

# **THESIS WRITING GUIDELINE**



Epoka University

2017

## **PREFACE**

The purpose of this thesis writing guideline is to clarify, simplify, and promote excellence in Bachelor's, Master's, and PhD thesis writing and presentation. This guideline describes the important requirements for maintaining the uniformity of these theses at Epoka University.

Recommendations are most welcome. Such recommendations will be evaluated annually.

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## **1. INTRODUCTION**

This guide describes the style and format regulations to guide Epoka University students in preparing a satisfactory thesis or dissertation. To be accepted by Epoka University, thesis or dissertation manuscripts must follow these guidelines.

## **2. GENERAL GUIDELINES AND PARTS OF THE THESIS**

All theses must be prepared electronically by using a word processor, a mark-up language (e.g. LaTeX) and, if needed, drawing or graphics software.

All tables, figures and formulas should be electronically generated by using a word processor or relevant software. Figures that cannot be generated electronically should be manually drawn subject to technical drawing principles. All tables and figures should be cited within the main body of the thesis.

Laser or ink-jet printer outputs are required. All print must be in permanent black ink and must appear on only one side of the paper.

No ink corrections, strikeouts, correction fluid, correction tape, paste-ups, insertions between lines, or letterset are permitted on the final bound copies. If any corrections are needed, they should be made on the original manuscript and the corrected pages must be reprinted before making copies of the thesis.

Every thesis should include three main parts or divisions: the preliminary pages, the body, and the reference material.

The thesis should be written in English, except for those in the degree programs offered in the Albanian language.

## **3. FORMAT AND APPEARANCE**

### **3.1 Paper Quality and Duplication**

All copies of the thesis should be printed on good quality, preferably acid-free, white paper, of 80 g/m<sup>2</sup>, measuring 210 by 297 mm (A4). Only single-sided copies will be accepted.

### **3.2 Margins and Justification**

The left margin (binding side) should be 30 mm and the right, top, and bottom margins should be 25 mm. All footnotes, headings, page numbers, text, tables, and illustrations should be within these margins.

No abbreviations or acronyms should be used in the headings and in the text of the preliminary pages. The headings should be center justified.

### **3.3 Font**

A conventional font type, preferably Times New Roman, size 12-point, should be used consistently throughout the manuscript. Bold-face letters, symbols and *italics* should be used sparingly throughout the thesis.

Font size of the footnotes must be 10 points. Font size of figure captions and table headings must be 12 points. Font size of characters in tables and figures can be reduced down to 10 points if space limitations make it imperative. When necessary, for example in large volume theses, all the font sizes indicated above can be reduced by 2 points.

### **3.4 Spacing**

The thesis should be typed with *one-and-a-half-line (1.5) spacing*. Tables, long quotations, footnotes, endnotes, bibliographies, references and bibliography (except between entries), headings or subheadings, multiline captions and algorithms (pseudo-codes, software programs) should be *single-spaced*.

### **3.5 Paragraph Formatting**

Each paragraph should start from the left margin and *three line spaces (2 x 1.5)* distance from the preceding paragraph. If a paragraph is split between pages, at least two lines of a paragraph must appear together at the top or bottom of a page. All headings and subheadings must be followed by at least two lines of a paragraph before a page break.

Algorithm descriptions (pseudo-codes, software program codes) should be written in single spacing using a mono-spaced font type as a separate paragraph and indented in its entirety at 10 mm from the left margin.



### 3.6 Pagination

Table 1.1  
*Order of Appearance and Pagination.*

Front cover (bind)		***
Inside cover (title page)		***
Approval page	Page i	**
Abstract	Page ii+	*
Acknowledgements	...	*
Table of Contents	...	*
List of Tables	...	*
List of Figures	...	*
List of Symbols	...	*
List of Abbreviations	...	*
Introduction	1 +	*
Main body of the thesis	...	*
Conclusion	...	*
References	...	*
Appendices	...	*
Curriculum Vitae	...	*

---

\*\*\* : No page number

\*\* : Number does not appear on the page

\* : Number appears on bottom center

The title of the thesis and abstract pages should not include table, figure, boldface, italics, chemical or mathematical formulas, symbols, subscripts superscripts, Greek letters, or other non-standard abbreviations or characters.

All pages, except for outside and inside cover page, should be numbered centrally. Preliminary pages (such as approval page, abstract, acknowledgements, table of contents, list of tables, list of figures, list of symbols, and list of abbreviations) should use lower case Roman numerals (i, ii, iii, ...). Starting from the body of the thesis (namely from the “Introduction” section), all numbers should use Arabic numerals (1, 2, 3,...) beginning with “1” and should be consecutively applied continuously throughout the thesis until the last page, including the pages containing illustrations, tables, figures, and photographs.

### **3.7 Multiple Volumes**

If a finished manuscript exceeds 50 mm in thickness it must be bound in two or more volumes, each limited to 50 mm 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, list of tables, list of figures, list of symbols, and list of abbreviations.

