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| --- |
| **PROJECT TITLE** |
| **Student Name**  **Student Number** |
| **GRADUATION PROJECT**  Faculty of Business and Management Sciences  …… Department  Advisor: Title. Name and Surname  Istanbul  T.C. Maltepe University  Faculty of Business and Management Sciences ……. Department  Month, Year |

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| **PROJECT TITLE** |
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DECLARATION OF COMPLIANCE WITH ETHICAL PRINCIPLES AND RULES will be placed on this page.

# ABSTRACT

**PROJECT TITLE**

Name of Student

Graduation Project

…… Department

Advisor: Title. Name and Surname

Maltepe University Faculty of Business and Management Sciences, Year

The abstract is almost a "summary of the summary", prepared to introduce the graduation project to the reader quickly yet the abstract is not the summary.

The content is requested to be of scope and depth to facilitate the reader's decision whether to review the entire graduation project. Generally, in the abstract, brief information about the problem, purpose, method, findings, judgment and suggestions is given and therefore it is prepared after the graduation project takes its final form.

The abstract should consist of 100-150 words. Therefore, unnecessary repetitions are avoided in the abstract; figures, tables, subtitles, etc. Citations and references from the literature are not allowed. The abstract is written with a single line spacing and is tried to be expressed in a single paragraph as much as possible. Abstract starts with project title written in black font and continues on the same page with other information.

**Key Words:** In order to facilitate the literature review, at least three keywords expressing the project topic and original implentations are included. e.g. 1st.. ; 2nd..; 3rd.

# 

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Note: This page can be prepared automatically by using the "table of contents" in the "references" tab of the Microsoft Word program.

# LIST OF TABLES

TABLES (with table number and table title) and page numbers in your project are given on this page.

Note: This page can be prepared automatically in Microsoft Word program:

1. Double-click at the end of the document.
2. Click the References tab.
3. In the Captions group, click Insert Table Of Figures.
4. In the resulting dialog, choose Table from the Caption Label dropdown.
5. Uncheck the Use Hyperlinks Instead Of Page Numbers option.
6. Click OK.

# LIST OF FIGURES

FIGURES (with figure number and figure title) and page numbers in your project are given on this page.

Note: This page can be prepared automatically in Microsoft Word program:

1. Click in your document where you want to insert the table of figures.
2. Click References > Insert Table of Figures.
3. Select an Update in the in the Update Table of Figures dialog box.
   1. Select Update page numbers if you need to adjust the page numbers.
   2. Select Update entire table if you have moved figures or altered captions.
4. Click OK.

# LIST OF ABBREVIATIONS

Abbreviations, if any, that are frequently used in project and which may be difficult for a reader to understand or get different meanings are given for ease of communication. E.g.:

WTO : World Trade Organization

WHO : World Health Organization

Note: This page is the information page, do not use it in the project.

**MAIN CHAPTERS**

The main chapters are the main text of your graduation project. Each main chapter starts on a separate page. The writing of the chapters is carried out according to the Maltepe University Faculty of Business and Management Sciences Guidelines for Writing Graduation Project.

**Graduation Project should be written in accordance with the following spelling rules:**

1. The paper to be used for the project is A4 (210x297 mm.) size, preferably 75-90 grams, plain white (matte) color and one side is used.

2. After leaving 3 cm from the bottom and top edges of the paper, 2.5 cm from the right edge and 3.5 cm from the left edge, the remainder is used as the writing area. Text is not moved outside this area unless it is mandatory.

3. The project is written in 12-point Times New Roman or 11-point Arial. 1.5 line spacing in regular text; Exact quotations in the form of compressed paragraphs, footnotes, in-table texts, appendices and bibliography are used with one (1) line spacing. “LaTex” software can also be used, which greatly simplifies the writing and publishing processes for some technical topics.

4. Headings and sub-headings are written in in bold font. The number of subtitles should be as few as possible in order to facilitate monitoring and understanding. Subjects that require more than four sub-titles can also be given in separate sections.

Sub-headings are organized as “middle, side and paragraph” headings. The middle heading is centered in the text area, the side heading is left aligned and the paragraph heading starts from the carriage return. However, in some special cases, the "double numbering" system such as "1, 1.1, 1.2, 1.2.1, 1.2.2" can also be used.

Chapter headings are written in 14 pt and capital letters, 36 pt below the upper line of the writing area; 18nk space is left between the next paragraph. The middle and side headings are in 14 pt; the first letter of each word is uppercase, the others are lowercase; 18 nk line spacing is written below the previous text and no space is left between the following text (0 nk). The paragraph title is written in 12 pt and in lower case, only the first word is capitalized; Line spacing is 18nk below the previous text and no space is left between the following text. All headings are in bold.

Paragraphs start with a “tab” (1.25cm) inset. 6 nk line spacing is left between paragraphs.

Arrangements to be made regarding the writing styles, title types and their placement in the titles are made through the options in the "change style" window that comes with the "change" tab opened by right-clicking the title box selected from the formatting list in Word.

All headings and subheadings are defined by each of the headings selected from the formatting list in Word and formatted accordingly. This is necessary both to have the same level headings in the same format and to organize the contents page that will be created automatically later.

References in the text are made with the conjunction "(author's surname, date, page number)". For this purpose, the add citation tabs opened in the references tab in Microsoft Word program are used. First, the preferred APA format is selected in the window that appears for Add citation. After entering the information about the source in the window that will be opened according to the type of source, both the "author's surname, date" conjunction is placed next to the cursor at the place where the source is to be cited, and the information about that source is entered in the list in the format prescribed in the bibliography.

