



UNIVERSITY OF YALOVA
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
DEPARTMENT OF INTERNATIONAL RELATIONS

BACHELOR'S THESIS
GUIDELINES

YALOVA
2019

CONTENTS

I.	Introduction	1
II.	Thesis Structure.....	2
A.	The Main Text.....	2
B.	The Format	3
III.	Style of the Thesis	4
A.	Language	4
B.	Layout.....	4
IV.	Citing & Referencing	6
A.	Quotation and Citation Rules	6
B.	References	7

I. Introduction

These guidelines intend to define basic rules and requirements for submitting a Bachelor's thesis. Please check the up-to-date regulations and announcements before you begin your thesis.

The Bachelor's thesis, which is a compulsory part of Bachelor's grade, is a written scientific work. The Bachelor's thesis aims to prove your ability to work with scientific methods independently, to critically evaluate scientific literature, and to communicate in an academic manner. The process of writing a Bachelor's thesis mainly consists of identifying a relevant topic, reviewing literature about it, critically analyzing it, and writing up the findings.

The topic of the Bachelor's thesis must be agreed upon with the supervisor. It is your responsibility to discuss the suggested topic with your supervisor and to understand precisely, whether the thesis is supposed to concentrate on the review of relevant literature and/or whether (and to what extent) you are expected to contribute your own thoughts and research results.

The thesis has to be written in English and comply with grammar rules of this language. You should write clearly, precisely, and briefly. Always follow layout guidelines and check spelling and grammar. Two bound copies as well as an electronic version of the thesis have to be delivered to the supervisor no later than on the last day of the agreed time limit.

II. Thesis Structure

A. The Main Text

There are five main sections of a Bachelor's thesis: Introduction, literature review, case study, discussion, and conclusion. The rationale for this structure is that a thesis must tell a story clearly and convincingly. Any flaw in the reasoning or gap in the logic will be easily spotted if this structure is strictly followed.

- i. *Introduction*. Briefly introduce the topic, explain its relevance, and present a clear research question. You can also include a short paragraph on how you intend to answer the question.
- ii. *Literature review / conceptual framework*. The literature review is the backdrop against which you present your work. It must be selective, but substantial enough for the merits of your work to be judged in relation to what is known. Briefly present the relevant literature to the conceptual framework, explaining how it addresses the chosen topic. You can indicate what perspectives in literature are relevant for the topic you will discuss. It can be useful also to present, and define very briefly, some key concepts you will use as analytical tools in your paper.
- iii. *Empirical examples (case study)*. Unless you discuss a purely theoretical issue, you need to draw on one or more concrete examples of what you are discussing, using them to illustrate your analysis and discussion. These examples can either be taken from academic literature or from other sources (newspapers, internet, etc.). In this part, you present the features of a case or cases that are relevant to your topic and analysis.
- iv. *Discussion / analysis*. This is the most central part of the thesis. This is where you make your point(s). You do this by using the concepts you presented as analytical tools in the literature review section, and the empirical materials presented in the case study section. You can discuss different concepts and approaches, you can argue for your interpretations, and you can make comparisons.
- v. *Conclusion*. Summarize the key points you made in previous sections by keeping in mind the questions, what did you find, what have you learned, and how does this relate to the research question of the paper.

B. The Format

The format of the Bachelor's thesis, which comprises a basis for the main text, is structured as follows:

- i. *Cover*: This gives the title of the thesis in full, your name and contact information, and supervisor's name. A statement page should follow the cover saying "*This thesis is submitted in partial fulfillment of the requirements for the degree of Bachelor's in International Relations*" and certifying that it represents the candidate's own work.
- ii. *Table of Contents*: Headings in the table of contents and the text must be numbered identically.
- iii. *List of Abbreviations, Tables and Figures*: These are not obligatory.
- iv. *Main Text*: As explained in previous section.
- v. *References*: List the sources used in main text in alphabetical (first) and chronological (second) order.

III. Style of the Thesis

A. Language

Writing good English is a prerequisite for successful thesis. Always read what you have written, slowly and carefully, and revise it. And do not forget that style and substance are intertwined. Say clearly why the readers should give you their time and attention, and say this early. You have a duty to keep the reader challenged but not frustrated, engaged but not confused, comfortable but not bored.

- Scientific writing must be unambiguous. It must communicate clearly, precisely, and briefly. Say what was done; how it was done; why it was done etc., in order to minimize the possibility of ambiguity and misinterpretation.
- Precision distinguishes science as a field of intellectual endeavor. It allows your work to be repeated by others for verification and extension. Avoid expressions like “quite small”, “a considerable length” etc.
- Briefness is another key of a good writing. Repetition frustrates the reader; avoid saying the same thing twice except by choice.
- Be careful in the use of passive voice rather than active voice. Passive voice is appropriate when the doer of an action is unknown or is irrelevant. Otherwise, passive voice lengthens and weakens the sentence, whereas active voice is direct and more forceful.
- Good punctuation makes reading easy. The simplest way to find out where to punctuate is to read aloud what you have written. Each time you pause, you should add a punctuation symbol.