### **3.8 Front Cover and Binding**

All master's theses are to be bound in dark blue cloth. All doctoral theses are to be bound in black cloth. A bound copy of the thesis should measure 215 by 285 mm. The title of the thesis should appear 60 mm from the top of the cover. The text on the cover should be printed in silver ink so that it is visible against the dark background color.

See Appendix A for an example of the front cover and the spine.

## **4. WRITING THE PARTS OF THE THESIS**

### **4.1 Preliminary Pages**

#### **4.1.1 Title Page**

The title should be typed single-spaced, all in capital letters, and should begin 60 mm from the top of the page. The format of the title page and cover page, including spacing and capitalization should be exactly as in the sample title page shown in Appendix B.

#### **4.1.2 Approval Page**

A sample approval page is presented in Appendix C. Only the university or organization name should be used to indicate affiliation. Academic titles in English are Prof., Assoc. Prof., Assist. Prof. or simply Dr. for instructors.

#### **4.1.3 Abstract**

The objective of an abstract is to give the reader a concise account of the thesis or dissertation. The abstract should have three main parts: the statement of the problem, the methods used, and the main findings. It is good practice to also include a comment on the significance or value of the findings. It must not exceed 350 words for both master's theses and doctoral theses and must not include references, diagrams, mathematical formulae, or footnotes unless absolutely essential.

A sample abstract page is provided in Appendix D.

#### **4.1.4 Acknowledgements**

Acknowledgements contain expressions of appreciation to the individuals or institutions who have helped the author in any way during his/her studies. A sample acknowledgement page is presented in Appendix E.

#### **4.1.5 Declaration**

The declaration form in Appendix F should be filled and signed.

#### **4.1.6 Table of Contents**

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices and Curriculum Vitae (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.

The heading, "Table of Contents," appears without punctuation centered between the text margins, 60 mm from the top of the page. The listing of actual contents begins at the left margin at least 15 mm below the heading.

A sample table of contents is provided in Appendix G.

#### **4.1.7 List of Tables**

The list of tables should immediately follow the table of contents on a new page.

The heading, "List of Tables," appears centered between the text margins, without punctuation, 60 mm from the top of the page; the listing begins at the left margin at least a one-and-a-half-line (1.5) space 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.

A sample list of tables is provided in Appendix H.

#### **4.1.8 List of Figures, List of Illustrations, and List of Symbols**

If included, lists of figures, illustrations, or symbols must appear on separate pages and are governed by the same rules as the list of tables. A sample list of figures is provided in Appendix I.

#### **4.1.9 List of Appendices**

If included, the list of appendices must appear on separate pages and are governed by the same rules as the list of tables. A sample list of appendices is provided in Appendix J.

#### **4.1.10 List of Abbreviations**

If included, the list of abbreviations must appear on separate pages and are governed by the same rules as the list of tables. A sample list of abbreviations is provided in Appendix K.

### **4.2 The Body**

#### **4.2.1 Headings**

The text, or the main body of a thesis, is divided into multiple chapters to help the reader better understand 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. Headers giving the chapter number and chapter title are allowed at the top of the pages.

Chapters are numbered consecutively in Roman or Arabic numerals and capital letters (Chapter 1, Chapter 2, etc., or Chapter I, Chapter II, etc.). While chapters may use standard titles such as “Introduction” or “Conclusion,” they may also be labeled with short but substantially descriptive titles. Do not title a chapter as “Body.”

Only new chapters should begin with a new 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 title of the chapter, e.g. “Chapter 1,” should be written in 14-point font size, all bold capital letters and is centered between the text margins, 60 mm from the top of the page; the title, e.g. “Introduction,” likewise in 14-point font size, all bold capital letters, is placed one-and-a-half (1.5) spaces below and is also centered. The text begins at least three 12-point font spaces (2 x 1.5) below.

Second-level headings, first-level subheadings and second-level subheadings must be left-justified, bold-faced and in 12-point font size. Second-level headings should be numbered as 2.1, 2.2, etc. The first letter of each word except conjunctions, propositions and articles must be capitalized; although the first letter of a title is always capitalized. Second-level heading should be separated from the preceding and succeeding text by a distance of three spaces (2 x 1.5).

First-level subheadings should be numbered as 2.1.1, 2.1.2, etc., and should be separated from the preceding and succeeding text by a distance of three line spaces (2 x 1.5). The first letter of each word except conjunctions, propositions and articles must be capital.

Second-level subheadings, if needed, should be numbered as 2.1.1.1, 2.1.1.2, etc., and should be separated from the preceding and succeeding text by a distance of three line spaces (2 x 1.5). However, second subheadings should be avoided if possible. No further subheadings are allowed.

#### **4.2.2 Illustrative Material**

Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted close to the text which refers to them or, as per APA style, after the reference list.

Table numbers and captions should be formatted in APA style above the respective illustration; figure numbers and captions should be formatted in APA style below the respective 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 one-and-a-half-line (1.5) spacing.

Illustrations that are too wide to be placed in portrait orientation 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. 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) should be used.

