicated people/persons/institutions, they are written in italics at the top of the thank you page, aligned to the right, 6 cm below the top of the page, in 12 font size. The acknowledgment page is prepared in short and the names of the people who contributed directly to the thesis and the people who contributed, although they do not have a duty, 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. (See Appendix-7)

2.1.8. Preface

In the preface, how the thesis topic is determined, how it is limited, the stages in the process of determining the thesis topic are explained and the mental background in the process until the thesis starts is given. In this section, the reason for the study and the stages of the study are also given. Information is given about the content of the study and which parts it consists of. If the thesis is prepared within the scope of a project, the name of the project and the relevant institutions are included in this section. Institutions' contributions to the thesis are included here, and institutions can be thanked in this section. The preface should not exceed three pages.

2.1.9. Turkish and English Abstract (Abstract)

On the abstract and abstract pages, the phrase ÖZ-Abstract is written first in the upper middle of the page, all in bold, capital letters and aligned to the middle. Then the author's name, OSTİM Technical University, Institute name, Program name, the type of the thesis, the number of pages (the part outside the thesis body is indicated with Roman numerals) and the year the thesis was prepared are written, followed by the title of the thesis, all in capital and bold. Then, a line spacing is left and the text is passed by making a paragraph without indentation. The abstract contains the thesis abstract in 1-2 paragraphs, with a maximum of

250 words. In essence, The aim of the study, its scope, the methods applied, the material used, the important findings and results revealed in the study are included. The Turkish and English Abstract pages do not include fonts other than normal fonts and matters such as tables, figures, symbols, and equations. The English abstract is prepared under the title of "abstract", considering the same issues. The titles "Abstract" and "Abstract" are written at the top of the page, centered and in bold, capital letters. Two lines of spacing are left after the title. It should not be forgotten that the thesis is not an introductory part and should include the entire thesis. Keywords, on the other hand, are written at the end of the Turkish / English text, leaving two lines of spacing. The number of keywords does not exceed 5. If the thesis has been prepared with the support of an institution, the name and project number of the relevant institution / organizations are written by leaving a line spacing after the keywords. (See APPENDIX-8)

2.1.10. Table of Contents

It is the part where the titles in the front part, the text part and the last part of the thesis are indicated together with the page numbers. Each title and page number used in the thesis are given exactly on the Table of Contents without any changes or abbreviations. Only the main section titles are written in bold/bold and capital letters, while the second-, third- and fourth-degree sub-headings are shown only in capital letters. First degree titles are written without indentation at the beginning of the line, while 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. (See APPENDIX-9)

2.1.11. Index of Tables, Figures, Symbols, Equations and Abbreviations

In these lists, which are located at the front of the thesis after the Table of Contents; Tables, figures and symbols in the thesis are listed in order of numbers in the text, with their headings and page numbers. The abbreviations related to the field of study used in the text are listed in alphabetical order. The clear form of the abbreviation is indicated next to each abbreviation. Graphs and maps are also considered figures and included in the list of figures.

If tables are used in the text of the thesis, a list of tables is prepared. In this case, the title "TABLES" is used and centered at the top of the page in capital letters and bold. After the title, 2 lines are left. The table names in the tables list are the same as the table titles in the text, and the page numbers with the tables are given in the index. Tables should be placed on the first page of the thesis or on the next page. There should be 1 line spacing between the Table or Figure and the text before it (or Table or Figure). Table title in the upper part of

the table, 1 line spacing should be left between the Table Title and the Table. (See APPENDIX-10)

If figures are used in the text of the thesis, a list of figures is prepared. In this case, the title "SHAPES" is used and centered at the top of the page in capital letters and bold. After the title, 2 lines of spacing are left.

Symbols used in the text (eg. a, b, t, ?, c.b.) should be explained in the first place in the text in accordance with one of the examples below. Descriptions of all symbols should also be presented in alphabetical order under the heading 'List of Symbols and Abbreviations'. (See APPENDIX-12)

2.2 Thesis Text

The thesis begins with the "Introduction" section and ends with the "Conclusion and Suggestions" section. Between these two sections, within the scope of the aim and scope of the thesis, the other sections are arranged in an appropriate way and the narrative order is fluent. The narration is clear and simple, and scientific language is used in accordance with grammar and spelling rules.

In the introduction, the aim, scope, importance, limitations, research problem and research methods of the thesis are given. This information can also be given in the form of subsection titles such as "Purpose", "Scope", "Methodology/Method", "Theoretical Framework".

In the main text of the thesis, appropriate section titles can be used according to the nature of the thesis subject, the details of the research and the findings. In the thesis, the theoretical basis, literature research, methodology/method and findings of the study are presented in general. The thesis is written in sections with a logical structure. The tables and figures in the text of the thesis are cited in the text.

Table title or descriptive statements about the table should be placed at the top of the table. Titles or explanatory statements about the figures are given at the bottom of the figure. One line space is left between table and figure captions and tables and figures.

The conclusion section is the section where the results obtained in the thesis study are comprehensible and concise. Following the presentation of the achieved results, suggestions

can be made for subsequent research and managers. In this case, the title "Conclusion" or "Conclusion and Suggestions" can be used.

