**INSTRUCTIONS FOR PhD THESIS PREPARATION**

**JUNE 30, 2015**

**PREFACE**

Some important points to follow during the preparation of the PhD theses are to:

 Read this manuscript very carefully for instructions,

 Use the “style manual” given in this manuscript,

 Be careful about plagiarism,

 Try writing an understandable thesis,

 Contact the responsible persons for any questions and/or clarifications.

 We wish you good luck!

**CHAPTER 1**

**GENERAL POLICES AND GUIDELINES**

The purpose of these guidelines is to ensure that every thesis which will carry the name of EPOKA University meets the same high standards of presentation in terms of all pertinent physical properties, including format, as well as paper and print quality. These standards will be applied consistently to all theses conducted in all graduate programs at EPOKA University.

All theses must be prepared electronically by using an appropriate word processor and drawing software. It is important that you read and understand the guidelines presented here before the preparation of your thesis. The guidelines written here will be strictly observed by the representatives and in case any thesis does not follow these rules it will not be accepted.

In academic writing, referring to works by other authors is a part of academic integrity. Referencing is a matter of honesty and crediting others for their previous ideas and work; but it is also a matter of credibility of your work, in other words, an evidence of the fact that you are aware of what was done on the topic you have been dealing with in your thesis.

Using ideas and research findings of others, and yet pretending that they are your own is **plagiarism,** which is not only immoral but also a **crime**. Therefore, a great care must be given to using a proper style in writing your thesis so that your original work and work of others are clearly distinguishable without any ambiguity, and that all ideas and work of others used in your study are meticulously referenced.

**CHAPTER 2**

 **FORMAT AND APPEARANCE**

Every thesis which will carry the name of Epoka University must meet the same high standards of presentation in terms of all properties, including format as well as paper and print quality. The following guidelines are related to the format and appearance of the thesis that you are going to prepare.

**2.1 Paper type and Margins**

All copies of the thesis must be on good quality white bond paper, measuring 210 by 297 mm (A4) to insure durability, permanency, and opacity. All copies that will be submitted must be made from the same original, and all pages must have a high contrast with consistently dark print throughout the thesis. *Inferior copies or copies not made on approved paper will not be accepted.*

The binding side must be at least **4 cm wide** to allow for binding; other three margins must be **at least 2.5 cm wide**. *Narrower margins are not acceptable.*Slightly larger margins are advisable, to compensate for small printing shifts during reproduction. *Absolutely nothing must appear in the margins, that is,* any part of the text must be within the area bounded by the margins.

**2.2 Font Size and Spacing**

The font size should be **l2-point**. Only **Times New Roman** font is acceptable. The general text of the manuscript must use ***1.5 spacing***; however, tables, quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced. *The font type, font size and spacing must be consistent throughout the thesis.*Bold face letters, symbols, and italics may be used for special emphasis and foreign words. In the body of the thesis, fonts and/or point sizes different from the rest of the text may be used to set off chapter titles, section headings, footnotes, endnotes, examples, quotations, tables, and charts, as long as their use is consistent and they are easily readable.

**2.3. Centering**

All the text must be centered between the text margins rather than between the paper edges. After the manuscript is bound, the centered material will appear to be centered on the page.

In paragraphs, two types of formatting can be used. *If spacing between paragraphs is used, then there is no need for indentation. If indentation is used, then no spacing must be used between paragraphs*.

**2.4 Word and Text Divisions**

If any hyphenation is used, words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine the correct word division. At least two lines of a paragraph must appear together at the top and bottom of every page.

*All headings and subheadings must be followed by at least two lines of a paragraph.*

**2.5 Pagination**

*All page numbers must appear in the same location and must be in the same font type and size.* In any case, page numbers must be at least two single spaces above or below the nearest line of text, but within the margin boundaries as stated above. For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The *Title page and the Approval page do not have numbers* but count as pages i and iii, respectively. The back side of the title page should be blank page. Actual page numbering begins with "iv" on the Declaration page. Use Arabic numerals beginning with "1" on the first page of the text (introduction) and continue throughout the rest of the thesis, including bibliography, and appendices. All the pages of the thesis should be numbered consecutively.

