

REPUBLIC OF TÜRKİYE

ALTINBAŞ UNIVERSITY

Institute of Graduate Studies

……….Department / Program

**TITLE OF THE PROJECT**

**Author’s Name SURNAME**

A project submitted for the Master’s Degree

Supervisor

Academic Title / Name SURNAME

Istanbul, YEAR

**TITLE OF THE PROJECT**

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**Author’s Name, SURNAME**

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ALTINBAŞ UNIVERSITY

YEAR

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PREFACE

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# ABSTRACT

TITLE OF THE PROJECT

Author’s SURNAME, Name

A project submitted for the Master’s Degree, Department, Altınbaş University,

Supervisor:

Date: Month/Year

Pages: (Total page number, starting from ABSTRACT page)

[This is the abstract of the project. It should have no more than 350 words.]

**Keywords:** Project Writing, Project Format (Should be min. 5 words, max. 7 words.)

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ABBREVIATIONS

|  |  |  |
| --- | --- | --- |
| AI | : | Artificial Intelligence |
| FSK | : | Frequency Shift Keying |
| IoT | : | Internet of Things |
| PAN | : | Personal Area Network |
| OFDM | : | Orthogonal Frequency Division Multiplexing |
| TDMA | : | Time Division Multiple Access |
|  |  |  |
|  |  |  |

LIST OF SYMBOLS (OPTIONAL)

|  |  |  |
| --- | --- | --- |
| µ | : | Electron Mobility |
| λ | : | Wavelength |
| ω | : | Angular Frequency |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **INTRODUCTION**

First paragraph.

Second paragraph.

## FIRST LEVEL SUBHEADING

First paragraph.

Second paragraph.

## FIRST LEVEL SUBHEADING

First paragraph.

## FIRST LEVEL SUBHEADING

First paragraph.

Second paragraph.

### Second Level Subheading

First paragraph.

#### Third level subheading

First paragraph.

Second paragraph.

##### **Fourth Level Subheading**

# SECOND CHAPTER

The figure below (Figure 2.1) shows how to label a figure and how to show it in the list of figures.



Figure 2.1: Altınbaş University 10th anniversary logo.

## FIRST LEVEL SUBHEADING

You can use Microsoft Word’s Equation Editor or MathType to write equations in Word. Equations that are inserted in the text as screenshots will be rejected. Below you may find an example of how to use an equation. As shown in equation 2.1.

|  |  |
| --- | --- |
|  | (2.1) |

## FIRST LEVEL SUBHEADING

### Second Level Subheading

An example of how to use tables in your thesis shown in Table 2.1 below:

Table 2.1: Important particles.

|  |  |  |
| --- | --- | --- |
| **Particle** | **Discovered by** | **Discovery year** |
| Electron | Joseph J. Thomson | 1897 |
| Proton | James Rutherford | 1919 |
| Neutron | James Chadwick | 1932 |
| Positron | Carl D. Anderson | 1932 |

Chart 2.: 122. 2005-2010/3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Photograph | Detailed Photograph | Commentary | | |
|  |  | Scale | Technical Details | Materials Used |
| Height: 90 cm  Width: 45 cm | Textile | Cotton |

# REFERENCES

**APA REFERENCE STYLE**

Students should use APA style reference writing when adding citations and bibliographies to their Social Science projects. More information can be found on the official website of the APA for APA style reference.

**Single Author Book**

Author's Surname, Author's Initial. (Year). *The title of the book*. Place of Publication: Publisher.

Brown, J. D. (1998). *Understanding research in second language learning.*

Cambridge: Cambridge University Press.

**Book with Two Authors**

Page, A. C. ve Stritzke, W. G. K. (2015). Clinical psychology for trainees: Foundations of science-informed practice (2nd ed.). Cambridge: Cambridge University Press.

**Book with Three Authors**

Wolfe, J. M., Kluender, K. R., Dennis, L. M., Bartoshuk, L. M., Herz, R. S., Lederman, S. J. ve Merfeld, D. M. (2015). Sensation & perception (4th ed.). Sunderland, MA: Sinauer Associates.

**Book, Third Edition, Author Jr. Use of the abbreviation**

Author's Surname, Author's Initial., Jr. (Year). *The title of the book*. Place of Publication: Publisher.

Mitchelle, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw-Hill.

**Book Published by Groups**

Name of the Group. (Year). *The title of the book*( If any, write the document number.). Publication Place: Author.

