



YAŞAR UNIVERSITY

GRADUATE SCHOOL

**NON-THESIS MASTER
TERM PROJECT MANUAL**

August 2023

Izmir

Preface

The Non-Thesis Master Term Project Manual, prepared to explain the rules and format features to be followed in writing the non-thesis master's program term project to be prepared in the Departments of the Graduate School of Yaşar University, will be valid for students who will submit projects on or after September 2023. Term projects to be accepted after this date must be prepared in accordance with the new guideline.

Yaşar University Graduate School non-thesis program students are required to comply with the spelling, format and content specified in this guide while preparing their graduation projects.

Yasar University

Directorate of Graduate School

CONTENTS

1. TERM PROJECT CONTENT	6
1.1. Cover page.....	6
1.2. Approval Page	6
1.3. Abstract	6
1.4. Öz (Turkish Summary).....	6
1.5. Acknowledgements	6
1.6. Text of the Oath.....	7
1.7. Table of Contents	7
1.8. List of Figures	7
1.9. List of Tables.....	7
1.10. Symbols and Abbreviations	7
1.11. Research Chapters.....	7
1.12. References.....	7
1.13. Appendices.....	8
2. PAGE STYLE AND RULES	9
2.1. Page Style	9
2.2. In-Text Headings	11
3. FIRST LEVEL TITLE – CHAPTER TITLE.....	11
3.1. Second Level Title.....	11
3.1.1. Third Level Title	12
3.1.1.1 Fourth level title and other level titles	12
4. TABLES AND FIGURES	13
4.1. Figures	13
4.2. Tables	13
5. CODES AND EQUATIONS	15
5.1. Codes	15
5.2. Equations	16
6. CITATION STYLES AND REFERENCE METHODS	17
6.1. APA Method.....	17
6.1.1. Book.....	17
6.1.1.1 Single author book	17
6.1.1.2 Book with two authors.....	18
6.1.1.3 Books with Three or More Authors	18

6.1.1.4	Edited Book	18
6.1.1.5	Edited Reprinted Book.....	19
6.1.1.6	Translation Book.....	19
6.1.1.7	A Chapter in an Edited Book (Book Chapter).....	19
6.1.2.	Article.....	20
6.1.3.	Theses/Dissertations.....	21
6.1.3.1	Published Thesis/Dissertation:.....	21
6.1.3.2	Unpublished Thesis/Dissertation:	21
6.1.4.	Conference	21
6.1.4.1	Conference Presentation:	21
6.1.4.2	Conference Abstract:	22
6.1.4.3	Conference Paper in Published Proceedings (Journal Format)	22
6.1.4.4	Conference Paper Published in a Book Form:.....	22
6.1.4.5	Conference Paper Published as Book Chapter:	23
6.1.5.	News Web Page	23
6.1.6.	Web Page with Access Date	24
6.1.7.	Blog and Magazine Article	24
6.1.8.	Social Media Content.....	24
6.2.	Chicago Notes and Bibliography Method	25
6.2.1.	Book	25
6.2.1.1	Single author book.....	25
6.2.1.2	Book with two authors.....	26
6.2.1.3	Book with Three Authors	26
6.2.1.4	Books with Four or More Authors.....	26
6.2.1.5	Edited Book (Whole collection)	27
6.2.1.6	Translated Book.....	27
6.2.1.7	Chapter of an Edited Book (Book Chapter).....	28
6.2.2.	Article.....	28
6.2.3.	Thesis or dissertation.....	30
6.2.4.	Unpublished Conference	30
6.2.5.	Website content.....	30
6.2.6.	News, Blog or Magazine Article.....	31
6.2.7.	Social Media Content.....	32
APPENDICES	34
APPENDIX 1. TERM PROJECT COVER PAGE	34

APPENDIX 2. APPROVAL PAGE.....	35
APPENDIX 3. ABSTRACT	36
APPENDIX 4. ÖZ	37
APPENDIX 5. ACKNOWLEDGMENTS	38
APPENDIX 6. TEXT OF OATH.....	39
APPENDIX 7. LIST OF FIGURES	40
APPENDIX 8. LIST OF TABLES.....	41
APPENDIX 9. SYMBOLS AND ABBREVIATIONS	42

1. TERM PROJECT CONTENT

The contents and details that should be included in the term project are as follows:

1.1. Cover page

The cover page should include the name of the program, the term project title, the student's name and surname, the term project advisor and, if any, the title and name of the co-advisor. An example of the cover page is given in Appendix 1.

1.2. Approval Page

This is the page containing the title, name and university information of the advisor of the student preparing the term project and the Head of the Department. An example of the advisor approval page is given in Appendix 2.

