



Thesis Reference Rules 2024

**Muğla Sıtkı Koçman University
Graduate School of Natural and
Applied Sciences**

**Thesis User Manual About
References**



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1. APA 7 REFERENCE

This section explains the principles of citing references according to APA 7 rules.

1.1. Quote

1.1.1. Quoting a source directly

Texts taken directly from another work (even if it is the person's own work) should be given word for word without any changes. Quotations of less than 40 words should be given between quotation marks within the sentence. Quotations of 40 or more words should be in a single block and indented from the left. No period should be added after the parentheses.

While in ancient times, the need for survival of people who were unprotected and faced with nature was more important, today, the need for people who are safer against nature to continue their lives with different needs is more important. The help of other people is also needed to meet these needs. In the early days, people came together when needed for reasons such as shelter and protection, and with the influence of social life, their needs became more continuous and they came together more (Asar, 2021, p. 12).

As a result of Asar's (2021) research, "it was understood that although human nature assumptions do not change easily, their human nature assumptions can change with the training that managers receive" (p. 148).

1.1.2. Accuracy in quotation

In direct quotations, the quoted text must be exactly the same as the original text. Even if there are errors in the original text, errors such as punctuation, spelling mistakes, letters, etc. should not be corrected. If there is a confusing error in the directly quoted text, the word "sic" is used immediately after the error, between square brackets and in italics, meaning "it appears exactly like this in the original text" ([s/'c]).

1.2. Citing

1.2.1. One work, one author

According to APA, the author-date style is used when citing sources. When citing a work in the text, the author's last name and date are given in parentheses. The following examples show how citations are made in the text and at the end of sentences:

Asar (2021) found that human nature assumptions can vary by education.

According to Asar (2017), the attitudes of newly appointed teachers towards female administrators are positive.

It has been understood that the indifferent management style and the social human assumption may be related (Asar, 2021). Asar also drew attention to the relationship between the authoritarian management style and the rational-economic human assumption.

1.2.2. One work, multiple authors

If a work has two authors, the surnames of both authors are given whenever the source is cited.

While the teaching profession is likened to the duty of motherhood for women, management is not thought to be suitable for women (Asar and Çelikten, 2016).

If a study has three or more authors, according to Apa 6, all authors are mentioned when making the first citation, and then "et al.", which is the abbreviation for "et al.", is written after the first author. In Apa 7, "et al." is written after the first author, starting from the first citation.

Asar et al. (2021) pointed out the importance of auxiliary personnel in solving the problems of preschool teachers. Quality education has a great impact on employment (Asar et al., 2021).

1.2.3. Group names as authors

Names of groups of authors (e.g. organizations, associations, government departments, and working groups) should be written without abbreviation each time in the text. In a group, the names of some authors (e.g. associations, government departments) are written without abbreviation when the source is first cited and abbreviated when the same source is cited later. If the name is too long and takes up space and the abbreviation is already known or easily understood, you can use the abbreviation in the second and subsequent references to this name; if the name is short or the abbreviation seems difficult to understand, write the abbreviation each time it occurs.

For example, the following group name is also known by its abbreviation. Source name in the bibliography:

Ministry of National Education (2021).

The first reference to the source in the text:

(Ministry of National Education [MEB], 2021)

In subsequent references to the source in the text:

(MEB, 2021)

The following group name given as author should be written without abbreviation;

Source name in the bibliography:

Hacettepe University (2015).

In all references to the source in the text:

(Hacettepe University, 2015).

1.2.4. Works with no author specified or whose author is given as "anonymous"

When citing a work whose author is stated as "Anonymous" in the text, the term Anonymous is used. When a work whose author is anonymous is shown in the bibliography, its author is written as anonymous in the appropriate place alphabetically. The word "Anonymous" or "Anonymous" is placed in alphabetical order as if it were a real name.

(Anonymous, 2021)

(Anonymous, 2021)

1.2.5. Citing specific parts of a source

When referring to certain parts of a source, page, section, and paragraph information is given in the text. Page numbers must be given for quotations. When citing a source, the abbreviations "p." for page, "ch." for section, and "para." for paragraph are used. In English, the abbreviations "p." for page, "pp." for pages, and "chap." for sections are used.

(Cheek and Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

(Beutler, 2000, Conclusion section, para. 1)

1.2.6. Secondary sources (quoted by)

There has been no change in the presentation of secondary sources in APA7. The original work should be stated in the text and the phrase "Akt." should be used as the abbreviation for "cited by" for the secondary source. The point to be noted here is that secondary sources are also shown in the sources. Secondary sources are shown in the text as follows:

Allport's diary (Cited by Nicholson, 2003).

PART 2

APA 7 REFERENCE PREPARATION

In this section, rules for preparing bibliography according to work types in APA 7 are given.