# INTRODUCTION

The INTRODUCTION part of your project is one of the most important parts. The introduction includes a detailed and clear introduction of the problem that the project deals with. The problem and importance of the research subject should be revealed.

In the introduction, the problem that is aimed to be solved in your project should be defined, without repeating what is stated in the abstract, the purpose and importance of the topic, the reason for choosing the topic, and the conceptual framework and method used should be explained.

The introduction is the first element of your project. Therefore, the pages of the project are numbered with Arabic numerals, starting with the "Introduction" section.

# CHAPTER ONE

**HEADING**

# CHAPTER TWO

**HEADING**

# CHAPTER THREE

**HEADING**

# CONCLUSION AND RECOMMENDATIONS

The detailed information given in the various parts of the project is integrated, summarized and concluded in this part. The information and findings obtained in the study are interpreted, the point reached with the research is stated and suggestions are made. For this reason, many readers who want to save time can only read this chapter.

Recommendations are the opinions of the researcher on how to use the findings obtained from his/her research regarding the solution of the problem and why new research is needed. The main rule here is that recommendations are based on current research findings.

Application and research suggestions are grouped and given under this heading. Research proposals introduce new areas uncovered by current research because the solution of a problem may require a series of interconnected investigations. Although the parts of this sequence can be determined to some extent at the beginning, they are better understood as researches are carried out. In this sense, it can even be said that every work run creates more awareness of new problems than it solves.

In application suggestions; it is tried to explain how existing research findings can be used to solve the research problem, what their practical and theoretical contributions can be, and how they can lead to a change in current perception frameworks. While making these recommendations, the important limitations of the findings are definitely reminded.

It is worth reminding again that the research and application recommendations to be made in this section should be based on the findings obtained from this research or the experience gained from this study. This is not the chapter for generally accepted suggestions that can be expressed without doing the current research. Suggestions that are not based on current research findings and do not derive their justification from it may complicate the problem rather than solve it.

Figures, tables, footnotes and similar references and applications are not included in the presentation of the results and suggestions.

Although it is difficult to say anything definite about the length of this section, it is expected to be one tenth (1/10) of the project.

# REFERENCES

In the graduation project, the REFERENCES is the section where the sources used in the research are listed. These are sources cited and referenced. Sources not used in the text should not be included in the bibliography.

References should be written in APA (https://apastyle.apa.org/style-grammar-guidelines/references/examples) format. References can be easily created by selecting APA format from the window opened from the References tab of Microsoft Word.

Examples of References in APA Format are as follows:

**Book:**

Author's Surname, Initials of Name(s). (Year of publication). Book title. Publisher. Publishing Place. ISBN.

Example: Üstündağ, A. (2008). Radio Frequency Identification System (RFID) and Supply Chain. System Publishing. Publication No.: 2078, Edition No.:1. Istanbul ISBN.: 978 975 322 515 1.

**Book Chapter:**

Author's Surname, Initials of Name(s). (Year of publication). Chapter title. Editor(s) Initials Surname (Ed.), Title of book. Publisher. Publishing Place.

Example: Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), Media effects: Advances in theory and research (4th ed., pp. 115–129). Routledge.

**Journal Article:**

Author's Surname, Initials of Name(s). (Year of publication). The name of the article. Name of the Journal, Volume number and (section number), page numbers.

Example: Akçetin, E. (2010). Turkey on the Way to Become a Global Logistics Base in the European Union Membership Process, Adıyaman University Journal of Social Sciences Institute, 3(5), 1-14.

**Conference Proceeding:**

Author's Surname, Initials of Name(s)., (Year of publication). Paper Name. Name of Conference Booklet, Date and Place of Congress, Place of Publication, Publisher, page numbers.

Example: Goel, A., Vidal, T. (2011). A Hybrid Genetic algorithm for Combined Vehicle Routing and Truck Driver Scheduling, MIC 2011: The IX Metaheuristics International Conference, 25-28 July, 2011, Udine, Italy, pp. 1-3.

**Dissertations and Thesis:**

Author's Surname, Initials of Name(s). (Year of publication). Title of Thesis, [Master's/PhD Thesis]. University/Institute/Institution Name.

Example: Ceran, M.B. (2010). Logistics Villages in Providing Competitive Advantage in a Global Competitive Environment: Konya Logistics Village Proposal, [Unpublished Doctoral Thesis], Selcuk University Institute of Social Sciences.

**Webpages and websites:**

In the figure below, the name of the site, the full name of the resource, the address of the page on the site where the resource is located, and the date of the day the resource was taken, should be written in URL number order.

Example: URL 1, TMMOB Chamber of Environmental Engineers website, Istanbul Environmental Status Report - June 2009, http://www.cmo.org.tr/index.php/raporlar/1017-istanbulcdr2009, Accessed 01.05. 2011.

URL 2, http://www.tcdd.gov.tr, Accessed 10.03.2011.

**APPENDIX (IF ANY)**

APPENDIX consist of information and documents such as tables, figures, measurement tools mentioned in the text but given at the end of the text.

There are two main reasons why some documents are given in appendix. These are:

Many times, a general reader and a researcher have different needs for research details. While the researcher wants to see the smallest detail, the practitioner wants to know only the practical side (result) of the work. Thus, by giving some information in the appendix, the project is freed from details that may be considered "unnecessary" for many readers.

There are difficulties in preparation and placement in the presentation of many original or over-the-top documents to be included in the project. It is easier to give them in appendix.

There are some content and format rules that must be followed while preparing the appendix and placing them in the project. Relevant sources should be consulted for this purpose.