



OSTİM TECHNICAL UNIVERSITY

INSTITUTE OF SOCIAL SCIENCES

THESIS MANUAL / NON-THESIS MASTER'S

PROJECT WRITING GUIDE

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www.ostimteknik.edu.tr

**"OSTİM Technical University Institutes Thesis
Manual" was prepared by the Commission
established with the decision numbered
.....of the OSTİM Technical University
Senate.**

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PREFACE

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

- To prepare students for the job market,
- To ensure active participation of students in community life,
- To provide and support personal development,
- To develop and transfer the acquired information,
- To make professional applications of this information by providing new information,
- To enable the individual to enhance theoretical and practical knowledge on a subject that will interest him/her based on his/her curiosity and desire by conducting specific but in-depth examinations.
- To train highly qualified human power in a variety of public and industrial sector service areas,
- To conduct research to solve the national problems,
- To conduct research in order to produce the necessary technology for development.

With the start of postgraduate education at OSTİM Technical University, which has focused on providing solutions to the problems of the industry and the country since the day it was founded, many postgraduate students have enrolled in 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 method, or preparing an original thesis that develops a new field of application related to a known scientific method are the final stages of the postgraduate education of these students. The theses prepared by the students as one of the most significant outcomes of their academic education are both a product and an indicator of education.

This manual prepared for OSTİM Technical University Institutes of Natural and Applied Sciences, and Social Sciences will ensure the standardization of the postgraduate theses and guide the students to make the most appropriate presentation to the scientific discipline in accordance with the characteristics of the education they received. The rules that are required to be followed while writing the thesis are provided in written and visual forms in this manual. We hope that the guide will be helpful and leading for all students and thesis supervisors of OSTİM Technical University, and that the theses to be prepared in accordance with ethical rules with high contribution to industry and science will be published as qualified intellectual and academic products of OSTİM Technical University Institutes

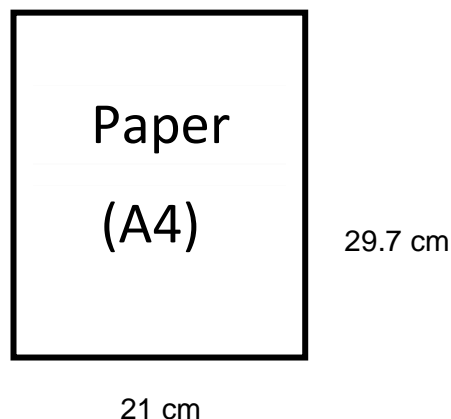
1. General Information

1.1. Ethical Responsibility

In all theses written within OSTİM Technical University Institutes, the rules of universal publication ethics, Higher Education Institutions Scientific Research and Publication Ethics Committee Directive, which was made by General Assembly of Council of Higher Education on 29.08.2012 and entered into force with the decision numbered 2012.18.946., the principles specified in the relevant legislation on Scientific and Academic Publication Ethics of OSTİM Technical University are complied with. It is essential that the subject of the theses is original and contributes to the field. In the theses written at OSTİM Technical University, it is significant to be integrated with the industry, entrepreneurship, innovation and practice. There should be no repetition of previous theoretical or practical studies in theses. All sources used in the theses should be cited. It is considered as plagiarism to buy another thesis, in whole or in part, and it is expressed as a crime by the Law No. 5846 on Intellectual and Artistic Works. The sources used in the thesis are duly shown and revealed. Sources that are not directly examined are not cited as stand-alone information sources. Sources that are directly examined and quoted are given together with their citations. The sentences or paragraphs in the thesis text cannot be taken from another text as it is, except for quotation marks.

1.2. Paper Properties to be Used in the Thesis

A4 standard (20.99 x29.7 cm, 80g/m²) first pulp white paper should be used in writing the thesis. The features of the thesis paper are printed and reproduced without deterioration, and all copies are ensured to be legible and clear. In case of adding appendix (picture, project, etc.) to the thesis text, the paper size can be changed in the appendix with the approval of the thesis advisor.



1.3. Cover and Binding

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

1.4. Printing

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

1.5. Spelling Rules

The medium of instruction in OSTİM Technical University Institutes is Turkish and English. In this context, the theses are written in Turkish in Turkish programs, whereas it is written in English in English programs. In Turkish thesis writing, the rules specified in the Turkish Language Institution Spelling Guide and 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 proofread by a third person speaking the native language of the said language in terms of spelling and grammar. In the theses, the first-person narration is not used except for originality report, ethical declaration, dedication, acknowledgement, preface and footnotes. Third-person narration is used.

1.6. 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 is adjusted on the right and left edges so that each line is aligned. For the paragraphs that will start with content, a space of 1.0 cm is left from the left edge. Footnotes do not exceed the lower limit.

The font to be used is Times New Roman 12-punto size or Arial 11-punto size; the punto size for the main text is 12, and for the footnotes and descriptions under the table are 10. If 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 the punctuation mark. The headings of the

sections are written in the same text font and punto size. If 12-punto size is used throughout the these, first degree titles shall be written with 12-punto size, capital letters and dark/bold letters; and the second, third, and fourth degree subtitles shall also be written in 12-punto size and dark/bold but only the initials are written in capital letters. If not required, lower-level titles are not utilized. Words are not divided by hyphenation at the end of the line. When necessary, italic font can be used. One space is left after punctuation marks.

As for the footnote texts, Times New Roman 10-punto size or Arial 9-punto size are used. Tables and figures are written with the same punto size used in the footnote text; the punto size is used two-punto size smaller; which means the punto size can be reduced up to 8 punto size, if necessary. The font and size must be consistent within themselves in all thesis text, tables, and figures. Long direct quotations/citations written inside by pulling from the left margin are written 2-punto size smaller than the punto size used in the text.

In tables and shapes that do not fit on a single page, smaller characters (provided that they are not less than 8 puntos) can be used to fit on one single page.