Detailed Information: The sources used in the thesis should be written according to the “author surname and year” system and should be listed alphabetically. Different works by the same author(s) are listed starting with the oldest, and works by the same author with the same date, if any, are listed starting with the single-authored ones, and according to the number of authors, from least to most. If there is more than one work with the same date and a single author, alphabetical order is made by adding a letter next to the year according to the order of reference in the text. The following rules should be followed when citing sources:

2.1. Periodicals

2.1.1. Journal article with doi number

When citing journal articles with DOI numbers, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Title**
4. **Journal name**
5. **Volume number**
6. **Number of magazines**
7. **Page Range**
8. **Doi**

The elements of the article with doi number are listed as follows:

- | | |
|-------------------------------|---|
| 1. Writer | Surname and initials |
| 2. Year | In parentheses |
| 3. Title | Only the first letter is capitalized |
| 4. Journal name | <i>Italic</i>
<i>Italic</i> |
| 5. Volume number | The number of the first and last pages of the article, adjacent to the volume number and in parentheses. The full link |
| 6. Number of magazines | |
| 7. Page Range | Example: |
| 8. Doi | |

Asar, R. and Çelikten, Y. (2016). Shadowing a woman administrator: A Turkish case. *Universal Journal of Management*, 4(11), 607-614.<https://doi.org/10.13189/uim.2016.041102>

2.1.2 Journal article with more than seven authors with a DOI available

When citing journal articles with more than seven authors and DOI numbers, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Title**
4. **Journal name**
5. **Volume number**
6. **Number of magazines**
7. **Page Range**
8. **Doi**

The elements of an article with more than seven authors and a Doi number are listed as follows:

- | | |
|-------------------------------|---|
| 1. Writer | Surname and initials |
| 2. Year | In parentheses |
| 3. Title | Only the first letter is capitalized |
| 4. Journal name | <i>Italic</i> |
| 5. Volume number | <i>Italic</i> |
| 6. Number of magazines | The number of the first and last pages of the article, adjacent to the volume number and in parentheses. The full link |
| 7. Page Range | Notes:APA 7 to 20 author's surnames and initials can be included. |
| 8. Doi | |

Example:

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Voollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janovviak, J., Mo, KC, Ropelevvski, C.,

Wang, J., Leetmaa, A _____ Joseph, D. (1996).The NCEP/NCAR 40-year reanalysis project. Bulletin of the American Meteorological Society, 77(3), 437^71.<http://doi.org/fa6rf9>

2.1.3. Journal article without doi number

When citing journal articles without a doi number (or when a doi is not available), the following elements must be present. Care must be taken to ensure that these elements are complete. This is the most common example.

1. **Writer**
2. **Year**
3. **Title**
4. **Journal name**
5. **Volume number**
6. **Number of magazines**
7. **Page Range**

The elements of the article without a doi number are listed as follows:

1. **Writer**
2. **Year** : Surname and first letter of the
3. **Title** name : In parentheses : Only the
4. **Journal** first letter is capitalized
5. **Volume** : *Italic*
6. **Number** of **magazines** : *Italic*
7. **Page Range** : Adjacent to the volume number and in parentheses : Number of the first and last pages of the article

Example:

Asar, R. and Çelikten, M. (2016). Evaluation of the attitudes towards women managers working at educational institutions. *OPUS International Journal of Society Research*, 6(10), 8-19.

2.1.4. Early online publication of journal article with DOI number (online first)

When citing journal articles with DOI numbers, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Title**
4. **Journal name**
5. **Doi**

- The elements of the article without a doi number are listed as follows:
1. **Writer**
 2. **Year** : Surname and first letter of the
 3. **Title** name : In parentheses : Only the
 4. **Journal** first letter is capitalized
 5. **Doi** : Full link
- name** : *Italic*

Example:

Huestegge, S.M., Raettig, T., and Huestegge, L. (2019). Are face-incongruent voices harder to process? Effects of face-voice gender incongruency on basic cognitive information processing. *Experimental Psychology*. Early online release. <https://doi.org/10.1027/1618-3169/a000440>

2.1.5. Magazine articles in press

When citing journal articles in print, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Title**
4. **Journal name**

	The elements of the journal article in press are listed as follows:
1. Writer	Surname and initials
2. Year	NO , instead of "in print" in parentheses
3. Title	Only the first letter is capitalized
4. Journal name	<i>Italic</i>

Example:

Baloğlu, N. and Karadağ, E. (in press). Historical development of teacher competence and Ohio Teacher Competence Scale: Adaptation to Turkish culture, language validity and examination of factor structure. Educational Administration in Theory and Practice.

2.1.6. Popular magazine article

When citing popular magazine articles, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year and month**
3. **Title**
4. **Journal name**
5. **Volume number**
6. **Number of magazines**
7. **Page Range**

- | | | |
|-------------------------------|--|---|
| | | The elements of a popular magazine article are listed as follows: |
| 1. Writer | | |
| 2. Year and month | Surname and first letter of the name | Year and month in parentheses |
| 3. Title | Only the first letter is capital | Italic |
| 4. Journal name | | Italic |
| 5. Volume number | The number of the first and last pages of the article, adjacent to the volume number and in parentheses. | |
| 6. Number of magazines | | |
| 7. Page Range | | |

Example:

Özbaşaran-Dede, N. (2008, November).

