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Marmara University
Department of Economics

Writing Guide

for Term Papers and Theses

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April 2010

PLEASE READ THIS FIRST

Plagiarism

Plagiarism is considered as an act of academic fraudulence. The Department of Economics will not tolerate plagiarism. Allegations of plagiarism will be treated very seriously. All Department members will be informed about the plagiarists in addition to legal procedure.

Plagiarism is using others' ideas, findings, and words without acknowledging the source of that information. If a person is claiming originality for the words and ideas that are actually done by someone else, this is a form of cheating and is viewed as the violation of ethic rules within academia. Plagiarism is a serious academic offense.

In order to avoid plagiarism when writing any academic paper, research paper, article, thesis, etc., undergraduate and graduate students must strictly follow the rules in the Sections 6 and 7 of *Writing Guide*.

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1. Organization of Term Paper and Thesis

Term Paper must include the following parts:

- Cover page
- Abstract (in English)
- Table of Contents,
- List of Tables,
- List of Figures,
- List of Abbreviations (if necessary),
- Section 1 Introduction
- Section 2
- .
. .
. . .
- Section (*) Conclusion
- Appendices (Appendix 1, Appendix 2 ...)
- References.

MA or PhD Thesis must consist of the following parts:

- External and internal cover pages
- Abstract of the Thesis (in Turkish)
- Abstract of the Thesis (in English)
- Preface
- Table of Contents,
- List of Tables,
- List of Figures,
- List of Abbreviations,
- Chapter 1 Introduction
- Chapter 2

.
.

- Chapter (*) Conclusion
- Appendices (Appendix 1, Appendix 2 ...)
- References.

2. Cover Page and Abstract

Use black ink and a simple font such as Times New Roman (12 size-font, except title). For cover page, leave a margin of 2.5 cm. on the left and right sides, 2 cm on the top, and 2.5 cm on the bottom of the page. The university and institute (for thesis) or department (for assignment) must be provided on the top. Center the title of the article written in bold letters and in Caps, and use 16 size-font. After some space, put your name and your advisor's name, and provide the city and year in the bottom of the page.

Sample Cover Page for Term Paper:

Marmara University Department of Economics <Name of the Course>
<TITLE OF THE PAPER> Term Paper
<Name of Student>
<Name of Advisor> (if available)
<City, Year>

Cover Pages for Thesis:

Two cover pages must be prepared for the thesis:

- a) External Cover
- b) Internal Cover

Internal cover page includes the name of advisor in addition to the information in external cover.

Sample External Cover:

<p style="text-align: center;">T.C. MARMARA ÜNİVERSİTESİ SOSYAL BİLİMLER ENSTİTÜSÜ İKTİSAT (İNG) ANA BİLİM DALI İKTİSAT (İNG) BİLİM DALI</p> <p style="text-align: center;"><TITLE OF THE THESIS> (MA or PhD) Thesis</p> <p style="text-align: center;"><Name of Student></p> <p style="text-align: center;"><City, Year></p>

Sample Internal Cover:

T.C.
MARMARA ÜNİVERSİTESİ
SOSYAL BİLİMLER ENSTİTÜSÜ
İKTİSAT (İNG) ANA BİLİM DALI
İKTİSAT (İNG) BİLİM DALI

<TITLE OF THE THESIS>
(MA or PhD) Thesis

<Name of Student>

<Name of Advisor>

<City, Year>

3. Page Set-up

3.1 Page Set-up for Term Paper

- 1.** Use black ink, a simple font such as Times New Roman (12 size-font), and 1.5 line spaces.
- 2.** For the text, leave a margin of 2.5 cm. on the left and right sides, 2.5 cm on the top and on the bottom of the page. In addition, justify left and right of your text-based information. For reference list use only left justify.
- 3.** Use 14 size-font (Times New Roman) for the headings of sections, and 12 size-font for the headings of subsections. Indent each heading of section (one tab - 1.5 cm). The headings for chapters and sections must be bold and in Initial Caps only. Leave one line between the title of the sections and the text.
- 4.** Use 10 size-font (Times New Roman) and single space for footnotes. Footnotes must be numbered 1, 2, etc.
- 5.** Indent each paragraph (one tab - 1.5 cm).
- 6.** Quotations shorter than 30 words can be integrated into the text. Italicize the words in quotation marks. For quotations that are 30 words or longer, display them with both right and left margins indented one tab. Keep it one-font size smaller, italic, and single-spaced; do not put quotation marks around the quote, and place the page number in parentheses after the period (see Section 6).
- 7.** Leave one line between the paragraphs of the text and two lines between the text and the tables, figures, and equations.

8. Sections, figures, tables, and equations must be numbered using the following numbering style:

Examples:

Consecutive sections are numbered 1, 2 ... etc.

Consecutive subsections from section 2 are numbered 2.1, 2.2 ... etc.

Consecutive figures are numbered Figure 1, 2 ... etc.

Consecutive tables are numbered Table 1, 2 ... etc.