1.3. Abstract

It is the page where the English summary and keywords of the term project are included. The title of the term project, the name and surname of the student, the name and surname of the advisor and, if any, second advisor, abstract, keywords should be written in order. An example of an abstract page is given in Appendix 3.

1.4. Öz (Turkish Summary)

This is the page where the Turkish summary and keywords of the term project are included. The title of the term project, the name and surname of the student, the name and surname of the advisor and, if any, second advisor, abstract, keywords should be written in order. An example of the abstract page is given in Appendix 4.

1.5. Acknowledgements

Acknowledgments must be added at the term project submission stage. Acknowledgement page is given in Appendix 5.

1.6. Text of the Oath

It is a page consisting of the student's name, surname and date, with an article stating that the term project was written without resorting to any help that would be contrary to scientific morals and traditions, and that the works benefited from consisted of those shown in the bibliography and that they were used by referring to them. Sample text is given in Appendix 6.

1.7. Table of Contents

The chapters and all titles of the term project and the content page numbers are given on this page.

1.8. List of Figures

The figures used in the term project and the numbers of the pages containing the figures should be written as a list. Sample figures list page is given in Appendix 7.

1.9. List of Tables

The tables used in the term project and the numbers of the pages containing the tables should be written as a list. Sample tables list page is given in Appendix 8.

1.10. Symbols and Abbreviations

The explanation of the symbols and abbreviations used in the term project should be on this page. Example page is given in Appendix 9.

1.11. Research Chapters

Term project chapters and term project content should be included in this section.

1.12. References

The sources used for the term project should be written on this page in accordance with the reference format and in alphabetical order. Necessary explanations for in-text citation and preparation of bibliography list are given in Section 6.

1.13. Appendices

If there are materials used in the term project but not included in the content, the relevant content should be given on the page after the bibliography. If there is more than one appendices, each appendix should be displayed on the new page.

2. PAGE STYLE AND RULES

Term projects prepared within the scope of Yaşar University Graduate School programs must comply with the page format and rules given below.

2.1. Page Style

- The term project should be prepared according to A4 paper size.
- "Portrait" orientation should be used for all pages. Only if needed, the “landscape” orientation can be used for attachments.
- The cover page should be on the right page.

The margins for the cover page should be as follows:

- Left space: 4 cm
 - Right space: 2.5 cm
 - Bottom space: 2.5 cm
 - Top space: 5 cm
- Front pages (advisor approval page, abstract, acknowledgments, text of oath, table of contents, list of figures, list of tables, symbols and abbreviations) should only be on the right page and one side of the page should be used.

The margins for the front pages should be as follows:

- Left space: 4 cm
 - Right space: 2.5 cm
 - Bottom space: 2.5 cm
 - Top space: 2.5 cm
- Front pages start with Roman page number “iii” and continue with odd page numbers only. Page numbers should be located in the bottom center of the page.
 - The term project consists of research chapters, chapter titles and content. Each chapter starts on the right page and the content should be written on both sides.

Margins for research sections should be as follows:

Right Page:

- Left space: 4 cm
- Right space: 2.5 cm
- Bottom space: 2.5 cm
- Top space: 2.5 cm

Left Page:

- Left space: 2.5 cm
- Right space: 4 cm
- Bottom space: 2.5 cm
- Top space: 2.5 cm
- The term project chapters start from “1” with the Arabic page number and the page numbers are written on both sides. Page numbers should be located in the bottom center of the page.
- The bibliography should start on the right page. The margins for the bibliography are the same as for the research sections.
 - Indentation_Custom: Hanging_0.8 cm
 - Spacing:
 - Before:0 pt
 - After 7 pt
 - Line spacing: Multiple_1,2
- For appendices pages, each new appendix must start on the right page. Margins for appendices written in portrait orientation are the same as for research sections. The margins for the appendices given in the landscape orientation should be as follows:

Right Page:

- Left space: 2.5 cm
- Right space: 2.5 cm
- Bottom space: 2.5 cm
- Top space: 4 cm

Left Page:

- Left space: 2.5 cm
- Right space: 2.5 cm
- Bottom space: 4 cm
- Top space: 2.5 cm
- Term project font should be Times New Roman and the font size should be 12 points.
- Line spacing: 1.5 lines
- Paragraph spacing: Before: 6 pt, After: 6 pt

- Paragraph indent: None
- Paragraph layout: Justified
- Statistical symbols expressed in letters in the text are given in italics.

