



**CYPRUS INTERNATIONAL
UNIVERSITY**

Institute of Graduate Studies and Research

**THESIS AND PROJECT REPORT WRITING
GUIDELINES**

Nicosia

2019 PART 1: WRITING GUIDELINE

1. GENERAL INFORMATION

- The minimum and maximum number of words (except references, attachments, front cover, abstract, contents, figures and table lists) for the Master's and Doctoral theses that will be written according to their fields are determined as follows.

Field	Master's Thesis/Project	PhD Thesis
Social Sciences	10.000-25.000	40.000-100.000
Basic Sciences	8.000-20.000	25.000-80.000

- The Print out of Theses/Project Reports will be on A4 size, one sided paper.
- The logo of Cyprus International University will only be on the outside cover page of the theses.
- The margins of the pages should be set to 4 cm at the top, 3.5 cm on the left, 3 cm on the right, and 2.5 cm at the bottom.
- The Times New Roman font size should be used (12 font size).
- The font must be *italic* and **bold** for highlights to be made within the body of the text.
- Short notes explaining a thought in the text can be placed under the page in 8 points. Notes exceeding 10 lines are included in the appendix.
- Alignment: Create equal margins using “Justify Alignment” (except in headings).
- Line spacing: Use 1.5 line spacing throughout the thesis. Use single line spacing for footnotes.
- Headings: type the number of Chapters and subsections with Arabic numerals according to the decimal classification system (1-2-2.1-2.2-2.3-2.3.1).
- The titles and subheadings of the sections are highlighted in bold. Subheadings must be 12 font size. The titles of the main sections should be 14 font size.
- Tables: The table title should be as short as possible and above the table. The source should be written below the table.
- Use Times New Roman, and preferably 10-12 font size, in the content of the table.
- Column and row names of the tables that do not fit on a single page must be rewritten on the second and next page.
- Font size can be reduced to 8 if necessary in tables and figures.
- Tables are written with the font used in the report, and the font used in the figures should be consistent throughout the report.
- Figures: Number figures consecutively. (i.e. Figure 2.1, Figure 3.3 etc.). The heading of the figure should be short and it should be written under the figure. Sources for figures should be written below the figures.
- A space must be left in the text after commas and the full stop.

2. PAGE STRUCTURE

Parts that do not contain page numbers:

- Outside Cover (Appendix 1)
- First Inside Cover (Appendix 2)
- Second Inside Cover (Appendix 3)
- Thesis/Project Approval Report (Appendix 4)
- Declaration (Appendix 5)

Parts that contain Roman numerals (i, ii, iii, iv ...):

- Acknowledgement
- Abstract
- The content page
- Tables
- Figures
- Abbreviations

Parts that contain Arabic numerals (1, 2, 3, 4, 5 ...):

- The text body
- Reference list
- Appendix
- Curriculum Vitae (CV)

**All page numbers are placed 1.5 cm above the bottom center of the page.
The font size of the page numbers should be Times New Roman and 11 font size.**

The order of the sections to be included in the report should be in the following order;

1. Outside Cover
2. First Inside Cover
3. Second Inside Cover
4. Approval page
5. Declaration
6. Acknowledgement
7. Abstract (Turkish/English) (language of the thesis is first)
8. Content
9. Tables
10. Figures
11. Abbreviations
12. Introduction
13. Other sections (Literature, Research Method, Findings)
14. Conclusion and Recommendations

15. References
16. Appendix
17. CV

2.1 The Cover Pages

There is an outside cover page and two inside cover pages. The outside cover page (**Appendix 1**) is dark blue for English Master thesis, light blue for Turkish thesis, black for projects and burgundy for PhD thesis. The outside cover page has to be clothbound with gold ink, and include the following information:

1. The name of the University, the Institute and the Department should be indicated respectively. (for example: Cyprus International University, Institute of Graduate Studies and Research, Department of Business Administration).
2. Title and type of study (PhD thesis, master's thesis or project) should be indicated. Please use single spacing if the title is too long.
3. Name and surname of the student.
4. The city and year of submission (e.g. Nicosia, 2019).