1.6.1. Page Numbers

Pages are numbered so that they are at the bottom and middle of the page, and no signs such as brackets or lines are placed on the front or back. All pages should be numbered, except for the outer and inner cover. Starting from the acknowledgements page, the first pages before the main text are numbered as "i, ii, iii, iv, v", and the thesis main text pages starting with the introduction chapter are numbered as "1, 2, 3, 4, 5". If the page is to be utilized horizontally, the page number should be in its vertical position.

1.6.2. Line Spacing

In the main text, the spacing must be 1.5 lines. The same line spacing should be used in the figure captions, explanations of table as well as quotations and reference index. The spacing in footnote texts should be 1 line. The spacing between paragraphs should be 1.5 line. Each new paragraph, except for abstract and references, should start from 1,0 cm indent. A page turn is made for the first-level chapter titles and the initial pages preceding the main text. Two line spacing is left after these titles. Likewise, two line spacing is left before the second and third level titles. One line space is left between the main text and the figure, formula, and table. There is also a line of space between figure and the figure caption, and the table and the table caption.

1.6.3. Section and Subsection Heading

The sections of the thesis that appear before the main text – Acknowledgements, Öz (Turkish Abstract), English Abstracts (Abstract, Table of Contents etc.) - are not numbered. These initial headings are written in bold and capital letters with a 14-punto size and are centered on the page.

The main text of the thesis is numbered. In the context, chapters, including the INTRODUCTION chapter, are numbered. First-level titles are written in the middle of the page, whereas other titles are aligned to the left.

Third-level titles are started within 1.0 cm of the page, but fourth-level titles are started within 2.0 cm of the pages. Following table is the main and subsection titles:

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. Fourth level title	
1.1.2.2. Fourth level title	
1.2. Second Level Title	

First-level chapter titles are written in capital letters. In second-level titles, the first letter of each word is capitalized, the other letters are lower-case. However, in the third and the fourth-level titles, only the first letter of the first word is written in capital letter and other words are lower-case. The conjunctions (and, with, or such as) in titles other than the first-level should be written in lower case. All chapter titles are written in bold.

2. Parts 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 edges 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 in sequential order. Then, 3 cm space is left. After the thesis title and before the thesis type, 2 cm line space is left, and the type of the thesis (MASTER'S THESIS/DOCTORAL THESIS) is written. After the type of the thesis, 2 cm line space is left and the phrase "PREPARED BY" is written, and the name of the author of the thesis is written under it without leaving a space. Subsequently, a space of 2 cm is left and the phrase "THESIS ADVISOR" is written. The name of the Thesis Advisor is written without leaving a space. Then after leaving 2 cm space, the city and the year of the thesis are given with leaving space. Thereafter, a space line of 1 cm is left. Appropriate changes can be made at space lining 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 cover of the thesis, the name and surname of the person who prepared the thesis, the title of the thesis and the year of acceptance of the thesis are written. This information is written in 12-punto 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

On the approval page, the name of the author, the title of the thesis, the dates on which the thesis was submitted to the institute and defended, the statement stating that the thesis was found successful with unanimity/majority of votes, and the names of the thesis advisor and the jury members approving the thesis are written. The jury members sign the places on this page and state that they accept the thesis after the thesis defense is over and all corrections are completed, and the thesis is finalized. (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 Ethics Statement

The Thesis Ethics Statement, which includes that the thesis is prepared in accordance with academic ethical rules, is given in accordance with the example in Appendix- 6, signed by the student, and the ethical declaration 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 person/people/institutions, they are written in italics at the top of the 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 any responsibility, 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 process until the thesis starts is given. In this section, the reason for the study and the stages of the study are also included. Information is given about the content of the study and which sections 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. The contributions of institutions to the thesis are included here, and institutions can be thanked in this section. The preface is prepared to not exceed three pages.

2.1.9. Turkish and English Abstract (Öz)

On the 'Öz' 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 parts other than the thesis body is indicated with Roman numerals) and the year in which the thesis was prepared are written, followed by the title of the thesis, all in capital and bold. Then, a line of space is left, and the text is written without any indentation. The abstract contains the thesis abstract in 1-2 paragraphs, with a maximum of 250 words. In the abstract, 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. English abstract is prepared under the title of "abstract", taking into account the same issues. The titles "Öz" and "Abstract" are written at the top of the page, centered, in bold, and in 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 shall not exceed 5. If the thesis is 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 APPENDİX-8)

2.1.10. Table of Contents

It is the part of the thesis where the titles in the front part, the text part, and the last part of the thesis are indicated 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 and capital letters, while the second-, third- and fourth-degree sub-headings are shown only in capital letters. While first degree titles are written without indentation at the beginning of the line, 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 APPENDİX-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 as figures and included in the list of figures.

If tables are used in the thesis text, 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 line spacing 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. (See APPENDİX-10)

If figures are used in the text of the thesis, a list of figures is prepared. In this case, the title "FIGURES" is used and centered at the top of the page in capital letters and bold. After the title, 2 lines of spacing are left. The figure descriptions in the list of figures are identical to all of the descriptions in the thesis text, leaving 1 line of space after each figure description. (See APPENDİX-11)

If symbols and abbreviation are used in the thesis text, a list of symbols and abbreviations is prepared. In this case, the title "SYMBOLS and ABBREVIATIONS" is used and centered on the top of the page in capital letters and bold. After the title, 2 lines of spacing are left. The symbols descriptions in the list of symbols are identical to all of the descriptions in the thesis text, leaving 1 line of space after each icon description. (See APPENDİX-12)

2.2. Thesis Text

The thesis starts 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 a scientific language is used in accordance with grammar and spelling rules.

In the introduction, the aim, scope, importance, limitations, research problems, 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 in a logical whole. 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 heading "Conclusion" or "Conclusion and Suggestions" can be used.

After the conclusion, there is the "References" section. The "References" title 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 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.

