**T.R.**

**SÜLEYMAN DEMİREL UNIVERSITY**

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**DEPARTMENT OF ENGLISH LANGAUGE AND LITERATURE**

**GRADUATION PROJECT FORMATING GUIDE**

**Purpose**

The purpose of this directive is to ensure unity in the writing of graduation assignments of students enrolled in the undergraduate program, to determine the principles and rules that will ensure standardisation in the writing of their studies, and to guide and instruct in the preparation and writing of graduation assignments.

Graduation Project I: Midterm exam (Midterm) must be at least 3 thousand words. End of year exam (Final) must be at least 5 thousand words.

Graduation Project II: Midterm exam (Midterm) must be at least 7 thousand words; End of year exam (Final) must be at least 10 thousand words.

**POINTS TO BE CONSIDERED IN WRITING AND STRUCTURING**

**Expression and Style**

In the study, what is meant to be explained should be clearly expressed, long and complex sentences should be avoided, sentences should be correct in terms of spelling and words should be used appropriately. Sentences should be grammatically and ideologically correct, simple, clear and harmonious, and words should be chosen well. The connection between sentences and paragraphs should be made well, this connection should not be broken with off-topic expressions, and care should be taken to establish the necessary connections in transitions from chapter to chapter. Possessive words (I did, I saw, I found, in our study, research, science, etc.) should not be used unless it is necessary. Instead of these, words that express third person and passivity (done, in study, in science, etc.) should be preferred.

Quotations from one or more sources in graduation assignments should not be given in a way that occupies one page or more one after the other. Instead, either the criticisms, comments or explanations of the author of the assignment should be included among the quotations/quotations, or such long quotations should be shown in the appendices of the assignment.

**Page Layout and Margins**

Each page in the entire assignment should have 4 cm margins on the left edge, 3 cm on the top and bottom edges, and 2.5 cm on the right edge. Margins settings will be made from the page setup tab in the page layout window shown below.

A screenshot of a computer

Description automatically generated

**Figure 1.** General paragraph settings

**Font and Size**

In the writing of the assignment, size 12 in Times New Roman should be used. Footnotes, blocked quotations should be given in 9-11 font size, tables, figures, pictures, graphics, etc. should be given in 12 font size and Times New Roman type. In the parts of the assignment that need to be specifically stated, italic font can be used if desired.

**Page Numbering**

The page number should be placed in 12 font size, Times New Roman font, centred at the bottom of the page. Pages up to the introduction section without the inner cover page number should be numbered with roman numerals. It should start with 1 (one) from the introduction.

**Paragraph and Line Spacing**

Alignment option should be set to justify, the line spacing should be set to 1.5 and the spacing after the paragraph should be set to 6 pt.

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**Figure 2.** Line Spacing

**Line and Line Break**

The lines at the beginning of the page and at the end of the page should not remain single. In such cases, the following setting should be made by selecting the relevant paragraph.

A screenshot of a computer

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**Figure 3.** Settings to Avoid Last Line on Page

**Sections, Subsections and Headings**

The types of information that make up the content in the assignment are clustered into various sections and subsections. Each new section in the assignment text should start on a new page. At the beginning of each new section, the number of chapters is written in roman numerals, in capital letters and centred.

"Enter" should not be used before and after any headings. You just need to copy the settings given below.

First-degree section headings are written in 14-point capital letters, bold and aligned in the middle.

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**Figure 4.** Paragraph Settings of First-Order Headings

In the second-, third- and fourth-degree subsection headings, the first letter of each word should be written in capital letters and the others in lowercase letters. In all subsection headings, the font should be bold and size 12. If there are conjunctions in the titles such as "and/or/with", etc., they are written in lowercase letters.