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 1.2 (cont'd)" or "Table 1.2 (continued)".

Table headings and figure captions must be in the same font used in the text. The size of characters in figure captions and table headings must be 12 points.

A point size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams must be chosen. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative.

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.

If audio-visual material (e.g., digital video or sound recordings, etc.) is needed to accompany and supplement the text, it should be adequately described within the continuity of the text. Audio-visual material should be included on a CD and submitted with all copies of the thesis.

Computer print-outs must conform to the margin specifications, must be dark and legible with high black and white contrast, and must be copied on thesis-quality paper.

Samples of table and figure formatting are provided in Appendix L and M, respectively.

### **4.2.3 Formulas**

Mathematical and chemical formulas, equations and expressions must be computer generated using an equation editor or a mark-up language. 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. Like illustrations, equation numbers must have two parts where the first part is the chapter or appendix number, and the part after the decimal point is the equation number within that chapter or appendix. For instance, 1.1 or A.2.



#### **4.2.4 Quotations**

Short, direct prose quotations of three lines or less 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 10 mm from the left margin, with no quotation marks at the beginning or end.

#### **4.2.5 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.

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 a page, footnotes must be separated from the text by a complete horizontal line 4 mm 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.

#### **4.2.6 Citations**

When citing sources, follow the style of the *Publication Manual of the APA* (American Psychological Association). Samples of citations are provided in Appendix O.

#### **4.2.7 References**

All of the references are to be listed at the end of the thesis. All cited material in the text should be listed in the reference section. Similarly, all referenced material should be cited in the text as well.

The references section is not assigned 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 References is centered between the margins, without punctuation, 60 mm from the top of the page; the list begins three line spaces (2 x 1.5) below. Each bibliographic entry should be single-spaced with double spacing between entries.

#### **4.2.8 Appendices**

Some authors may desire to include certain material of the thesis in an appendix rather than in the main text. 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 designation (Appendix A, Appendix B, etc.). The heading, e.g. "Appendix A," should appear centered between the text margins, 60 mm from the top of the page. Each appendix has a descriptive title. 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, similar to a chapter.

All appendices must have page numbers written in the same font and point size used for pagination throughout the thesis.

If an appendix contains photocopied material, the photocopies should be of publication quality.

#### **4.2.9 Curriculum Vitae**

The Curriculum Vitae is required for both master and doctoral theses. It is a professional, one- or two-paragraph biography of the candidate which includes educational institutions attended (after high school), degrees and honors won, and teaching and professional experience. It should be short, concise, and written in the third person.

Do not give the Curriculum Vitae a chapter number, but it must have page numbers and be included as the last item in the table of contents. The Curriculum Vitae must be in the same font and point size as the rest of the thesis. A sample Curriculum Vitae is provided in Appendix N.

## 5. SUBMISSION OF THESIS

The thesis submission rules and procedures vary by degree level. Rules may be found in the respective degree level regulations in the documents section of the Epoka University website.

Table 5.1

*Options Available to Examination Committee*

---

Accepted	The thesis or dissertation is accepted as it is, or is subject to formatting, typographical, spelling corrections. The candidate should submit the final bound hardcover copies of the dissertation within 30 days.
Conditionally accepted with minor modification	Conditionally accepted subject to the conduct of minor modifications. The candidate should submit the final bound hardcover copies of the dissertation within 30 days.
Conditionally accepted with major corrections	Conditionally accepted subject to the conduct of major corrections. The candidate shall complete his/her corrections within the subsequent regular semester. The jury will also have to decide if re-examination/re-viva is required.
Rejected	The dissertation does not meet the minimum standards required of a PhD degree. The student can start work from the beginning on a new topic so as to be able to graduate from the said study program within the maximum period of studies

