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**GRADUATE EDUCATION INSTITUTE THESIS WRITING GUIDE**

**İSTANBUL, 2022**

**REPUBLIC OF TÜRKİYE**

**ISTANBUL KENT UNIVERSITY**

**INSTITUTE OF GRADUATE EDUCATION**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**BUSINESS ADMINISTRATION BRANCH**

****

**INTERNATIONAL COMPETITIVENESS IN TOURISM INDUSTRY WITH THE DIAMOND MODEL AND COMPARATIVE COMPETITIVENESS ANALYSIS OF EUROPEAN COUNTRIES**

**MASTER'S THESIS/PHD THESIS**

**NAME SURNAME**

**İSTANBUL – 2022**

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**MASTER'S THESIS/PHD THESIS**

**NAME SURNAME**

**Thesis Advisor:** **Title. NAME SURNAME**

**İSTANBUL – 2022**

**acceptance and approval**

The defense date of the thesis titled “………………………….” prepared by ………………… was made on ……………….. and it was accepted as the Master’s / Doctorate Thesis of the Department of ……….. of the Graduate Education Institute of Istanbul Kent University by unanimous vote/majority vote by the jury given below.

Jury Members Signature

Advisor

Assoc. Prof. Dr. Bülent DEMİR …………….…………………………………………………………..

Member

Assoc. Prof. Dr. Ayça Can KIRGIZ …………………………………………………………………………

Member

Dr. Serkan AKGÜN …………………………………………………………………………

Member

Delete this field if unnecessary. …………………………………………………………………………

Member

Delete this field if unnecessary. …………………………………………………………………………

Approved by the decision of the Board of Directors of Istanbul Kent University Graduate Education Institute dated ………….. and numbered ………..

 ………………………………………….

Assoc. Prof. Dr. Bülent DEMİR

 Director of the Institute of Graduate Studies

**DECLARATION**

I declare that scientific ethics rules have been followed in writing this thesis, that in case of utilization of the works of others, references have been made in accordance with scientific norms, that no falsification has been made in the data used, and that no part of the thesis has been presented as another thesis study at this university or another university.

(Signature)

NAME SURNAME

16.05.2022

**PREFACE**

I would like to express my sincere gratitude and respect to my advisor Prof. Dr. Öcal USTA, who has followed my work meticulously by embracing it during the writing phase of this thesis, for his valuable contributions and efforts. Assoc. Prof. Dr. Burak MİL has been with me in every sense throughout the whole process and has never withheld his support and contributions. During the defense exam, the jury members made valuable contributions to the finalization of my work. On this occasion, I would like to thank all my professors and my relatives who have helped me during the final reading of my thesis. Finally, I would like to express my gratitude to my mother and family, whose efforts I will never be able to repay in reaching this day.

 NAME SURNAME

 16.05.2022

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# **ABBREVIATIONS**

**EU :** European Union

**EEC :** European Economic Community

**OSCE :** Organization for Security and Co-operation in Europe

**EP :** European Parliament

**ASEAN :** Association of Southeast Asian Nations

**EPC :** European Political Cooperation

**UN :** United Nations

**WEU :** Western European Union

**IMF :** International Monetary Fund

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# **ABSTRACT**

**Istanbul Kent University Postgraduate Education Institute**

**Title of Thesis**

**Name and Surname of the Author**

**Master Thesis / Doctoral Thesis**

**Division / Discipline**

**Supervisor: Title, Name and Surname**

**Month, Year – Page Number**

Democracy promotion, which can also be referred to as democracy assistance, democracy building or democratizations, is a strand of foreign policy adopted by governments and international organizations that seek to support the spread of democracy as a political system around the world...

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

 **Keywords:** European Union, Democracy, Policy

**ÖZET**

**İstanbul Kent Üniversitesi Lisansüstü Eğitim Enstitüsü**

**Tez Başlığı**

**Yazar Adı Soyadı**

**Yüksek Lisans Tezi / Doktora Tezi**

**Anabilim Dalı / Bilim Dalı**

**Danışman: Unvan, Ad, Soyadı**

**Ay, Yıl – Sayfa Sayısı**

Dünya çapında bir siyasi sistem olarak demokrasinin yayılmasını desteklemek amacıyla, demokratikleştirme, demokrasinin yaygınlaştırılması veya demokrasi inşa etme olarak da anılan demokrasi teşviki politikası, günümüzde hükumetler ve uluslararası kuruluşlar tarafından dış politikalarının önemli bir aracı olarak kullanılmaktadır... **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

 **Anahtar Kelimeler:** Avrupa Birliği, Demokrasi, Politika

# **INTRODUCTION**

The writing of postgraduate theses (Masters, Doctorate) prepared in the departments affiliated to the Istanbul Kent University Graduate Education Institute is carried out in accordance with the principles specified in this guide under the supervision of the thesis advisor. The thesis writing guide is of a guiding nature and is designed based on the stages that the student will go through from the first step. In cases where an answer cannot be found during the preparation of the thesis, a solution can be found within the framework of the common acceptances of the relevant science branch, general practices and the opinion of the thesis advisor. Students registered in postgraduate programs with foreign language education are required to prepare their theses in the language of education of the relevant program. This guide has been prepared based on the decisions of the Council of Higher Education (YÖK) regarding the Postgraduate Education and Training Regulation No. 29690 dated 20.04.2016 and the Istanbul Kent University Postgraduate Education and Training Regulation No. 30371 dated 25.03.2018.

#  **CHAPTER 1: THESIS WRITING AND THE PROCESS**

##  **1.1. What is a Thesis?**

Thesis is a work that evaluates previous research, publications/works on a well-defined and framed subject, and includes the student's original comments and contributions; with a cover, preface, introduction, sections, conclusion, reference list, tables and figures. Thesis work will enable the student to be evaluated among experts with new ideas in a certain field. The guide outlines the thesis work process, starting from the selection of advisor and thesis topic determination stage to the writing of the CV. Learning and developing the common academic way of thinking developed in social sciences will be possible by carefully following the thesis writing stages and complying with ethical rules.