Global climate warriors: Worms. Science and Technology, 492, 11-13.

2.1.7. Popular online magazine article

When citing popular magazine articles, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year and month**
3. **Title**
4. **Journal name**
5. **Link**

- The elements of a popular magazine article are listed as follows:
1. **Writer**
 2. **Year and month**
 3. **Title**
 4. **Journal name**
 5. **Link**
- : Surname and first letter of the name : Year and month in parentheses : Only the first letter is capitalized
: *Italic*
: Full link

Example:

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. The New Yorker. <https://www.newyorker.com/books/page-turner/on-video-games-and-storvtelling-an-interview-with-tom-bissell>

2.1.8. News article

When citing online news articles, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year and month**
3. **Title**
4. **Newspaper name**
5. **Page number**

The elements of a popular magazine article are listed as follows:

1. **Writer** : Surname and initials
2. **Year and month** : Year and month in parentheses
3. **Title** : Only the first letter is capitalized
4. **Newspaper name** : *Italic*
5. **Page number**: Without any suffixes such as “s.” or “pp.”

Example:

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

2.1.9. Online news article

When citing online news articles, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year and month**
3. **Title**
4. **Newspaper name**
5. **Link**

The elements of a popular magazine article are listed as follows:

- | | |
|--------------------------|--|
| 1. Writer | |
| 2. Year and month | : Surname and first letter of the name : Year and month in parentheses |
| 3. Title | : Only the first letter is capitalized |
| 4. Newspaper name | : <i>Italic</i> |
| 5. Link | : Full link |

Example:

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. The Washington Post. <https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions>

2.1.10. Blog post

When citing blog posts, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year, month and day**
3. **Title**
4. **Site name**
5. **Link**

- The elements of a popular magazine article are listed as follows:
1. **Writer**
 2. **Year, month and day** : Surname and first letter of the name : Year and month in parentheses : Only the first letter is capitalized
 3. **Title**
 4. **Site name** : *Italic*
 5. **Link** : Full link

Example:

Asar, R. (2021, March 5). New Management Approaches. Managerial. <https://vonetsel.com/veni-vonetim-vaklasimlari/>

2.1.11. A special issue or part of a whole magazine

When citing a special issue or a section of a whole journal, the following elements must be present. Care must be taken to ensure that these elements are complete. This is the most common example.

1. Editor
2. Year
3. Title
4. Journal name
5. Volume number
6. Number of magazines

The elements of the article without a doi number are listed as follows:

1. **Editor**
2. **Year** : Surname and first letter of the name : In
3. **Title** parentheses : Only the first letter is
4. **Journal name** capitalized
: *Italic* : *Italic*
5. **Volume number** : Adjacent to the volume number and in parentheses
6. **Number of magazines** Example:

Hesapçioğlu, M. (Ed.). (2002). Globalization and education [Special issue]. Educational Sciences in Theory and Practice, 2(1).

2.2. Books, Reference Books and Book Chapters

2.2.3. A printed version of a whole book

When citing the printed version of a book as a source, the following elements must be present. Care must be taken to ensure that these elements are complete.

- 1. Writer**
- 2. Year**
- 3. Book title**
- 4. Publishing house**

The elements of a printed version of a complete book are listed as follows:

- 1. Writer : Surname and first letter of the name**
- 2. Year : In parentheses**
- 3. Book title: Only the first letter is capitalized and italicized.**
- 4. Publishing house : First letters are capitalized**

Example:

Başaran, İ. E. and Çinkır, Ş. (2011). Turkish education system and school administration. Ekinoks Publishing House.

2.2.4. Book with doi number

When citing a book with a DOI number, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Book title**
4. **Publishing house**
5. **Doi number**

- The elements of the book with a doi number are listed as follows:
1. **Writer** : Surname, first letter
 2. **Year** : of the name : In
 3. **Book title** parentheses
 4. **Publishing house** : Only the first letter is capitalized and
 5. **Doi number** italic : First letters are capitalized : Entire link

Example:

Brown, L. S. (2018). Feminist therapy (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>

2.2.5. Edited book

When citing an edited book, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Editor**
2. **Year**
3. **Book title**
4. **Publishing house**

The elements of an edited book are listed as follows:

1. **Editor** : Surname and first letter of the name in parentheses
2. **Year** : In parentheses
3. **Book title** : Only the first letter is capitalized and italic : First letters are capitalized
4. **Publishing house**

Example:

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

2.2.6. Chapter in an edited book

When citing a chapter in an edited book, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Title of the section**
4. **Editor**
5. **Book title**
6. **Page Range**
7. **Publishing house**

- | | |
|--|---|
| <ol style="list-style-type: none">1. Writer2. Year3. Title of the section4. Editor5. Book title6. Page Range7. Publishing house | <p>The elements of a chapter in an edited book are listed as follows:</p> <p>: Surname, first letter of the name : In parentheses : Only the first letter is capitalized : First letter of the name, surname : Only the first letter is capitalized and italicized</p> <p>: First and last page number of the book section : First letters are capitalized</p> <p>Example:</p> |
|--|---|

Donmez, B. (2013). Motivation. In S. Ozdemir (Ed.), Theory and practice in educational administration (pp. 185-229). Pegem Academy.