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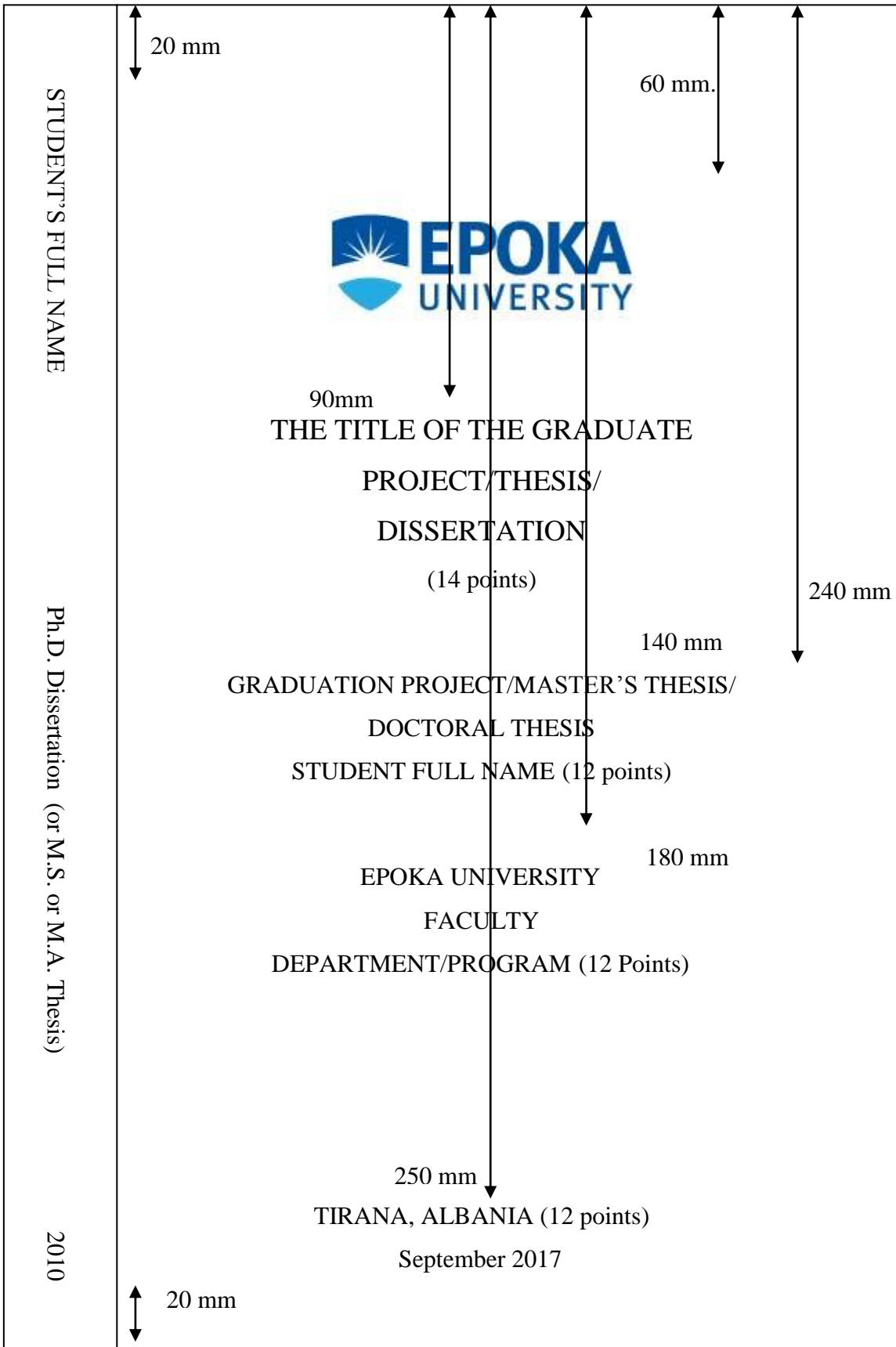
Students should closely consult with their adviser and the respective regulations for their study cycle regarding due dates for the graduation project, thesis, or dissertation. Usually, a student submits his or her work for examination and the examiners provide feedback as shown in Table 2. If corrections are required, the student must submit these corrections before he or she may graduate. Students should plan sufficient time for each stage of the examiner review, examination or defense, correction, and final submission process before graduation.

After approval of the corrected graduation project, thesis, or dissertation, students are asked to provide three printed and bound copies of their work and one soft copy of their work to the Department. Master's and PhD students are asked to upload a PDF copy of their thesis or dissertation to DSpace at <http://dspace.epoka.edu.al/>. The Department will retain one printed copy and the soft copy. Of the other two printed copies, one will be delivered to the National Library of Albania and the other will be delivered to the Epoka University Library. Although the student retains copyright of the thesis or dissertation, the physical copies submitted to the Department, National Library, and University Library become property of those respective units and sections of the thesis or dissertation may be physically or electronically copied for research purposes and may be quoted with proper attribution. The DSpace repository is an online platform that will make the thesis or dissertation publically available for other researchers.