##  **1.2. Advisor Selection**

Choosing an advisor is the first step of the thesis study and the key to reaching the goal. Transferring academic knowledge in the field to the thesis study is possible with the advisor providing sufficient guidance, direction and contribution throughout the thesis period. A thesis prepared without advisor support can be likened to a sapling whose roots cannot hold on to the soil sufficiently. Therefore, in the first step, the student should do research on faculty members in order to find the right advisor. In order to make a decision, the advisor should have an idea about his/her duties within the university and outside, if any, the intensity of his/her courses, the number of students he/she has prepared thesis for and most importantly, the way he/she contributes to the thesis studies. In the last stage, it is necessary to obtain the approval of the faculty member with whom the decision to work is made. Legally, an advisor is determined for each student within the first semester. Advisor changes can be made based on the waiver petition of the student's advisor and with the approval of the Department Head.

##  **1.3. Determining the Thesis Topic**

The first thing to consider when researching a thesis topic is whether the student finds the topic interesting. The fact that the topic is within the scope of the advisor's field of expertise will increase the contribution and support it will provide. Ideally, the topic or topics that the student will suggest should be evaluated with the advisor and a topic that the advisor can contribute to should be selected. If the topic cannot be determined in this way, the advisor's suggestion and assistance can be requested. It is preferable for the master's and doctoral thesis to be conducted on a topic that has not been studied before. However, a thesis can also be conducted on a topic that has not been sufficiently researched. If a new method and a different approach can be developed, the studied topic can be determined as a thesis again. In this case, the nature of the new method, its contribution and the original results reached should be stated in the thesis. Each thesis should have an original, new aspect that includes the student's perspective and idea. When discussing the thesis topic, it should be questioned which sources and data will be used, how they will be accessed and whether the topic is sufficient for a master's or doctoral thesis. In addition, at this stage, all thesis studies and publications made in our country and abroad on the subject to be studied should be examined:

* The YÖK thesis catalogue and Proquest database should be searched by writing all keywords related to the field, and a list of similar theses/studies conducted in our country and abroad should be created.
* Articles in Turkish and foreign languages ​​on the determined topic should be collected by searching online databases such as Dergipark, Elsevier, JSTOR, Scopus and article sharing platforms such as www.academia.edu and www.researchgate.net.
* The relevant publications should be reached by scanning the European joint library catalogues such as www.worldcat.org, specialized libraries in our country and large libraries that have compilation areas. If books, articles or theses written on the same subject are found as a result of this scanning, the subject should be re-evaluated within the framework of the points mentioned above. Carrying out this publication scanning meticulously and healthily will also contribute to the preparation of the thesis proposal form.

## **1.4. Preparing a Thesis Proposal Form**

After determining the topic to be studied, all publications, books, theses and articles reached on this topic should be read critically, discussed and questions and problems (problematic) should be determined. This step will directly guide the development process of the study. In this process, discussing the topic with the advisor, other experts working in the same field and friends is important in terms of making the questions and problems understandable. The content title to be filled in the thesis proposal form should include information such as the purpose of the thesis, subject, scope and literature summary, original value, method, widespread impact. The difficulty in filling out the thesis proposal form and creating a problem can be overcome by working on this form in the seminar course between the master's and doctoral courses. The text to be written under these titles also forms the basis of the introduction section of the thesis.

## **1.5. Creating a Thesis Plan**

Master's and doctoral theses, as we mentioned above, are the entirety of a study that includes a cover, preface, introduction, chapters, conclusion, reference list, tables and figures before publication. In order for this study to be evaluated by the jury and accepted as a thesis, the plan must be followable and its volume must be controllable. The draft thesis plan/table of contents is prepared by the student and developed by discussing with the advisor. Until the writing process is completed, changes can be made to the table of contents/plan, headings and subheadings, including the name of the thesis, with the approval of the advisor.

## **1.6. Ethics in Thesis Study**

The researcher/student preparing the thesis is expected to have examined and evaluated all the studies done before him/her. This expectation prevents uninformed repetitions of previously written ideas or published scientific studies. In the thesis, it is mandatory to show the source cited in every citation, whether direct or indirect. Not showing the source of the citation or presenting someone else's work as one's own work is against scientific ethics and is a crime. In addition, editing/changing the content of the documents used/presented in the thesis contrary to the truth, producing data not based on research or ignoring opinions contrary to the defended ideas are important ethical violations that may prevent the thesis from being accepted.

It is not correct to take translated texts from foreign language sources or paragraphs from Turkish books as they are, shortened or summarized. If a section summarized or compiled from one or more books does not reflect the perspective of the student preparing the thesis, even if the source is cited, it is plagiarism. Plagiarism/plagiarism/presenting someone else's statements as one's own is a serious crime and there is no statute of limitations.

### **1.6.1. Plagiarism Report**

As stated in Article 18, paragraph 1 of the Istanbul Kent University Postgraduate Education and Training Regulation, the plagiarism report is a report showing the plagiarism status of the theses prepared by students registered in thesis-based master's, art proficiency and doctoral programs before the thesis defense. The plagiarism report is obtained for the theses submitted by students whose thesis defense process has been initiated by the relevant institute and the report is shared with the relevant student's advisor and jury member. According to paragraph 2 of the same article, theses with a plagiarism rate of over 20% and students who receive a negative report from the jury regarding the plagiarism report are not admitted to the thesis defense.

# **CHAPTER 2: FORMAL RULES FOR WRITING A THESIS**

## **2.1. Font and Size**

### **2.1.1. Font**

Times New Roman font must be used in the thesis.

### **2.1.2. Chapter Headings**

Each section should start on a new page. Section titles should be in all caps, 14 point, bold, left aligned.

### **2.1.3. Subheadings**

The initials should be capitalized, 12 point, bold, left aligned, with 1.5 line spacing at the top and bottom.

\*If only the subheading remains at the end of the page and the text begins on the next page, the subheading should also be carried to the next page.

### **2.1.4. Text**

It should be 12 points, 1.5 line spacing, aligned.