There must be 2 inside cover pages, the first one (see Appendix 2) is identical to the outside cover page except with no logo. The second inside cover page (see Appendix 3) is identical to the first inside cover page, with the addition of the supervisor name and co-supervisor if available. All information on these pages should be centered.

2.2 Thesis / Project Approval Certificate Page (Appendix 4)

The thesis/project approval page is completed by the student after the thesis defense is completed and signed by the advisor and the jury members with the final version of the thesis. Thesis/Project approval page should be placed in the volume as the first page after the cover pages.

2.3 Declaration (Appendix 5)

The declaration form is a document that the students confirm and declare that the information they use and present within the scope of their studies is in compliance with academic principles and ethics, that they must sign. This document should be on the 4th page of the thesis.

2.4 Acknowledgement

On this page you express gratitude to the people, institutions and advisors that helped you throughout your work.

2.5 Abstract

The abstract should be a brief description of the definition, importance and purpose of the problem the study is attempting to solve. The main parts of the problem should be highlighted. Then, the research method should be explained briefly. The findings of the research method are then briefly explained. Abstract should not be longer than 400 words and should be written with 1 line spacing. At the bottom of the abstract, keywords related to the study should be included.

2.6 The Contents Page (Appendix 7)

The table of contents should include the headings of all the main sections and subsections with their numbers and the respective page numbers.

Place lists of figures and tables as separate contents and pages.

2.7 Tables and Tables list (Appendix 8)

If there are tables in the study, they should be listed together with the page numbers in the table list that will be placed on a separate page.

In the text, the table title (eg Table 3.1: Economic Development in Europe) should be placed above the table and the source (if any) (Source: OECD, 2017) should be below the table. An example of an in-text table is given below.

Table 2.1 – Wind plants capacity and growth rate

Position	Country	Total Capacity	Added Capacity	Growth Rate 2015 [%]
1.	China	2015148,000	32,970	29.0
2.	United States	74,347	8598	13.1
3.	Germany	45,192	4919	11.7
4.	Poland	5100	1266	33.0
5.	Portugal	5079	126	2.5
6.	Denmark	5064	217	3.7
7.	Turkey	4718	955	25.4
	Rest of the World	40,800	5000	14.0
	TOTAL	434,856	63,690	17.2

Source: Igliński et al, 2016

2.8 Figures List (Appendix 9)

If figures are included in the study, they should be listed along with the page numbers in the figure list, which will appear on a separate page.

The title of the figure and the source of the figure (if any) should be placed under the figure in the text of the study. (Ex. Figure 2.3: Universal Income Inequality) (Under the title, Source: OECD, 2017). In-text example:

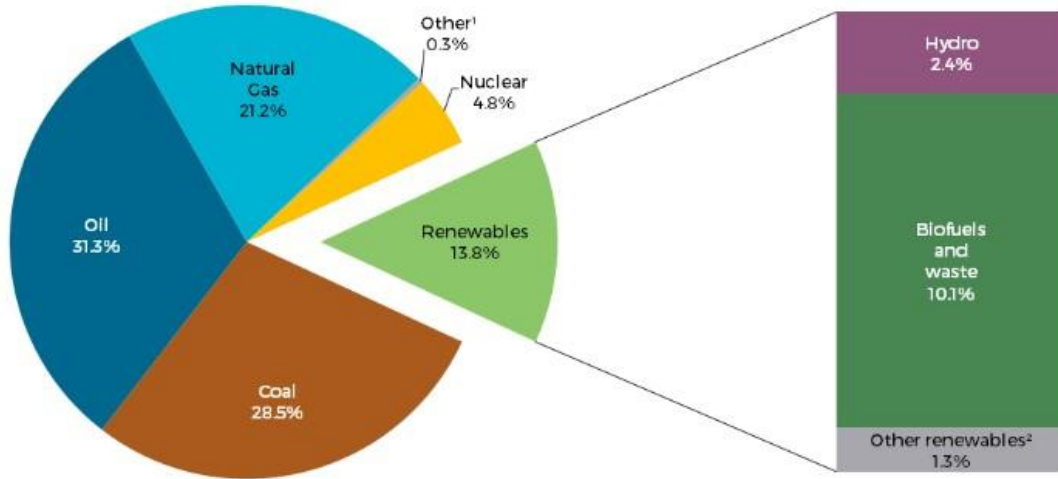


Figure 2.3: Overall primary energy supplies for 2014 fuel shares around the globe