Milli Eğitim Bakanlığı. (2008). *Adım adım ÖSS tercih danışmanlığı kaynak kitabı.*

Ankara: Yazar.

**Translation Book**

Surname of the Author, Initial Letters / Letters of the Name (s)., Publication year*. The name of the book (in italic type, only the first letter of the first word is capital, the others are lowercase).* Number of prints (if not the first edition). The initials of surname/surnames Of the translator/translators, Publishing Place: Publishing House (original edition date year).

Stannard, D.E., 2004. *Amerika’nın soykırım tarihi.* Ş.Bıyıklı (Çev.), İstanbul: Gelenek Yayıncılık (original printing date 1992).

**Compiled,Prepared or Edited Book**

The Name / Name and Surname / Surname of the compiler / compilers, Preparer / Preparers and Editor / Editors are shown as indicated in the examples below. After Compiling, Preparing and Editor Names are specified, abbreviations (Cmp), (Prp.) And (Ed.) Are used in parentheses. When it comes to the publication of an institution, the name of the institution is written instead of the name of the author.

Kılıç, A., 2005. *Atatürk’ün sırdaşı Kılıç Ali’nin anıları.* Hulusi Turgut (Drl.). İstanbul:Türkiye İş Bankası Kültür Yayınları.

Şenses, F. (Hzl.), 1996. *Kalkınma iktisadı, yükselişi ve gelişimi*. İstanbul: İletişim Yayınları.

Von Hallberg, R. (Ed.). 1984. *Canons*. Chicago: University of Chicago Press. Fytikas, M.D., & Kolios, N.P., 1979. Preliminary heat flow map of Greece, in *Terrrestrial heat flow in Europe,* pp. 197-205, Cermak, V. & Ryback, L., (Eds.). Heidelberg: Springer-Verlag.

**A Chapter from Book**

Surname of the Chapter's Author and the Initial Letter of His Name. Publication Year. The name of the department*. The name of the book (in italic type).* Number of prints (if not the first edition). Publication Place: Publishing House, pp. page range.

Ertuna, İ. Ö., 1991. Optimum portföyün bulunuşu. *Yatırım ve portföy analizi*. İstanbul: Boğaziçi Üniversitesi Matbaası, ss. 89-100.

Ernst, G., & Newell, A., 1969. GPS: A case study in generality and problem solving. *Instruments in problem solving*. New York: Academic Press, 1989, pp. 48-75.

### Periodicals

### Single Author Article From Periodicals

Author's Surname, Initial Letter / Letters of His Name (s). Publication year. The name of the article. Title of Periodicals (in italics). **Volume number (in bold),** (number) (in parentheses), Page range of the article.

Norberg, R., 2003. The Markov chain market. *Astin Bulletin*. **33** (2), pp. 265-288.

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look. *Political Science Quarterly*. **42** (6), pp.564-78.

**Articles with Two or More Authors in Periodicals**

Artan, E. İ. ve Börü, D., 2006. Çalışanların teşvikinde kültürel boyutlar: Ayın elemanı uygulaması. *Öneri Dergisi***. 7** (25), ss.1-7.

Denning, P.J., Comer D.E., D. Gries, Mulder M.C., & Young A.J., 1989. P.R.: Computing as a discipline. *Communications of the ACM*. **32** (2), pp. 9-23.

Note: No publication place is given in magazines, newspapers and similar publications.

**Newspaper Article**

Surname of Author / Authors, Initial Letter / Letters of Name / Names., Publication year. Title of the article. *Name of the Newspaper (in italic)*, Date of the newspaper. Page range of article

Slapper, G., 2005. Corporate manslaughter, new issues for lawyers. *Times*, 3 Sep. pp.4-5.

Güneş, H., 2004. Çin ekonomisi nasıl soğuyacak. *Milliyet,* 26 Mayıs. p.4. Note. At English newspapers do not use 'The' (eg The Times - false, Times - true)

**Newspaper Article with Unknown Author**

*Radikal,* 29 Mayıs 2004. Yüzlerce kuş ve balık neden ölüyor?, p.4.

### Other Publications

**Unpublished Thesis**

Surname of the Author, Initial Letter / Letters of the Name (s)., (Year of Presentation). The name of the thesis. *Type of Thesis* (in italic type). Presented: University Name and Institute.

Karabekiroğlu, Z.Ç., (2006). Analysis of female star images in popular magazines in the 1960s: The Case of Türkan Şoray. *Thesis for the M.A. Degree*. İstanbul: Bahçeşehir University SBE.