## **2.2. Page Structure**

All pages must be aligned on both sides. The margins that must be included in the page structure of all sections except covers are given in the table below. This area cannot be exceeded unless there are requirements arising from figures and tables.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Top** | **Bottom** | **Left** | **Right** |
| 2,5 cm | 2,5 cm | 3 cm | 2 cm |

 |

## **2.3. Page Numbers**

Page numbers should be written centered at the bottom of the paper without using parentheses, lines, etc. Page numbers should be written in 11-point Times New Roman font.

In a thesis, the outer cover, inner cover, acceptance and approval page, declaration, preface and table of contents pages are not numbered. The numbers of the pages from the Abbreviations page to the Introduction page should be written in lower case Roman numerals (i, ii, iii, iv...) at the bottom and in the middle of the page. Starting from the page with the Introduction title, the page numbering starts with 1 and continues increasing (1, 2, 3, 4...) on all pages, again at the bottom and in the middle.

# **CHAPTER 3: ORDER BETWEEN THE THESIS COVER AND ABSTRACT**

**3.1. Outer Cover - Inner Cover**

You must write the phrases Master's Thesis and Doctoral Thesis that are appropriate for you on the outer and inner covers and delete the other one.

**3.2.** **Acceptance and Approval**

The acceptance and approval page should come after the outer cover and inner cover pages. This page should be written in Times New Roman font, 12 point font. The title “ACCEPTANCE and APPROVAL” should be written in bold, 14 point font and must be centered. The author’s name, thesis title, and defense date, which should be written in the spaces provided on the page, should be written in capital letters and in bold. From the phrases “unanimity” and “majority vote” on the page, leave the one that is appropriate for you and delete the other phrase. From the phrases “Master’s Thesis” and “Doctoral Thesis” on the page, leave the one that is appropriate for you and delete the other phrase. Write the title and name-surname information of the department, branch of science, advisor and jury members in the relevant places on the page. Do not add any text, phrase, signature, etc. to the page other than these places. After this page, there will be the Minutes page prepared by the Institute and signed by the jury members stating that the thesis was accepted. This report will be delivered to the student after the thesis defense and the student will be able to use it in his/her thesis after receiving wet-signed approval from the thesis defense jury.

**3.3. Declaration**

Immediately after the minutes page, the declaration page stating that the study was original and conducted in accordance with scientific ethical rules should be written in Times New Roman font, 12 points. The title “DECLARATION” should be written in bold, 14 points and should be centered.

There should be a date under the name and surname. In the date section, the date the thesis was delivered to the institute with a spiral, first of all, after the controls made at the end of the defense exam, the defense date should be written during the binding phase. The declaration page should be signed by the student.

## **3.4. Preface**

Immediately after the declaration page, the foreword page, which does not exceed one page and can include brief information about the study and includes thanks to the parties who helped during the study (the surnames of these people should be written in capital letters), should be written in 12-point Times New Roman font. The title “FOREWORD” should be written in 14-point bold and must be centered.

There must be a date under the name and surname. In the date section, the date the thesis was delivered to the institute with a spiral binder, and the defense date during the binding phase after the controls at the end of the defense exam must be written. The preface page must never be signed.

\*The content of the preface may vary depending on the student's wishes.

## **3.5. Table of Contents**

It should be written in Times New Roman font, 12 point font, immediately after the preface page. The title “TABLE OF CONTENTS” should be written in bold, 14 point font and must be centered. All page numbers on the table of contents page must be aligned.

The pages such as Acceptance and Approval, Declaration, Preface are not specified in the table of contents. If there are; List of Figures and List of Tables should be placed after Abbreviations and before the Abstract.

Students should automatically create the Table of Contents from the Table of Contents section in Word. Otherwise, the page layout will not appear as desired. It will also help you automatically update all the changes and corrections you make in the table of contents. The images below provide tips on how to create and update the Table of Contents;







## **3.6. Abreviations**

All abbreviations should be listed alphabetically. On this page, the abbreviation itself should be written first, followed by the full abbreviation. Each field of science can use standard abbreviations accepted in their fields, citing sources. Abbreviations should be written in bold. There should be a “:” sign after the abbreviations. The longest abbreviation in the list should be followed by a space and the “:” sign after all abbreviations should be aligned. The abbreviation should be written followed by a space and the first letters of all abbreviations should be aligned.

The abbreviations page should be written in Times New Roman font, 12 point size. The title “ABBREVIATIONS” should be written in bold, 14 point size, and must be centered.

### **3.6.1. Display of Abbreviations in Text**

Abbreviations can be used for both single-word and multi-word terms that are frequently used in academic writing. Capital letters are used for abbreviations made using the first letters of more than one word, and no periods are used between them. When making an abbreviation in the text, the researcher should write the expression in full where it is first used, show the abbreviation in parentheses, and use the relevant abbreviation in places related to that expression from now on.

## **3.7. List of Tables and List of Figures**

### **3.7.1. List of Tables**

Immediately after the Abbreviations page, the page containing the tables in the research should be written in Times New Roman font, 12 point size. The title “LIST OF TABLES” should be written in bold, 14 point size and must be centered.

Table and number expressions are written in Bold. Table numbering should be in the form of **“Table 1:”** and the numbers should continue increasing. A “:” sign should be placed after the numbers. After that, leave a space and write the name of the table. If you have more than one table and your table numbering increases by two digits, the ":" signs after the last table number **(e.g. Table 15:)** should be aligned. The first letters of the table names after the ":" sign should be aligned. If the List of Tables is going to be more than one page, continue from where you left off on the next page without a title.

**When showing tables within the text**;

Tables and their titles should be centered on the page. Tables should be numbered in the order they appear in the text (increasing from 1). Table titles are written centered on the table, below the table number. The table number and title should be written in Times New Roman font, 12 points. The first letters of the words in the table titles should be written in bold, with the first letters capitalized and the other letters lowercase. There should be 1.5 line spacing between table numbers, table titles and tables. Column headings and table data within the table are written centered. The first letters of the words in the column headings should be capitalized. Times New Roman should be used as the font in the column. The font size is adjusted according to the table. The rows in the table are adjusted according to the size of the table. In general, the rows should be adjusted in a way that provides a good impression of the table. There should be no vertical lines in the tables. There should be as few horizontal lines as possible. The text text should start with 1.5 line spacing after the tables. Sources should be cited for tables taken from other sources. The source is written left-aligned under the table. When there is more than one source, they are written with a semicolon in between.