Source: Iea.org, (2016)

2.9 Important Information about Tables and Figures

- Tables and figures should be placed as close as possible immediately after the first mention in the text, provided that they comply with the principles of the page layout. Before the tables and figures, reference should be made to the relevant table or figure.
- All figures and tables and their descriptions should be centered with respect to the text block.
- Tables and figures are assigned the first digit section number (letters in the appendix) and the second number the sequence number of the table (or figure) within the section. (Example: **Table 1.2**, **Figure 3.5**, **Table A.1**, **Figure B.5**). As in the example, tables, figure words and numbers are written in bold.
- The number and description of each figure is written at the bottom of the figure, and the number and description of each table is centered in the row above the table.
- Multiple tables or figures can be placed on the same page.
- In tables and figures larger than one page, the same table/figure number and description should be written on the second page and between the table/figure number and its description, in parenthesis (continued). (Eg Table 1.1 (continued): Metal contents in wastes, Figure 1.1 (continued): Istanbul's water supply.

- The graphics and pictures given in the report should be accepted as figures and must be numbered and explained.
- Pages that disrupt the opening order of the thesis by increasing the page thickness such as folded page and visual material attached on the page should be given in the appendices section.

2.10 Equations

- Equations are written with the equation editor and in accordance with the following rules.
- Equations are written at 1.5 line spacing.
- 6 point spacing should be left before and after the equations.
- There are no blank lines before and after the equations. In this case, between the equations and the text, 12 pt above and 12 pt below are left.
- Equations are centered aligned to the text block.
- Equations are given in sequence starting from 1, provided that the section number is the first number in the relevant section. These numbers are normally (not bold) and are, for example, in the first part (1.1), (1.2), the second part (2.1), (2.2), if necessary, in the form of subexpressions (1.1a) and (1.1b) of the same equation. It is written to the far right of the line where the equation is located.
- The equations given in the appendix section are numbered by specifying the section in which they are given. (Example: A.1.1, A.1.2).

2.11 Abbreviations (Appendix 10)

Abbreviations may be used with names or concepts that are commonly used in the text of the study [example: European Union (EU)]. Following the figures and tables pages, a table of abbreviations can be prepared on a separate page. The name or concept should be used in its entirety at least once without using its abbreviation in the text.

3. HOW TO CITE SOURCES

Citation shows the sources used in the study in the text and on the references page. You should cite and refer to the work of another author you use within your own work. If citations are not cited, this is considered plagiarism and the thesis/project is considered unsuccessful. The maximum accepted quote rate is %20 in total and should not exceed 2% from a single source. The accepted form of referral in the Institute is APA.

A plagiarism report must be submitted to the Institute together with the thesis/project and a `Thesis/Project Submission Form`, available at <http://www.ciu.edu.tr/en/academic/institute/forms>.

3.1 In-text Citations

You may refer to someone else's ideas or work either by repeating the exact words that another author has written ('quoting') or by expressing what somebody has written by using your own words ('paraphrasing').

The most important point when citing within the study is that the same citation style should be used throughout the study. In-text citations from the beginning to the end of the study should be consistent with a particular style.

Quoting:

Place quotation marks ("...") around the words being taken from another author.

Give publication dates (the name of the author, the year of publication of the text being quoted and the **page number** of the text from which the quote has been taken) in brackets after the second quotation mark.

Example: The metaphor "the sun was crying tears from hell" is linked to that of "devilish spawns erupted from under the ground to calm the Gods..." (Neve, 1996, p. 27).

Paraphrasing:

Provide publication dates (the name of the author, the year of publication of the text being paraphrased and the number of the page the paraphrasing is based upon) in brackets after the sentence or paragraph in which the ideas written down by somebody else are paraphrased.

Example: (Rees, 1998)

If the name of the author is referred to in the text is mentioned, the year of the author's publication has to be given immediately after the author's name. Example: Rees (1998) explains...

If the source you are using has 2 authors, you will cite it as (Soyer and Kucuksener, 2018), whereas if the source has 3 authors you will cite it as (Soyer, Kucuksener and Ozgit, 2018). If the source has more than 3 authors, you will in-text cite it as (Soyer et al., 2018).