2.2. In-Text Headings

Heading in the text should be formatted with the following system:

3. FIRST LEVEL TITLE – CHAPTER TITLE

- Must be all capital letters and bold.
- Times New Roman
- 13 points
- It should be aligned in the middle.
- Line spacing:
 - 1.5 lines
 - Before: 72 pt
 - After: 18 pt
- Indentation:
 - Left: 0 cm
 - Right: 0 cm

3.1. Second Level Title

- The first letters of the words must be capitalized and all bold.
- Times New Roman
- 13 points
- It should be left aligned.
- Line spacing:
 - 1.5 lines
 - Before: 12 pt
 - After: 8 pt

- Indentation:
 - Left: 0 cm
 - Right: 0 cm

3.1.1. Third Level Title

- The first letters of the words must be capitalized and all bold.
- Times New Roman
- 12 points
- It should be left aligned.
- Line spacing:
 - 1.5 lines
 - Before: 12 pt
 - After: 8 pt
- Indentation:
 - Left: 0 cm
 - Right: 0 cm
 - Special: First line 0.3 cm

3.1.1.1 Fourth level title and other level titles

- All should be small letters except first letter of the first word and all bold.
- Times New Roman
- 12 points
- It should be left aligned.
- Line spacing:
 - Single line
 - Before: 8 pt
 - After: 0 pt
- Indentation:
 - Left: 0.6 cm
 - Right: 0 cm

4. TABLES AND FIGURES

4.1. Figures

“Figure” is the flow chart, graphic, map, photograph, drawing, etc. used in the study and its appendices which containing all visual materials.

Figure number and title are written below the figure, centered in Times New Roman 12 points. Figures are numbered in the second heading style starting with the chapter number, and the word Figure and its number are written in bold.

- Line spacing:
 - Single line
 - Before: 6 pt
 - After: 18 pt

The source is written under the figure and in accordance with the citation method used throughout the term project.

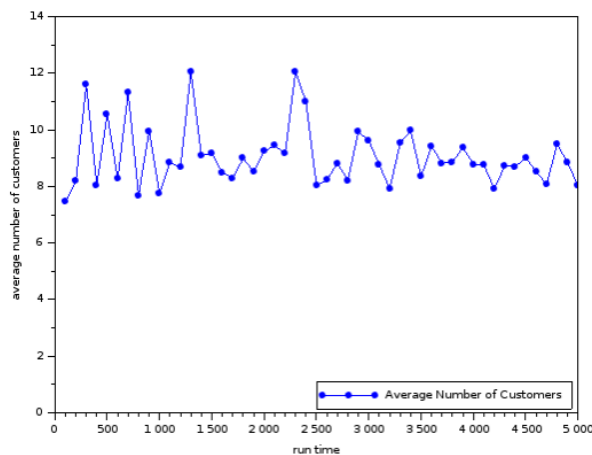


Figure 4.1. Average Number of Customers

Source: Author

4.2. Tables

The table number and title are written above the table, centered in Times New Roman 12 points. Tables are numbered in the second heading style starting with the chapter number, and the word Table and its number are written in bold. The source of the data

used in the tables is indicated centered at the bottom of the table. When writing the title of the table, the first letter of each word is capitalized. Line spacing:

- Single line
- Before: 18 pt
- After: 6 pt

References are cited in accordance with the citation method used throughout the term project. Table content is written in Times New Roman, font size 10-12, with 1.5 line spacing.

Table 4.1. Verbal Variables for Alternatives and Their Values

Very Bad (VB)	(0, 0, 1)
Bad (B)	(0, 1, 3)
Moderate Bad (MB)	(1, 3, 5)
Moderate (M)	(3, 5, 7)
Moderate Good (MG)	(5, 7, 9)
Good (G)	(7, 9, 10)
Very Good (VG)	(9,10,10)

Source: Author

The vertical or horizontal placement of the table or figure should not change the position of the page number. In addition, the title of tables and figures should be kept as short as possible.

5. CODES AND EQUATIONS

5.1. Codes

Code titles should be given below the code.

- Font: Coruier New
- Style: Regular. The software's default style can be used.
- 10-12 points
- It should be left aligned.
- Line spacing:
 - Single line
 - Before: 0 pt
 - After: 0 pt
- Indentation:
 - Left: 0 cm
 - Right: 0 cm

```
clc
clear

tRunTime = 1000 ;    // hours
rArrive = 9 ;        // rate: arrival per hour
rService = 10 ;      // rate: service completion per hour

// -----
// generate arrival times and service (processing) times
arrivalTimes = [ grand ( 1 , 1 , "exp" , 1.0 / rArrive ) ] ;
serviceTimes = [ grand ( 1 , 1 , "exp" , 1.0 / rService ) ] ;

while ( arrivalTimes ( $ ) < tRunTime ) ,
// printf("%4d %8.4f %8.4f\n", length(arrivalTimes),
arrivalTimes($), serviceTimes($));
    arrivalTimes ( $ + 1 ) = arrivalTimes ( $ ) + grand ( 1 , 1 , "exp"
, 1.0 / rArrive ) ;
    serviceTimes ( $ + 1 ) = grand ( 1 , 1 , "exp" , 1.0 / rService ) ;
end
nTotalArrivals = length ( arrivalTimes ) ;
```