B. Layout

The layout is the packaging for your thesis. A pleasing font and adequate margins make your thesis visually attractive. The convention is to choose a font with serifs (e.g., Times Roman) for the main text. All figure captions should be in the same font as the main text, preferably at one size smaller.

- The text must be between 8,000 and 10,000 words including references.
- Margins must be 3 cm on left, 2.5 cm on right, top & bottom.

- Line spacing must be 1.5 and font size 12 for the main text. For the footnotes and tables, line spacing must be 1 and font size 10.
- Roman numerals must be used for pagination before the main text; and Arabic numerals for the main text, references, and appendix. Page numbers must be placed and centered within the bottom margin.

IV. Citing & Referencing

Any parts of your text, ideas, or data that are not your own should be marked. In other words, the main text has to be phrased in a way that makes unambiguously clear which parts are your own thoughts and which parts repeat ideas from others. Only general knowledge and commonly accepted facts are exempted from this requirement.

Plagiarism is strictly forbidden, and will result in the rejection of your thesis and possible further disciplinary measures by the university. All theses are subject to electronic plagiarism check.

A. Quotation and Citation Rules

You should primarily quote current academic literature. Newspapers and magazines are not considered appropriate literature but can in some cases represent a source of empirical data or public opinion. Periodicals and books addressing practitioners and general encyclopedia or reference books are not considered appropriate literature either, except for selected definitions (if in doubt, consult your supervisor). Publications from associations and corporations, in particular those published on the web, need to be considered with care. Wikipedia entries and lecture notes are not considered academic references.

Unless otherwise agreed upon with your supervisor, use *American Psychological Association (APA)*¹ style for in-text citations and the reference list.

- Avoid using long quotes or too many quotes.
- Use quotation marks. Do not plagiarize!
- For long quotations (more than 40 words): 1.25cm block indent, single space, no quotation marks, followed by a citation.
- First letter of a quotation may be changed to uppercase. Punctuation at the end of the quote may be changed to fit the sentence. Any other changes must be explicitly indicated.
- ‘Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. . . . Citation of an article implies that you have personally read the cited work. . . . The number of sources you cite in your work will vary due to the scope of the paper’ (APA, 2010, p. 169).
- Cite anything that would not be considered common knowledge.

¹ <https://www.apastyle.org/>

- ‘Each reference cited in text must appear in the reference list’ (APA, 2010, p. 174).
- After a paraphrase: include authors’ last names, year of publication (no page number).

Examples:

... (Sanchez & Black, 2010).

Sanchez and Black (2010) stated that the social work perspective was very helpful.

- After a quotation: put in parentheses after last quotation mark; include page number.

Example:

‘The social worker played a significant role in the positive outcome’ (Sanchez & Black, 2010, p. 230).

- If there are more than two authors, list all of them the first time, then for subsequent citations, list the first author followed by “et al.”

First time example: (Anderson, Ling, Jones, Himalaya, Anderson & Ford, 2009).

Second time example: (Anderson et al., 2009)

B. References

All references that you have quoted (or cited) in the text have to be included in the reference list. Anything that you have only read, but that is not quoted in the text, must not be included.

- ‘Each entry in the reference list must be cited in text’ (APA, 2010, p. 174).
- Alphabetize by the first author’s last name.
- First line is flush-left, subsequent lines are indented 1.25cm.
- Single-spaced.
- Note the use of capitalization, italics, and punctuation in the examples below.

Book with Single Author

Gore, A. (2006). *An inconvenient truth: The planetary emergency of global warming and what we can do about it*. Emmaus, PA: Rodale.

Book with Two Authors

Michaels, P. J. & Balling, R. C., Jr. (2000). *The satanic gases: Clearing the air about global warming*. Washington, DC: Cato Institute.

Book with Editor as Author

Galley, K. E. (Ed.) (2004). *Global climate change and wildlife in North America*. Bethesda, MD: Wildlife Society.

Journal/Magazine Articles

Allen, L. (2004). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian*, 35(5), 44-52.

Websites

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/?_r=0

Feminism. (n.d.). In *Encyclopaedia Britannica online*. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>

Title of the Thesis

Bachelor's Thesis

Department of International Relations

University of Yalova

submitted to:

Prof. Dr. First name Last name

submitted by:

First name Last name

Student ID:

Degree Program: Bachelor of Arts in International Relations (B.A.)

Address:

Phone:

E-Mail:

Yalova, (Date of submission)

Sample Statement Page

This thesis is submitted in partial fulfillment of the requirements for the degree of Bachelor's in International Relations.

I affirm that this Bachelor's thesis was written by me without any unauthorized third-party support. All used references and resources are clearly indicated. All quotes and citations are properly referenced. This thesis was never presented in the past in the same or similar form to any examination board. I agree that my thesis may be subject to electronic plagiarism check. For this purpose an anonymous copy may be distributed and uploaded to servers within and outside the University of Yalova.

Yalova, (Date of submission)

(Signature)