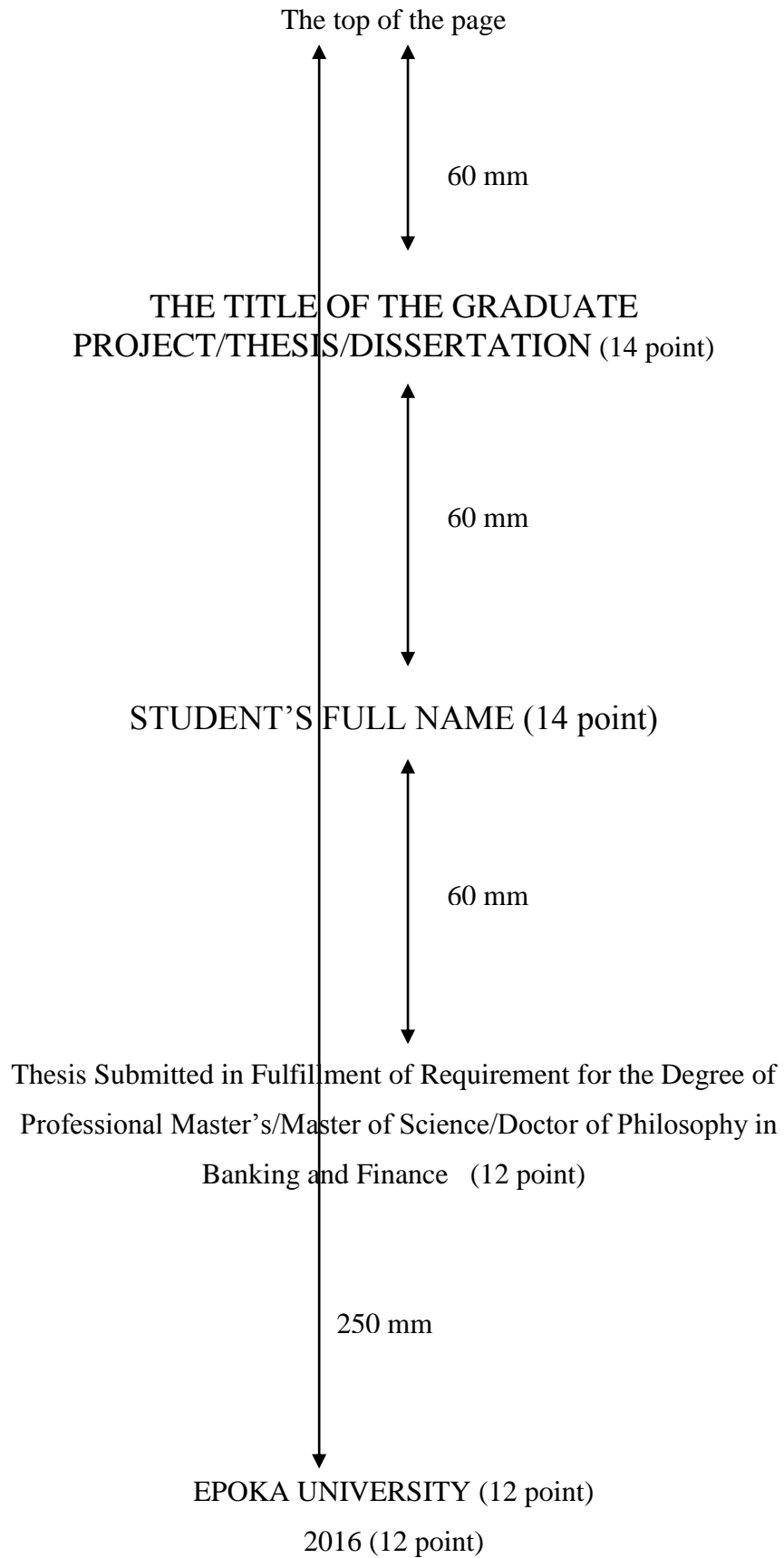
## APPENDICES

**Appendix A: Cover Page**

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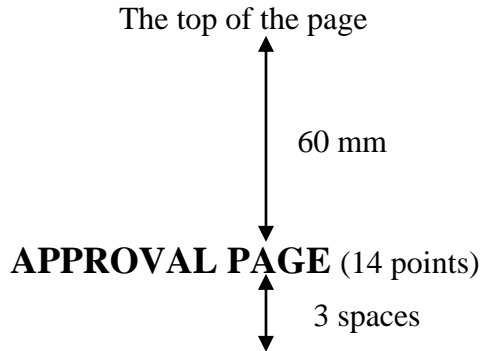


**Appendix B: Title Page**





**Appendix C: Approval Page**



**Student Name & Surname:** Write Name Here

**Faculty:** Faculty of Economics and Administrative Sciences

**Department:** Write Department Name Here

**Thesis Title:** Write Thesis Title Here: Include Subtitle If Relevant

**Date of Defense:** Day Month Year

I certify that this final work satisfies all the requirements as a Master Project/Master Thesis/PhD Thesis for the degree of Professional Master’s/Master of Science/Doctor of Philosophy in Banking and Finance

.....  
**Head of Department**

This is to certify that I have read this final work and that in my opinion it is fully adequate, in scope and quality, as a Master Project/Master Thesis/PhD Thesis for the degree of Professional Master’s/Master of Science/Doctor of Philosophy in Banking and Finance

.....  
**Supervisor**

**Examination Committee Members**

	Title / Name & Surname	Affiliation	Signature
1-			
2-			
3-			

## Appendix D: Abstract

The top of the page



60 mm

### **THE TITLE OF THE GRADUATE PROJECT/THESIS/DISSERTATION**



3 spaces (2 x 1.5 line spaces)

### **ABSTRACT** (14 point)




3 spaces (2 x 1.5 line spaces)

Write the text of the abstract here, no more than 350 words in length. The abstract provides a brief summary of the thesis or dissertation to potential readers and often follows the structure of the paper. It will briefly introduce the topic and problem, state or summarize the hypothesis or hypotheses, provide an overview of the methods used, summarize results, and comment on the value of the results.


