

IMPORTANT POINTS TO BE CONSIDERED WHILE PREPARING THE PROJECTS

- Depending on the scope of the chosen topic, the projects can be prepared as a group. In group projects, the contribution of each group member will be assessed individually, and the students can be given different grades.
- If the students want, they can do more than 1 project (maximum 3 projects).
- The students to do a group project must inform the advisor teacher of the names of the group members.
- The students should be informed by the teachers in advance about the methods to be followed to do the Project, the required qualities for the project and how it will be assessed.
- The projects should be prepared as a research project.
- The research should require the students to work with at least one another discipline and the teachers of that discipline under the guidance of the advisor teachers.
- Meetings will be held with the teachers on the above-mentioned dates so the students can benefit from their guidance, consult their opinion, and understand if their project is meeting the expectations of the teacher. **It is the students' responsibility to follow up with the meeting schedule.**
- The projects will be printed out. If required, an oral presentation will be made and by using other visuals, they will be in accordance with the standard report format. **(The related teacher will give information about this.)**
- If it is deemed appropriate by the teacher, the project can be a tool, an artwork, or a video film as well.
- Imitation and cheating must be avoided in the projects and references must be given when quoting from someone else's ideas or works. Attention must be paid to synthesize and be creative when you benefit from someone else's ideas or works.
- Attention must be paid to use the language appropriately by paying attention to the correct use of spelling and punctuation.
- The projects will be evaluated within the semester they are assigned.

IMPORTANT:

Carefully follow and apply the below-stated “PROJECT PREPARATION GUIDELINES” as you prepare your project.

PROJECT PREPARATION GUIDELINE

POINTS TO BE CONSIDERED WHEN PREPARING PROJECT

A- PROJECT LAYOUT

B- PROJECT CONTENT

A. PROJECT LAYOUT

1. Cover Page (Heading Page)
2. Table of Contents and the Heading Layout
3. Preface
4. Page Layout (Text Area)
5. Quotation
6. Footnotes
7. References

B. PROJECT CONTENT

1. Subject Comprehension and Understanding
2. Conducted Research, Adequateness of the Research Scope
3. Creativity and Personal Ideas
4. Correct Spelling
5. Plan (Introduction – Body Paragraphs – Conclusion)

A. PROJECT LAYOUT

1.Cover Page (Heading Page):

The first page of the report is the heading page. This page includes the heading of the project; introductory information about the student; the course name, teacher's name, etc.; the city that the project has been prepared; the school's name and the preparation date of the project.

2. Table of Contents and Heading:

The page following the cover page includes the “**TABLE OF CONTENTS**”, which cover the followings in the order they are presented in the project:

- a) Chapter headings
- b) Subchapter headings
- c) Page numbers

- a) Chapter Heading: Chapter headings are the main parts of a consistent whole. The chapter heading must be written in bold capital letters and arranged to the center.
- b) Subchapter Headings: Subchapters must be considered as the related parts of a consistent whole. The best way to check that out is to see “whether the consistency of the presentation is maintained if the subchapter headings are removed.”

Heading Arranged to the Centre - Heading Arranged to the Left

3. Page Layout: The project is to be written to the space on the writing paper excluding the margins.

The margins on the paper are to be as indicated below:

- Bottom and top margins: 3 cm
- Right margin: 2,5 cm
- Left margin: 3,5 cm

4. Quotation:

The student who prepares the project is to include the opinions and suggestions of other researchers and thinkers in the area as well as the information which the student deems necessary for his/her project. The act of including other's opinions, suggestions, etc. is called "quoting" and what is quoted is called the "quotation". The purpose of including a quotation and what it proves must be clear.

There are two types of quotations depending on the way they are included in the project:

- Direct Quotation
- Indirect Quotation

Direct quotations are given in inverted commas (" ") or as a condensed paragraph depending on the length of the quotation.

Example:

For quotations shorter than three lines:

According to YALMAN (1997, 21), hypothesis "should be valued if it provides any insights to the researcher."

or

Hypothesis "should be valued if it provides any insights to the researcher"
(Yalman,1997,21).

For quotations longer than three lines:

YALMAN describes the situation as follows:

.....
.....
.....
.....

(Yalman,1997,p.110)

When the person who prepares the project gives information in his/her own words without changing the main idea, then it is called an indirect quotation. In this case, there is no need to use any specific punctuation or form such as inverted commas or condensed paragraphs.

Example:

Yalman's approach:

.....

5. Adding Footnotes:

The footnotes must be added in a specific order. Thus, the reader is clearly introduced the reference resources so that they can easily reach them when required.

The footnotes are added at the bottom of the pages in numbers 1,2,3.... The information to be given in footnotes must be given within the text as far as possible to avoid adding unnecessary footnotes. If the quotation is too long, then it can be given in a separate paragraph under the text as well.

Book Footnote

Author's Name and Surname, Book Title, Publishing City; Publisher; Publishing Date, Page Number

Adding Internet-Driven Information as Footnote

Author's Surname, Name. Document Heading, Book Heading or Message Line Heading, Document Date, Internet Address, Document Accession Date, Page Number

6. References:

The basic principle of indicating referencing is to show what, where and how has been quoted in the research.

The references part where the sources are described in detail is to be used obligatorily. It is also important to know what information has been quoted from which sources and how.

Using information without indicating its source is against academic honesty.

Three types of information are given while indicating a written source:

- Author's name,
- Book name (title)
- Publishing-related data: the no of edition, no of publishing, volume no, place of publishing, publishing house, publishing date

Example:

KARASAR, Niyazi, Araştırmalarla Rapor Hazırlama 9. baskı Ankara Nobel Yayıncılık,1998

Indicating Internet-Driven Information:

Author's Surname, Name. Document Title, Book or Message Line Title, Document Date, Internet Address, Document Accession Date, Page Number

Important: The projects to be prepared by directly downloading from the Internet or directly copying from any source will not be evaluated.