Code 5.1. Arrival Time and Service Time Generating Codes

Source: Author

5.2. Equations

Equations should be numbered right-aligned. Font size should be 12 points. Equations and formulas should be written using equation tools. Line spacing:

- 1.5 lines
- Before: 6 pt
- After: 6 pt
- Example equation writing is given below:

$$\text{Minimize } \sum_{i \in V_{all}} \sum_{j \in V_{all}} \sum_{k \in K} c_{ijk} z_{ijk} + r_k x_{ijk} + \sum_{i \in V_{all}} \sum_{k \in K} engdisp_k * \eta_{ik} \quad (1)$$

subject to;

$$\sum_{j \in V_{all}} z_{0jk} = 1 \quad \forall k \in K, \forall (0, j) \in A \quad (2)$$

$$\sum_{i \in V_{all}} z_{i, N+1k} = 1 \quad \forall k \in K, \forall (i, N+1) \in A \quad (3)$$

$$\sum_{k \in K} x_{ijk} = r a_{ij} \quad \forall i, j \in V_{all}, i \neq j, \forall (i, j) \in A' \quad (4)$$

6. CITATION STYLES AND REFERENCE METHODS

The term project must be written in one of the two formats suitable for the related Department. The first is the American Psychological Association (APA) format, and the second is the Chicago Notes and Bibliography system.

6.1. APA Method

For any information that does not belong to the author in the term project, the author has to indicate the source cited. For the information and data transferred by the author from his previous studies, the source should be cited by referring to the previous publication. Every publication mentioned in the content of the term project should be included in the references section.

In order to facilitate the application of the APA style, which should be used in the references and citation sections of the theses, you can examine the alternative suggestions below.

- 1- Mendeley offers a service that provides automatic bibliography transfer free of charge. You can automatically prepare your references in the desired format by using the program after the membership process from the link <https://www.mendeley.com/>.
- 2- All the features of the APA format from <http://www.apastyle.org/> or by getting one of the APA format spelling guides.
- 3- It has an automatic bibliography creation feature for the theses to be written using Microsoft Office Word. This feature is presented under “APA, MLA, Chicago: Formatting bibliographies automatically” from the link: <https://support.office.com/en-us/article/APA-MLA-Chicago-Source%C3%A7alar%C4%B1-auto-as-bi%C3%A7imleme-733ef2c2-fb65-4641-b3e6-91b9cc92085f>

6.1.1. Book

Bibliography (Reference) Format: Author surname, Initial. (Year). *Title of book* (edition). Publisher. DOI link if available on the web.

6.1.1.1 Single author book

In-text citation:

1. Narrative citations: Jackson (2019)

2. Parenthetical citations: (Jackson, 2019).

Reference List:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

6.1.1.2 Book with two authors

In-text citation:

1. Narrative citations: Buzacott and Shanthikumar (1993)
2. Parenthetical citations: (Buzacott & Shanthikumar, 1993).

Reference List:

Buzacott, J. A., & Shanthikumar, J. G. (1993). *Stochastic Models of Manufacturing Systems*. Prentice-Hall.

6.1.1.3 Books with Three or More Authors

In-text citation:

1. Narrative citations: Greig et al. (2013)
2. Parenthetical citations: (Greig et al., 2013).

Reference List:

Greig, A., Taylor, J., & MacKay, T. (2013). *Doing research with children: A practical guide*. Sage.

6.1.1.4 Edited Book

Reference Format: Editor Surname, Initial(s). (Ed.). (Year). *Book title: Subtitle*. Publisher.

In-text citation:

1. Narrative citations: Smith (2008)
2. Parenthetical citations: (Smith, 2008).

Reference List:

Smith, J. A. (Ed.). (2008). *Qualitative psychology: A practical guide to research methods*. Sage.

6.1.1.5 Edited Reprinted Book

Reference Format: Author Surname, Initial(s). (Year). *Book title*. (Initial(s). Editor Surname, Ed.). Publisher Name. Link if available on the web. (The publication date of the original work).

In-text citation:

1. Narrative citations: Watson & Rayner (1920/2013)
2. Parenthetical citations: (Watson & Rayner, 1920/2013).

Reference:

Watson, J.B., & Rayner, R. (2013). *Conditioned emotional reactions: The case of Little Albert* (D. Webb, Ed.). CreateSpace Independent Publishing Platform. <http://a.co/06Se6Na> (Original work published 1920).