After the conclusion, there is the "References" section. The title "References" is written in capital letters, in bold, in the first line of the text area, aligned to the left margin. A source that is not used in the thesis writing and is not mentioned in the text is not included in the "References" section. A source used and cited in the text must be included in the "References" section. Quotations can be given by interpreting, or they can be given as they are, provided that they are stated in quotation marks. In both cases, the cited source is cited and the relevant studies are included in the references section. References are written with 1.5 line spacing, 1 line space is left between the two references.

"IEEE" (Institute for Electrical and Electronics Engineers)" citation system is used for citations to be made for quotations in theses made at OSTİM Technical University and for writing the "References" section. The document numbers in the references list are arranged in order from smallest to largest. It is also a common practice to abbreviate the names of periodical journals that are widely known in the literature during the writing of the references. The author can also use commonly accepted journal name abbreviations.

2.2.1. Appendices

Information that may interrupt the fluency but also may be useful in terms of the field of study is given in the Appendix. In the text, Tables, Figures, etc. in the form of many consecutive pages, which are thought to prevent continuity in reading should be given in the Appendix section. In addition, Tables, Figures, Plates and Maps, which should be given as a single piece but lose their legibility if reduced to size, should also be given in the appendices. Appendices are numbered as "Appendix 1:, Appendix 2:, Appendix 3: ..." and a title is given to each appendix. The words in the title are written in bold and the first letters are capitalized. The appendix number and title are given above the appendix text and aligned to the left in accordance with the general page layout in the thesis text.

Multi-page appendices can be given as an attachment to the thesis in CD or DVD form, if requested or deemed necessary. The discs are placed in a pocket (CD envelope) to be made inside the back cardboard cover of the thesis. An information giving note about the content is written on the discs with a CD pen. (Example: Title of Thesis, Name of the Thesis Owner,

Surname, Attachment ...: Title of Attachment). The appendix given as a CD or DVD is also indicated in the Table of Contents and a CD or DVD note is written instead of the page number.

2.2.2. Curriculum Vitae

Personal information, educational status, work experience and publications, if any, of the thesis owner can be found under the Curriculum Vitae. Here, the previous publications / papers / presentations of the thesis owner should be written and listed according to the rules specified in the references. The publications and presentations derived from the thesis of the thesis owner, if any, should be written and listed under a separate heading, according to the rules specified in the references.

2.2.3. Other Attachments (CD-ROM, Portable Memory, Memory Stick, Video cassette etc.)

In the thesis; the material that cannot be presented with the thesis due to its size, quality or scope is submitted separately from the thesis under the title of "APPENDIXES" and in a separate cover or in a suitable box or envelope. Their top cover and page layout will be exactly the same as the thesis cover.

3. Cite Sources

This section is one of the most important sections of the thesis. It should not be forgotten that it is the basic principle to provide the necessary information completely so that a document referred to in the preparation of this section can be easily obtained by the reader. The citation method accepted by the Institute of Natural and Applied Sciences is the "IEEE 2018" citation format. The document numbers in the list of references are prepared by ordering from smallest to largest.

It is also a common practice to abbreviate the names of periodical journals that are widely known in the literature during the writing of the references. The author can also use commonly accepted journal name abbreviations (eg. IEEE Trans. on Veh. Tech.). However, if the widely accepted abbreviation form is unknown, the journal name should be written clearly (eg.: IEEE Transactions on Vehicular Technology. In the list, the publications of the same author(s) in different years should be listed according to the most recent publication. The publications of the same author(s) belonging to the same year should be listed with the letters a, b, c following the publication year (eg.: 1998a, 1998b).

In the writing of the reference, 1.5 line spacing should be used, and there should be 1 line space between two consecutive references. In the "REFERENCES" list of the documents mentioned above, the conditions to be applied on the "IEEE" reference are given below with examples.

Scientific Periodicals:

[1] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. ##-##, Abbrev. Month, year.

[1] D. A. Eberly, "LEED EB case Study: Achieving platinum and the Energy Star label for corporate headquarters," Energy Engineering, vol. 105 no. 3, pp.23-37, 2008.

Scientific Periodicals with "DOI":

[2] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. ##-##, Abbrev. Month, year, DOI: xxx.

[2] M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," IEEE Trans. Biomed. Eng., vol. 58, pp. 2787–2793, Oct. 2011, doi: 10.1109/TBME.2011.2158315

Online Scientific Periodicals:

[3] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. ##-##, Abbrev. Month, year. Accessed: Month, Day, Year, DOI: 10.1109.XXX.123456. [Online]. Available: <http://site/path/file>

[3] W. P. Risk, G. S. Kino, and H. J. Shaw, "Fiber-optic frequency shifter using a surface acoustic wave incident at an oblique angle," Opt. Lett., vol. 11, no. 2, pp. 115–117, Feb. 1986. [Online]. Available: <http://ol.osa.org/abstract.cfm?URI=ol-11-2-115>

Books:

[4] J. K. Author, "Title of chapter in the book," in Title of His Published Book, xth ed. City of Publisher, (only U.S. State), Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. ##-##.

[4] B. Klaus and P. Horn, Robot Vision. Cambridge, MA, USA: MIT Press, 1986.

Edited Books:

[8] J. K. Author, "Title of chapter in the book," in Title of Published Book, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. of Publisher, year, pp. ##–##.