## Appendix E: Acknowledgements

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### **ACKNOWLEDGEMENTS** (14 point)



3 spaces (2 x 1.5 line spaces)

There are many people who helped to make my years at the graduate school most valuable. First, I thank ....., my major professor and dissertation supervisor. Having the opportunity to work with her over the years was intellectually rewarding and fulfilling. I also thank ..... who contributed much to the development of this research starting from the early stages of my dissertation work. .... provided valuable contributions to the development of the econometric model. I thank him for his insightful suggestions and expertise.

Many thanks to ....., who patiently answered my questions and problems on word processing. I would also like to thank to my graduate student colleagues who helped me all through the years full of class work and exams. My special thanks go to ..... whose friendship I deeply value.

The last words of thanks go to my family. I thank my parents ..... and my brother ..... for their patience and encouragement. Lastly I thank my husband, ..., for his endless support through this long journey.

This study was supported by the State Planning Organization (DPT) Grant No: BAP-  
.....

**Appendix F: Declaration**

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**DECLARATION**



3 spaces (2 x 1.5 line spaces)

I hereby declare that this Master Project/Master's Thesis/PhD Thesis, titled ....., is based on my original work except quotations and citations which have been duly acknowledged. I also declare that this thesis has not been previously or concurrently submitted for the award of any degree, at Epoka University, any other university or institution.

(Signature)

Name of Candidate

Date:

## Appendix G: Table of Contents

The top of the page

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### **TABLE OF CONTENTS** (14 point)

3 spaces

<b>APPROVAL</b> .....		i
<b>ABSTRACT</b> .....		ii
<b>ACKNOWLEDGEMENTS</b> .....		iii
<b>DECLARATION</b> .....		iv
<b>TABLE OF CONTENTS</b> .....		v
<b>LIST OF TABLES</b> .....		vi
<b>LIST OF FIGURES</b> .....		vii
<b>LIST OF APPENDICES</b> .....		viii
<b>LIST OF SYMBOLS</b> .....		ix
<b>LIST OF ABBREVIATIONS</b> .....		x
 	↑↓ 3 spaces	
<b>CHAPTER</b>		
 	↑↓ 3 spaces	
<b>1 INTRODUCTION</b> .....		1
 	↑↓ 3 spaces	
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	↑↓ 3 spaces	
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## Appendix H: List of Tables

The top of the page



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### **LIST OF TABLES** (14 point)



3 spaces

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(Note: Table 1.1 indicates the first table in Chapter 1, Table 2.1 indicates the first table in Chapter 2)

**Appendix I: List of Figures**

The top of the page



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**LIST OF FIGURES** (14 point)



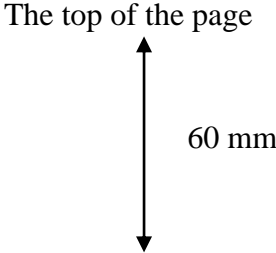
3 spaces

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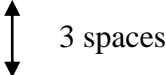
(Note: Figure 1.1 indicates the first figure in Chapter 1, Figure 2.1 indicates the first figure in Chapter 2)



**Appendix J: List of Appendices**



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## Appendix K: List of Abbreviations

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### **LIST OF ABBREVIATIONS** (14 point)



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<b>ARDL</b>	Autoregressive Distributed Lag
<b>CPI</b>	Consumer Price Index
<b>ECSC</b>	European Coal and Steel Community
<b>ECM</b>	Error Correction Model
<b>EEC</b>	European Economic Community
<b>EMU</b>	European Monetary Union
<b>EU</b>	European Union
<b>GARCH</b>	Generalized Autoregressive Conditional Heteroscedasticity

## Appendix L: Sample Tables

Table 4.3

*Standardized Regression Coefficients for Predictors on Wave 4 Relationship Satisfaction  
(Hagen, 2015)*

	<u>Bivariate</u>	<u>Single Covariate<sup>a</sup></u>	<u>Full Multivariate<sup>c</sup></u>
PRS	.05**	.05** <sup>b</sup>	.03
Gender		-.004	-.03
Race		.08***	.05*
Parental marital status		.01	.004
Parental control		-.02	-.03
Parental acceptance		.16***	.14***
Married once		.15***	.14***

<sup>a</sup> Each covariate was calculated individually with PRS.

<sup>b</sup> PRS at .05\*\* for all individual covariates except parental acceptance (PRS  $\beta$  = .03) and number of children (PRS  $\beta$  = .06\*\*).

<sup>c</sup> PRS calculated while controlling for all covariates.