For the theses made at OSTİM Technical University, citations and "References" shall be written within "APA (American Psychological Association) system.

2.2.1. Appendixes

Information that may interrupt the fluency but also may be useful in terms of the field of study is given in the Appendix. Text, table, figure, list, note on the method, questionnaire or interview form used, case study, visual material, document that is difficult to find by the reader, etc., which can be considered very detailed in the thesis text may be included in this section.

Appendixes 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 text of the thesis.

Multi-page appendixes 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. A note giving information about the content is written on the discs with a CD pen.

(Example: Title of Thesis, Name of the Thesis Owner, Surname, Appendix ...: Title of Appendix). The appendix given as a DVD or CD are 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 "ATTACHMENTS" 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. Citation

In the writing of the theses, one of the ways of citing/referencing sources is used through "footnotes" (Chicago) or "in-text parentheses" (APA 7). It is important to choose only one of these methods in order to ensure integrity throughout the text.

3.1. Citation via Footnotes

When citing the source through footnotes, the footnote number related to the reference in question is given at the end of the author's name and surname, the name of the work, the word, the quotation, or the sentence in the part to be referred to in the text.

The bibliographic tags of the sources used in the thesis are given in detail in the form of footnotes on the first pages they appear in, in accordance with the rules. Later citations use footnote repeat connectors as shown in this guide.

Footnote information consists of the name and surname of the author, the name of the work, publication information, and page numbers. In general, footnote information includes the

name and surname of the author, the comma after the surname, and the name of the work after the comma. Then, publication information is given in parentheses without a comma. If there are information such as the volume and edition number or the compiler ("comp" abbreviation), editor ("ed" abbreviation), translator ("trans." abbreviation), this information is written with a comma after the title of the work, and the publication information is written in parentheses without a comma. The page range is written by placing a comma after the parenthesis. Punctuation marks are used where necessary, but the footnote formats written in this situation vary according to the type of source (book, article, thesis, journal, etc.).

The number of prints is shown in the books starting from the second edition. The abbreviation "ed." is used for the words printing/edition.

For references to sources other than Turkish, the title and publication information are not translated into Turkish; It is written in the source's own language and in its own alphabet.

3.1.1. Writing the Footnote Number

In the text, the footnote number is displayed in superscript format as shown in the example below.

Example:

Identification is a result of organizational identity as part of the individual's social identities¹. Pratt stated that identification with the organization satisfies the individual's holistic needs². Tajfel (1978) defined social identity as "that part of one's social context that derives from one's knowledge or membership in a social group or groups, and emotional and value attachment to that membership"³.

3.1.2. Writing the Footnote Information

While giving footnote and bibliography information of a source, the information on the inner cover of the book is taken as basis. Titles of the authors are not used when giving author information.

3.1.3. Using Footnote Repetition Conjunctions

Footnote repetition abbreviations are used when detailed and complete source information is given in the first footnote and when the same sources are cited again in subsequent footnotes. Instead of a detailed rewriting of these citations, the following standard abbreviations are used.

Ibid archive: i.a.

Ibid journal: i.j.

Ibid work: i.w.

Ibid article: i.a.

Ibid report: i.r.

Ibid thesis: i.t.

Ibid publication: i.p.

If the works to which abbreviations such as *ibid*, *i.a.*, and *i.p.* are referred to are written in italics, these abbreviations should also be written in italics. The use of these abbreviations, which vary depending on whether the repeated source is used repeatedly or after a different source is inserted, is explained below. If these abbreviations are used in the footnotes, the abbreviations and their explanations should also be stated in the abbreviation list of the thesis. The above rule is also followed for references to sources other than Turkish.

3.1.4. Footnote Repetition Conjunctions for Cascading Sources

When footnotes for the same source are given consecutively, the appropriate abbreviation expressions above are written to indicate that the mentioned source is the previous source. If the reference is to another page in the same source, the page number or page range is written by placing a comma after the relevant abbreviation.

EXAMPLE:

¹ Mustafa Polat, *Yeni Normal Örgütlerde Davranış*, (Ankara: Nobel, 2021), 7.

² *ibid*, 13.

3.1.5. Footnote repetition conjunctions to be used when a different source is inserted

When it is necessary to repeat the source given in a previous footnote after other sources are inserted, the italic conjunction "*Ibid*" is used by placing a comma after the surname of the author. This conjunction indicates the reuse of the source given in an earlier footnote. If there is no author surname, the name of the work is abbreviated, and the page number is shown by putting a comma. In the abbreviation of the work's title, the first two or three words of the title

are given.

Example:

³ Polat, *ibid*, 12.

If an author has more than one publication, the publication date or the abbreviation of the name of the work can be given as supplementary information after the author's surname.

. Example:

⁴ Polat, 2020, 12.

⁵ Polat, *Yeni Normalde*, 14.

3.1.6. Citation via In-Text Parentheses

The 7th Edition of the Writing Guide published by the American Psychological Association (APA) in 2020 is used in the method of citing references through in-text parentheses. For this purpose, the surname of the author and the date of publication of the relevant source are written in parentheses next to the quotation where the reference is intended to be made in the text. When making this arrangement, the first letter of the author's surname is written in capital letters, the other letters are written in lower-case, the publication date is written by placing a comma, and then the parenthesis is closed.

3.1.7. Citation at the End of a Sentence

If the source is to be cited at the end of the text, the first letter of the author's surname is written in capital letters, the other letters are written in lower-case, and the publication date is written in parentheses by placing a comma between them. Then the period is placed.

Example:

The reflection of negotiation methods in the field of organizational behavior is in a structure that can produce results worth examining (Sıgır, 2009).

3.1.8. Citing at the Beginning of and in the Sentence

If the surname of the author is mentioned in the relevant text or if a reference is made by mentioning the name of the author at the beginning of the sentence or in the sentence, the surname of the author is left out of the parentheses and the date of the work is written in parentheses.