[8] L. Stein, "Random patterns," in Computers and You, J. S. Brake, Ed., New York, NY, USA: Wiley, 1994, pp. 55–70.

e-books:

[5] J. K. Author, "Title of chapter in the book," in Title of Published Book, xth ed. City of Publisher, State, Country: Abbrev. Of Publisher, year, ch. x, sec. x, pp. ##–##. [Online]. Available: <http://www.web.com>

[5] G. O. Young, "Synthetic structure of industrial plastics," in Plastics, vol. 3, Polymers of Hexadromicon, J. Peters, Ed., 2nd ed. New York, NY, USA: McGraw-Hill, 1964, pp. 15–64. [Online]. Available: <http://www.bookref.com>

Theses:

[6] J. K. Author, "Title of thesis," Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

[6] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

Reports:

[7] J. K. Author, "Title of report," Company, City, State, Country, Rep. no., (optional: vol./issue), Date. Accessed: Date. [Online]. Available: site/path/file

[7] R. J. Hijmans and J. van Etten, "Raster: Geographic analysis and modeling with raster data," R Package Version 2.0-12, Jan. 12, 2012. [Online]. Available: <http://CRAN.R-project.org/package=raster>

Standards:

[8] Title of Standard, Standard number, Corporate author, location, date.

[8] Frequency Response and Bias, NERC Reliability Standard BAL-003-0.1b, May 2009

Conference/Symposium Paper:

[10] J. K. Author, "Title of paper," in Abbreviated Name of Conf., City, State, Country, year, pp. ##–##.

[10] L. S. Carmichael, N. Ghani, P. K. Rajan, K. O'Donoghue, and R. Holt, "Characterization and comparison of modern layer-2 Ethernet survivability protocols," in Proc. 37th Southeastern Symp. Syst. Theory (SSST 2005), Tuskegee, AL, USA, Mar. 20–22, 2005, p. 124.

Conference/Symposium Book:

[9] J. K. Author, "Title of paper," in Abbreviated Name of Conf. in Volume Title, in Series Title, ed., year, pp. ##-##.

[9] A. Amador-Perez and R. A. Rodriguez-Solis, "Analysis of a CPW-fed annular slot ring antenna using DOE," in Proc. IEEE Antennas Propag. Soc. Int. Symp., in Slot Ring Antennas II, vol. 3, 2nd ed., Jul. 2006, pp. 4301–4304.

Online Conference/Symposium (over Internet):

[10] J. K. Author. (Date). Title. Presented at Abbreviated Conf. title. [Type of Medium]. Available: /site/path/file

[10] V. Chandrasekaran, S. Sanghavi, P. A. Parrilo, and A. S. Willsky. (2009). Sparse and low-rank matrix decompositions. Presented at IFAC 2009. [Online]. Available: <http://www.sciencedirect.com/science/article/pii/S1474667016388632>

e-Publication:

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Internet (www/ftp) Sources:

[12] J. K. Author. "Page Title." Website Title. Web Address (retrieved Date Accessed).

[12] J. Smith. "Obama inaugurated as President." CNN.com. http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html (Accessed: Feb. 1, 2009).

Software / Software Documentation:

[13] J. K. Author (or Abbrev. Name of Co., City of Co. Abbrev. State, Country). Name of Manual/Handbook, x ed. (year). Accessed: Date. [Online]. Available: <http://www.url.com>

[13] Antcom, Torrance, CA, USA. Antenna Products. (2011). Accessed: Feb. 12, 2014. [Online]. Available: <http://www.antcom.com/documents/catalogs/L1L2GPSAntennas.pdf>

E-encyclopedia and Books:

[14] J. K. Author, "Title of chapter in the book," in Title of Published Book, xth ed. City of Publisher, State, Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. ##-##. [Online]. Available: <http://www.web.com>

[14] The Terahertz Wave eBook. ZOmega Terahertz Corp., 2014. [Online]. Available: http://dl.z-thz.com/eBook/zomega_ebook_pdf_1206_sr.pdf. Accessed: May 19, 2014.

Lecture Notes:

[15] J. K. Author. (Year). Title of lecture [Type of Medium]. Available: URL

[15]Z. Yardish. Tumbling past data [Online]. Available: <http://www.statistics.cotr.ca/classes/statistics/Yardish/index.html>

References with the IEEE reference system are summarized in the table below.

Material Type	Works Cited
Printed Book	[1] D. Sarunyagate, Ed., Lasers. New York: McGraw-Hill, 1996.
Book Section	[2] G. O. Young, "Synthetic structure of industrial plastics," in Plastics, 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15-64.
e-book	[3] L. Bass, P. Clements, and R. Kazman, Software Architecture in Practice, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.
Journal Article	[4] G. Liu, K. Y. Lee, and H. F. Jordan, "TDM and TWDM de Bruijn networks and shufflenets for optical communications," IEEE Trans. Comp., vol. 46, pp. 695-701, June 1997.
Conference Text	[5] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004, J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.
Conference Paper	[6] T. J. van Weert and R. K. Munro, Eds., Informatics and the Digital Society: Social, ethical and cognitive issues: IFIP

	TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany. Boston: Kluwer Academic, 2003.
Technical Report	[7] K. E. Elliott and C.M. Greene, "A local adaptive protocol," Argonne National Laboratory, Argonne, France, Tech. Rep. 916-1010-BB, 1997.
Patent	[8] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, Jul. 16, 1990.
Standard	[9] IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
Thesis	[10] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.