**2.6 Multiple Volumes and Binding**

If a finished thesis exceeds 5 cm in thickness it must be bound in two or more volumes, each limited to 5 cm in thickness, too. All volumes must be numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages should be identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems used in Volume I should continue through Volume II. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi", "vii", etc. *Each volume must contain a complete Table of Contents.*

All master's theses are to be bound in white cloth. All doctoral theses are to be bound in black cloth. Synthetic, leatherette, or similar cloths are not acceptable. A bound copy of the thesis should measure 215 by 285 mm.

See Appendix A for a sample front cover and spine.

**CHAPTER 3**

 **SPECIFIC GUIDELINES FOR THE CONTENTS OF THE THESIS**

Two general rules of thumb that should govern the presentation of any thesis are that the format should be kept as simple as possible and it should be consistent with the format throughout the thesis. Every thesis has three main parts: **the PRELIMINARY PAGES, the TEXT, and the REFERENCE MATERIAL**. You must follow the order of items within these parts as listed below. *Required sections are marked with an asterisk.*

The **PRELIMINARY PAGES** consist of:

 **\*** Title Page

 **\*** Approval Page

 \* Signed Plagiarism Page

 **\*** Abstract

 **\*** Abstrakt

 Dedication

 Acknowledgments

 Preface

 **\*** Table of Contents

 **\*** List of Tables

 **\*** List of Figures/ List of Illustrations/List of Schemes

 List of Symbols and/or Abbreviations

 The **TEXT** composes the:

 **\*** Main Body

 The **REFERENCE MATERIAL** contains:

 **\*** Bibliography or References

 Appendices (may be placed after Bibliography or References)

 **\*** Curriculum Vita (required only for PhD theses)

**3.1 Preliminary Pages**

**3.1.1 Title page**

The title must be single-spaced, in all capital letters, and should begin at 3.5 cm from the top of the page. If necessary, long titles can be written in multiple lines avoiding unnecessary line breakages. Information retrieval systems consulted by many scholars to locate theses and dissertations relating to their own work use key words in the title.

Consequently, *the title must not contain any chemical or mathematical formulas, symbols, or other non-standard abbreviations or character if it is not possible to print them on cover page. Thus, such information must be substituted for words.* The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in Appendix B.

**3.1.2 Approval page**

A sample approval page is provided in Appendix C. It is strongly recommended that the approval page of the thesis be signed in *blue ink.*

**3.1.3. Declaration page**

This page includes the statement signed by the author about plagiarism. Appendix D shows how a declaration page can be prepared. *Note that Declaration page should not be listed in the Table of Contents part.*

**3.1.4 Abstract**

The abstract *should appear on a separate page* and be independent of the remainder of the thesis. An abstract should start with a clear statement of the purpose of the work done. The objective of the abstract is to furnish the reader, who may not be intimately concerned with details of the study, its purpose, results, important conclusions, and recommendations. It requires clear, concise and quantitative statements of what was done, what was found, and what it means. Writing an abstract requires a great deal of thought and is best done after completion of the other sections of the thesis. Full sentences should be used and references and technicalities should be avoided.

*Abstract must not exceed 300 words, must not include any diagrams and references, nor any mathematical formulas unless absolutely essential.* At the end of the abstract, *4–5 important keywords* and/or phrases should be included.

A sample abstract is given in Appendix E.

**3.1.5 Abstrakt**

Abstrakt is the Albanian translation of the abstract and a sample of it is provided in Appendix F.

**3.1.6 Dedication, Acknowledgments, and Preface**

If included, *each of these items must appear on a separate page.* A heading for the dedication is not required, but it must have a page number. If used, the dedication must be brief and centered on the page. A sample dedication page is provided in Appendix G.

Acknowledgments and preface are optional also. They must have headings and should use the same spacing as the text (i.e., 1.5 spacing). The heading **ACKNOWLEDGMENTS** or **PREFACE** appears centered between text margins, without punctuation, *3.5 cm from the top of the page; the text begins at least two spaces below the heading*. This page is written to acknowledge the persons who have made a real effort to help the author in the preparation of the thesis (see Appendix H).

**3.1.**7 **Table of contents**

Table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices, and curriculum vita (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. *Each entry must have leader dots which connect it to its corresponding page number* (seeAppendix I).