6.1.1.6 Translation Book

Reference Format: Author Surname, Initial(s). (Year). *Book name*. (Initial(s). Surname, Trans.). Publisher Name. (The publication date of the original work).

In-text citation:

1. Narrative citations: Coelho (1988/1993)
2. Parenthetical citations: (Coelho, 1988/1993).

Reference:

Coelho, P. (1993). *The alchemist* (A. R. Clarke, Trans.). HarperOne. (Original work published 1988).

6.1.1.7 A Chapter in an Edited Book (Book Chapter)

Reference Format: Chapter author surname, Initial(s). (Year). Title of the chapter. In Initial(s). Book author surname, (Eds.), *Title of the book* (pp. page numbers). Publisher. DOI link if available on the web.

In-text citation:

1. Narrative citations: Aron et al. (2019)

2. Parenthetical citations: (Aron et al., 2019).

Reference:

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

6.1.2. Article

Single Authored Articles Reference Format: Surname, Initial(s). (Year). Article Title. *Journal Title*, Volume(Issue), page numbers. <https://doi.org/xxxx> OR if the article does not have a DOI, include the URL.

Two Authored Articles Reference Format: Surname, Initial(s)., & Surname, Initial(s). (Year). Article Title. *Journal Title*, Volume(Issue), page numbers. <https://doi.org/xxxx> OR if the article does not have a DOI, include the URL.

Three or More Authored Articles Reference Format: Surname, Initial(s)., Surname, Initial(s)., & Surname, Initial(s). (Year). Article title. *Journal Title*, Volume(Issue), page numbers. <https://doi.org/xxxx> OR if the article does not have a DOI, include the URL.

In-text citation:

1. Narrative citations: Boehm (1980)
2. Parenthetical citations: (Boehm, 1980).

Reference:

Boehm, V. R. (1980). Research in the 'Real World' - A Conceptual Model. *Personnel Psychology*, 33(3), 495–503. <https://doi.org/10.1111/j.1744-6570.1980.tb00479.x>

In-text citation:

1. Narrative citations: Grady et al. (2019)
2. Parenthetical citations: (Grady et al., 2019)

Reference:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

6.1.3. Theses/Dissertations

6.1.3.1 Published Thesis/Dissertation:

A published dissertation is a book and should be cited accordingly.

6.1.3.2 Unpublished Thesis/Dissertation:

Reference Format: Surname, Initial(s). (Year of publication). *Thesis Title* [Description - doctoral dissertation or master's thesis]. Institution where thesis/dissertation is held.

In-text citation:

1. Narrative citations: Büyükdağlı (2013)
2. Parenthetical citations: (Büyükdağlı, 2013).

Reference:

Buyukdagli, O. (2013). *Metaheuristics for the No-Idle Permutation Flowshop Scheduling Problem*. [Unpublished master's thesis]. Yasar University.

6.1.4. Conference

6.1.4.1 Conference Presentation:

Reference Formula: Surname, Initial(s). (Year, Month Day-Day). *Conference Presentation Title* [Conference presentation detail]. Conference Name, Venue. URL if there is one.

In-text citation:

1. Narrative citations: Pearson (2018)
2. Parenthetical citations: (Pearson, 2018).

Reference:

Pearson, J. (2018, September 27-30). *Fat talk and its effects on state-based body image*

in women [Conference presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. <http://bit.ly/2XGStHP>

6.1.4.2 Conference Abstract:

Reference Formula: Surname, Initial(s). (Conference date). *Conference Presentation Title* [Conference presentation abstract]. Conference Name, Venue. URL if there is one.

In-text citation:

1. Narrative citations: Cacioppo (2019)
2. Parenthetical citations: (Cacioppo, 2019).

Reference:

Cacioppo, S. (2019, April 25–28). *Evolutionary theory of social connections: Past, present, and future* [Conference presentation abstract]. Ninety-ninth annual convention of the Western Psychological Association, Pasadena, CA, United States. <https://westernpsych.org/wp-content/uploads/2019/04/WPA-Program-2019-Final-2.pdf>

6.1.4.3 Conference Paper in Published Proceedings (Journal Format)

Reference Format: Surname, Initial(s). (Year). Paper Title. *Proceedings Title, Place of publication, Journal issue number*, Page numbers. DOI or URL

In-text citation:

1. Narrative citations: Herculano-Houzel et al. (2008),
2. Parenthetical citations: (Herculano-Houzel et al., 2008).

Reference:

Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences, USA*, 105, 12593-12598. <https://doi.org/10.1073/pnas.0805417105>

6.1.4.4 Conference Paper Published in a Book Form:

Reference Format: Surname, Initial(s). (Ed.). (Year of publication). *Book Name*. Publisher Name. DOI link if available on the web.