2.2.7. The only volume of a multi-volume work

When citing a single volume of a multi-volume work, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Book title**
4. **Volume number**
5. **Publishing house**

- The elements of a single volume of a multi-volume work are listed as follows:
1. **Writer** : Surname, first letter
 2. **Year** : In parentheses
 3. **Book title** : Only the first letter is capitalized and in italics
 4. **Volume number** : In parentheses : First letters are capitalized
 5. **Publishing house** : In parentheses : First letters are capitalized

Example:

Fiske, S.T., Gilbert, D.T., & Lindzey, G. (2010). Handbook of social psychology (5th ed., Vol. 1). John Wiley & Sons. <https://doi.org/10.1002/9780470561119>

Travis, C. B., & White, J. W. (Eds.). (2018). APA handbook of the psychology of women: Vol. 1. History, theory, and battlegrounds. American Psychological Association. <https://doi.org/10.1037/0000059-000>

2.2.8. Republished book

When citing a republished book, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Book title**
4. **Editor or Translator**
5. **Publishing house**
6. **Original publication date**

The elements of the republished book are listed as follows:

1. **Writer** : Surname, first letter of the name : In parentheses
2. **Year** : Only the first letter is capitalized and italicized
3. **Book title** : In parentheses : First letters are capital : In parentheses
4. **Editor or Translator** : In parentheses

5. **Publishing house** Example:

6. **Original publication date** Freud, S. (2010). The interpretation of dreams: The complete and definitive text (J. Strachey, Ed. & Trans.). Basic Books. (Original work published 1900)

2.2.9. Book republished with translation

When citing a book that has been republished with translation, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Book title**
4. **Translator**
5. **Publishing house**
6. **Original publication date**

The elements of the book republished with translation are listed as follows:

1. **Writer** : Surname, first letter of the name : In parentheses
2. **Year** : In parentheses : First letters are capitalized
3. **Book title** : Only the first letter is capitalized and italic
4. **Translator** : In parentheses : First letters are capitalized
5. **Publishing house** : In parentheses
6. **Original publication date**: In parentheses

Example:

Piaget, J., & Inhelder, B. (1969). The psychology of the child (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

2.2.10. Diagnosis and diagnostic guide

When referencing diagnosis or diagnostic guides, the following items must be present. Care must be taken to ensure that these items are complete.

1. Author (Usually an institution)
2. Year
3. Guide name
4. Doi (if any)

The elements of diagnosis or diagnostic manuals are listed as follows:

1. **Writer**
2. **Year** : Without
3. **Guide name** abbreviation : In parentheses
4. **Doi** : Only the first letter is capitalized and italic : The entire link

Example:

American Psychiatric Association. (2013). Diagnostic and statistical manual of *mental disorders* (5th ed.).

<https://doi.org/10.1176/appi.books.9780890425596>

2.2.11. Dictionary, thesaurus or encyclopedia

When citing dictionaries, thesauruses or encyclopedias, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Author (Usually an institution)
2. Year
3. Title of the work
4. Access date
5. Access address

The elements of a dictionary, thesaurus or encyclopedia are listed as

follows:

- | | | |
|-----------------------------|---|---|
| 1. Writer | : | Without |
| 2. Year | | abbreviation : In |
| 3. Title of the work | | parentheses |
| 4. Access date | | : Only the first letter is capitalized and italic : Month name in text : Full link |
| 5. Access address | | |

Example:

Turkish Language Association (ty). Turkish Language Association dictionaries. On June 20, 2021 <https://sozluk.gov.tr/> It was obtained from the address.

2.2.12. Religious books

When citing religious books, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Book title
2. Translator
3. Year
4. Publishing house

- | | |
|---------------------|--|
| | The elements of diagnosis or diagnostic manuals are listed as follows: |
| 1. Book title | Italic |
| 2. Translator | First letter of the name and surname in parentheses |
| 3. Year | First letters in capital letters |
| 4. Publishing house | |

Example:

Turkish Translation of the Holy Quran(MH Yazır, Trans.). (2021). Halk Kitabevi.

2.2.13. Wikipedia entry

When citing Wikipedia as a source, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Title
2. History
3. Access address

The elements of diagnosis or diagnostic manuals are listed as follows:

1. Title : Only the first letter is capitalized
2. History : Year, Day and Month
3. Access address: Full link

Example:

Turkish equivalents of words of foreign origin in Turkish (2021, April 13). Wikipedia inside.

https://tr.wikipedia.org/wiki/T%C3%BCrk%C3%A7edeki_vabanc%C4%B1k%C3%B6kensele%C5%9F%C4%B1n_s%C3%B6zc%C3%BCks%C3%BCn%C3%A7e_kar%C5%9F%C4%B1n_1_l%C4%B1n_1_clar%C4%B1n%C3%A7e

2.2.12. English translation of a book section rewritten from another source

When citing an English translation of a section of a book rewritten from another source, the following elements must be present. Care must be taken to ensure that these elements are complete.