The heading **TABLE OF CONTENTS** appears without punctuation, centered between the text margins, *3.5 cm from the top of the page*. The listing of actual contents begins at the left margin *at least three spaces below the heading*.

**3.1.8 List of tables**

A list of tables may be included for the convenience of the reader. If included, it will immediately follow the table of contents on a new page. The heading **LIST OF TABLES** appears centered between the text margins, without punctuation, *3.5 cm from the top of the page*; *the listing begins at the left margin at least two spaces below the heading.*

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots which connect it to its page number (see Appendix J).

**3.1.9 List of figures / illustrations / schemes**

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables (see Appendix K).

**3.1.10 List of symbols and/or abbreviations**

If included, you should follow a format consistent with acceptable practice in your discipline.

**3.2 The Text**

The text, or the main body of a thesis, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. *All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on type page and kind of type used.*No headers, giving the titles of chapters or other sections are allowed at the top of the pages, nor any footer at the bottom of pages.

Chapters are numbered consecutively in Arabic or Roman numerals and capital letters (ex. CHAPTER 1, CHAPTER 2, etc., or CHAPTER I, CHAPTER II, etc.). In addition to general titles like INTRODUCTION, the chapters need short but substantially descriptive titles, as well. Only new chapters should begin with a new right page. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.

The heading CHAPTER I in all capitals is centered between the text margins, *3.5 cm from the top of the page*; the title goes two spaces below, centered, and in all capital letters. The text begins *at least two spaces below.*

In many cases the main body of the thesis will include certain materials other than ordinary text, such as illustrations, formulas, quotations, footnotes, and endnotes. In such cases, the following guidelines should be observed.

**3.2.1 Illustrative Material**

Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as near as possible to the part of the text which refers to them.

*Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.* Illustrations of one-half page or less in length may appear on the same page with the text, *separated from the text above and below by three spaces*.

Illustrations that are too large to be placed sideways between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

*Illustrations of any kind must be numbered consecutively, including appendices.*You may follow a straight sequence (1, 2, 3, etc.) or use a decimal approach (1.1, 1.2, 1.3,.., A.1, A.2, where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix).

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., "Table 1 (cont’d)" or "Table 1 (continued)".

All headings and captions must be prepared either in the same font and point size used for the text, or in the same font and point size as every other heading and caption. *Choose a point size that is easy to read*, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams.

*Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy.*Photographic illustrations must be originals or well-made photographic copies of the originals. Standard photocopies of photographs are not acceptable. Wherever required, mounting of illustrations should be done with a technique that ensures durable and good quality result (e.g., dry mounting). With dry mounting, the paper to which photographs are attached will not curl. Other methods, such as library paste, rubber cement, spray mounting, or tape, are not acceptable: such mounting techniques are not permanent, and the adhesives used will eventually destroy both the paper and the photograph in the long run.

**3.2.2 Formulas**

Mathematical and chemical formulas, equations and expressions must be prepared by using an appropriate equation editor. If a reference is made to them, they must carry a numerical identification. *Each equation must be numbered in parentheses and this must be given next to the right margin.*

**3.2.3 Quotations**

Short, direct prose quotations should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines should be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin, with no quotation marks at the beginning or end.

Quotations of poetry that are two lines or longer should normally be set off from the text, line for line as in the original and centered between the text margins without quotation marks. Quotations of poetry may be 1.15 or single-spaced, following the original.

Segments of computer programs may be treated as quotations.

**3.2.4 Footnotes and endnotes**

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography section.

Footnoting practices differ widely among publications in the sciences, humanities, and social sciences. Candidates should consult with their departments regarding accepted footnoting practice in their individual disciplines.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. *If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote.* Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

**3.3 The Reference Material**

The reference material consists of a *bibliography or references which is required, and appendices which are optional*.

**3.3.1 Bibliography or references**

A bibliography is a selected list of all books, articles, and other source material related to the thesis research *and is always in alphabetical order, with the author's last name first*.