In-text citation:

1. Narrative citations: Kushilevitz and Malkin (2016)
2. Parenthetical citations: (Kushilevitz & Malkin, 2016).

Reference:

Kushilevitz, E., & Malkin, T. (Eds.). (2016). *Lecture notes in computer science: Vol. 9562. Theory of cryptography*. Springer <https://doi.org/10.1007/978-3-662-49096-9>

6.1.4.5 Conference Paper Published as Book Chapter:

Reference Formula: Surname, Initial(s). (Year of publication). Paper Title. In: Editor Initial(s). Surname (Ed(s).), *Title of the Book: volume number (if any). Theme title (if any)* (pp page numbers). Publisher. DOI link if available on the web.

In-text citation:

1. Narrative citations: Bodyel et al. (2019)
2. Parenthetical citations: (Bodyel et al., 2019).

Reference:

Bodyel, A. L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In: R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer https://doi.org/10.1007/978-3-030-05348-2_21

6.1.5. News Web Page

Reference Formula: Surname, First letter of name. (Year of publication). *News headline*. Website Name. Web URL link.

In-text citation:

1. Narrative citations: Bologna (2019)
2. Parenthetical citations: (Bologna, 2019).

Source:

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost. https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_1_5d277587e4b02a5a5d57b59e

6.1.6. Web Page with Access Date

Reference Formula: Website Content Name. (n.d.). *Content Title*. Website Name. Access Date, URL link of the website accessed.

In-text citation:

1. Narrative citations: US Census Bureau (n.d.)
2. Parenthetical citations: (US Census Bureau, n.d.).

Source:

US Census Bureau. (n.d.). *US and world population clock*. US Department of Commerce. Accessed January 9, 2020, <https://www.census.gov/popclock/>

6.1.7. Blog and Magazine Article

Reference Formula: Surname, Initial(s). (Year of publication). Blog Title. *Website Name*. Web URL link.

In-text citation:

1. Narrative citations: Schulman (2019)
2. Parenthetical citations: (Schulman, 2019).

Source:

Schulman, M. (2019, November 9). Superfans: A love story. *The New Yorker*. <https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story>.

6.1.8. Social Media Content

Reference Formula: Social Media Account Name. (Year of publication). “Context” [Post Type]. Web URL link.

In-text citation:

1. Narrative citations: Philadelphia Museum of Art (2019)
2. Use at the end of a sentence: (Philadelphia Museum of Art, 2019).

Source:

Philadelphia Museum of Art (@philamuseum). (2019, 3 December). “It's always wonderful to walk in and see my work in a collection where it's loved, and where people are” [Instagram Image]. <https://www.instagram.com/p/B5oDnnNhOt4/>.

6.2. Chicago Notes and Bibliography Method

Footnotes are numbered starting from ⁽¹⁾ for the entire text. The font for the footnotes is Times New Roman and the size is 10 points. In this method, when an explanation is requested on a subject, the explanation can be given as a footnote at the bottom of the page.

- When used for the first time in the cited source text, all information about the source is included in the footnote. In this method, when the same source is cited for the second time, abbreviations such as m.w (mentioned work) and m.a. (mentioned article) should not be used.

For detailed information and bibliography rules, you can visit https://www.chicagomanualofstyle.org/tools_citationguide.html.

6.2.1. Book

Footnote Format: Name Surname, *Title of the study* (Place/city of publication: Publisher, Year of publication), page number.

Reference Format: Surname, First Name. *The title of the study*. Place/city of publication: Publisher, Year of publication.

Note: In printed or electronic articles and books, in works with more than one author, only the first author is indicated as Surname, Name in the bibliography; other authors are listed as Name Surname.

6.2.1.1 Single author book

Notes:

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Shortened notes-Example of footnote when using the same source more than once:

2. Smith, *Swing Time*, 320.

Bibliography entry: Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

6.2.1.2 Book with two authors

Notes:

1. Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

Shortened notes

2. Lash and Urry, *Economies of Signs*, 262.

Bibliography entry: Lash, Scott, and John Urry. *Economies of Signs & Space*. London: Sage Publications, 1994.

6.2.1.3 Book with Three Authors

Note:

1. Hermawan Kartajaya, Philip Kotler and Iwwn Setiawan, *Marketing 4.0: moving from Traditional to Digital*, John Wiley & Sons, 2016, 23.

Shortened note:

2. Kartajaya, Kotler and Setiawan, *Marketing 4.0*, 57.

Bibliography entry: Kartajaya, Hermawan, Philip Kotler and Iwwn Setiawan. *Marketing 4.0: moving from Traditional to Digital*. John Wiley & Sons, 2016.