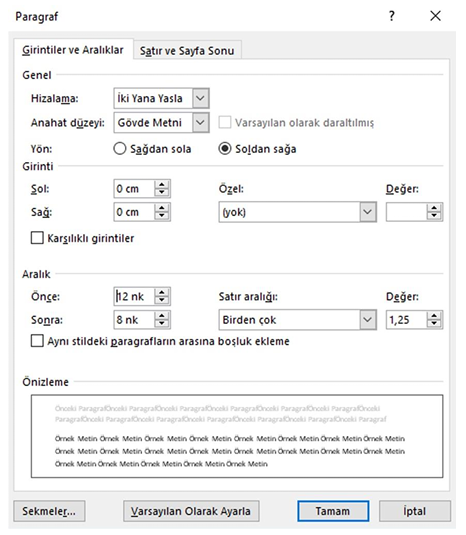
A screenshot of a computer

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**Figure 5.** Paragraph Settings of Headings of Other Degrees

**Tables and Charts**

Table and table texts should be written on the table and table in 12 font size left aligned. The table and chart should be the same as the page structure and should not go beyond the page. The texts in the tables can be written in sizes 9, 10, 11, 12 when necessary. Tables and charts that do not fit into the page structure should be placed on a horizontal page. The following paragraph setting should be used for all table texts.



**Figure 6.** Paragraph Settings of Tables

**Table 1.** Sample Table

|  |  |
| --- | --- |
|  |  |

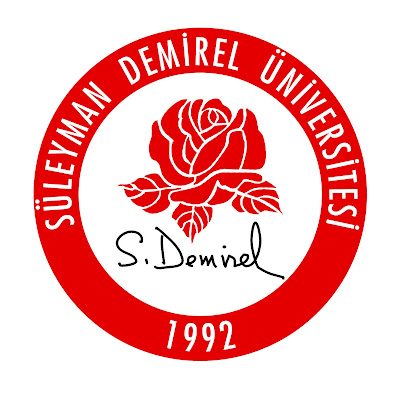
**Figures, Pictures, Photos, Graphs**

Texts should be in 12-font size, fit on a single line, should be centred on the page.

A screenshot of a computer

Description automatically generated

**Figure 7.** Paragraph Settings for Figures



**Figure 8.** Sample Figure

**ORDER OF THE PAGE**

Graduation papers consist of four basic sections: the cover, the text, the references, and the appendices.

The cover will be prepared according to the sample given at the end of the document.

English Abstract Page: The title of the ABSTRACT in bold letters is used centred on the abstract page, and after the title of the assignment is indicated in the first line, the purpose, scope, method used and conclusions of the assignment should be written clearly and concisely. The abstract should not exceed 250 words. A maximum of 10 keywords are specified by writing the phrase "Keywords" under the abstract text.

Turkish Abstract Page: It is prepared like a English abstract page, the Turkish word ÖZET is used as the title. Instead of "Keywords", "Anahtar Kelimeler" is used.

Table of Contents: All section headings and Bibliography (Appendices, if any) page in the assignment text should be shown in full in the Table of Contents.

Index of Symbols and Abbreviations: The abbreviations used in the assignment are arranged under the heading "Abbreviations" and in alphabetical order, and each abbreviation is shown after the "Table of Contents" Section.

Preface: In the preface, introductory general information about the subject, purpose and content of the assignment is given.

**Text Part**

The introduction is the first element of the text portion of the assignment. Therefore, the pages of the assignment text are numbered starting with the Introduction. In the introduction, the scientific problem that is intended to be solved in the study should be stated, not repeating what is stated in the preface. The scope of the research, the methods and techniques applied; the form of supply, quantity, qualities and the population represented by the material used in the research; the main ideas, methods and results of previous studies on the subject of the assignment and the solution of the current problem, and the information that prepares the reader for the subject are included with synthesized summaries in an orderly manner.

**Main Text**

The part of the assignment between the Introduction and the Conclusion is the main text. After the Introduction, there are sections of the main text. In the chapters, depending on the level of detail required, the information and explanations that will lead the assignment to the conclusion are put forward in the appropriate sequence of thoughts. Unnecessary detail is not given.

**Conclusion**

In the last part of the text, there is the "Conclusion" part. In this section, starting from the purpose and/or hypothesis explained in the introduction, the method, technique and the solution reached within the framework of the limitations of the assignment are explained by making use of the conclusions reached in various sections. These explanations are also supported by various suggestions that will shed light on further studies when necessary. In addition, if there are problems that cannot be solved in the research, information can be given about what type or subject of research can be used to solve it in the future. The general conclusions reached in the study are written as concisely as possible, but clearly within the framework of a certain order, order and logic; After comparison with other studies on the relevant subject, the validity and applicability of the conclusions reached are stated. The conclusion section can be written in the form of a general composition, or the conclusions and suggestions can be expressed in items in a way that does not disturb this composition.