Şahin, E., (2007). Yönetici hemşirelerde zaman yönetimi. *Yüksek Lisans Tezi*. İstanbul: Bahçeşehir Üniversitesi SBE.

**Court Orders**

Name of the Court that issued the decision. Date of Decision, Number *Name of the Source in which the Decision was Published (in italic type),* Month Year, Page Range of the Source.

Supreme Court H.G.K. 19.5.1963 E. 4-39, K.59*, Journal of Justice,* March-April 1964, pp. 3-4.

**Regulations**

National Education Basic Law (1739 p. K). **Official Gazette**, 14574; June 24, 1973. **Constitution of Turkey, 1982.**

**National or International Film or Video**

Producer's Last Name, Initial Letter of Name. (Producer), Year. Director's Name Surname (Director). *Name of the Movie (in italics)* [Movie]. Production location: Producer Company.

Akpınar**,** N. (Producer), 2004. Yılmaz Erdoğan (Director). *Vizontele Tuba* [Movie]. Türkiye: BKM Film.

Smith, J.D. (Producer), 2001. A.F. Smithee (Director). *Really big disaster movie* [Motion Picture]. United States: Paramount Pictures.

Child Growth Foundation., 2004. *Health for all 3 the video Part 1*. [video]. London: Child Growth Foundation.

**TV Show**

Producer's Last Name, Initial Letter of Name. (Producer), Published. *Name of the program (in italics)* [Television Program] .Posted in: Broadcasting Authority.

Warner Brothers (Producer), 2005. *Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s.* [DVD]. New York: Warner Brothers.

**Verbal or written interview:**

If it is necessary to refer to oral and written interviews, the names of the interviewees and institutions are given in the text and the necessary explanation title, address, etc. Details of the person are given as **footnotes**. Verbal and written interviews should not be included in the **REFERENCES** series if they have not been published.

HE NAME AND SURNAME OF THE NAME OF THE INTERVIEWER / PEOPLE (s) written in capital letters and the nature of the interview is indicated.

(M. AYTAÇ, verbal interview) (N. MANSUR, written intw)

**Congress Papers**

Author's Surname, Name., Publication year. Name of the Paper. The name of the congress (if not the booklet). Date and Congress Place, Publishing Place: Publishing House, page numbers are given.

Canan-Sokullu, E. 2010. The ‘not-so-European’ public opinion on Turkey: A challenge or opportunity? *Turkey and the European Union: Perceptions and Roadblocks.* 18 February 2010 New Orleans, USA: International Studies Association Annual Convention, pp.1-29.

Karakuzu, R., Orhan, A. ve Sayman, O., 1992. Yarı dairesel çentikli kompozit levhaların elasto-plastik zorlamalar altında mukavemetlerinin artırılması, *V. Ulusal Makina Tasarım ve İmalat Kongresi,* 16-18 Eylül 1992 Ankara: ODTÜ, pp. 449-458.

**Report**

Surname of the Author, Initial Letter / Letters of the Name (s)., Publication year. Title of the report*. Name of the report (in italics).* Publication Place: Publisher.

Alexander Hamilton Institute, Inc., 1978. How to manage in a crisis. *Modern Business Reports.* New York: Modern Business Reports.

McCaffrey, R. & Abers, G., 1988. SYN3: A program for inversion of teleseismic body wave forms on microcomputers. *Air Force Geophysics Laboratory Technical Report.* Hanscomb Air Force Base, MA.: USA.

Burke, W.F. & Uğurtaş, G., 1974. Seismic interpretation of Thrace basin. *TPAO Internal Report.* Ankara: Turkey.

Note. In reports with unknown authors, the name of the publisher is given instead of the name of the author.

Central bank of the Turkish Republic. 2006. *Financial Stability Report*. December. Ankara.

**Electronic Resources**

Although the rules are not yet fully established regarding the source of electronic data, all information should be given such as introducing the printed source. In electronic sources, the Internet address should generally be written as a single line, and when the address that does not fit in a single line, the punctuation marks in the Internet address (such as @. /) Should be taken to the end of the line. and URL addresses must be provided. The line can be cut by pressing (ctrl + enter) at addresses that exceed the line.

**Author / Authors specific electronic source or WEB address**

Surname / Surname of Author / Authors, Initial Letter / Letters of their Names., Publication year, Online title. Publication place, Web address: URL (underlined) and [Access date] in square brackets.

Holland, M., 2002, Guide to citing internet sources [online], Poole, Bournemouth University, [http://www.bournemouth.ac.uk/library/using/guide to citing](http://www.bournemouth.ac.uk/library/using/guidetociting) internet source.html. [accessed 4 November 2002].