6.2.1.4 Books with Four or More Authors

With four or more authors cite all in the bibliography, but in the note cite only the first author followed by et al.

Note:

1. Günay Kut et al., *Boğaziçi Üniversitesi Kandilli Rasathanesi ve Deprem Araştırma Enstitüsü Astronomi Astroloji Matematik Yazmaları Kataloğu: Kandilli Rasathanesi el yazmaları* (Istanbul: Boğaziçi University, 2007), 104.

Shortened note:

2. Kut et al., *Kandilli Rasathanesi*, 125.

Bibliography entry: Kut, Günay, Hatice Aynur, Cumhure Üçer, Fatma Büyükkarcı. *Boğaziçi Üniversitesi Kandilli Rasathanesi ve Deprem Araştırma Enstitüsü Astronomi Astroloji Matematik Yazmaları Kataloğu: Kandilli Rasathanesi el yazmaları*. Istanbul: Boğaziçi University, 2007.

6.2.1.5 Edited Book (Whole collection)

Note:

1. John D'Agata, ed., *The Making of the American Essay* (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened note:

2. D'Agata, *American Essay*, 182.

Bibliography entry: D'Agata, John, ed. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016.

6.2.1.6 Translated Book

Note:

1. Julio Cortázar, *Hopscotch*, trans. Gregory Rabassa (New York: Pantheon Books, 1966), 165.

Shortened note:

2. Cortázar, *Hopscotch*, 130.

Bibliography: Cortázar, Julio. *Hopscotch*. Translated by Gregory Rabassa. New York: Pantheon Books, 1966.

Note: If the author is not known, the name of the author or translator should be written according to the footnote or bibliography order before the title of the study, and then ed./Ed., or trans./Trans. is written.

Example:

Note: Özdemir Nutku, trans., *Romeo and Juliet* (Istanbul: Remzi Kitapevi, 1984), 25.

Bibliography: Nutku, Özdemir, Trans. *Romeo and Juliet*. Istanbul: Remzi Kitapevi, 1984.

6.2.1.7 Chapter of an Edited Book (Book Chapter)

Note:

1. Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened notes:

2. Thoreau, “Walking,” 182.

Bibliography: Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

6.2.2. Article

The specific page number consulted should be indicated in the footnote, if available. The page range of the whole article should be specified in the bibliography.

Note: In printed or electronic articles and books, in works with more than one author, only the first author is indicated as Surname, Name in the bibliography; other authors are listed as Name Surname.

Notes:

1. Susan Satterfield, “Livy and the Pax Deum,” *Classical Philology* 111, no. 2 (April 2016): 170.

2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

Shortened notes:

4. Satterfield, "Livy," 172–73.

5. Keng, Lin, and Orazem, "Expanding College Access," 23.

6. LaSalle, "Conundrum," 101.

Bibliography:

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109. Project MUSE.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al.*

Note:

7. Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

Shortened note:

8. Bay et al., “Predicting Responses,” 466.

Bibliography:

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures.” *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

6.2.3. Thesis or dissertation**Notes:**

1. Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

Shortened notes:

2. Rutz, “*King Lear*,” 158.

Bibliography: Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

6.2.4. Unpublished Conference

Note: Nazlı İpek Hüner Cora, “Genre and the Performance of Gendered Acts in Ottoman Prose Fiction” (Conference: Rethinking Genre in the Islamicate Middle East, University of Hamburg, Hamburg, 5-7 September 2019).

Bibliography: Hüner Cora, Nazlı İpek. “Genre and the Performance of Gendered Acts in Ottoman Prose Fiction.” Conference: Rethinking Genre in the Islamicate Middle East, University of Hamburg, Hamburg, 5-7 September 2019.

6.2.5. Website content**Notes:**

1. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
2. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.

Shortened notes:

3. "Yale Facts."
4. Google, "Privacy Policy."

Bibliography:

Yale University. "About Yale: Yale Facts." Accessed May 1, 2017.
<https://www.yale.edu/about-yale/yale-facts>.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

6.2.6. News, Blog or Magazine Article

Notes:

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "SNAP Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017,
<https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Shortened notes:

3. Mead, "Dystopia," 47.
4. Manjoo, "Snap."

References:

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *The New Yorker*, April 17, 2017.

6.2.7. Social Media Content

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

In-text:

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Notes:

1. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.
2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Shortened notes:

3. Souza, "President Obama."
4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."

Bibliography:

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015.

<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.


APPENDICES

APPENDIX 1. TERM PROJECT COVER PAGE

Term Project title: Times New Roman, Bold, 16-14 pt, centered, all capital letters, at least 18 pt line spacing, before 18 pt, after 18 pt.