- 1. Writer**
- 2. Year**
- 3. Title of book chapter**
- 4. Translator**
- 5. Editor of the original book**
- 6. Original book title**
- 7. Page range of the chapter in the original book**
- 8. The publishing house where the original book was published**
- 9. Information about the source from which it was reprinted**

The elements of the English translation of a book section rewritten from another source are listed as follows:

- 1. Writer : Surname, first letter of the name**
- 2. Year : In parentheses**
- 3. Title of the section: Only the first letter is capitalized.**
- 4. Translator : First letter of the name, surname**
- 5. Editor of the original book : First letter of the name, surname**
- 6. Original book title : Only the first letter is capitalized and italicized**
- 7. Page range of the chapter in the original book: First and last page of the book chapter page number**
- 8. The publishing house where the original book was published : First letters are capitalized**
- 9. Information on the source from which it was reprinted: In parentheses**

Example:

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), Cognitive development to

adolescence: A reader (pp. 3-18). Erlbaum. (Reprinted from Manual of child psychology, pp. 703-732, by PH Mussen, Ed., 1970, Wiley)

2.2.13. A translated and republished section of an edited book

When citing a translated and republished section of an edited book, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Title of book chapter**
4. **Translator**
5. **Editor**
6. **Title of the book**
7. **Page Range**
8. **Publishing house**
9. **Original book publication date**

The elements of the English translation of a translated and republished section of an edited book are listed as follows:

Author 1 : Surname, first letter of the name
2nd Year : In parentheses

Title of Chapter 3 : Only the first letter is capitalized
4. Translator : First letter of the name, surname

5. Editor : First letter of the name, surname

6. Name of the book : Only the first letter is capitalized and italicized
: First and last page number of the book

7. Page range : section
8. Publishing House : First letters are capitalized

9. Original book's publication date: In parentheses

Example:

Heidegger, M. (2008). On the essence of truth (J. Sallis, Trans.). In DF Krell (Ed.), Basic developments (pp. 111-138). Harper Perennial Modern Thought. (Original work published 1961)

2.3. Technical and Research Reports

2.3.1. A report prepared by a government agency or other organization

When citing a report prepared by a government agency or other organization, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Institution or organization
2. Year
3. Report title
4. Access address

The elements of a report prepared by a government agency or other organization are listed as follows:

- | | | |
|--------------------------------|----------|--|
| 1. Institution or organization | or | : All, with the first letter capitalized :
In parentheses : Only the first letter capitalized, in italics |
| 2. Year | | : Full link |
| 3. Report title | | |
| 4. Access address | Example: | |

Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). Strengthening trans-Tasman economic relations.<https://www.pc.gov.au/inquiries/completed/australia-new-zealand/report/trans-tasman.pdf>

2.3.2. A report prepared by a government agency or other organization with an identified author

When citing a report prepared by a government agency or other organization and whose author is known, the following elements must be present. Care must be taken to ensure that these elements are complete.

- 1. Writer**
- 2. Year**
- 3. Report title**
- 4. Institution or organization**
- 5. Access address**

The elements of a report prepared by a government agency or other organization and whose author is known are listed as follows:

- 1. Writer** : Surname, first letter of the name : In parentheses
- 2. Year** : Only the first letter is capitalized, italic
- 3. Report title** : All, first letters are capitalized : Entire link
- 4. Institution or organization**
- 5. Access address**

link

Example:

Fried, D., & Polyakova, A. (2018). Democratic defense against disinformation. Atlantic Council.[https://www.atlanticcouncil.org/images/publications/Democratic Defense Against Disinformation FINAL.pdf](https://www.atlanticcouncil.org/images/publications/Democratic%20Defense%20Against%20Disinformation%20FINAL.pdf)

2.4. Meetings and Symposiums

2.4.1. Contributed to the symposium

When citing studies presented at congresses and symposiums, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year and month**
3. **Title**
4. **Chairman at a congress or symposium**
5. **Congress or symposium name**
6. **Issuing institution or organization**
7. **Location information**

The elements of the studies presented in congresses and symposiums are listed as follows:

1. **Writer** : Surname, first letter of the name
2. **Year and month** : In parentheses
3. **Title** : Only the first letter is capitalized
in such a way that it will be
4. **Chairman of the congress or symposium: Initials and surname**
5. **Congress or symposium name** : First letters are capital and italic,
If it is not clear from the name that it is a congress or symposium, it is stated
in square brackets next to its name ([Congress] or [Symposium]).
6. **Issuing institution or organization: First letters capitalized**
7. **Location information** : Where it was organized

Example:

Karadağ, E., Aypay, A. and Baloğlu, N. (2010, May). An analytical view of educational administration research: Analysis of the Journal of Educational Administration in Theory and Practice -2004 to 2009-. S. Özdemir (President), 5th National Congress of Educational Administration. Gazi University Faculty of Education, Ankara.