In some disciplines it is customary to list all of the references at the end of the thesis in a section headed "References", "List of References", or "Literature Cited" instead of "Bibliography". One of these headings should be used depending upon the departmental choice. The references in the thesis are cited by year, e.g., Smith (1966), or by number, e.g., Smith [3] or [3]. *If numbers are used, the listing should be in numerical order, and the author's last name need not be first*.

If an internet page is used as a reference source, the last date accessed must be supplied and for "author", owner of the page; for "title", title of the page; for "publisher", URL address; for "date", date of update of the page can be used.

* In certain scientific and engineering disciplines, the references may be given at the end of each chapter instead of at the end of the thesis.
* Do not give the bibliography or references a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the thesis.
* The heading **BIBLIOGRAPHY** or **REFERENCES** is *centered between the text margins, without punctuation, 3.5 cm from the top of the page; the list begins two spaces below*.
* Each bibliographic entry should be single-spaced with double spacing between entries.
* *The candidate’s program should be consulted for a reference style that is appropriate to the*

*discipline and acceptable to the department.*

**3.3.2 Appendices**

You may use appendices if you want to present some additional materials but keep the main text free of such details. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

* If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). *The heading APPENDIX A should appear centered between the text margins, 3.5 cm from the top of the page*. The font and point size should be same as those used for chapter titles.
* Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.
* Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.
* All appendices must have page numbers written in the same font and point size used for pagination throughout the thesis.

**3.3.3 Curriculum Vita (CV)**

The vita is required only for doctoral theses. It is a professional biography of the candidate which includes date and place of birth, educational institutions attended (after high school), degrees and honors won, titles of publications, and teaching and professional experience. It should be short, concise, and written in the third person; although in some departments a resume or curriculum vitae may be substituted.

* Note the correct spelling is either "Vita" or "Curriculum Vitae".
* Do not give the vita a chapter number, but it must have page numbers and be included as the last item in the table of contents.
* The vita must be in the same font and point size as the rest of the thesis.
* A sample Vita is provided in Appendix K.

**CHAPTER 4**

 **STYLE**

A thesis is a formal research presentation. Thus, it should be written in a formal style appropriate to the discipline (e.g., passive voice, impersonal style). Use the past tense throughout the text ("Results of the experiment demonstrated ..."). Do not use contractions (e.g., can’t, shouldn’t, won’t, etc.) but write each word separately (e.g., can not, should not, will not, etc.) Avoid using the first person singular ‘’I’’, in order to sustain objectivity throughout the thesis. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well. Try to be simple and understandable. Because stylistic conventions vary greatly from one discipline to another, you should consult with your supervisor and/or graduate coordinator regarding recommended style manuals. The most recent editions of the recommended style manuals are given below:

*The Chicago Manual of Style, 14th Ed.,* University of Chicago Press, Chicago, 1993.

Campbell, W.G., Ballou, S.V., and Slade, C., *Form and* Style*: Theses, Reports, Term Papers, 8th* *Ed.,* Houghton Mifflin Co., Boston, 1990.

Dodd, J.S., Ed., *The ACS Style Guide: A Manual for Authors and Editors*, *2nd Ed.,* American Chemical Society, Washington, 1997.

Gilbaldi, J., *MLA Style Manual and Guide to Scholarly Publishing, 2nd Ed.,* Modern Language Association of America, New York, 1998.

*Publication Manual, 5th Ed.,* American Psychological Association, Washington, 2001.

*Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th Ed.* Cambridge University Press, New York, 1994.

Turabian, K.L., (revised by Bennett, A.), *A Manual for Writers of Term Papers, Theses and* *Dissertations, 6th Ed.*, University of Chicago Press, Chicago, 1996.

Summaries and highlights of the rules in particular styles can be found on the internet for a quick check.

*Please note that web-sites should be referred as “Homepage, URL, last access date.” Example:*

- Middle East Technical University, [www.metu.e](http://www.metu.edu.tr/)du.tr, last visited on September 2008.