**If the Journal or Newspaper Article Published on the Internet**

Surname / Surname of the Author / Authors, Initial Letter / Letters of the Name / Names. Title of the Article. Name of newspaper or magazine (in italic type), media type in [square brackets] date, **Volume in bold type** (Number number in parentheses), pages, web address, URL or other source details if available [access date in square brackets] .

Jenkings, R., 1989. Clashing with caching. *Arıadne*, [online] 10 September 1989, **21**

* + - * 1. <http://www.ariadne.ac.uk/issue21/web-cache/> [accessed 2 December 2004].

**Online - If An Authority As Author Name;**

Name of the Institution Used, Name of the Publication, Year, Internet Address (day of the year, date of access), Page Number.

CBRT, Annual Report, 2005, http://www.tcmb.gov.tr [accessed 10 September 2002], p.5.

**Database**

Author's Surname, Initial Letter of His Name. Year. Name of the article. *Name of the Journal (in italic type).* **Volume Number (in bold)** Number Number (in parentheses). Database Name [access date day month year].

Stipek, D., Givvin, K.B., Salmon J.M., & Macgavyers, C.L. 1998. Can a teacher intervention improve classroom practices and student motivation? *The Journal of Experimental Education*. **66 (**319). InfoTrac veri tabanı [6 Eylül 1999].

**Summary Information from Bibliographic Database**

The methods specified in electronic citation are valid.

After the volume details or page numbers, the database from which the summary is taken is indicated.

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look. *Political Science Quarterly*, [online]. **42** (6), Abstract from Blackwell Science Synergy database. [http://www.pol.upenn/articles,](http://www.pol.upenn/articles) Blackwell Science Synergy. [accessed 12 June 2005].

Note. If the source is written in Turkish, instead of "Abstract from" expression, after the name of the database, "alınmış özet" and "veritabanı" instead of "database" are written.

Note. If the source newspaper or magazine is in Turkish, the word "electronic environment" can be used in brackets, "ziyaret tarihi" instead of "cited", "erişilebilir" instead of "Available" and the date is given in Turkish.

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*Document name.* Year. Web site address [access date, month, year].

**An accessible publication from the website**

Different sources are indicated by websites addresses. Subject title is given in *ital*ic.

Scottish Intercollegiate guidelines network. 2001. *Hypertension in the elderly*. SIGN publication 20) [internet]. Edinburgh: SIGN (Published 2001) <http://www.Boots-Plc.Com/Information/Info.Asp?id=447> [accessed 23 July 2005].

**IEEE Reference Style**

References need be cited in the text. When they are, they appear on the line, in square brackets, inside the punctuation. Grammatically, they may be treated as if they were footnote numbers, e.g.,

as shown by Brown [4], [5]; as mentioned earlier [2], [4]–[7], [9]; Smith [4] and Brown and Jones [5]; Wood et al. [7]

NOTE: Use et al. when three or more names are given.

or as nouns:

as demonstrated in [3]; according to [4] and [6]–[9].

**NOTE:** For the sake of simplicity, the author could use “Citations & Bibliography” tool under the “References” ribbon of Microsoft Office Word.

**Books**

***Basic Format:***

[1] J. K. Author, “Title of chapter in the book,” in *Title of His Published Book*, xth ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

***Examples:***

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

[2] L. Stein, “Random patterns,” in *Computers and You*, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.

**Reports**

***Basic Format:***

[1] J. K. Author, “Title of report,” Abbrev. Name of Co., City of Co., Abbrev. State, Rep. xxx, year.

***Examples:***

[1] E. E. Reber, R. L. Michell, and C. J. Carter, “Oxygen absorption in the earth’s atmosphere,” Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.

[2] J. H. Davis and J. R . Cogdell, “Calibration program for the 16-foot antenna,” Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

**Handbooks**

***Basic Format:***

[1] *Name of Manual/Handbook*, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. xxx-xxx.

***Examples:***

[1] *Transmission Systems for Communications*, 3rd ed., Western Electric Co., Winston-Salem, NC, 1985, pp. 44–60.

[2] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989.

**Conference Proceedings**

***Basic Format:***

[1] J. K. Author, “Title of paper,” *Unabbreviated Name of Conf.*, City of Conf., Abbrev. State (if given), year, pp.xxx-xxx.