Example:

Aycan (2021) has reached different results by acting within the framework of the same

subject.

3.1.9. Citing a Work with Multiple Authors

When the reference belongs to more than one author, if the number of authors is two, it is written as "Polat and Mert (2004)" at the beginning of or in the sentence, and as "(Polat and Mert, 2014)." at the end of the sentence. If the number of authors is more than two, it is written as "Polat et al. (2014)" at the beginning of or in the sentence and as "(Polat et al., 2004)." at the end of the sentence.

Example:

Polat and Bayram (2011) have reached different results by studying the same subject.

Leadership is the art of employing tired juniors with enthusiasm (Korkmaz and Algöz, 2010).

Erkan et al. (2012) analyzed the same feature using different methods.

Different results were reached by acting within the framework of the same subject. (Katik et al., 2010).

3.1.10. Citing Multiple Works on the Same Topic

If two or more works are to be cited in the same parentheses, the authors are listed alphabetically according to their surnames, separating them with semicolons.

Example:

Leadership is the art of engaging tired juniors with enthusiasm (Sıgır, 2002; Polat, 2005).

3.1.11. Citing Works by The Same Author in the Same Year

When referring to the works of an author with the same date, in order to distinguish these works from each other, lower-case letters are used in parentheses, starting with the letter a after the publication date, in alphabetical order. Pay attention to using the lower-case letters in the bibliography.

Example:

The study of the relationship between apprenticeship and mastery based on Ahi-order can

contribute to getting significant cultural results (Polat, 2011a).

Different results have been obtained in the studies on this subject in the organizational behavior literature (Polat, 2011b).

3.1.12. Citing Works of the Same Authors with the Same Surname

In order to distinguish the works of more than one author with the same surname, the first letter of the author's name is written after the author's surname in parentheses.

Example:

The study of the relationship between apprenticeship and mastery based on Ahi-order can contribute to getting significant cultural results (Polat M., 2013).

Different results have been obtained in the studies on this subject in the organizational behaviour literature (Polat T., 2013).

3.1.13. Citing a Certain Part in the Work

When referring only to a section, page, chart, figure or equation, the page number should always be indicated. While it is possible to use the abbreviated form of the "page", the abbreviation of "chapter" is not used when referring to a section.

Example:

The study of the relationship between apprenticeship and mastery based on Ahi-owner can contribute to getting important cultural results (Ahi Institution, 2019, p. 121).

The study of the relationship between apprenticeship and mastery based on Ahi-owner can contribute to getting important cultural results (Tabak, 2012, Chapter 1).

3.1.14. Citing Personal Interviews in the Text

Personal interviews should be stated in the text and the date should exactly be written.

Example:

The study of the relationship between apprenticeship and mastery based on Ahi-owner can contribute to get important cultural results (A.Tabak, personal interview, 21 December 2021).

3.1.15. Citing Published Thesis, Report, and Declaration

The citation is made the same way as done in other publications. However, its difference

from other publications is giving the presentation year of the thesis, report, and declarations instead of the publishing year.

Example:

The study of the relationship between apprenticeship and mastery based on Ahi-owner can contribute to getting significant cultural results (Tabak, 2014).

3.1.16. Citing Electronic and Digital Sources (Internet)

When citing a page or study from the internet, first the surname of the author, date, and page number, if any, are given. If there is no visible author, then the title of the text, date, and page number, if any, are given. If the text does not have a title, then the URL of the web page, date, and page number, if any, are given.

Example:

The relationships between positive and negative job attitudes related to the organization were analyzed in this study. (Polat, 2010)

The relationships between positive and negative job attitudes related to the organization were analyzed in this study. (Developments in the Field of Organizational Behavior, 2013).

The relationships between positive and negative job attitudes related to the organization were analyzed in this study. (<https://dergipark.org.tr/en/pub/khosbd/issue/19228/204329>, 2010)

3.1.17. Citing Newspapers

In quotations from newspapers, the surname of the author of the article, the date of the newspaper and the page number are given. If there is no author's name, the entry is made with the title of the article, the date of the newspaper and the page number.

Example:

Individuals with a high level of organizational identification perceive their organizations as if they were themselves (Polat, 2010, p. 2).

Individuals with a high level of organizational identification perceive their organizations as if they were themselves (Organizational Identification, 13.06.2014 p. 12).

3.1.18. Citing Encyclopedia Articles

When writing an encyclopedia article, if the article is written by an author, the author's

surname, date, and page number are written as in normal works. If the entire encyclopedia is written by a single author, then that author's surname, date and page number are given.

Example:

The relationships between positive and negative job attitudes related to the organization were analysed in this study. (Polat, 2010).

The relationships between positive and negative job attitudes related to the organization were analysed in this study. (Polat, 2010 p.132).

3.2. Explanatory Footnotes

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 shown in this way. Footnotes exceeding 12 lines are given in the Appendix. An asterisk (*) is used instead of numbering in the explanatory footnotes in order to distinguish them from the citation footnotes. In cases where there is more than one explanatory footnote on the same page, information can be presented by increasing the number of stars (two stars ** for the second footnote, three stars *** for the third footnote).

3.3. References

The references is a list of all the works cited and referred in the text, which aligned in alphabetical order according to the surnames of the authors. All sources in the text should be included in the references list. It is important that the information given in the references and the sources in the text are consistent.

3.3.1. References Title

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

3.3.2. References Line Spacing

Line spacing is selected as 1 line spacing in the references list. The references list indentation is set to be "Hanging" (it can be adjusted by selecting the Bibliography text in

MS Word and right-clicking and selecting Paragraph > Indentation > Special > Hanging)

3.3.3. Creating the References in Theses Cited by Footnotes

References are listed alphabetically according to the surname of the author (and written as the surname and first name of the author). The works are not given an extra serial number and the titles of the authors are not used. The author's surname comes first, followed by a comma, then the first name, and a period is put. Then, if the source is a book, the name of the source is written in italics, and a period is put. After this information, the name of the place where the work was published is written and colons are placed, and the publishing house and publication year are written. A comma is put between the publishing house and the year of publication (Publication information is not given in parentheses in the bibliography). When writing information about the work, only the first letters, including the surname and name, are written in capitals.