3.1 Explanatory Footnote

Explanatory footnotes contain all kinds of information and notes regarding the parts of the text that require additional explanation. Information that will disrupt the flow and integrity of the text, but which is deemed necessary to be added, can be presented in this way. Footnotes exceeding 12 lines are given in the Appendix. 1 full line spacing should be left after the footnote line, and the footnote number should be written as superscript¹ full line spacing should be used in the writing of the footnote and the character size should be 10 punto. When multiple footnotes are used on the same page, consecutive footnotes must start at the beginning of the line. If more than one footnote is used, they are numbered consecutively, starting from 1 in the order of indication (starting from the first page).

3.2 References

References is prepared by listing the document numbers of all the works cited and referenced in the text, from smallest to largest. All sources included in the text should be included in the reference list. It is important that the information given in the sources and the references made in the text are consistent.

3.2.1. References Title

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

3.2.2. Line Spacing of References

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

4. Direct and Indirect Quotations

Transfers from a source can be made in two different ways as direct and indirect. In direct quotations, the text is transmitted as it is in the original source, while in indirect quotations, the author rewrites the text in his or her own words, reflecting the meaning of the text, without taking it literally.

4.1 Direct Short Quotation

In direct short quotations, texts not exceeding 3 lines in length or 40 words are given in double quotation marks and the source is cited at the end of the quotation.

Example:

...“ There are a number of factors necessary to benefit from computers in education, and teacher training comes first [1]”.

4.2 Long Direct Quotations

In long direct quotations, texts longer than 3 lines or 40 words are given as a separate paragraph, 2 punto smaller than the font size used in the main text, and starting 2 cm from the left. At the end of the quotation, reference is made to the relevant source.

Example:

Article 1 – The purpose of this law; to determine the aims and principles related to higher education and to regulate the organization, functioning, duties, authorities and responsibilities of all higher education institutions and their superior institutions and the principles related to education, research, publication, teaching staff, students and other personnel in integrity [2].

4.3 Indirect Quotation (Citation)

In indirect quotation, the author rewrites the expressions in the relevant source in a way that does not change their meaning. Quotation marks or a different font are not used in such quotations. Only at the end of the text reference is made to the relevant source. If there are indirect quotations from more than one source, semicolons are used between the quotations.

“Citation” (citing references) is a process that must be applied inevitably and correctly in every scientific study. On the other hand, citation is also an indication of the value given to similar previous studies. For this reason, it is both scientifically unethical and illegal to use all kinds of written or drawn results of studies carried out by others as a result of intense efforts, without citing the source. All responsibility for paying attention to this issue belongs to the thesis

author. It is essential that every reference mentioned in the thesis is included in the "REFERENCES" section of the thesis. Similarly, the sources in this list should also be mentioned in the text.

The cited documents should be numbered sequentially in the text of the thesis, with the number of the first mentioned document [1] (eg.: Yülek, [18]).

Examples that can be applied in reference to other works in the text are given below.

Example: System elasticity can be linearized around a certain operating point, but in this case lower and upper harmonics, which are the most important characteristics of nonlinear system vibrations, cannot be observed. [18]

Example: Karaçay [18] attributes this difference to the fact that the elasticity shows a stiffening spring behavior.

Citation should be chosen according to the surname of the author, not the publication date.

Example: According to Aktürk [12]

When the works with two authors are cited, the word 'and' should be placed between the surnames of the authors.

Example: According to Candan and Yülek [22]

When the works belongs to more than two authors, "et al." abbreviation should be used after the surname of the first author to give the meaning of "and others". For example, if "Bal, H.; Karaçay, T; Aktürk, N." are the authors of a source, you can cite this source like below:

Example: Bal et al., [14]

If more than one work is cited at the same time, they should be ordered from the oldest to the newest publication, and the publications should be separated by "comma", ",".

Example: [18, 21, 37, 43]

5. Representation of Tables, Figures and Equations

Tables, figures and formulas in the text should be named and given in accordance with the principles of page layout. Before the relevant table, figure (including pictures, graphics, maps) or formula is given, reference should be made in the text. The cited table, figure or formula should be placed as close as possible to the first mention. The formulas to be used in the thesis are defined as "Equality".

Example:

$$\rho \frac{DV}{Dt} = F_b - \nabla p + \nabla \cdot \tau_{ij} \quad (3.78)$$

$$\frac{D}{Dt} = \frac{\partial}{\partial t} + u \frac{\partial}{\partial x} + v \frac{\partial}{\partial y} + w \frac{\partial}{\partial z} \quad (3.79)$$

Explanation of Equations in Text:

... Conservation of momentum in viscous flow is expressed by the Navier-Stokes equation in Eq.3.78. In this equation, ρ refers to specific gravity, V refers to velocity vector, τ refers to stress tensor, p refers to pressure, F_b refers to body forces, ∇ refers to divergence operator. The explanation of $\frac{D}{Dt}$ is given in Eq.3.79., and it is the operator used to obtain transmission changes in Cartesian coordinates with change according to time.

5.1. Representation of Tables

Information on the numbering of the tables, the formal principles of their titles, the citation of the sources and the placement within the text are given below.

5.1.1. Writing Table Numbers and Titles

The table number and title are written above the relevant table, centered. The table number is determined as the first digit is the section number and the second digit is the table number (For example, for the 2nd Table in the 1st Section, the table title is added after the expression "Table 1.2."). The title of the table is written with the font and font size used throughout the text, the front part is bold, the title of the table is normal and the initials of the words are capitalized.