Example;

**Table 1**

**Cronbach Alpha Values ​​of Study Models**

|  |  |  |  |
| --- | --- | --- | --- |
| Measurement Models | Number of Variables |  Threshold Value |  Cronbach Alpha |
| Quality of Life | 8 |  .70 | .846 |
| Burnout | 12 |  .70 | .982 |
| Occupational Stress | 16 |  .70 | .918 |
| Mobbing | 18 |  .70 | .852 |

### **3.7.2. List of Figures**

Immediately after the table list page, the page with the tables included in the research should be written in Times New Roman font, 12 point size. The title “LIST OF FIGURES” should be written in bold, 14 point size and must be centered.

Figure and number expressions are written in Bold. Figure numbering should be in the form of “**Figure 1**:” and the numbers should continue increasing. A “:” sign should be placed after the numbers. Then, the name of the figure should be written by leaving a space. If you have more than one figure and your figure numbering increases to two digits, the “:” signs after the last figure number (e.g. **Figure 15:**) should be aligned. The first letters of the figure names after the “:” sign should be aligned. If the Figure List will last more than one page, the next page will continue from where it left off without a title.

**When figures are shown within the text;**

Figures and their titles should be centered on the page. Figures should be numbered in the order they appear in the text (increasing from 1). Figure titles are written centered on the figure, below the figure number. The figure number and title should be written in Times New Roman font, 12 points. The first letters of the words in the figure titles should be written in bold, with the other letters capitalized and the other letters lowercase. There should be a 1.5 pt space between figure numbers, figure titles and figures. If there is text in the figures, Times New Roman should be used as the font. The font size is adjusted according to the figure. The text text should start with 1.5 lines of space after the figures. The source should be indicated for figures taken from other sources. This source should be written in Times New Roman font, 11 points. The source is written left-aligned under the figure. When there is more than one source, it is written with a semicolon in between.

\*A figure content may include a graph, diagram, photograph, drawing, or other illustration. Example;

**Figure 1**

**Model of the Study**

|  |
| --- |
| Resim 18**Kaynak:** Börü, D. and Güneşer, B. (2006). The relationship between perceived organizational support and leader-member exchange with organizational citizenship behavior and the role of trust. Öneri Journal, 7(25), 47. |

As indicated in the images below, you can automatically create list pages such as Table List and Figure List etc. in Word. Otherwise, the page layout will not appear as desired. It will also help you update all the changes and corrections you will make on the relevant list page. After creating all these, arrange them according to the display phrases specified in the writing guide such as font size, font type etc. The images below provide tips on how to create and update the Table List and Figure List page;

 

 

 

## **3.8. Summary**

One of the most important parts of a thesis is the summary and should not exceed one page. If necessary, the parts of the abstract content that should normally be written in 12-point Times New Roman font can be written in 11-point Times New Roman font. The title “ABSTRACT” should be written in 14-point bold and must be centered.

The abstract should not be a part consisting of copying some paragraphs from the introduction of the thesis or putting together the first sentences of some paragraphs. The purpose of the thesis, its scope, the method(s) used, the conclusion(s) reached and the implications of the findings should be stated in a short and clear manner in the abstract. However, these should not be given as headings. In short, when a reader or jury member reads the abstract of the thesis, he/she should be able to have a general opinion about the purpose of the thesis, research questions, methodology followed, analysis approach and findings.

You must write the appropriate expression for you, Master's Thesis / Doctoral Thesis, on the abstract template and delete the other one. Keywords; There should be at least three and at most five, separated by commas. Keywords should be chosen from words that best reflect the content of the thesis.

## **3.9. Abstract**

It is the complete English translation of the abstract and should not exceed one page. The writing requirements for the abstract also apply to the abstract. Care should be taken to ensure that the translation made on this page is accurate, understandable and true to the original, and if necessary, it should be checked by someone who knows English well before the thesis is bound. The abstract and the abstract should not be on the same page.

You should write the Master Thesis / Doctoral Thesis expressions on the abstract template that are appropriate for you and delete the other.

In the abstract section, the title of the consultant should be written in English as follows;

Prof. Dr. = Prof. Dr.

Doç. Dr. = Assoc. Prof. Dr.

Dr. Öğr. Üyesi = Assist. Prof. Dr.

# **CHAPTER 4: INFORMATION ABOUT THE INTRODUCTION PAGE**

The title “INTRODUCTION” should be written in bold, 14 points, and must be centered. The introduction title is not numbered. Numbered subheadings are not included in the introduction text. The text should be written in Times New Roman, 12 points. The introduction of the thesis is created by developing what was written in the thesis proposal form and consists of at least three parts: *Subject and Purpose of the Thesis, Evaluation of Sources, Method Applied in the Thesis.* ***These specified items should be written in text without opening a title.*** In addition, the introduction section should clearly state the thesis' contribution to the relevant literature in order to understand its original value.

## **4.1. Subject and Purpose of the Thesis**

In this paragraph, the subject being studied should be introduced in a simple and understandable way, and the starting and ending points/boundaries of the subject (in terms of geography, time, resources, etc.) should be explained with their justifications. The reason why the thesis subject was chosen, the problems in this subject, and the points to be solved should be evaluated within this framework. This section can be developed until the final stage of the thesis. When the results of the thesis emerge, what is written in this section should be reviewed again and the compatibility of the goals and results should be ensured.

## **4.2. Evaluation of Resources**

There should be primary sources that each thesis study brings together, evaluates, and is the basis for its original aspects. At the beginning of the study, primary sources, basic reference sources, theses, and books and articles written directly on the subject of study should be evaluated together in this section. The contribution of each of these sources to the thesis topic, the method of addressing the topic, and the points left open should be stated. All sources should be considered as part of a story, and their approach to the subject of study, their original aspects, or their evaluations that are not accepted today should be stated in an academic style. Evaluation of sources is also one of the parts that should be developed until the end of the thesis study and enriched as new sources are reached. The method that should be avoided here is to list the content of each source independently of each other.