In the references, the page number/page range where the reference is made is not written. Only in articles from journals, articles in collective works or book chapters; the page range from the first page to the last page of the cited article or book chapter is indicated.

When listing the sources; first, the works written by the author alone and then with other authors, if any, are included. If the works written by other authors are more than one, sorting is made according to the surnames of the second and then the third authors.

The works of two different authors with the same surname are listed in alphabetical order according to their names. If the author is a corporate body, the work is listed in alphabetical order with the name of the corporate body that is the author. If a work does not have an author or editor, the source is added to the reference list in the alphabetical order according to the name of the work. If the title of the work begins with a number, the reading of the number is taken into account in the alphabetical order. Title and publication information are not translated into Turkish in those sources other than Turkish; it is written in the source's own language and in its own alphabet. When writing these in the references, the above rules are followed.

3.3.4. Writing References in Theses Cited Through In-Text Parentheses

The references rules for the sources shown through in-text parentheses are summarized in the table below:

A Work by One Author	Author's Surname, Initials of the author's name. (Publication year). <i>The title of the book</i> . Publisher. Sıgı, Ü. (2021). <i>Nitel Araştırma Yöntemleri</i> . Beta.
A Work by Multiple Authors	The surname of the first author, Initials of the first author's name., The surname of the second author, Initials of the second author's name., Other author's last names, Initials of their names. & Surname of the last author, Initials of the last author's name. (Publication year). <i>The title of the book</i> . Publisher. Saruhan, Ş. C. & Özdemirci A. (2016). <i>Bilim, Felsefe ve Metodoloji</i> . Beta.
Organisation as an Author	Name of the organization. (Publication Year). <i>Title of the book</i> . Publisher. Türk Dil Kurumu. (2021). <i>Yazım Kılavuzu</i> . Türk Dil Kurumu Yayınları.
Translated Work	The surname of the author, Initials of the author's name. (Publication year). <i>The title of the book</i> (Trans. The first letter of the translator's name. Initials of the translator). Publisher. Miles, J. A. (2016). <i>Yönetim ve Organizasyon Kuramları</i> (Trans. M. Polat & K. Arun). Nobel.
Chapter in an edited book	Author's Surname, Initials of Author's Name. (Publication year). Name of the section. Initials of Editor's Name. Editor's Surname (Ed.), <i>Title of the Book</i> (page numbers). Publisher. Bayrak, R. (2021). İmalat Sanayinin Lokomotifli Savunma Sanayi ve Tedarik Sürecinin Makroekonomik Yapı ve Değişkenlerle Etkileşimi. M. Polat & A. Yurttaş (Eds.), <i>Lojistik Gelecek</i> (p. 387-423). Nobel.

Article by One Author*	<p>Author's Surname, Initials of Author's Name. (Publication year). Title of the article. <i>Name of the Journal, Volume</i> (Issue), Page Numbers.</p> <p>Erdal, B. (2019). Türkiye'ye gelen yabancı doğrudan yatırımları uzun dönemde ve kısa dönemde etkileyen makroekonomik değişkenler. <i>Sosyal ve Beşerî Bilimler Dergisi</i>, 11 (2), 48-63.</p>
Article by Two Authors	<p>First author's Surname, Initials of the first author's name. & Second Author's Surname, Initials of the second author's name. (Publication year). Name of the article. <i>Name of the Journal, Volume</i> (Issue), Page Numbers.</p> <p>Özyürek, H. & Dinç, Y. (2014). Time-driven activity based costing. <i>International Journal of Business and Management Studies</i>, 6 (1), 97-117.</p>
Article by multiple authors (up to 20 authors) **	<p>First Author's Surname, Initials of first author's name., Second Author's Surname, Initials of second author's name., Surnames of other authors, Initials of the other author's names. & Surname of the last author, Initials of the last author. (Publishing year). Name of the Article. <i>Name of the Journal, Volume</i> (Issue), Page Numbers.</p> <p>Yülek, M. A., Lee, K. H., Kim, J. & Park, D. (2020). State capacity and the role of industrial policy in automobile industry: A comparative analysis of Turkey and South Korea. <i>Journal of Industry, Competition and Trade</i>, 20, 307-331.</p>
Newspaper Article by No Author	<p>Name of the Article. (Day Month Year). Name of the Newspaper, Page Numbers.</p> <p>Akademi ve Teknopark İşbirliği. (1 September 2021). Posta, 9.</p>

Unpublished Declaration	<p>Surname of the Author, Initials of the author's name. (Publishing Year). Name of the article. <i>Declaration presented in an academic event. Place: University.</i></p> <p>Baysal, Z. (2019). Strategic Entrepreneurship Dimensions: A Case Study in A Family-Owned Business. Declaration presented in the academic event <i>Qualitative Paper Development Workshop in Management & Marketing</i>. Eskişehir: Anadolu University.</p>
Unpublished Master's Degree or Doctoral Thesis	<p>Author's Surname, Initials of Author's Name. (Publication Year). <i>Title of the Thesis</i>. Unpublished Master's Degree or Doctoral Thesis. Publisher: Name of the University, Name of the Institute.</p> <p>Yeşilırmak, S. (2021). <i>KOBİ'lerin ihracatçı özelliklerini belirleyen mikro faktörlerin analizi: OSTİM kümelenmeleri üzerine bir karma yöntem araştırması</i>. Unpublished Master's Degree. Ankara: Ankara University, Institute of Social Sciences.</p>
Web Page	<p>(If any) Surname of the Author, Initials of author's name. (Year Month Day). <i>Title of the Article</i>. The name of Web page. URL.</p> <p>or</p> <p>Name of the organization (Year Month Day). <i>Title of the Article</i>. URL.</p> <p>OSTİM Organized Industrial Zone (30 September 2021). <i>21. Yüzyıl Türk Dünyasının Yüzyılı Olacak</i>. https://www.ostim.org.tr/21-yuzyil-turk-dunyasinin-yuzyili-olacak</p>