**Bibliography**

All the sources used in the assignment are included here. Literature that is not mentioned in the text of the assignment should not be used and included in the list of references. References are listed alphabetically by author's surname and no sequence number is used. The sorting of the sources belonging to different authors with the same surnames is done alphabetically according to the initials of the first names. Different works of the same author are listed starting from the old date. Reference names are written in the original language in which they were published. If desired, the English translation of the title of the work can be given in brackets right next to it.

APA 7 will be used in bibliography and references.

**Resources**

It is arranged in accordance with the principles described.

**Appendix**

Things such as comprehensive and detailed test results, sample calculations, photographs, maps, tables, forms, lists of survey questions, copies of documents cannot be given in the main text without breaking the flow. Thus, explanations that are too long to be given as footnotes can be given in this section. If the appendices are numerous enough to distinguish from each other, they are either written in capital Roman numerals (Appendix. I, Appendix. II, ...) or numbered consecutively with Arabic numerals (Appendix 1, Appendix 2, ...); each number should also be given a title indicating its contents, and each appendix is presented starting from a separate page.

**Quotations**

In the assignment, quotations from other sources are shown in quotation marks (" "). Provided that the meaning is not changed, quotations made as a summary or comment in the author's own sentences are given without quotation marks. In both cases, the cited source (text, table, figure, etc.) must be cited. If any part of a quotation is omitted, the omitted places are indicated by three dots ... to show that certain words, various sentences, paragraphs and pages are omitted from the quotation. If the information is quoted exactly, inaccuracies or mistakes such as typos, sentence mistakes, dates, places, etc., including punctuation marks and translation errors in the cited sources, are given as is with sic. written in parentheses within the quotation marks. However, in such cases, the researcher makes an explanatory note in the relevant place to correct the mistake in question.

**References**

Referencing and footnoting are indispensable elements of a scientific study. It is done

a) To show that a part of another work was benefited from during the study at hand,

b) In cases where a specific section, sentence, concept, etc. of another study is affected by the whole study or the general judgment of that study is criticized or evaluated,

c) In order to show that certain parts of other studies are evaluated, criticized, etc., and are used during the study.

The main purpose of citing is to show the sources on which the researcher relied, criticized or discussed in constructing his position, etc.

**1. In-Text References**

In places that do not require long explanations and footnotes, if it is desired to make an immediate reference in the sentence for cases where the whole study is affected or the general structure of that study is criticized, evaluated, discussed, etc., the parentheses are opened and only the surname (capital letter) of the author is written, and the date of publication of the work is indicated by placing a comma in between.

(Yaman, 2008)

If a specific sentence, concept or paragraph is referred to or directly quoted in the work used, the page number must be given. In this case, a comma is placed after the date, (p.) is used to indicate the page number and the parentheses are closed after the page number is given. If a page range needs to be given (pp.) is used.

(Coşkun, 2007, p. 13)

If there are different publications belonging to more than one author whose thoughts, works and studies are evaluated, reference is made in order of surname; Semicolons are placed between the names of the authors. The same is true for sources with page numbers.

(Bilgegil, 1980; Coskun, 2007; Kocakaplan, 2008) (Bilgegil, 1980, p. 456; Coşkun, 2007, p. 345; Kocakaplan, 2008, p. 14)

If two or more works of the same author were published in the same year or works of two different authors with the same surname published in the same year are used, (.. a), (.. b) are used to distinguish.

(Coskun, 2002a) (Coskun, 2002b)

If two or more works of the same author published in different years are included at the end of the same sentence, these works are separated by semicolons.

(Coşkun, 2002, p. 13; Coşkun, 2005, p. 45)

If the source used has two authors, the ampersand (&) symbol is placed between the surnames of the authors.

(Coşkun and Kocakaplan, 2008, p. 24)

If the source used has three or more authors, only the surname of the first author and the abbreviation “et al.,” which means “and others,” are used.

(Coşkun et al., 2009, p. 65)

The page range is specified for cases where a certain part of the source used is used or when a reference is made to a part of the work.