## **4.3. Method Applied in the Thesis**

In this section, two methods should be introduced separately. In the first, information is given about the thesis work process/work schedule/work program determined after the selection of the thesis topic. Here, the process of determining the topic, how domestic and foreign sources are accessed, which libraries, databases, archives or other sources are used are clearly explained. In addition, studies such as surveys, statistical data classification, surface research, maps, drawings, etc. conducted for the purpose of collecting sources are introduced here. The second is the method applied or developed to reach the result. This method is more related to the way the sources, collected data, and statistics are evaluated, and which of the approach models to similar subjects in the fields where the thesis is written is adopted. Here, the adopted method should also be explained with its justifications.

# **CHAPTER 5: INFORMATION ABOUT THE CHAPTERS**

The thesis should consist of at least two sections, excluding the introduction and conclusion, and each section should have at least a few subheadings. The headings should be determined in a way that is related to and complementary to each other in order to facilitate the explanation of the development of the subject. The scope of the explanations and evaluations made in each heading should be limited to the problems that the thesis is intended to solve and should include details that will contribute to the result. Unnecessary compilations and sections not directly related to the subject should not be included. For example, when examining the history of a certain region within a certain period of time, it is not correct to allocate a section or subheading to the geography of the region. If geography has an aspect that shapes and changes the developments in the period examined, this feature should be emphasized and explained. In a history thesis, summarizing the geological structure of the region can also be seen as an unnecessary compilation that will not contribute to the result. The student should not make compilations and summaries from books or other thesis studies that he/she cannot control and are not related to his/her field of expertise.

The sections of the thesis and the evaluations therein should be written by the candidate as a new scenario in his/her own words in the light of the sources/documents and findings. In order for the section titles of the thesis to be planned in an easy-to-understand and conclusive manner, the sources of the subject should be classified. All the basic reference sources/books, articles, as well as the obtained data, archive documents, religious texts, material culture remains and information collected from field studies can be divided into various groups within the scope of the subject studied and headings defining them can be created. The thesis plan can be developed until the last moment, as we mentioned above.

Chapter headings (including Discussion, Findings) should be numbered **(CHAPTER 1: EATING DISORDERS)**. Chapter headings should be written in 14-point bold and must be left-aligned.

# **CHAPTER 6: INFORMATION ABOUT RESOURCES**

In the references section, all sources used in the thesis are written in alphabetical order based on the author's surname. It should be noted that source types such as books, book chapters, edited books, symposium papers, articles and theses contain different details and have standard writing styles. All journals in the world have their own writing styles on this subject. Istanbul Kent University Graduate Education Institute accepts the following writing system, which is adapted based on the thesis and report writing guide created by Uludağ University Educational Sciences Institute according to APA 7 writing style.

## **6.1. In-Text Source Citation**

**Single-Author Study:** Page numbers can be given in in-text references quoted from books according to thesis topic. For example; (Sönmez, 1998:15). The author's surname and the date the work was published are given. Examples of this are given below in two different ways;

**1.** In a study examining regional inequalities in Türkiye, it is .….(Sönmez, 1998).

**2.** According to Sönmez’s (1998) study examining regional inequalities in Turkey, it is .…..

**Two-Author Study:** If there are two authors, both of their surnames are given. In theses written in Turkish, the sign “&” is replaced by “ve”. In theses written in Turkish, signs such as “&”, which do not exist in the Turkish alphabet, are not used in the text, except in bibliography, quotations and references. These signs can be used in theses written in English. For example;

The method is defined in the most general sense as …………. (Dembo ve Gibson, 1985).

According to Dembo and Gibson (1985), it is ..........

**Study with More Than Two Authors:** According to APA 7, the surname of the first author is given from the first place of the source and the conjunction “et al.” is used if the thesis is written in English. For example;

In this study, …................................(Yoldaş et al., 2018).

The study by Williams et al. (1994)………….….

**Displaying Publications of an Institution in the Text:** If this publication belongs to an organization or a government institution, the full name of the relevant organization/institution is written when this source is first referenced. For example; Ministry of National Education (2012) by….........

Education, ……………………. (MEB, 2012).

· If the institution has an abbreviation known by everyone, the abbreviation is stated in parentheses when first used. For example;

First use: Education, …........................(Ministry of National Education [MEB], 2012).

Second use: Education, …..................(MEB, 2012).

**Court Decision:** The abbreviation of the court name and the date of the decision are indicated as day, month, year. For example,

This decision, ……………………………… (Constitutional Court, 26 June 2019).

**Sources with Unknown Authors:** If the author of the source is unknown, indicate the name of the publication or institution in parentheses. Book titles and reports are written in italics; article titles, chapters and web pages are given in quotation marks. For example;

Teacher training in foreign language teaching ….. (British Council Report No: 14, 2014).

Different generations in the workplace, …......... (“Generations Diverge: Generations X, Y and Z,” 2013).

· In very rare cases, when the author's name is unknown, the word "Anonymous" can be used instead of the author. Sources with anonymous authors should be indicated in the same way in the reference list. For example,

In this research, ……....................(Anonymous, 2011).

**Authors with the Same Surname:** If there are two or more authors with the same surname in the bibliography/sources list, their first names are used in the text. Even if the publication years are different, they should be used like this. For example, in the studies conducted by N. Özdemir (1985) and M. Özdemir (1990) …................

**Two or More Studies in the Same Parentheses:** The authors are listed in alphabetical order and a semicolon is used between authors. For example, in this study, ........................(Başaran, 1984; Bursalıoğlu, 1987; Taymaz, 1984).

· If there are several publications by the same author, the publication year is listed from oldest to newest. The name is given once in the order. For example,

In this study, ................................. (Köklü and Büyüköztürk, 1991; 1993).

· If there are several studies by the same author with the same date, the publication year is listed with the letters a,b,c …. The letter is written next to the year without leaving any space. For example,

In this study, ..................... (Gürsoy, 2012a).

**If There Is a Work in Print:** After the author's surname and a comma, the phrase in press is added. For example,

In this study, …................................. (Tuesday, in press).