Other texts: Times New Roman, Normal, 13 pt, centered, all capital letters, 1.5 lines, before 18 pt, after 12 pt.

Footer (Bornova/ İzmir MONTH 20XX): Times New Roman, 11 point, not bold, centered, single line spacing


YAŞAR UNIVERSITY
GRADUATE SCHOOL
NON-THESIS MASTER TERM PROJECT
TITLE OF THE TERM PROJECT
SECOND LINE OF THE TITLE
THIRD LINE OF THE TITLE
STUDENT NAME
STUDENT ID
TERM PROJECT ADVISOR: <u>ASSIST./ASSOC./PROF.(PHD)</u> XXX YYY
DEPARTMENT
NAME OF THE PROGRAMME
BORNOVA / İZMİR AY 20XX

APPENDIX 2. APPROVAL PAGE

We confirm the suitability of the current study as a Non-Thesis Master's Term Project in terms of scope and quality.

Advisor:

Signature:

Assist./Assoc./Prof.(PhD) Xxx YYY

... University

.....

Head of the Department:

Assist./Assoc./Prof.(PhD) Xxx YYY

... University

.....

APPENDIX 3. ABSTRACT

ABSTRACT

TITLE OF THE TERM PROJECT

Surname, First Name

Non-Thesis Term Project, Name of the Programme

Advisor: Assist./Assoc./Prof.(PhD)Xxx YY

Month 20XX

Quality function deployment is a method that helps increase customer satisfaction as well as the production of a quality product customized according to customer needs. Customers' demands and expectations about the product are received through surveys or target group interviews. The gathered data were analyzed with Analytical Hierarchy Process (AHP).

The aim of this project is to maximize the demand levels of the firms that sell automobile insurance and to make it possible for these firms to offer products according to their customers' demands with the help of QFD.

Keywords: quality function deployment (QFD), automobile insurance, voice of the customer (VOC), analytic hierarchy process (AHP)

APPENDIX 4. ÖZ

ÖZ

PROJE BAŞLIĞI

Soyad, İsim

Yüksek Lisans Dönem Projesi, Program Adı

Danışman: Dr. Öğr. Üyesi/Doç./Prof. Dr. Xxx YYY

Ay 20XX

Kalite fonksiyon göçerimi, müşterilerin isteklerinin ve ihtiyaçlarının doğrultusunda kaliteli bir ürünün çıkmasını, müşterilerin memnuniyetinin artmasını ve firmaların başarıyı elde etmesini sağlayan bir yöntemdir. Müşterilerin ürün hakkındaki istek ve beklentileri, anket veya odak grup görüşmeleri yardımıyla elde edilir. Toplanan verilerin değerlendirilmesi Analitik Hiyerarşi Süreci (AHS) yardımıyla yapılmıştır.

Bu çalışmadaki amaç, KFG ile kasko satan sigorta şirketlerinin müşteri beklentilerini en üst düzeye çıkartmak ve firmaların müşteri beklentilerine göre ürün sunmalarına olanak sağlamaktır.

Anahtar sözcükler: kalite fonksiyon göçerimi (KFG), kasko sigortası, müşterinin sesi (VOC), analitik hiyerarşi süreci (AHS)

APPENDIX 5. ACKNOWLEDGMENTS

ACKNOWLEDGEMENTS

(This part must be added at the project submission stage after the term project has been successfully completed.)

Name Surname

Izmir, 20XX

APPENDIX 6. TEXT OF OATH

TEXT OF OATH

I declare and honestly confirm that my study, titled “TERM PROJECT TITLE” and presented as a Non-thesis Master Term Project, has been written without applying to any assistance inconsistent with scientific ethics and traditions. I declare, to the best of my knowledge and belief, that all content and ideas drawn directly or indirectly from external sources are indicated in the text and listed in the list of references.

Name Surname

Date

APPENDIX 7. LIST OF FIGURES

LIST OF FIGURES

Figure 3.1. Canoe Model	12
--------------------------------------	----

APPENDIX 8. LIST OF TABLES

LIST OF TABLES

Table 3.1. Classification of Customer Voice	16
Table 3.2. Significance Scale	20
Table 3.3. RI Values	23

APPENDIX 9. SYMBOLS AND ABBREVIATIONS

SYMBOLS AND ABBREVIATIONS

SYMBOLS:

- A Comparison matrix between factors
- a_{ji} Calculation of components under the diagonal
- B Column vector
- b_{ij} Formula to calculate column B vector
- C Matrix formed by combining n B column vectors
- W Priority vector
- λ Core Value

ABBREVIATIONS:

- AHS Analytical Hierarchy Process
- QFD Quality Function Deployment
- TQM Total Quality Management