2.4.2. Paper or poster presentation

When citing a paper or poster presentation, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year and month**
3. **Title**
4. **It is a statement or poster**
5. **The meeting where it was presented**
6. **Location information**

- | | | | |
|-----------------------|------------|--|--|
| | | | The elements of a paper or poster presentation are listed as follows: |
| 1. Writer | | | |
| 2. Year | and | | : Surname, first letter |
| month | | | of the name : In |
| 3. Title | | | parentheses |
| | | | : Only the first letter is capitalized and |
| 4. Paper | or | | italicized |
| poster | | | : In square brackets : |
| 5. The meeting | | | First letters capitalized |
| where it was | | | : Where it was edited |
| presented | | | |
| 6. Location | | | |
| information | | | |

Example:

Akçay, A. (2004, May 22). *Characteristics of computer-aided educational software and Firat University students' approach to BDE applications [Presentation]. Conference on Education in the Light of Information Technologies, Ankara.*

2.5. Doctoral and Master's Theses

2.5.1. Unpublished doctoral or master's thesis

When citing unpublished doctoral or master's theses, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Thesis name**
4. **Type of thesis**
5. **University**

The elements of unpublished doctoral or master's theses are listed as follows:

1. **Writer** : Surname, first letter of the name
2. **Year** : In parentheses
3. **Thesis name** : Only the first letter is capitalized and italic
4. **Type of thesis** : In square brackets
5. **University** : Without abbreviation, first letters are capitalized

Example:

Asar, R. (2021). *School administrators' human nature assumptions about teachers and the management styles they exhibit [Unpublished doctoral dissertation]. Hacettepe University.*

2.5.2. Master's or doctoral thesis published online (not in a database)

When citing doctoral or master's theses published online, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Thesis name**
4. **Type of thesis**
5. **University**
6. **Where published**
7. **Access address**

The elements of online published doctoral or master's theses are listed as follows:

1. **Writer** : Surname, first letter of the name
2. **Year** : In parentheses
3. **Thesis name**: Only the first letter is capitalized and italicized
4. **Type of thesis**: In square brackets **University**: Without abbreviation, with the first letters capitalized and in square brackets
3. **Place of publication**: First letters capitalized
- **Access address**: Full link

Example:

Asar, R. (2021). School administrators' human nature assumptions about teachers and their management styles [Doctoral dissertation, Hacettepe University]. Hacettepe University Open Access System.<http://www.openaccess.hacettepe.edu.tr:8080/xmlui/handle/11655/23612>

2.6. Audiovisual Media

2.6.1. Film

When citing films, the following elements must be present. Care must be taken to ensure that these elements are complete.

- 1. Director**
- 2. Year**
- 3. Movie name**
- 4. Distributor**

The elements of the films are listed as follows:

- 1. Director: Last name, first letter of the name**
- 2. Year : In parentheses**
- 3. Movie name : Only the first letter is capitalized and italicized**
- 4. Distributor : First letters are capitalized**

Example:

**Forman, M. (Director). (1975). *One flew praises the cuckoo's nest* [Movie].
United Artists.**

2.6.2. Movie translated into another language

When citing films translated into another language, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Director
2. Year
3. Name of the movie (Translation)
4. Movie name (Original)
5. Distributor

- The elements of movies translated into another language are listed as follows:
1. **Director**
 2. **Year** : Surname, first letter
 3. **Movie name** of the name : In parentheses
 4. **Original name** : Only the first letter is capitalized and in italics : In square brackets : Only the first letter is capitalized
 5. **Distributor** or

Example:

Forman, M. (Director). (1975). One Flew Over the Cuckoo's Nest [Film]. United Artists.

2.6.3. TED talks

When citing TED talks, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Speaker
2. History
3. Talk title
4. Access address

The elements of TED talks are listed as follows:

1. Speaker: Surname, initials
2. History : Year and month
3. Speech title: Capitalize only the first letter and write in italics
4. Access address: Full link

Example:

Gillespie, I. (2021, June). How one person saved 2,000 children from the Nazis. [Video]. TED Conferences. https://www.ted.com/talks/iseult_gillespie_how_one_person_saved_praise_2_OOP_children_from_the_nazis?language=tr

2.6.4. YouTube video or other streaming videos

When citing YouTube videos or other streaming videos, the following elements must be present. Care must be taken to ensure that these elements are complete.