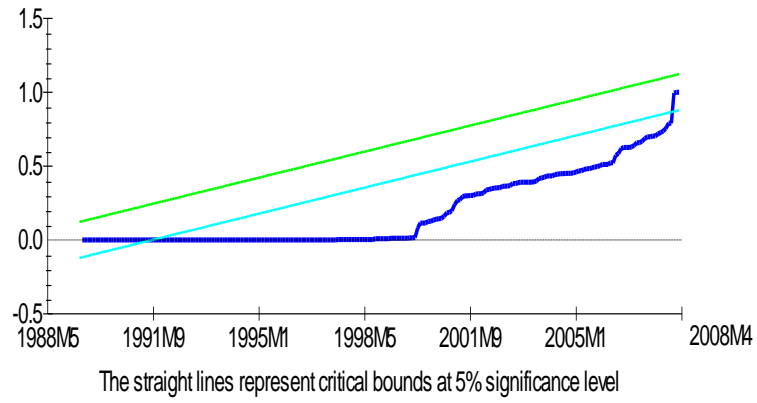
\*  $p \leq .05$ . \*\*  $p \leq .01$ . \*\*\*  $p \leq .001$ .

Table 4.4

*Diagnostic Testing Results*

<u>Test Performed for</u>	<u>Test</u>	<u>Test Stat</u>	<u>Conclusion</u>
Normality	Jarque-Bera	1.43	Residuals normally distr.
Heteroscedasticity	ARCH	.07	Residuals are Homosc.
	White	.47	
	Breusch-Pagan-God	1.37	
Serial Correlation	Breusch-Godfrey	.87	No Serial Correlation

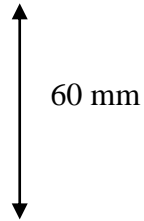
### Appendix M: Sample Figure



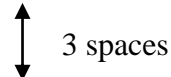
*Figure 3.1* Plot of cumulative sum of squares of recursive residuals.

## Appendix N: Curriculum Vitae

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### **CURRICULUM VITAE** (14 point)



Serkan Zor was born on 1 April 1976, in Ankara. He received his BS degree in Electronics Engineering in 1996 and M.S. degree in 1999 in Computer Engineering both from Sample University. He worked as a research assistant at the department of computer engineering of Sample University from 1997 to 2003. During this time he has been affiliated with the Informatics Research and Development Center. His research interests include quality operating systems, data mining and computer networks. Since 2003 he has been a chief programmer at a private company.

## Appendix O: Format for Citations

Sources should be cited in APA style, either by mentioning the author directly in the text with the date in parentheses or by placing both the author and the date in parentheses.

Author mentioned directly in the text: Kahneman (2011) argued that humans make systematic, predictable errors in their decision-making.

Author mentioned only in a parenthetical citation: Humans are prone to predictable errors in economic decision-making (Kahneman, 2011).

If a several sources are summarized, list sources by author in alphabetical order, separated by semicolons. In the following example, “e.g.” is inserted to show that the cited authors are only examples of a presumably larger body of literature making the summarized claim: A number of scholars have explored the economic challenges facing refugees (e.g. Dahi, 2014; De Montclos & Kagqanja 2000; Werker, 2007).

Short quotes are included in the respective paragraph in quotation marks. Page numbers or other appropriately precise location numbers are provided to help the reader locate the exact quote in the original source: The Universal Declaration of Human Rights (1948) clearly prohibits torture: “No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment” (Article 5).

A longer quote is set off as a separate paragraph, indented 10mm. No quotation marks are used around this quote. The source may be provided before or after the quote, yet common practice is to cite the source before the quote and place the page or other standard referencing number(s) after the quote, as shown in the following example:

According to the Universal Declaration of Human Rights (1948), all people have a right to social security:

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and

cultural rights indispensable for his dignity and the free development of his personality. (Article 22)

The use of secondary references is discouraged. However, if it is not possible to access the original source of a quote or reference, one may use secondary referencing in the following manner:

Author C argued .... (as cited in Author Z, 2017).

In this context, only Author Z would be included in the references.

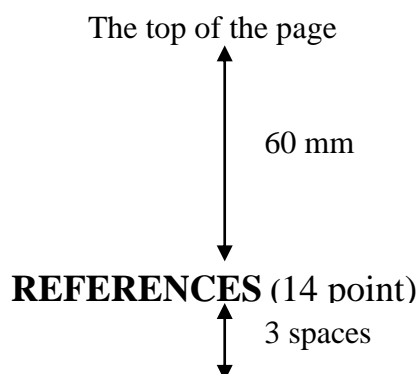
Table O.1 illustrates how to cite authors in the text when there is more than one author of a work.

Table O.1

*APA Style In-Text Citations for One or More Authors of a Single Work*

Nr. of Authors	First Instance in Text	Subsequent Instances in Text	Parenthetical Citation as First Instance	Subsequent Parenthetical Citations
One	Dervishi (2017)	Dervishi (2017)	(Dervishi, 2017)	(Dervishi, 2017)
Two	Dervishi and Smith (2016)	Dervishi and Smith (2016)	(Dervishi & Smith, 2016)	(Dervishi & Smith, 2016)
Three to Five	Aliaj, O'Dell, and Roberts (2007)	Aliaj et al. (2007)	(Aliaj, O'Dell, & Roberts, 2007)	(Aliaj et al., 2007)
Six or More	Kastrati et al. (2011)	Kastrati et al. (2011)	Kastrati et al. (2011)	Kastrati et al. (2011)
Groups with Abbreviation	European Commission (EC, 2017)	EC (2017)	(European Commission [EC], 2017)	(EC, 2017)
Groups without Abbreviation	Epoka University (2017)	Epoka University (2017)	(Epoka University, 2017)	(Epoka University, 2017)

## Appendix P: Format for References



**Book [Note that in a reference list, references are placed in alphabetical order by last name and are not organized by media type]**

Author(s). (Date of Publication). *Title of book*. Location of Publisher: Publisher.