**Presentation of Information Obtained from Electronic Sources in the Text:** These types of sources, whose author and publication year are known, are also shown like other sources. For example, as Asher (2009) stated ……….

**If the Date or Author of the Electronic Source is Uncertain:** To indicate that there is no date using a phrase or the first few words of a title, use the phrase “n.d.” in theses written in English, and “n.d.” (indefinite date) in theses written in Turkish. For example, 50% of the so-called Generation Y stated that they considered themselves politically independent (Millenials, n.d.).

**Studies Mentioned in a Secondary Source If a Secondary Source, Not the Original Source, Was Used in the Quotation:** The source should be indicated as follows. For example; According to Piaget (as cited in Dworwetsky, 1993) ….............

In this study, …...is stated (Yestrebsy, 2016, as cited in Mutlu and Aydın, 2020:160).

## **6.2. Citation in the Reference List**

The bibliography at the end of a study documents the work and provides the information needed to retrieve and identify each source. The list should include only those sources that were used in the research and preparation of the study and that were referenced.

· The title “REFERENCES” should be written in Times New Roman font, 14 point, bold, and must be centered. References should be written in Times New Roman font, 12 point.

· Sources are listed alphabetically according to the author's surname in the bibliography.

· In references that do not fit on one line, the second line (and third line, if any) is started 1.3 cm indented.

· When writing more than one work by the same author, chronological order is followed, from the oldest publication to the newest. For example;

Borg, S. (1999). …………

Borg, S. (2003). ………..

· If the author is the sole author in one publication and one of the authors in another, the work for which he/she is the sole author is written first.

· When referencing two separate works by the same author published in the same year:

Borg, S. (2003a). Teacher cognition in language teaching: A review of research on what language teachers think, know, believe, and do. *Language Teaching*, 36, 81-109.

Borg, S. (2003b). Teacher cognition in grammar teaching: A literature review. *Language Awareness*, 12, 96-108.

· For works that are still in print, write “in press” instead of the publication year (“in press” for theses written in English).

**6.2.1. Periodical Publication Examples**

**Single Author Publications:** Author's surname, Author's first letter. (Year). Title of the article. Name of the periodical, Volume (Number of the periodical), Page range (doi number if any). For example;

Eraslan, A. (2008). Faculty-school cooperation program: Opinions of prospective mathematics teachers on school practice course. Hacettepe University Journal of Education, 34, 95-105.

**Publications with Two Authors:** In publications with two authors, the surnames of the authors are separated by “and”. In theses written in English, the symbols “,” and “&” are used. For example;

Külekçi, E. and Bulut, L. (2014). Comparison of classroom teacher training systems in Turkey and the United States. Journal of Social Sciences, 1(2), 103-114.

**Example of two-author publication for theses written in English,**

Martin, L. E., & Potts, G. F. (2004). Reward sensitivity in impulsivity. *Neuroreport*, 15(9), 1519-1522.

**Publications with up to Twenty Authors:** In the reference list, the surname of each author (up to 20 people) and the initials of their first names are given. The surnames of the authors are written first; after “,” the first letters of their names are written and “.” is placed at the end of the letter. The year of publication is written in parentheses. In theses written in English, the signs “,” and “&” are used. For example;

Aydin, A., Sarier, Y., Uysal, Ş., Aydoğdu-Özoğlu, E. and Ozer, F. (2014). Evaluation of teacher employment policies in Turkey. Educational Administration in Theory and Practice, 20(4), 397-420.

**Translated Article in a Magazine:** Author's surname, Author's first letter. (Year). Title of the article (Translator's first letter. Translator's last name, Trans.). Name of the periodical, Volume (Number of the periodical), Page range. For example;

von der Luhe, I. (1982). I without guarantees: Ingeborg Bachmann's Frankfurt lectures on Poetics (M. T. Kraus, Çev.). *New German Critique*, 8(27), 31- 56.

**Note:** In theses written in English, the expression "Trans." is used instead of "Çev."

**Printed Newspaper**: Author's surname, Author's first letter. (Year, Day, Month). Title of the article. Newspaper name, page number. For example;

Gültekin, S. (2015, November 25). Personality is shaped in the pre-school period. Vatan, p. 2.

**E-Newspaper:** Author's surname, Author's first letter. (Year, Day, Month). Title of the article. Newspaper name, website URL (Access date: ………).

For example;

Mills, S. (2012, 16 Ekim). How Twitter is winning the 2012 US election. *The Guardian*, https://www.theguardian.com/commentisfree/2012/oct/16/twitter-winning-2012-us-election (Erişim tarihi: 10 Temmuz 2018).

**Documents / Reports of Institutions:** Name of the institution. (Year). Title of the document. Location: Publisher. For example;

State Planning Organization. (2005). Economic and social indicators (1950- 2004). Ankara: State Planning Organization.

**Documents / Reports of Institutions Taken from the Web Page:** Name of the institution. (Year). Title of the document. Access Address (Date of access: ………). For example,

Ministry of National Education. (2012). Pisa 2012 research final report. http://pisa.meb.gov.tr/?page\_id=22 (Access date: 10 December 2012).

**Website:** Author's surname, Author's first letter. (Year, Day, Month). Article title. Access Address (Access date: ………). For example;

Yavuz, E. (2018, November 7). On time and human. https://dusunbil.com/zaman-ve-insan-uzerine (Access date: December 5, 2018).

### **6.2.2. Book Samples**

In APA 7, the place/city where the book was published is no longer stated.

**Single Author Book:** Author's surname, Author's first letter. (Year). Title of the book (Number of editions). Publisher. For example;

Karakaş, S. (2006). Handbook of the Bilnot battery: Research and development studies for neuropsychological tests (2nd Edition). Design Offset.

**Two-Author Book:** Author's surname, Author's first initial. and Author's surname, Author's first initial. (Year). Title of the book (Number of editions). Publisher. For example;

Yazıcıoğlu, Y. and Erdoğan, S. (2014). SPSS Applied Scientific Research Methods (4th Edition). Detay Publishing.

**Example of a book with two authors for theses written in English,**

Stuss, D. T., & Benson, F. (1986). *The frontal lobes*. Raven Pr.