Citing a secondary source (indirect citation)	<p>After the original book tag, the phrase "as cited in ..." is used and then the tag of the work that is quoted is written. This method is used only in cases where the original work referenced cannot be accessed.</p> <p>Schumpeter, J. A. (1961). <i>The theory of economic development—An inquiry into profits, capital, credit, interest, and the business cycle</i>. New York: Oxford University Press, as cited in A. Ege ve A. Y. Ege (2019). <i>How to Create a Friendly Environment for Innovation? A Case for Europe. Social Indicators Research</i>, (144), 451-473.</p>
Archival Documents	<p>Name of the Archive. (Date, if any). (if any) Title of the document, Call number, box/file/item number (if any), leaf/page/place/file number (if any).</p> <p>Prime Ministry Republic Archive. (15.08.1933), 03010, 198 352 11.</p>
Court Decisions	<p>Name of the court. Date, File Number, Decree no.</p> <p>Const. Court. 12.06.2005, F.2005/5612, D.2006/1325.</p>

* When mentioning articles in the references, only the initials of the title of the work is capitalized and the other letters are lower-case. The name of the journal is written with the first letter of each word capitalized.

** If the number of authors is more than 21, the names of the first 19 authors and the last author's name should be listed.

Note: If the related work is in the printing process, the expression (In Press) is used instead of the publication year.

4. Direct and Indirect Quotations

Quotations from a source can be made in two different ways as direct and indirect. In direct quotations the text is transferred 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 Quotations

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 necessary factors to benefit from computers in education, and teacher training comes first (Karataş, Alıcı ve Bıyık, 2015, p.5)".

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 with and 2 cm indent from the left. Reference is made to the relevant source at the end of the quotation.

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 (Higher Education Law No. 2547, art.1).

4.3. Indirect Quotations

In indirect quotations, 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. Reference is made to the relevant source only at the end of the text. If there are indirect quotations from more than one source, semicolons are used between the quotations.

5. Representation of Table, Figures and Equations

Tables, figures, and equations 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 equation is given, reference should be made in the text. The cited table, figure, or equation should be placed as close as possible to the first mention.

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, centred. 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 first section is bold, the title of the table is normal, and the initials of the words are capitalized.

Example:

Tablo 1.2. 2020 Year-End Realizations of Performance Indicators

5.1.2. References in Tables

References in tables are given just below the table and in accordance with the way of citing references (footnotes or in-text parentheses) used throughout the text.

5.2. Representation of Figures

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 number and title of the figures in the text are placed below the relevant figure. The 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 "Table 1.2."). The title of the figure is written with the font and font size used throughout the text, the first section is bold, the title of the table is normal, and the initials of the words are capitalized

Example:



Figure 1. 2. Logo of OSTİM Technical University

5.2.2. References in Figures

References in figures are given in parentheses next to the figure title in the in-text citation method, and in footnotes in the footnote method.

5.3. Representation of Equations

Equations are written using the equation editor or a program accepted by the institute. Before and after the equations, a 6-punto spacing is left. The equation is aligned centred. A number is written in parentheses on the far right of the line where the equation is located, the first digit should be the division number and the second digit should be the equation number (For example "(1.2)" for the 2nd Equation in the 1st Chapter).

Example:

$$4x + 3y = 7$$

$$5x - 3y = 2$$

(1.2)

6. Final Procedures for the Thesis

6.1. Obligations

6.1.1. Obligations of the Student

- Filling the Thesis Data Entry Form by logging into the thesis automation system when the thesis proposal is accepted,
- After being successful in the thesis exam/defence, updating the thesis information that was previously entered into the thesis automation system,

- To make the thesis ready to print,
- To prepare the thesis to be ready to copy to a compact disc (CD),
- To hand over the thesis together with the other relevant documents to the Institute Directorate in due time.

6.1.2. Obligations of the Institute

- Receiving the theses with the other relevant documents from students,
- Uploading the thesis on the thesis automation system,
- Distributing both the hard copies and the electronic copies of the theses
- Keeping a volume of theses in the Institute archive

6.2. Preparation of 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 Graduate School and at least three copies of a white cardboard binding are made.

6.3. Submission of Thesis

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 hard disk (CD) with the content of the bound thesis.

6.4. Uploading Theses to the National Thesis Center (YÖK)

Uploading the theses to the YÖK National Thesis Center database is carried out by personnel who have been given institutional authorization on behalf of the Institute. Institute officer clicks [Member Login] on the upper right corner of <https://tez.yok.gov.tr/UlusalTezMerkezi> website, 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