Consecutive equations are numbered [1], [2] ... etc.

3.2 Page Set-up for Thesis

1. Use black ink, a simple font such as Times New Roman (12 size-font), and 1.5 line spaces.

2. For the text, leave a margin of 2.5 cm. on the left and right sides, 2.5 cm on the top and, 2.5 cm on the bottom of the page and 1.0 cm. gutter. In addition, justify left and right of your text-based information. For reference list use only left justify.

3. Use 16 size-font (Times New Roman) for the headings of chapters and 14 size-font for the headings of sections, and 12 size-font subsections. Indent each heading of section (one tab). The headings for chapters and sections must be bold and in Initial Caps only. Leave three lines between the title of chapters and the text, and one line between the title of the sections and the text.

4. Use 10 size-font (Times New Roman) and single space for footnotes. Footnotes must be numbered 1, 2, etc.

5. Indent each paragraph (one tab - 1.5 cm).

6. Quotations shorter than 30 words can be integrated into the text. Italicize the words in quotation marks. For quotations that are 30 words or longer, display them with both right and left margins indented one tab. Keep it one-font size smaller, italic, and single-spaced; do not

put quotation marks around the quote, and place the page number in parentheses after the period (see Section 6).

7. Leave one line between the paragraphs of the text and two lines between the text and the tables, figures, and equations.

8. Sections, figures, tables, and equations from each chapter must be numbered using the following numbering style:

Examples:

Consecutive sections from chapter 3 are numbered 3.1, 3.2 ... etc.

Consecutive subsections from section 2.1 are numbered 2.1.1, 2.1.2 ... etc.

Consecutive figures from chapter 1 are numbered Figure 1.1, Figure 1.2 ... etc.

Consecutive tables from chapter 2 are numbered Table 2.1, Table 2.2 ... etc.

Consecutive equations from chapter 3 are numbered [3.1], [3.2] ... etc.

3.3 Numbering Pages

Do not number cover page(s).

Use lower case Roman numerals (i.e., i, ii, iii), to number Abstract(s), Preface, Table of Contents, List of Tables, List of Figures, and List of Abbreviations.

Use Arabic numbers (i.e., 1, 2, 3) to number Chapters/Sections, Appendices, and References. Start numbering the first page of "Introduction" as "1".

All page numbers should be located in the bottom center.

4. Tables, Graphics, and Equations

Place the title of the tables, graphics, and drawings on the top and the source and notes (numbering a, b, c, d, etc.) under the tables, graphics, and drawings.

Example:

Table 2.1: GDP Growth Rates of Selected Emerging Market Countries (2000-2004) (Annual percentage change)

	2000	2001	2002 (a)	2003	2004 (b)
Argentina	-1	-4	-11	9	9
Brazil	4	1	2	1	5
Turkey	7	-7	8	6	9
New Zealand	2	3	5	4	4
S.Africa	4	3	4	3	4
Mexico	7	-0	1	1	4

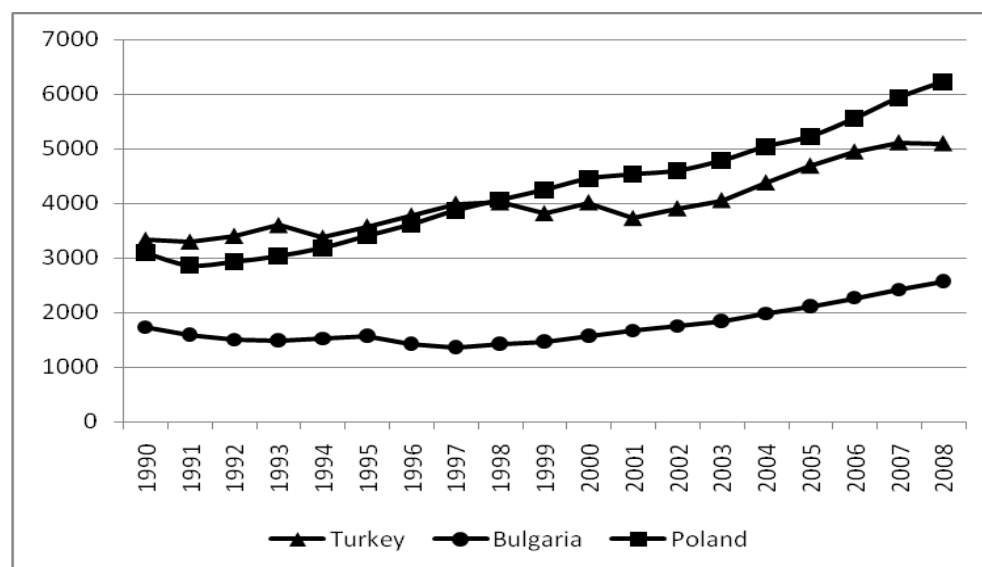
Source: World Development Indicators (2006); (Second Source)

a) First footnote

b) Second footnote

Example:

Figure 2.1: GDP Per Capita of Turkey, Bulgaria and Poland (1990-2008) (Constant 2000 US \$)



Source: World Development Indicators (2006); (Second Source)

a) First footnote

b) Second footnote

Place the number of equation in square bracket left of (the first line of) the equation.