- 1. Video uploaded by**
- 2. History**
- 3. Video title**
- 4. Access address**

The elements of a YouTube video or other streaming video are listed as follows:

- 1. Video uploader: Surname, initials**
- 2. History : Year, month and day**
- 3. Video title: Only the first letter is capitalized and italicized**
- 4. Access address: Full link**

Example:

**European Side (2015, August 21). European Side Episode 51 [Video].
YouTube.<https://www.youtube.com/watch?v=nAkHkHwZVAs>**

2.7. Web Pages and Websites

2.7.1. A web page on a news site

When citing a web page on a news site, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Post title**
4. **News site name**
5. **Access address**

The elements of a web page on a news site are listed as follows:

1. **Writer** : Surname, first letter of the name : In
2. **Year** parentheses, year and month. If the year is not certain, (ty) should be written meaning no date.
3. **Post title**
4. **News site** : Only the first letter is capitalized and
5. **Access address** : First letter is capitalized : Entire link

Example:

Yaman, Ş. (2020, January 6). 5.3 percent of school principals are women. Milliyet.<https://www.milliyet.com.tr/qundem/okul-mudurlerinin-vuzde-5-3u-kadin-6116245>

2.7.2. A page on a website whose author is known

When citing a page on a website with a known author, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Post title**
4. **Site name**
5. **Access address**

The elements of a page with a known author on a website are listed as follows:

1. **Writer** : Surname, first letter of the name : In
2. **Year** parentheses, year and month. If the year is not certain, (ty) should be written meaning no date.
3. **Post title**
4. **Website Name** : Only the first letter is capitalized and italic : First letter is capitalized : Entire link
5. **Access address**

Example:

Asar, R. (2021, March 26). Human nature in terms of management. Managerial. <https://vonetsel.com/vonetim-acisindan-insan-doqasi/>

2.7.3. A group authored web page on a website

When citing a group authored web page on a website, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. Writer
2. Year
3. Post title
4. Website name
5. Access address

The elements of a group authored web page on a website are listed as follows:

1. Writer
 2. Year
 3. Post title
 4. Website name
 5. Access address
- : With the first letters capitalized : In parentheses, year and month. If the year is not certain, it should be written as no date (ty): Only the first letter capitalized and italic : With the first letters capitalized (If the author and website names are the same, the site name is not written)
: Full link

6. Example:

Hacettepe University (ty). Research management. Hacettepe University.<https://hacettepe.edu.tr/arastirma/arastirma method>

The website is not written because the author and website are the same:

Hacettepe University (ty). Research management.<https://hacettepe.edu.tr/arastirma/arastirma method>

2.7.4. Web page on a website by access date

When citing a web page on a website based on the date of access, the following elements must be present. Care must be taken to ensure that these elements are complete.

1. **Writer**
2. **Year**
3. **Post title**
4. **Website name**
5. **Access address**

According to the access date, the elements of a web page on a website are sorted as follows:

- | | | |
|----|-----------------------|---|
| 1. | Writer | : With the first letters capitalized |
| 2. | Year | : In parentheses, year and month. If the year is not certain, it should be written as no date (ty): Only the first letter capitalized and italic |
| 3. | Post title | : With the first letters capitalized (If the author and website names are the same, the site name is not written) |
| 4. | Website name | : Full link |
| 5. | Access address | |

Example:

Administrative (2018, November 3). Management. August 8, 2021<https://vonetsel.com/vonetim-acisindan-insan-doqasi/> It was obtained from the address.

CHAPTER 3

3.1. APA 7 REFERENCE EXAMPLES

Periodicals

1. *Journal article with doi number*

Asar, R. and Çelikten, Y. (2016). Shadowing a woman administrator: A Turkish case. *Universal Journal of Management*, 4(11), 607-614. <https://doi.org/10.13189/uim.2016.041102>

2. *Journal article with more than seven authors and DOI available*

Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Voollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janovviak, J., Mo, KC, Ropelevvski, C., Wang, J., Leetmaa, A, _____ Joseph, D. (1996). The NCEP/NCAR 40-year reanalysis project. *Bulletin of the American Meteorological Society*, 77(3), 437-471. <http://doi.org/fa6rf9>

3. *Journal article without doi number*

Asar, R. and Çelikten, M. (2016). Evaluation of the attitudes towards women managers working at educational institutions. *OPUS International Journal of Society Research*, 6(10), 8-19.

4. *Early online publication of journal article with DOI number (online first)*

Huestegge, S.M., Raettig, T., and Huestegge, L. (2019). Are face-incongruent voices harder to process? Effects of face-voice gender incongruency on basic

cognitive information processing. *Experimental Psychology*. Early online release.<https://doi.org/10.1027/1618-3169/a000440>

5. *Magazine articles in press*

Baloğlu, N. and Karadağ, E. (in press). Historical development of teacher competence and Ohio Teacher Competence Scale: Adaptation to Turkish culture, language validity and examination of factor structure. *Educational Administration in Theory and Practice*.

6. *Popular magazine article*

Özbaşaran-Dede, N. (2008, November). Global climate warriors: Worms. *Science and Technology*, 492, 11-13.