Example

Table 1.2. 2020 Year-End Realizations of Performance Indicators

5.1.2. References in Tables

It is a basic scientific ethical rule to cite the relevant source in all kinds of visual and written elements like tables and figures used in the text of the thesis, published or unpublished by other authors. Authors should be careful in this regard. References to figures, tables, etc. taken from another publication should be in accordance with the example below.

Example

Table 4.6. QFL and QmFLt values [17; 23]

5.2. Showing the Shapes

Information on the numbering of the figures, the stylistic principles of their titles, the citation of the sources and the placement within the text are given below.

5.2.1. Writing Numbers and Titles of Figures

The numbers and titles of the figures included in the text are given under the relevant figure. Figure number is determined as the first digit is the section number and the second digit is the figure number (For example, for the 2nd Figure in the 1st Section, the figure title is added after the expression "Figure 1.2."). The figure title is written with the font and font size used throughout the text, the front part is bold, the title of the figure is normal and the initials of the words are capitalized.

Sample:



Figure 1. 2. OSTİM Technical University Logo

5.2.2. References in Figures

References in Figures, tables, etc., taken from another publication should be in accordance with the example below.

Sample:

Figures 4.4. QFL and QmFLt diagram

5.3. Representation of Equations

Equations are written using the equation editor or a program accepted by the institution. Before and after the equations, a 6-point spacing is left. The equation is aligned centered. On the far right of the line where the equation is located, the equation number is written in parentheses, as the first digit is the section number, the second digit is the equation number.

While numbering the equations, the number should not be preceded by the word equality and should be numbered according to the order in the main section. Equality number should be given in the right of the equation, in the last column of the page and in round parentheses (...). When referring to equality in the text, it should be written as in “Eq. 2.2” (For example, “(1.2)” for Equation 2 in Part 1).

Sample:

$$4x + 3y = 7$$

$$5x - 3y = 2 \quad (1.2)$$

6. Final Procedures for the Thesis

6.1. Obligations

6.1.1. Obligations of the Student

- Filling the Thesis Entry Form by logging into the thesis automation system when the thesis proposal is accepted,
- After being successful in the thesis exam/defense, updating the information about the thesis that has previously been entered into the thesis automation system,
- To make the thesis ready in print,
- Making the thesis ready in a compact disc (CD),
- To submit the thesis together with other relevant documents to the Institute Directorate in due time.

6.1.2. Obligations of the Institute

- Receiving the theses and other related documents from the students,
- Uploading the thesis to the electronic thesis automation system,
- To distribute printed and electronic copies of theses,
- To keep one copy of the theses in the Institute archive.

6.2. Preparing the Thesis in Printed Media

Theses, which are accepted by the thesis jury and given their final shape, are checked once again by the office of the Institute Directorates and at least three copies of a white cardboard binding are made.

6.3. Submission of Theses

Three copies of theses and documents are received by the institutes by checking the accuracy of the content of the thesis by comparing the content of the files on the compact disk (CD) with the content of the bound thesis. To name CD, “name_surname_#####_thesis” is used. The number shown here with “#####” refers to the “Reference Number” to be taken from YÖK National Thesis Center.

6.4. Uploading Theses to the National Thesis Center

Uploading the theses to the YOK (Council of Higher Education) National Thesis Center database is carried out by personnel who have been given institutional authorization on behalf of the Institute. The institute officer clicks the [Member Login] text on the upper right corner of the <https://tez.yok.gov.tr/UlusalTezMerkezi> web page, logs in to the Thesis Automation System via the Institute Login link on this page and uploads the thesis.

6.5. Arranging, Opening and Postponing Access to Theses

The National Thesis Center checks the bibliographic information of the theses uploaded to the Thesis Automation System by the institute, organizes them according to the cataloging rules, determines the headings and opens them to access over the internet as full text.

In the event that a patent application is made for the graduate thesis or the process of obtaining a patent continues, the Graduate School Administrative Board may decide to postpone the accessibility of the thesis for two years, upon the recommendation of the thesis advisor and the approval of the Institute. With the recommendation of the thesis advisor, the approval of the Graduate School Department and the reasoned decision of the Administrative Board of Institute, access to the thesis may be blocked for a period not exceeding six months regarding the theses that contain information and findings that use new methods, techniques and materials, that have not yet been published or protected by methods such as patents and that may create an opportunity for unfair gain to third parties or institutions if shared on the internet.