Meyer, S. (2007). *Eclipse*. New York, NY: Little, Brown and Company.

Marzano, R. J., & Marzano, J. S. (1988). *A cluster approach to elementary vocabulary instruction*. Newark, DE: International Reading Association.

### **Revised Book**

Franklin, B. (1916). *The autobiography of Benjamin Franklin*. F. W. Pine (Ed.). New York: Henry Holt and Company. (Original work published 1868).

MacKenzie, I. (2010). *English for business studies: A course for Business studies and economics students* (3rd ed.). Cambridge: Cambridge University Press.

### **Translated Book**

Eco, U. (2015). *How to write a thesis*. (C. M. Farina & G. Farina, Trans.) Cambridge, MA: MIT Press. (Original work published 1977).

### **Chapter in an Edited Book**

Gruber, S. (2012). Household and family in Albania at the beginning of the 20th century. In A. Hemming, G. Kera, & E. Pandelejmoni (Eds.), *Albania: Family, society and culture in the 20th century* (pp. 19-34). Studies on South Eastern Europe. Vienna: Lit Verlag.

### **Article with doi**

Author, A. A., Author, B. B., & Author C. C. (Year of publication). Title of article. *Title of Periodical*, volume(issue), pp-pp. doi:xx.xxxxxxxx

De Montclos, M. A. P., & Kagwanja, P. M. (2000). Refugee camps or cities? The socio-economic dynamics of the Dadaab and Kakuma camps in Northern Kenya. *Journal of Refugee Studies*, 13(2), 205-222. doi: 10.1093/jrs/13.2.205



### **Article without doi**

Author, A. A., Author, B. B. & Author C. C. (Year of publication). Title of article. *Title of Periodical*, volume(issue), pp-pp.

Inglehart, R. F. (2008). Changing values among western publics from 1970 to 2006. *West European Politics*, 31(1-2), 130-146.

### **Article with More Than Seven Authors**

Author, A. A., Author, B. B., Author C. C., Author D. D., Author E. E., Author F. F., . . . Author N. N. (Year of publication). Title of article. *Title of Periodical*, volume(issue), pp-pp.

### **News Article (Online)**

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

Gibbs, N. C. (2014, December 10). The choice. *Time*. Retrieved from <http://time.com/time-person-of-the-year-ebola-fighters-choice/>

### **Websites**

Green, D. (2010). *Gardening tips: Perennials*. Retrieved from <http://www.gardening-tips-perennials.com/index.html>

### **Annual Report**

Vermont Teddy Bear Company. (2004). *2004 annual report*. Shelburne, VT: Author.

### **Annual Report Online**

Proctor & Gamble Company. (2010). *P & G 2010 annual report*. Retrieved from <http://www.pg.com/annualreport2010/index.shtml>

### **Online Dataset**

(INSTAT) Institute of Statistics [Albania]. (2012). *Census data* [Data file]. Retrieved from <http://www.instat.gov.al/en/census/census-2011/census-data.aspx>

### **Software Available Online**

Faul, F. (2014). G\*Power (Version 3.1.9.2) [Software]. Germany: Universität Kiel. Available from <http://www.gpower.hhu.de/>

### **Thesis or Dissertation, Unpublished**

Lastname, F. N. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

### **Thesis or Dissertation Online**

Jeliazkova, M. I. (2015) *Citizenship education: Social science teachers' views in three European countries* (Doctoral dissertation). University of Twente, Netherlands. Retrieved from University of Twente Publications (98179). doi: <https://doi.org/10.3990/1.9789036540056>

### **Conference Proceedings**

Author, A., & Author, B. (Year, Month date). Title of paper. In I. Lastname & I. Lastname (Eds.). *Proceedings of Title of Conference: Subtitle of Conference* (pp. – pp.). Location. Place of publication: Publisher.

Mattelmäki, T., & Battarbee, K. (2002, June 23-25). Empathy probes. In T. Binder, J. Gregory, & I. Wagner (Eds.). *PDC 02: Proceedings of the participatory design conference* (pp. 266-271). Malmö, Sweden.

### **Paper or Poster Presentation**

Hagen, T. (2015). The intergenerational transmission of marriage relationship satisfaction: Findings from the National Longitudinal Study of Adolescent and Adult Health 1994-2008. Poster presented at *Health, Education and Human Development Awards. 18*. Clemson, SC: Clemson University. Retrieved from [http://tigerprints.clemson.edu/hehd\\_awards/18/](http://tigerprints.clemson.edu/hehd_awards/18/)