**Appendix A: Sample Front Cover and Spine**

ALBANA HALILI

TISSUE ENGINEERING OF MENISCUS

EPOKA UNIVERSITY

NAME SURNAME

2015

JULY 2015

**Appendix B: Sample Title Page**

TISSUE ENGINEERING OF MENISCUS

A THESIS SUBMITTED TO

FACULTY OF ARCHITECTURE AND ENGINEERING OF

EPOKA UNIVERSITY

BY

NAME SURNAME

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

THE DEGREE OF MASTER OF SCIENCE/DOCTOR OF PHILOSOPHY IN

COMPUTER ENGINEERING\*

JULY 2015

\*In Department of Architecture, consult the Department for style of this section

**Appendix C: Sample Approval Page**

Approval of the thesis:

**TISSUE ENGINEERING OF MENISCUS**

submitted by **NAME SURNAME** in partial fulfillment of the requirements for the degree of **Doctor of**

**Philosophy in Computer Engineering Department, EPOKA University** by,

Prof. Dr. ……………... \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, Faculty of Architecture and Engineering

Prof. Dr. ………….. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Department, **Computer Engineering, EPOKA University**

Prof. Dr. …………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor, **………………. Dept., EPOKA University**

Prof. Dr. …………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Supervisor (if available), **………….. Dept., …………..University**

**Examining Committee Members:**

Prof. Dr. …………….. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

………………. Dept., ………….. University

Prof. Dr. ……………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

………………. Dept., ………….. University

Assoc. Prof. Dr. ,,,,,,,,,,,,,,,,,,,, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

………………. Dept., ………….. University

Assoc. Prof. Dr. …………………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

………………. Dept., ………….. University

Assist. Prof. Dr. ………..  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

………………. Dept., ………….. University

**Date:**  *Write your defense date!*

\* Write the name of the Head of the examining committee in the first row.

\*\* Write the name of the Supervisor in the second row.

**Appendix D. Sample Declaration Page**

**I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.**

Name, Last name : Signature :

**Appendix E: Sample Abstract**

**ABSTRACT**

**TISSUE ENGINEERING OF MENISCUS**

Surname, Name

 Ph.D., Department of Computer Engineering

 Supervisor : Prof. Dr. ……………….

 Co-Supervisor: Prof. Dr. ……………….

January 2004, 56 pages

Nanotechnology is a field with a wide variety of applications among which Computer Engineering takes place.....

**Keywords:** (use 4-5 keywords) ex. Nanotechnology; Computer Engineering; …………………

 **Appendix F: Sample Abstrakt**

 **ABSTRAKT**

**INXHINERIA E INDEVE TE MENISKUT**

Mbiemër, Emër

 Ph.D., Departamenti i Inxhinierisë Kompjuterike

 Udheheqesi : Prof. Dr. ……………….

 Udhëheqësi i përbashkët: Prof. Dr. (nëse ka)……………..

January 2004, 56 faqe

Nanoteknologjia është një fushë me një game të gjerë aplikimesh. Një ndër këto është Inxhinieria Kompjuterike…..

**Fjalet kyçe:** (përdor 4-5 fjalëkyçe) Nanoteknologji; Inxhinieri kompjuterike; ………………………..

**Appendix G: Sample Dedication Page**

To My Parents

**Appendix H: Sample Acknowledgment Page**

**ACKNOWLEDGMENTS**

I would like to express my special thanks to my supervisor Prof. Dr. …….. for his/her continuous guidance, encouragement, motivation and support during all the stages of my thesis. I sincerely appreciate the time and effort he has spent to improve my experience during my graduate years.

I am also deeply thankful to………………..

My sincere acknowledgements go to my thesis progress committee members, ……………………………………………., for their comments and suggestions throughout the entire thesis.

I deeply thank to ……………………….

I am especially grateful to …………

I would like to thank to …………….

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**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Surname, Name:

Nationality:

Date and Place of Birth:

Marital Status:

Phone:

Fax:

email:

|  |  |
| --- | --- |
| **EDUCATION** |  |
| **Degree**MS | **Institution**………… | **Year of Graduation**………… |
| BS | ………….. | ………….. |
| High School | …………… | ………….. |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Year** | **Place** | **Enrollment** |
| 2003- Present | …………… | ……………. |
| 1997-2003 | ……………………. | …………….. |
| 1995 July | …………….. | …………………. |
| 1994 August | ……………… | …………………. |

**FOREIGN LANGUAGES**

Advanced English, Fluent German……………

**PUBLICATIONS**

…………..

**HOBBIES**

……………………..