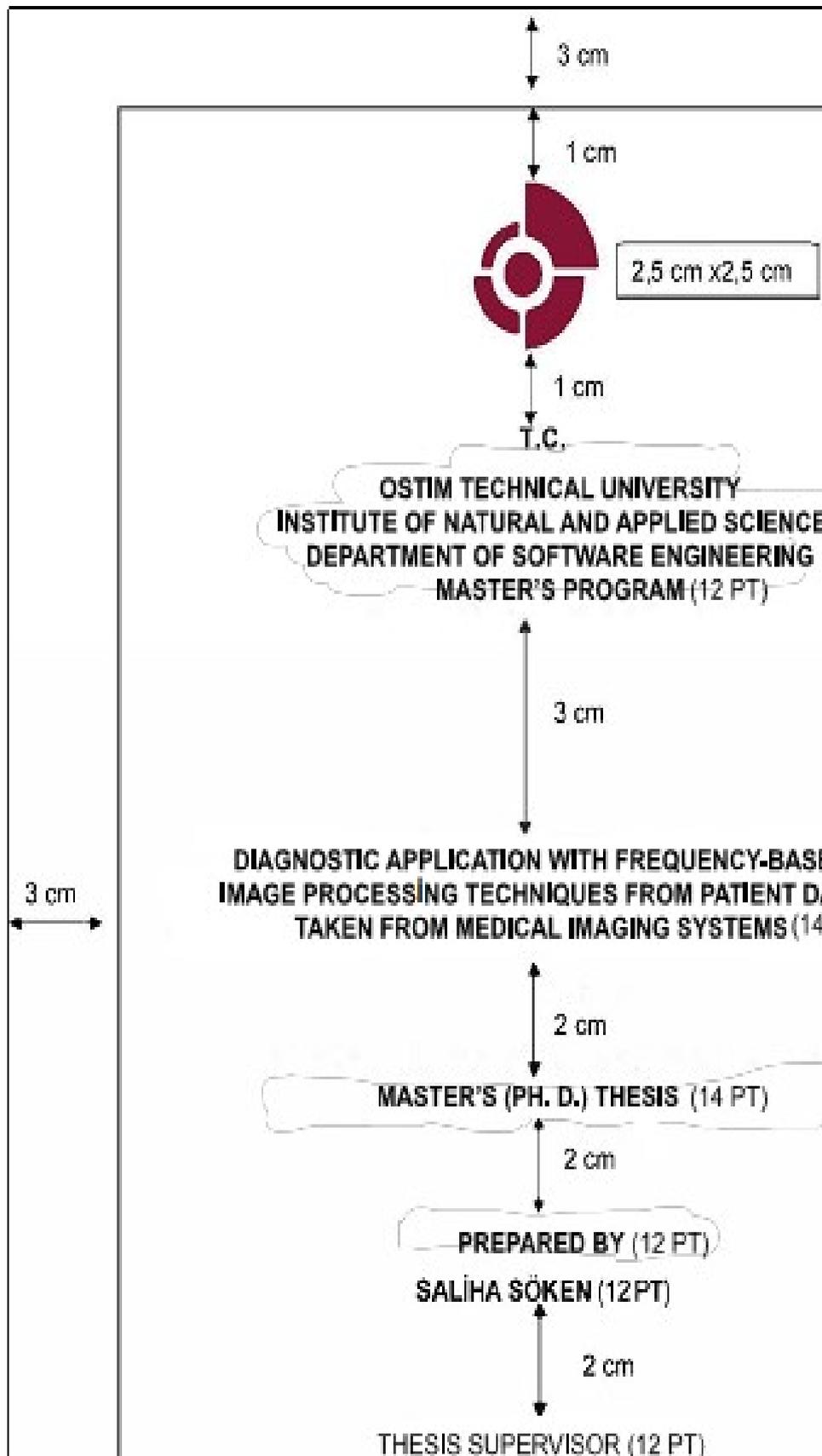
6.6. Submission of Theses to OSTİM Technical University Library

A copy of the thesis and a signed Thesis Submission Form are delivered to the OSTIM Technical University Library by the Institute. A copy of the thesis is also kept in the Institute library. In the thesis submission the thesis preparation and submission checklist in Appendix-13 is used.

APPENDIX-1: Sample of Outer Cover Page

	THESIS/ PROJECT TITLE Name Surname 2022	<div style="border: 1px solid black; padding: 10px; text-align: center;">  <p>T.C. OSTİM TECHNICAL UNIVERSITY INSTITUTE OF NATURAL AND APPLIED SCIENCES DEPARTMENT OF ...</p> <p>THESIS/PROJECT TITLE</p> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;">MASTER'S THESIS</div> <p>Name SURNAME</p> <p>ANKARA 2022</p> </div>
---	--	---

APPENDIX-2 Inner-Cover Sample
APPENDIX-2: Inner-Cover Sample



APPENDIX-3 Front Page Sample
APPENDIX-3. Front Page Sample

<p style="text-align: center;">THESIS/PROJECT TITLE</p> <p style="text-align: center;">Name SURNAME</p>	<div style="border: 1px solid black; padding: 20px; text-align: center;"><p>T.R. OSTİM TECHNICAL UNIVERSITY INSTITUTE OF NATURAL AND APPLIED DEPARTMENT OF...</p><p>THESIS/PROJECT TITLE</p><p>MASTER'S/DOCTORAL THESIS</p></div>
---	---

APPENDIX-4: Master’s Thesis Acceptance and Approval Page

The study entitled
.....
.....prepared by.....
was accepted as a Master's/PhD Thesis by our jury.

Date of Approval:/...../.....

(Title, Name-Surname, and Institution of the Jury Member): _____

Signature

Jury Member:.....

Jury Member:.....

Jury Member:.....

Jury Member:.....

Jury Member:.....

APPROVAL

I certify that the signatures above belong to the aforementioned faculty members.

...../...../20.....

.....
.....
Director of the Institution

One copy of the hardcover thesis is sufficient for the thesis approval by the Institute Administrative Board. If another volume is to be get after graduation, two extra "Admission Confirmation Sheets" can be put into the thesis by having it signed.

APPENDIX-5: Originality Report Sample

OSTIM TECHNICAL UNIVERSITY

INSTITUTE OF

MASTER'S / Ph.D. THESIS ORIGINALITY REPORT

Title of the Thesis:.....