3.2 References List

The structure of the list of references will differ upon the referencing style chosen. APA is the accepted format by our university.

➤ Journal or Magazine Article:

In-text: (Uzunoglu, 2017)

In the References List: Uzunoglu, S. (2017). Evaluation of style preferences in architectural design among the undergraduate students from different nationalities in North Cyprus. *New Trends and Issues Proceedings on Humanities and Social Sciences*, 4(4), pp.184-194.

➤ **For Electronic journal articles:**

In-text: (Saidi, Rahman and Amamri, 2017)

In the References List: Saidi, K., Rahman, M. ve Amamri, M. (2017). The causal nexus between economic growth and energy consumption: New evidence from global panel of 53 countries. *Sustainable Cities and Society*, [online] 33, pp.45-56. Available at: <http://www.sciencedirect.com> [Accessed 14 Dec. 2017].

➤ **Book:**

In-text: (Plum ve diğerleri, 2008)

In the References List: Plum, E., Achen, B., Dræby, I. ve Jensen, I. (2008). *CI*. London: Middlesex University Press.

➤ **Chapter in a Book:**

In-text: (EL-Shimy, Soyer ve Balcıoğlu, 2017)

In the References List: EL-Shimy, M., Soyer, K. ve Balcıoğlu, H. (2017). Renewable Energy–Background. In: E. Mohamed, ed., *Economics of Variable Renewable Sources for Electric Power Production*. Germany: Lambert Academic Publishing / Omniscriptum GmbH & Company Kg, pp.17-33.

Further information:

APA Manual (Publication manual of the American Psychological Association) (2010). Washington, DC: American Psychological Association.

The most important aspect of referencing is that the same style must be used throughout the list. Starting from the beginning of the list, the same type of source must be referenced the same.

3.3 Footnotes

In addition to in-text citations, it is preferable to use footnotes to facilitate reading. When referencing a source by footnote method, the page number of the source should be specified.

To cite a book previously cited in footnotes, you can use “ibid” with the number of the footnote the book was first mentioned in, then put the page number. For example:

¹ Sturgeon, T. (1995). Science fiction. In *The Encyclopedia Americana* (Vol. 24). Danbury, CT: Grolier, pp. 390-392

² *Ibid*, 1, 394

3.4 Sample References List

REFERENCES

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- Iea.org. (2016). *July: Renewable energy continuing to increase market share*. [online] Available at: <https://www.iea.org/newsroom/news/2016/july/renewable-energy-continuing-toincrease-market-share.html> [Accessed 1 Apr. 2017].
- Iglinski, B., Buczkowski, R., Cichosz, M., Iglinska, A. and Plaskacz-Dziuba, M. (2015). SWOT analysis of the renewable energy sector in Poland. Case study of Wielkopolskie region. *Journal of Power Technologies*, 95(2), pp.143-157.

Igliński, B., Iglińska, A., Koziński, G., Skrzatek, M. and Buczkowski, R. (2016). Wind energy in Poland – History, current state, surveys, Renewable Energy Sources Act, SWOT analysis. *Renewable and Sustainable Energy Reviews*, 64, pp.19-33.

Kalogirou, S. (2014). *Solar Energy Engineering: Processes and Systems*. 2nd ed. Oxford: Elsevier, p.1.

4. THE SUBMISSION OF THE THESES AND PROJECTS TO THE INSTITUTE

Requirements;

THESES:

3 copies of bounded thesis

3 copies of CD's (including theses in PDF format and please write your name on the CD)

Plagiarism Report (maximum %20) **Thesis submission form** (downloadable from

<http://www.ciu.edu.tr/en/academic/institute/forms>

) For PhD thesis, also publication form.