Example:

$$[1] \quad Y = C + I + G$$

5. Footnotes

All written work must include adequate footnote citations. Footnotes should be numbered consecutively. The footnote number, in superscript, should be placed at the end of the sentence or quotation (right after the punctuation).

6. Citation Formats

After providing an idea or finding that is not your own, you must provide proper in-text citations and full references at the end of the paper. Citations must be as follows:

1. When discussing an author in the sentence, include the date within the parentheses after the name.

In the text/ for book:

Last name(s) of the Author(s) (year: page number)

Examples:

Nerlove (2002: 74) states that...

Baltagi (2001: 42) points out that....

In the text/ for paper: Last name(s) of Author(s) (year)

Examples:

Fearon (2003) states that...

Aghion and Howitt (1998) state that...

Or, place at the end of the sentence in the parentheses.

..... (last name(s) of author(s), year).

Examples:

... (Nerlove, 2002).

... (Barro and Sala-i Martin, 2000).

... Baltagi (2001: 42)

2. For direct quotes, put quotation marks around the full quote, and provide a page number after the year.

“.....” (Last Name(s) of Author(s), year, p.page number)

Example:

“.....” (Mishkin, 2000, p.2)

“.....” (Davis and Haltiwanger, 1992, p.819)

3. For citations with three or more authors, list all authors the first time cited. After that, later citations only include the first author and then “et al.”

Example: Brown et al. (2004) suggest that....

4. To differentiate works of the author(s) that have the same publication date(s), suffix the publication date of each work with a lowercase letter (a, b, c, etc.) in the parenthetical reference (and reference list).

Example:

Brown et al. (2004a) suggest that...

To differentiate works of two different authors that have the same names, use the first word of the work of the author.

Example:

... (Brown, 2003, Employment...).

For a secondary source, provide the date of the reference and the authors and date of the secondary source (e.g., Davis (1995), as cited in Foote, 1998). Only Foote will be listed in the reference list.

7. List of References

All references cited in the text must be listed in reference list (in alphabetical order). Use one-line space, left justify only, and leave one line between the references.

For Books:

Last name of the author, initial letter of his/her first name, Year of publication. *Title of the Book*, Publication information.

Example:

Barro, R.J. and Sala-i-Martin, X., 2004. *Economic Growth*, Second Edition, The MIT Press, Cambridge, Massachusetts.

Celasun, M., 2001. *State-Owned Enterprises in the Middle East and North Africa: Privatization, Performance, and Reform*, London, New York; Routledge.

For Journal Papers and Other Periodicals:

Last name of the author, initial letter of his/her first name, Date. "Title of the Paper," *Publication* information (e.g., volume, issue, page numbers).

Example:

Schmitz, J.A., 2001. "Government Production of Investment Goods and Aggregate Labor Productivity," *Journal of Monetary Economics*, Vol. 47, pp. 163 -187.

For Mimeo or Monographs:

Arena, M., Reinhart, C. and Vázquez, F., 2006. “The Lending Channel in Emerging Economics: Are Foreign Banks Different?” NBER Working Paper No: 12340.

For Collective Books:

Last name of the author, initial letter of his/her first name, Date. “Title of the Paper/Chapter,” in the name of the editor (s) (Ed(s)) *The Title of the Book*, Publication information.

Example:

Bartholomew, A., 2001. “MERCOSUR and the Rest of the World,” in Bulmer-Thomas, V. (Ed.) *Regional Integration in Latin America and the Caribbean: The Political Economy of Open Regionalism*, Institute of Latin American Studies, University of London, London, pp.237-259.

Bruno, M., 1991. “Introduction and Overview,” in Bruno, M., Fischer, S., Helpman, E., Liviatan, N. and Meridor, L. (Eds.) *Lessons of Economic Stabilization and Its Aftermath*, The MIT Press, Cambridge, Massachusetts, pp. 1-13.

For Turkish Books:

Erder, N., Karaosmanoğlu, A. and Sönmez, A., 2003. *Planlı Kalkınma Serüveni: 1960’larda Türkiye’de Planlama Deneyim*, İstanbul Bilgi Üniversitesi Yayınları, İstanbul.

Kazgan, G., 2005. *Türkiye Ekonomisinde Krizler (1929-2001)*, İstanbul Bilgi Üniversitesi Yayınları, İstanbul.

For Internet Sources:

For internet sources, provide also the website and accession date.

Example:

Acemoglu, D., Johnson, S., and Robinson, J., 2001. “An African Success Story: Botswana,” Working Paper, (Rodrik, D. (Ed) Analytical Development Narratives, Princeton University Press, forthcoming). <<http://econ-www.mit.edu/faculty/acemoglu/files/papers/Botswanafinal>> (accessed 25 September 2006)