Full Name of the Student:.....

Thesis Supervisor's Title/Name, Surname:.....

Department:.....

Program:.....

Date: / /

.....page part of my Master's/PhD thesis, titled above, consisting of Introduction, Main Chapters, and Conclusion, was examined by my thesis advisor/myself in..... plagiarism detection program on .../.../..... The following filters were applied in the originality report.

According to the originality report, the similarity rate of my thesis is..... %.

Applied filters:

- 1. References (excluded)
- 2. Quotations (excluded)
- 3. Parts of text with less than five (5) words of overlap (excluding)

I declare that my thesis does not contain any plagiarism and I accept any legal responsibility that may arise if the opposite is determined, and I declare the information I have given above is correct.

Student's Signature:.....

APPROVAL

Date: / /.....

Thesis Supervisor's Title/Name, Surname, Signature

The first page (the page including thesis title and writer's information) of the originality report (Turnitin etc.) of the final version of the thesis and the printout of the page with the similarity rate (placed in the last part of the report) are taken and signed by the thesis advisor and delivered to the related personnel of the Institute along with other relevant documents (forms etc).

APPENDIX-6: Ethical Declaration Sample

ETHICAL DECLARATION

I declare that this study is original, that I act under scientific ethics and rules in the preparation, data collection, analysis, presentation of information, and all other stages of the study, all the information and documents have been obtained based on the academic rules and all audio-visual and written information and results have been presented according to the rules of scientific ethics. I did not do any distortion in the data set I used. In the case of using other works, related studies have been fully cited following the scientific standards. I also declare that my thesis study is original except for cited references. It was produced by myself in consultation with my advisor and written according to the rules of the OSTIM Technical University Thesis Writing Guide.

Student's Signature

Student's Name-Surname

Date

APPENDIX-7: Acknowledgements Sample

ACKNOWLEDGEMENTS

“Leadership is the art of making tired subordinates engaged with enthusiasm.”

Ugur Zel

I would like to thank my esteemed thesis supervisor and professor Prof. Dr. Serhat Burmaoglu, who supported my studies during my graduate education, shed light on me with his invaluable contributions, supported and encouraged me with his ideas, and always guided me on this great academic journey,

I would like to thank my invaluable professors who have provided me with high-level contributions in every stage of my education,

Firstly, I would like to thank Prof. Dr. Akif TABAK, who always sets an example for me with his valuable support in scientific matters, and then to Assoc. Prof. Dr. Hakan EREN and all of the scholars and my friends,

And lastly, I would like to thank my beloved family, who always stood by me, did not leave me alone and supported me in all matters. With greetings and respects...

Student's Signature

Student's Name-Surname

Date

APPENDIX-8: Abstract Sample Page”**ÖZ**

Yazar Adı ve Soyadı	: Hanife Aydın
Üniversite	: OSTİM Teknik Üniversitesi
Enstitü	: Sosyal Bilimler Enstitüsü
Program Adı	: Uluslararası İşletme Yönetimi
Tezin Türü	: Yüksek Lisans/Doktora Tezi
Sayfa Sayısı	: XIV+265
Tarihi	2021

ÖRGÜTSEL ÖZDEŞLEŞMENİN ÖNCÜLLERİ VE ARDILLARI ÜZERİNE BİR SAHA ÇALIŞMASI

Bu çalışma, Sosyal Kimlik ve Sosyal Karşılaştırma Kuramlarına dayalı olarak Örgütsel Davranış alanına uyarlanan örgütsel özdeşleşme, örgütsel özdeşleşmeye neden olan bireysel ve örgütsel öncüller, örgütsel özdeşleşmenin bireysel ve örgütsel sonuçları ile bu çerçevede yapılan saha çalışması sonuçlarını kapsamaktadır. Tezde giriş ve sonuç ve değerlendirmeler dışında dört bölüm yer almaktadır. Birinci bölümde, örgütsel özdeşleşmenin tanımı yapılmış, önemi vurgulanarak benzer kavramlarla ilişkisi üzerinde durulmuştur. İkinci bölümde örgütsel özdeşleşmenin öncülleri ve ardılları ele alınarak bireysel ve örgütsel olmak üzere iki başlık halinde incelenmiş ve kaleme alınmıştır. Üçüncü bölümde araştırmanın örgütsel özdeşleşme dışındaki diğer değişkenlerine (kontrol odağı, bireysel değerler, beş faktör kişilik özellikleri, rol belirsizliği, işten ayrılma niyeti ve örgütsel vatandaşlık davranışı) ilişkin yazından derlenen bilgilere yer verilmiştir. Çalışmanın dördüncü bölümünde ise MKEK Gazi Fişek Fabrikası örnekleminde 256 ve Ankara Büyükşehir Belediyesi Zabıta Daire Başkanlığı örnekleminde 255 olmak üzere 511 kişi üzerinde yapılan saha araştırmasında elde edilen bulgularına yer verilmiştir. Tezde iç kontrol odağına sahip bireylerin örgütsel özdeşleşme düzeylerinin dış kontrol odaklılardan daha yüksek olarak gerçekleştiği; örgüt içi güvenin örgütsel özdeşleşme üzerinde olumlu; rol belirsizliğinin olumsuz; beş faktör kişilik özelliklerinden özdisiplin ve uyumluluğun olumlu, nevrotiliğin olumsuz; bireysel değerlerden uyum, güvenlik ve geleneksellik ile bu üç değişkenin toplamından oluşan muhafazakarlığın olumlu etkisinin olduğu tespit edilmiştir. Ayrıca örgütsel özdeşleşmenin işten ayrılma niyeti üzerinde olumsuz ve örgütsel vatandaşlık davranışı üzerinde olumlu etkisinin olduğu tespit edilmiştir. Araştırmada ayrıca yapısal eşitlik modeli ile Ankara Büyükşehir Belediye Başkanlığı Zabıta Daire Başkanlığı ve MKEK Gazi Fişek Fabrikası örneklemleri için birer model önerisinde bulunarak model test edilmiş ve istatistiksel olarak anlamlı bulunmuştur.