**Note:** When writing a book with two English authors in Turkish, the commas and & marks between the author names in the English writing are removed and replaced with 'and'.

**Single Editor Book:** Editor's surname, editor's initials. (Ed.). (Year). Title of the book (Number of editions). Publisher.

For example;

 Dörnyei, Z. (Ed.). (2003). *Attitudes, orientations, and motivations in language learning: Advances in theory research and applications*. Blackwell Publishing.

**Multi-Editor Book:** Editor's surname, editor's initials. and Editor's surname, editor's initials. (Ed.). (Year). Title of the book (Number of editions). Publisher. For example;

Aydemir, Ö. & Köroğlu, E. (Eds.). (2009). Clinical scales used in psychiatry (4th Edition). HYB Publishing House.

**Multi-editor book example for theses written in English,**

Leonard, W. R., & Crawford, M. H. (Eds.). (2002). *Human biology of pastoral populations*. Cambridge University Press.

**Translated Book:** The author's surname, Initials of the original book. (Year). The name of the book (Number of editions). (Translator's initials. Translator's surname, Trans.). Publisher. For example;

Morgan, L. H. (2015). Ancient society. (Ü. Oskay, Trans.). İnkılap Publishing House.

**Translation book example for theses written in English,**

Piaget, J. (1969). *The psychology of the child* (H. Weaver, Trans.). Basic Books.

**Note:** In theses written in English, the term “Trans.” is used instead of “Çev.”

**Book Chapter:** Author's surname, Author's first letter. (Year). Book chapter name. Book title (Number of editions, Page range). Publisher. For example;

Luck, S. J. (2014). A broad overview of the event-related potential technique. *An introduction to event related potential technique* (2. Baskı, s. 1-34) içinde. The MIT Press.

**Example of a book chapter for a dissertation written in English,**

Luck, S. J. (2014). A broad overview of the event-related potential technique. In *An introduction to event related potential technique* (2nd ed., pp. 1-34). The MIT Press.

**Edited Book Section:** Author's surname, Author's first letter. (Year). Book chapter name. Editor's first letter. Editor's surname (Ed.), Book title (Number of editions, Page range). Publisher. For example;

Pizzagalli, D. A. (2007). Electroencephalography and high-density electrophysiological source localization. J. T. Cacioppo, L. G. Tassinary ve G. G. Berntson (Ed.), *Handbook of psychophysiology* (3. Baskı, s. 5-84). Cambridge University Press.

**Example of an edited book chapter for theses written in English,**

Çelik, S. (2012). Culture. In E. Gürsoy & A. Arıkan (Eds.). *Teaching English to young learners:* *An activity guide for prospective teachers* (pp.355-376). Eğiten Kitap.

**Note:** In an English-edited book, the chapter is written in Turkish by removing the “,” and “&” signs between the author names in the English text and writing “ve” instead. In addition, if there is more than one editor, the abbreviation Eds. is written in English, while it is written as Ed. in Turkish.

### **6.2.3.Encyclopedias and Dictionaries**

Author's surname, Initials. (Year). Name of the *dictionary/encyclopedia* (Number of editions, p. Page ranges). Publisher. For example,

Bilgin, N. (2003). *Social psychology dictionary: Concepts, approaches.* Bağlam Publishing.

### **6.2.4. Theses**

Author's surname, Author's first letter. (Year). Thesis title [Master's thesis / Doctoral thesis / Unpublished master's thesis / Unpublished doctoral thesis]. University name. For example;

Kara, E. (1996). *Status levels of teachers* [Unpublished master's thesis]. Ankara University.

**Example for theses written in English;**

Wallace, S. P. (1992). *A studv of argumentative/persuasive writing related to a model of critical thinking in grades nine and eleven* [Unpublished doctoral dissertation]. University of South Carolina.

### **6.2.5. Scientific Meeting / Symposium / Panel**

First participant's surname, First letter of first name., Second participant's surname, First letter of first name. (Year, Month, Day). Presentation title. First letter of session chair. Session chair's surname (Session chair), Symposium/Panel name in [Symposium/Panel]. Conference name, City, Country. For example;

Mestçi, S. (2018, November, 15-17). An overview of behavioral addictions. F. Gökkaya (Session chair), *The other face of addiction: In behavioral addiction* [Panel]. 20th National Psychology Congress, Ankara, Turkey.

**Example for theses written in English;**

Geertsema, H. (2010, October, 1-3). Teaching ethics to healthcare psychologists. In A. Koblicova (Chair), Teaching of ethics [Symposium]. 4th EFPA Symposium on Professional Ethics, Prague, Czech Republic.

### **6.2.6. Court Decisions**

Court Name Abbreviation, Court Name. K. Decision Number (Decision Day Month Year). Access Address (Access Date: …......). For example;

Constitutional Court, Constitutional Court. K. 2015/19953 (26 June 2019). http://www.resmigazete.gov.tr/eskiler/2019/08/20190806-6.pdf (Access date: 8 July 2022).

# **CHAPTER 7: INFORMATION ABOUT THE APPENDICES**

The heading “APPENDICES” should be written in Times New Roman font, 14 point, bold, and centered. Appendixes should be written on separate pages, aligned left, as subheadings such as **Appendix 1: Maps, Appendix 2: Drawings,** etc. These subheadings and their texts should be written in Times New Roman font, 12 point. The subheadings of the appendix section are not shown on the Table of Contents page.

# **CHAPTER 8: INFORMATION ABOUT CV**

The title “CV” should be written in Times New Roman font, 14 point, bold, and centered. Master’s or Doctorate students preparing a thesis should write their short CV in a paragraph, in Times New Roman font, 12 point, in the third person under the CV title. According to the provisions of the Personal Data Protection Law No. 6689, the CV page should not include the student’s personal information (date of birth, place of birth, mobile phone, e-mail address, etc.). The CV page should be the last page of the thesis.

# **CONCLUSION**

The conclusion is the final step in which the candidate evaluates the work as a whole. When writing the conclusion, the work done, the stages covered, the points emphasized, and the original aspects are summarized starting from the introduction section. What is written here should be in line with the points determined in the objectives in the introduction section of the thesis. When finishing the conclusion section, it is expected that the researcher/student will guide future studies by emphasizing the deficiencies of his/her thesis. The titles Conclusion, Conclusion and Suggestions or Conclusion and Evaluation can be used in the conclusion section.