PROJECTS:

2 copied of bounded projects

2 copies of CD's (including theses in PDF format and please write your name on the CD)

Plagiarism Report (maximum %20)

Project submission form (downloadable from

<http://www.ciu.edu.tr/en/academic/institute/forms>)

Appendix 1

Example Outside Cover (Clothbound: 22,5cm*31cm)

<p style="text-align: center;">CIU</p>	<p style="text-align: center;"><u>3,5cm</u></p> <p style="text-align: center;">CYPRUS INTERNATIONAL UNIVERSITY</p> <hr/> <p style="text-align: center;">INSTITUTE OF GRADUATE STUDIES AND RESEARCH</p>
<p style="text-align: center;">Research Methods Using Heuristics in the Digital Era (MBA Thesis)</p>	<p style="text-align: center;"><u>3cm</u></p> <p style="text-align: center;">Department</p> <p style="text-align: center;">Business Administration</p> <p style="text-align: center;">(14 font size)</p> <p style="text-align: center;"><u>4cm</u></p> <p style="text-align: center;">RESEARCH METHODS USING HEURISTICS IN THE DIGITAL ERA</p> <p style="text-align: center;"><u>3cm</u></p> <p style="text-align: center;">(16 font size)</p> <p style="text-align: center;"><u>3,5cm</u></p> <p style="text-align: center;">(MBA Thesis)</p> <p style="text-align: center;"><u>1cm</u></p> <p style="text-align: center;">(14 font size)</p>
<p style="text-align: center;">Johnny JAMESON</p>	<p style="text-align: center;"><u>3,5cm</u></p> <p style="text-align: center;">Johnny JAMESON</p> <p style="text-align: center;">(14 font size)</p>
<p style="text-align: center;">NICOSIA-2013</p>	<p style="text-align: center;"><u>1cm</u></p> <p style="text-align: center;"><u>4cm</u></p>

Appendix 2

Example of First Inside Cover

**CYPRUS INTERNATIONAL UNIVERSITY
INSTITUTE OF GRADUATE STUDIES AND RESEARCH
Business Administration Department
(14 font size)**

**RESEARCH METHODS USING HEURISTICS IN THE
DIGITAL ERA
(16 font size)**

**(MBA Thesis)
(14 font size)**

**Johnny JAMESON
(14 font size)**

**Nicosia - 2019
(14 font size)**

Appendix 3

Example of Second Inside Cover

**CYPRUS INTERNATIONAL UNIVERSITY
INSTITUTE OF GRADUATE STUDIES AND RESEARCH
Business Administration Department
(14 font size)**

**RESEARCH METHODS USING HEURISTICS IN THE
DIGITAL ERA
(16 font size)**

**(MBA Thesis)
(14 font size)**

**Johnny JAMESON
(14 font size)**

**Supervisor
Prof. Dr.
(14 font size)**

**Nicosia - 2019
(14 font size)**

Appendix 4

**CYPRUS INTERNATIONAL UNIVERSITY
INSTITUTE OF GRADUATE STUDIES AND RESEARCH**
(14 font)

THESIS APPROVAL CERTIFICATE
(14 font)

The thesis study of Department graduate student with student number entitled has been approved with unanimity/majority of votes by the jury and has been accepted as a Master of Business Administration Thesis.

Thesis Defense Date:

Jury Members

Signature

1) Supervisor
Dr. (10 font)

..... Prof.

2) Member
Assoc. Prof. Dr.

.....

3) Member
Asst. Prof. Dr.

.....

**Director of the Institute
Prof. Dr. Tahir ÇELİK**

Appendix 5

Declaration

Name and Surname:

Title of the thesis:

Supervisor(s):

Year:

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

I hereby declare that the Cyprus International University, Institute of Graduate Studies and Research is allowed to store and make available electronically the present thesis.

Date:

Signature:

Appendix 6



CYPRUS INTERNATIONAL UNIVERSITY INSTITUTE OF GRADUATE STUDIES AND RESEARCH

(14 font)

PROJECT APPROVAL DOCUMENT

(14 font)

[Name] , student number [Student Number] from International Relations has completed and submitted her Term Project – [Code of Project] on [Date] certify that I have read this report and that in my opinion it is fully adequate in scope and quality as a term project for the degree of Master of [Area].

(Name and Signature)

Project Supervisor

**Director of institute
Prof. Dr. Tahir ÇELİK**

Appendix 7

Sample Table of Contents

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Appendix 10
Sample Abbreviations List

ABBREVIATIONS

Abbreviations

USA (United States of America)

HRM (Human Resources Management)

TRNC (Turkish Republic of Northern Cyprus)

CR (Career Management)