Anahtar Sözcükler: Örgütsel Özdeşleşme, Özdeşleşme, Yapısal Eşitlik Modeli. Kimlik.

ABSTRACT

Thesis : Hanife Aydın
University : OSTİM Technical University
Institute : Social Sciences Institute
Program's Name : International Business
Management Thesis Type: : Master/Ph.D.
Pages : XIV+265
Year 2021

A FIELD STUDY ON ANTECEDENTS AND CONSEQUENCES OF ORGANIZATIONAL IDENTIFICATION

This study covers organizational identification adapted from organizational behavior, individual and organizational antecedents causing organizational identification, individualistic and organizational results of organizational identification and the findings of the field survey conducted in this frame. The thesis includes four chapters besides introduction and results sections. In the first chapter organizational identification is defined and the relation with the similar concepts is argued. Second chapter contains the antecedents and consequences of organizational identification and classifies them as individual and organizational. In the third chapter relevant information of the literature about the other variables of the research (locus of control, individual values, big-5 personality factors, role uncertainty, intention to quit and organizational citizenship behavior) other than organizational identification are presented. In the fourth chapter, the findings of the field survey which is conducted on 256 employees of the Ammunition Factory of Mechanical and Chemical Industry Corporation and on 255 employees of Metropolitan Municipality of Ankara are presented. The findings of the thesis realized as such: individuals who have internal locus of control have higher level of organizational identification compared to those who have external locus of control; interorganizational trust, conscientiousness and agreeableness of Big-5 Personality Factors and conformity, security and tradition of individual values and conservation (the combination of the last three) have positive, although role uncertainty and neurotism of big-5 factor personality factors have negative effect on organizational identification. Furthermore, organizational identification has positive effect on organizational citizenship behavior, whereas it has negative effect on intention to quit. By using Structural Equation Model for the sampling of Ammunition Factory and Metropolitan Municipality of Ankara, two model are proposed and then tested which are found statistically meaningful.

Key Words: Organizational Identification, Identification, Structural Equation Modelling Identity.

APPENDIX-9: Table of Contents Sample

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APPENDICES

Appendix 1: Appendix Title

Appendix 2: Appendix Title

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APPENDIX-12: Symbols and Abbreviations Page Sample**SYMBOLS AND ABBREVIATIONS**

<u>Symbols</u>	<u>Definitions</u>
β	Beta coefficient
η	Viscosity, Pa s.
π	Pi number
δ	Deformation, m.
ω	Angular velocity, rad/s.

<u>Abbreviations</u>	<u>Definitions</u>
C.A.	Cronbach's Alpha
DSÖ	Dünya Sağlık Örgütü (World Health Organization)
Es	Spectrum efficiency
WHO	World Health Organization
IEEE	Institute of Electrical and Electronics Engineering

APPENDIX-13: Thesis Preparation Checklist

THESIS PREPARATION CHECKLIST

Before the theses are finalized, reproduced, and delivered to the Directorate of the Institution, the checks in the list below are made. The Thesis Proposal Preparation Checklist is prepared according to the example below, signed by the author of the thesis, and submitted to the Directorate of the Institution during the thesis submission. This list is for control purposes only and is not included in the thesis at the copying stage.

- The title of Master's or Ph.D. earned was written on the cover and inner cover pages.
- The name of the graduate program (not the Department) was written on the cover page.
- The student's name and surname, the title of the thesis, and year were written on the back of the thesis cover as specified in the thesis writing guide (paying attention to the direction of the article).
- The approval page was prepared and signed following the thesis writing guide.
- The front pages until the introduction page are numbered with "Roman numerals" as iii, iv, v.
- Page numbers were numbered following the thesis writing guide.
- Page layout was prepared as specified in the manual.
- Acknowledgments did not exceed one page.
- Both abstract texts did not exceed one page.
- Font, font size, and line spacing were made under the thesis writing guide.
- References were given following the thesis writing guide.
- Ethics committee approval (if necessary) was added to the thesis.
- If questionnaire forms were used, these forms were added to the thesis.
- Visual images were used by paying attention to ethical rules.
- Appendices were given as specified in the guide.
- Before printing, the final control of the thesis was made by the Institute officials and the "Approval Page" was submitted for signing.
- The Ethical Declaration page was signed by the author of the thesis.
- The authenticity report of the Master's/Ph.D. thesis was received.

Thesis Author's

Name-Surname:

Signature:

Date:

Appendix-14: References Page Sample**REFERENCES**

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Appendix-14: Thesis Schematic Sample

SAMPLE THESIS SCHEMA

