

**T.C.**

**SÜLEYMAN DEMİREL ÜNİVERSİTESİ**

**İNSAN VE TOPLUM BİLİMLERİ FAKÜLTESİ**

**İNGİLİZ DİLİ VE EDEBİYATI ANABİLİM DALI**

**BİTİRME ÖDEVİ**

**BAŞLIK EKLEMEK İÇİN TIKLAYIN**

**HAZIRLAYAN**

**İsim girmek için tıklayın.**

**Numara girmek için tıklayın.**

**ADVISOR**

**İsim girmek için tıklayın.**

**ISPARTA – Yıl girmek için tıklayın.**



**T.R.**

**SÜLEYMAN DEMİREL UNIVERSITY**

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**ENGLISH LANGUAGE AND LITERATURE DEPARTMENT**

**GRADUATION PROJECT**

**CLICK TO INSERT TITLE**

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**Click to insert student number.**

**ADVISOR**

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# ÖZET

 Bu sayfaya bitirme ödevinizin Türkçe özeti yazılmalıdır. Özet 250 kelimeyi geçemez

Anahtar Sözcükler: en fazla 10 tane yazılabilir.

# ABSTRACT

 On this page your final project’s English abstract should be written. The abstract cannot exceed 250 words.

Keywords: maximum 10 words, separated by commas.

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# INTRODUCTION

Your introduction goes here.

# TITLE

Your body text should be in Times New Roman, and it should be size 12. The page layout should follow the settings set in this word document which are 3 cm, 2 cm, 3 cm, 2,5 cm margins from top, left, bottom, and right sides respectively.

The body text is also justified and set to have an indentation of 1,25 cm on the first line. Additionally, the line spacing is set to 1,5 with 6pts of spacing after each paragraph.

If you have used block quotations, it should be size 10 and indented from the left side. Block quotations should be made with APA 7 citation guidelines which state that quotes more than 40 words should be quoted as such.

The text after block quotations resume normally, without an indent if you are going to continue your paragraph, with an indent if you are starting a new one.

## Title

The first level titles are bold centered and capitalized. They are set to have an 18 pts spacing after them. They do not need spacing before as they must begin on a new page. The second level titles seen here are indented from the left side and bold. They are set to have 20 pts and 6 pts of spacing before and after them. Each initial of the secondary and other level titles are capitalized, only excluding words such as “and, or, with” and prepositions.

### Using Titles Properly

While deciding which title level to choose from, keep in mind that the first level titles are similar to chapter titles in textbooks, so they should begin in a new page. The second and other level titles are not as strong, thus they do not need to start from a new page.

Do not create your titles manually, you must use the options under the “Styles” menu in the “Home” tab of Word in order to use the automatic table of contents. Also, if you just type “2.” or “2.1.” or any other numbering with the same format, Word should automatically make it a heading with the appropriate format. Make sure you use the titles properly, otherwise the table of contents cannot be updated automatically.

Lastly, if any titles remain at the bottom of the page with the body text continuing at the following page, press enter before the title to move the body text to the next page.

## The Table of Contents

The table of contents should update automatically. In case it does not, it can be updated manually by clicking the “update” button that appears on the table of contents upon hovering.

# CONCLUSION

The conclusion of your study goes here.

# BIBLIOGRAPHY

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.

NOTE: For a full citation guide, consult the APA 7 manual.