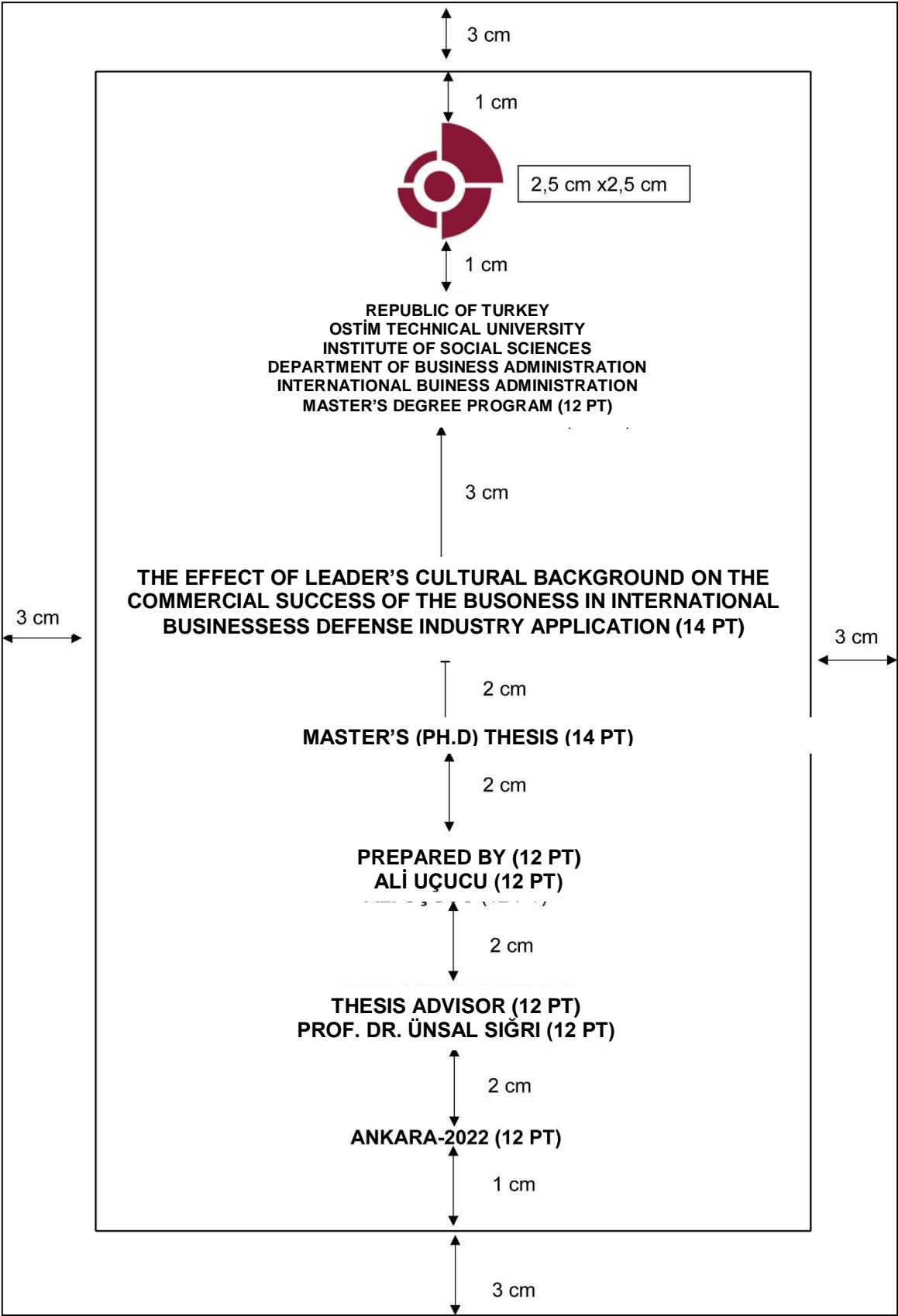
The National Thesis Center checks the bibliographic information of the theses uploaded to the Thesis Automation System by the institute, organizes them according to the cataloging rules, determines the subject headings and opens them to access over the internet as full text

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 Graduate School. Access to the thesis may be blocked for a period not exceeding six months with the recommendation of the thesis advisor, the approval of the Institute Department and the reasoned decision of the Institute Administrative Board, 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, if shared on the internet, may create an opportunity for unfair gain to third parties or institutions.

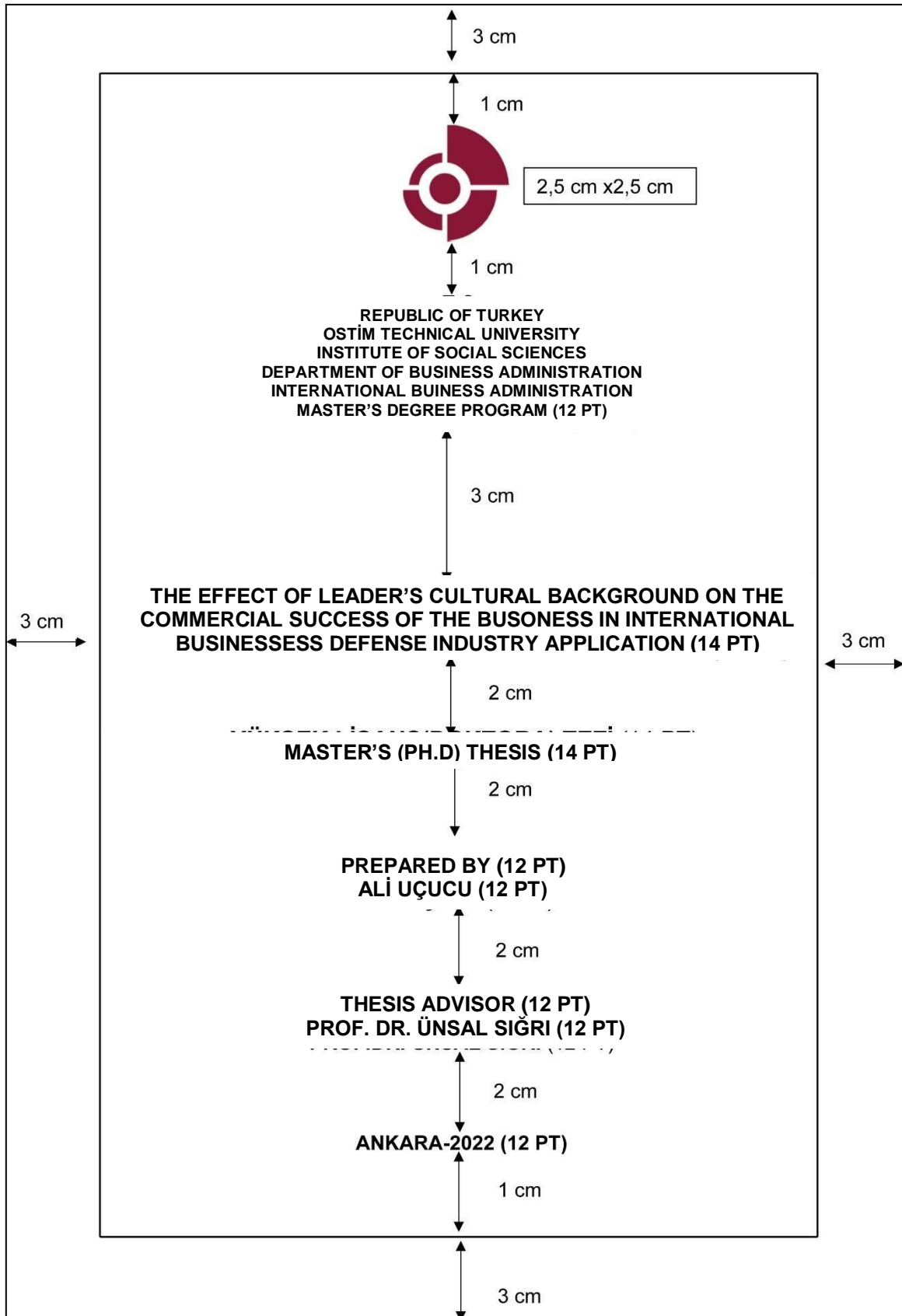
6.6. Submission of Theses to Ostim Technical University Library