***Examples*:**

[1] G. R . Faulhaber, “Design of service systems with priority reservat on,” *in Conf. Rec. 1995 IEEE Int. Conf. Communications*, pp. 3–8. \*\*\* If the year is given in the conference title, it may be omitted from the end of the reference as shown here.\*\*\*

[2] S. P. Bingulac, “On the compatibility of adaptive controllers,” in *Proc. 4th Annu. Allerton Conf. Circuit and SystemTheory*, New York, 1994, pp. 8–16.

**Patents**

***Basic Format:***

[1] J. K. Author, “Title of patent,” U.S. Patent x xxx xxx, Abbrev. Month, day, year.

***Example:***

[1] J. P. Wilkinson, “Nonlinear resonant circuit devices,” U.S. Patent 3 624 125, July 16, 1990.

**Theses (M.S.) and Dissertations (Ph.D.)**

***Basic Format:***

[1] J. K. Author, “Title of thesis,” M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

[2] J. K. Author, “Title of dissertation,” Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

***Examples:***

[1] J. O. Williams, “Narrow-band analyzer,” Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.

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

[3] N. M . Amer, “The effects of hom geneous magnetic fields on developments of tribolium confusum” Ph.D. dissertation, Radiation Lab., Univ. California, Berkeley, Tech. R ep. 16854, 1995. \*\*\* The state abbreviation is omitted if the name of the university includes the state name, i.e., “Univ. California, Berkeley.”\*\*\*

[4] C. Becle, These de doctoral d’etat, Univ. Grenoble, Grenoble, France, 1968.

**Web Sites**

***Basic Format:***

[1] J. K. Author. (year, month). Title. Company. City, State or Country. [Type of Medium]. Available: site/path/file

***Examples:***

[1] S. L. Talleen. (1996, Aug.). The IntraNet Architecture: Managing information in the new paradigm. Amdahl Corp, CA. [Online]. Available: http://www.amdahl.com/doc/products/bsg/intra/infra/html

[2] Netscape Communications Corp. (1997, Dec.). The new way to share workgroup information. [Online]. Available: http://home.netscape.com/comprod/a

**REFERENCES (LL.M. Theses/Law PhD Theses)**

When adding a bibliography in their theses, candidates must ensure that the full reference of in-text citations (that are mentioned in the text with footnotes) appears in the reference list. However, in the bibliography, the surname of the author comes first, followed by a comma and the first name of the author, which should be followed by a colon.

The following rules should be observed when writing the details following the surname and the first name of the author,

There is no need for page numbers for books mentioned in the bibliography. With regard to articles, however, you should include page numbers.

There is no need for page numbers for books mentioned in the bibliography. With regard to articles, however, you should include page numbers.

The citation tools in Word for PC are under the Microsoft Word References tab. Candidates are recommended to use these tools.

Examples:

Kaboğlu, İbrahim Ö., “Düşünce Özgürlüğü: Avrupa Ölçütleri ve Türkiye,” **İnsan Hakları Yıllığı**, C. XV, 1993, pp. 45-53.

Oğuzman, Kemal / Öz, Turgut, **Borçlar Hukuku Genel Hükümler Cilt**: I, 15the edition, İstanbul: Vedat Kitapçılık, 2017.

Faucault, Michel, **Hapishanenin Doğuşu**, Çev. Mehmet Ali Kılıçbay, 6th edition, Ankara: İmge Kitabevi, 2015.

Tanör, Bülent: **Osmanlı-Türk Anayasal Gelişmeleri**, 20th edition, İstanbul: Yapı Kredi Yayınları, 2011.

John N. Berry, “Educate Library Leaders,” **Library Journal**, February 15, 1998, http//www.epnet.com/ehost

**APPENDIX**

**APPENDIX TITLE**

Paragraph. You must include an appendix within your thesis document, if you are including supplemental material in your submission, such as: overall description of the subject matter; materials that help clarify your research, but do not belong in the main text; questionnaires you have created; detailed information on surveys, interviews, etc.; tables, figures, or instruments that do not belong in the main text; copies of relevant letters and forms (permission letters to reproduce or adapt images, instruments for research, or other copyrighted materials, approval document issued by the ethical committee); any further information that is not immediately needed to prove your argument can be included in an appendix. Data displays should be presented in the appendix following the same order they first appear in the main text. If appendices include tables or figures, they should be treated as they would be in the main text. The appendices must comply with all formatting requirements you have followed with your thesis.

**A.1 APPENDIX FIST LEVEL SUBHEADING**

Paragraph.

**A.1.1 Appendix Second Level Subheading**

Paragrap