* The title “CONCLUSION” should be written in Times New Roman font, 14 point, bold, and centered. The conclusion text should be written in Times New Roman font, 12 point.

# **REFERENCES**

Aydın, A., Sarıer, Y., Uysal, Ş., Aydoğdu-Özoğlu, E. ve Özer, F. (2014). Türkiye’de öğretmen istihdamı politikalarının değerlendirilmesi. *Kuram ve Uygulamada Eğitim Yönetimi*, 20(4), 397-420.

Bilgin, N. (2003). *Sosyal psikoloji sözlüğü: Kavramlar, yaklaşımlar.* Bağlam Yayıncılık.

Devlet Planlama Teşkilatı. (2005). *Ekonomik ve sosyal göstergeler (1950- 2004).* Ankara: Devlet Planlama Teşkilatı.

Dörnyei, Z. (Ed.). (2003). *Attitudes, orientations, and motivations in language learning: Advances in theory research and applications*. Blackwell Publishing.

Eraslan, A. (2008). Fakülte-okul iş birliği programı: Matematik öğretmeni adaylarının okul uygulama dersi üzerine görüşleri. *Hacettepe Üniversitesi Eğitim Fakültesi Dergisi*, 34, 95-105.

Kara, E. (1996). *Öğretmenlerin statü düzeyleri* [Yayımlanmamış yüksek lisans tezi]. Ankara Üniversitesi.

Luck, S. J. (2014). A broad overview of the event-related potential technique. *An introduction to event related potential technique* (2. Baskı, s. 1-34) içinde. The MIT Press.

 Morgan, L. H. (2015). *Eski toplum*. (Ü. Oskay, Çev.). İnkılap Yayınevi.

Pizzagalli, D. A. (2007). Electroencephalography and high-density electrophysiological source localization. J. T. Cacioppo, L. G. Tassinary ve G. G. Berntson (Ed.), *Handbook of psychophysiology* (3. Baskı, s. 5-84) içinde. Cambridge University Press.

Yazıcıoğlu, Y. ve Erdoğan, S. (2014). *SPSS uygulamalı bilimsel araştırma yöntemleri* (4. Baskı). Detay Yayıncılık.

# **APPENDICES**

**Appendix 1: Thesis Submission and Binding Process**

The thesis must be brought to the Institute of Graduate Education for a printout before taking the defense exam. A spiral-bound copy of the thesis printout that has been checked and approved for the defense exam must be printed on the front side of each page only. This spiral-bound thesis copy must be submitted to the institute together with the thesis submission form signed by the advisor and 1 CD (which must contain the Word version of the thesis). Theses that pass the defense exam must be brought to the institute for a re-check after the defense exam in order to prevent any disruption in order to prevent any changes requested during the defense exam. Theses can only be bound after the approval of the person checking.

The list of documents that must be submitted to the institute after the defense is given below;

· 2 hardcover theses with white cardboard covers (The student's name-surname-subject-Istanbul, 2022 information will definitely be on the spine of the books).

· The minutes given will be placed in the bound thesis before the oath text, without creating the originals.

· 2 thesis data entry forms (by registering to the system under the "National Thesis Center" title on the YÖK website, the thesis data entry form will be filled out and printed).

· 2 CDs (the entire thesis will be in a single piece in PDF format, the name of your thesis in PDF format that you put in the CD should be the reference number written on the thesis data entry form that you received from the national thesis center, subject name, student number, name surname etc. will not be written).

·1 severance form (to be obtained from the institute).

 

**T.C.**

**ISTANBUL KENT UNIVERSITY**

**GRADUATE EDUCATION INSTITUTE**

**BUSINESS ADMINISTRATION DEPARTMENT**

**BUSINESS ADMINISTRATION PROGRAM**

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**INTERNATIONAL COMPETITIVENESS IN TOURISM INDUSTRY WITH THE DIAMOND MODEL AND COMPARATIVE COMPETITIVENESS ANALYSIS OF EUROPEAN COUNTRIES**

**MASTER'S THESIS/PHD THESIS**

**NAME SURNAME**

**Thesis Advisor: Title. NAME SURNAME**

**İSTANBUL – 2022**

AUTHOR NAME SURNAME TITLE OF THE THESIS İSTANBUL - YEAR

BACK COVER

**Appendix 2: Sources Used in Thesis Writing Guide**

Bursa Uludağ Üniversitesi Eğitim Bilimleri Enstitüsü (2021). Tez ve rapor yazım kılavuzu. <https://uludag.edu.tr/egitimbilimleri> (Erişim tarihi: 12.07.2022).

Ceylan Özkan, A., Ertan Kaya, Ö., Günay Öge, R. ve Çakmak, Z. (2020-2021 Bahar). APA 7 akademik yayın ilkeleri. <http://acikders.hacettepe.edu.tr/> (Erişim tarihi: 12.07.2022).

İSNAD (27 Ekim 2019). 24. Mahkeme Kararı. <https://www.isnadsistemi.org/guide/isnad2/isnad-metinici/24-mahkeme-karari-2/> (Erişim tarihi: 8 Temmuz 2022).

Marmara Üniversitesi Sosyal Bilimler Enstitüsü (2020). Lisansüstü tez ve proje yazım kılavuzu.

<https://sbe.marmara.edu.tr/> (Erişim tarihi: 12.07.2022).

# **CV**

NAME SURNAME, studied at ………. High School between 1995-1999. Completed undergraduate education at ……….. Department of ……. at ……….. University between 2000-2004. Worked part-time at many jobs such as …………….. etc. until completing undergraduate education. After graduating from undergraduate, he/she worked as …………….. at ……. between ………. After his/her career there ended, he/she worked as a Sales Marketing Coordinator at ……………. until September 2021. He/She has been working as ……….. at ……………. since September 2021. He/She has participated in many …………….. etc. certification programs. His/Her hobbies include reading books, watching movies and playing basketball. He/She can speak English at a good level.