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


APPENDIX-1: Example of Outer Cover Page



APPENDIX-2: Example of Inner Cover Page



APPENDIX-3: Example of Cover Back Letter

NAME OF THE THESIS	<div><p>REPUBLIC OF TURKEY OSTİM TECHNICAL UNIVERSITY INSTITUTE OF SOCIAL SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION INTERNATIONAL BUSINESS ADMINISTRATION MASTER'S DEGREE PROGRAM</p><p>THE EFFECT OF LEADER'S CULTURAL BACKGROUND ON THE COMMERCIAL SUCCESS OF THE BUSINESS IN INTERNATIONAL BUSINESSES DEFENSE INDUSTRY APPLICATION</p><p>MASTER'S (PH.D) THESIS</p><p>PREPARED BY ALİ UÇUCU</p><p>THESIS ADVISOR PROF. DR. ÜNSAL SİĞRİ</p><p>ANKARA-2022</p></div>
Name and Surname of the Student	
YILI	

APPENDIX-4: Thesis Acceptance and Approval Page

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

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

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

Signature

Member of the Jury :.....

Member of the Jury:

Member of the Jury:

Member of the Jury:

Member of the Jury:

APPROVAL

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

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

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

APPENDIX-5: Example of Originality Report

OSTİM TECHNICAL UNIVERSITY

INSTITUTE OF

MASTER/Ph.D THESIS ORIGINALITY REPORT

Title of the Thesis:

Student's Name and Surname:

Title/Name, Surname of Thesis Advisor:

Department:

Program:

Date: / ... /

..... page part of my Master's/PhD thesis, titled above, consisting of Introduction, Main Chapters, and Conclusion, was examined by me/my thesis advisor in the plagiarism detection program on / /

Following filters have been 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 overlapping (excluded)

I declare that my thesis does not contain any plagiarism; and I accept all kinds of legal responsibility that may arise in a possible situation where the opposite is determined and that the information I have given above is correct.

Student's Signature:

APPROVAL

Date: / /

Thesis Advisor's Title, Name, Surname, Signature

APPENDIX-6: Example of Ethical Declaration

ETHICAL DECLARATION

I declare that this study is an original study, that I act in accordance with scientific ethics and rules in the preparation, data collection, analysis, presentation of information and all other stages of the study, that I have obtained all the document information in the study within the framework of academic ethics and rules, that I have presented all visual, audio, and written information and results in accordance with the scientific rules of ethics, that I have not made any falsifications in the data I have used, that I have referred to the sources I have used in accordance with scientific norms, that my thesis has been written by me and is original, except for the cases where I cited sources, that it has been produced by me under the supervision of my thesis advisor and written in accordance with Ostim Technical University thesis writing guide.

Student's Signature

Student's Name Surname

Date

APPENDIX-7: Example of Acknowledgement

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

EK-8: Öz Sayfası Örneği

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, nevrozluğun 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 örneklemi 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 conservatism (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: Example of Contents Page

CONTENTS

THESIS ACCEPTANCE AND APPROVAL PAGE.....	i
ORIGINALITY REPORT	ii
ETHICAL DECLARATION.....	iii
ACKNOWLEDGEMENT.....	iv
ÖZET.....	v
ABSTRACT... ..	vi
PREFACE.....	vii
LIST OF TABLES	viii
LIST OF FIGURES	ix
LIST OF SYMBOLS AND ABBREVIATIONS.....	x
1. FIRST DEGREE TITLES.....	1
1.1. Second Degree Title... ..	5
1.1.1 Third Degree Title.....	12
REFERENCES.....	165

APPENDIXES

APPENDIX 1: Appendix Title

APPENDIX 2: Appendix Title

APPENDIX-10: Example of Table Pages

TABLES

	Page No.
Table 1.1. Table Title.....	7
Table 2.1. Table Title.....	13
Table 2.2. Table Title.....	65
Table 3.1. Table Title.....	233

APPENDIX-11: Example of Figures Page

FIGURES

	Page No.
Figure 1.1. Figure Title.....	7
Figure 2.1. Figure Title.....	13
Figure 2.2. Figure Title.....	65
Figure 3.1. Figure Title.....	233

ICONS AND ABBREVIATIONS

C.A.	Cronbach's Alpha
WHO	World Health Organization
Es	Spectrum Efficiency
IEEE	Institute of Electrical and Electronics Engineering
β	Beta Coefficient
π	Pi

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.

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