(Coşkun, 2007, pp. 13-24)

Works with volumes are indicated by the author's surname, year and page number, as in other sources. If different volumes published in the same year and without continuity between them are used, references to these works are done using (.. a) (.. b).

(Shaw-Shaw, 1994, p. 23) (Shaw-Shaw, 1994a, p. 23; Shaw-Shaw, 1994b, p. 65)

If there is continuity in the pages of the volumes used, that is, if the following volume starts where the page number of the previous volume left off, it is referred to as a single source. Information on how many volumes the book is made of is included in the bibliography.

(Shaw-Shaw, 1994, p. 467)

If the name of the author of the cited source is specified in the text, only the year the source was published and the page number are written in parentheses.

"According to Shaw...... (2005, p. 25)"

If the name and year of the author of the cited source are specified in the text, only the page number is given in the parentheses at the end of the sentence.

According to Shaw (2005)......... (p. 25)."

"In Shaw's study, published in 2005..... (p. 25)."

If a reference is made to a source whose author is unknown, the name of the publication is written in parentheses instead of the author's surname.

(*Title of the Work*, 2003, p. 14)

When telephone, e-mail or face-to-face interviews with important people are included in the text, the name and surname of the interviewee, the type of interview and the date of the interview are given in parentheses. “Personal communication" is written between the name and the date.

(Anthony Giddens, personal communication, April 10, 1995)

The name of the institution is used for the sources published by an institutions if the author/editor is unknown.

(Ministry of National Education, 2003, p. 23)

When archival documents are used as a source, the archive name is used instead of the author's surname.

(Ottoman Archives, 1955, p. 34)

When a source with an unknown date is used, “n.d.” is written instead of date information.

(Coşkun, undated, p. 43), English: (Coşkun, n.d., p. 43)

If a citation from a secondary source is used, the original source should be found and should be given as a reference instead of the secondary source. If it is not possible to find the original source, the author of the cited source, the year, if it is included in the secondary source, and then the information of the secondary source used are given in parentheses with “as cited in” in between. In the bibliography, only the secondary source used is included, not the cited source. The secondary source used in the example below is the source belonging to Coşkun, and only the information of this source is included in the bibliography.

(Giddens, 2004, as cited in Coşkun, 2009, p. 15) or (Giddens as cited in Coşkun, 2009, p. 15)

If referring to visual materials such as television programs, movies, or TV series, the name of the visual material and the year of publication are included in parentheses.

(32. Gün, 1993)

In all forms of in-text references, if the reference is at the end of the sentence, the period should be placed after the parentheses, not before the parantheses.

Example of incorrect use: .... . (Giddens, 2004, p. 23)

Example of correct usage: .... (Giddens, 2004, p. 23).

If there is no author in sources that can only be accessed from the internet, the site name or article title is written instead of it.

(Brittanica, n.d.)

(*Edmund Burke*, n.d.)

**BIBLIOGRAPHY**

Source names are written in the original language in which they were published. If desired, the English translation of the title of the work can be given in brackets right next to it. The number of pages of the books in the references is not specified. However, in articles, the abbreviation “pp.” is given between the pages of the publication (pp. 12-45).

References are arranged in alphabetical order with the author's name and publication date information on the left.

The following format should be used:

Taskin, E. (1993). *Training and development in business management*. Der Publications.

If more than one work of an author is consulted throughout the study, then the previous dated work should be shown first; If the author has more than one work with the same date, they should be shown by adding letters such as a, b, c to the end of their publication dates.

Giddens, A. (1982). *Sociology*. Polity Press.

Giddens, A. (1984). *The constitution of society*. Polity Press.

Giddens, A. (1996a). *In defence of sociology*. Politiy Press.

Giddens, A. (1996b). *BeyondLeft and right*. Politiy Press.

If a book or article has more than one author, then the surname of the author whose name appears first in the book or article in the author index is taken as basis.

Benton, L., Castells, M., & Portes, A. (1989). *Informal economy*. The John Hopkins University Press.

Such a book as above is given as (Benton et al., 1989) in-text.

See APA 7 guides online for more information

The Cover Page Sample is on the Next Page



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**GRADUATION PROJECT**

**TITLE OF ASSIGNMENT**

**AUTHOR**

**Name Surname**

**Number**

**ADVISOR**

**Title Name Surname**

**ISPARTA – 2024**