7. *Popular online magazine article*

Bustillos, M. (2013, March 19). On video games and storytelling: An interview with Tom Bissell. *The New Yorker*.<https://www.newyorker.com/books/page-turner/on-video-games-and-storytelling-an-interview-with-tom-bissell>

8. *News article*

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, A1, A4.

9. *Online news article*

Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have some predictions. *The Washington Post*.<https://www.washingtonpost.com/news/science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions>

10. *Blog post*

Asar, R. (2021, March 5). New Management Approaches. Managerial.<https://vonetsel.com/veni-vonetim-vaklasimlari/>

11. *A special issue or part of a whole magazine*

Hesapçiođlu, M. (Ed.). (2002). Globalization and education [Special issue]. Educational Sciences in Theory and Practice, 2(1).

3.2. Books, Reference Books and Book Chapters

12. *A printed version of a whole book*

Başaran, İ. E. and Çinkır, Ş. (2011). Turkish education system and school administration. Ekinoks Publishing House.

13. *Book with doi number*

Brown, L. S. (2018). Feminist therapy (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>

14. *Edited book*

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

15. *Chapter in an edited book*

Donmez, B. (2013). Motivation. In S. Ozdemir (Ed.), *Theory and practice in educational administration* (pp. 185-229). Pegem Academy.

16. *The only volume of a multi-volume work*

Fiske, S.T., Gilbert, D.T., & Lindzey, G. (2010). *Handbook of social psychology* (5th ed., Vol. 1). John Wiley & Sons. <https://doi.org/10.1002/9780470561119>

Travis, C. B., & White, J. W. (Eds.). (2018). *APA handbook of the psychology of women: Vol. 1. History, theory, and battlegrounds*. American Psychological Association.

<https://doi.Org/10.1037/0000059-000>

17. *Republished book*

Freud, S. (2010). The interpretation of dreams: The complete and definitive text (J. Strachey, Ed. & Trans.). Basic Books. (Original work published 1900)

18. *Book republished with translation*

Piaget, J., & Inhelder, B. (1969). The psychology of the child (H. Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)

19. *Diagnosis and diagnostic guide*

American Psychiatric Association. (2013). Diagnostic and statistical manual of *mental disorders* (5th ed.).

<https://doi.org/10.1176/appi.books.9780890425596>

20. *Dictionary, thesaurus or encyclopedia*

Turkish Language Association (ty). Turkish Language Association dictionaries. On June 20, 2021 <https://sozluk.gov.tr/> It was obtained from the address.

21. *Religious books*

Turkish Translation of the Holy Quran(MH Yazır, Trans.). (2021). Halk Kitabevi.

22. *Wikipedia entry*

Turkish equivalents of words of foreign origin in Turkish (2021, April 13). Wikipedia

insid

e.

https://tr.wikipedia.org/wiki/T%C3%BCrk%C3%A7edeki_vabanc%C4%B1k%C3%B6kensele%C3%B6z%C3%BCs_T%C3%BCrk_%C3%A7ekar%C5%9F%C4%B1lar%C4%B1

23. *English translation of a book section rewritten from another source*

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), Cognitive development to adolescence: A reader (pp. 3-18). Erlbaum. (Reprinted from Manual of child psychology, pp. 703-732, by PH Mussen, Ed., 1970, Wiley)

24. *A translated and republished section of an edited book*

Heidegger, M. (2008). On the essence of truth (J. Sallis, Trans.). In DF Krell (Ed.), Basic developments (pp. 111-138). Harper Perennial Modern Thought. (Original work published 1961)

3.3. Technical and Research Reports

25. *A report prepared by a government agency or other organization*

Australian Government Productivity Commission & New Zealand Productivity Commission. (2012). Strengthening trans-Tasman economic relations. <https://www.pc.gov.au/inquiries/completed/australia-new-zealand/report/trans-tasman.pdf>

26. *A report prepared by a government agency or other organization with an identified author*

Fried, D., & Polyakova, A. (2018). Democratic defense against disinformation. Atlantic Council. [https://www.atlanticcouncil.org/images/publications/Democratic Defense Against Disinformation FINAL.pdf](https://www.atlanticcouncil.org/images/publications/Democratic%20Defense%20Against%20Disinformation%20FINAL.pdf)

3.4. Meetings and Symposiums

27. *Contributed to the symposium*

Karadağ, E., Aypay, A. and Baloğlu, N. (2010, May). An analytical view of educational administration research: Analysis of the Journal of Educational Administration in Theory and Practice -2004 to 2009-. S. Özdemir (President), 5th National Congress of Educational Administration. Gazi University Faculty of Education, Ankara.

28. *Paper or poster presentation*

Akçay, A. (2004, May 22). *Characteristics of computer-aided educational software and Firat University students' approach to BDE applications [Presentation]. Conference on Education in the Light of Information Technologies, Ankara.*

3.5. Doctoral and Master's Theses

29. *Unpublished doctoral or master's thesis*

Asar, R. (2021). *School administrators' human nature assumptions about teachers and the management styles they exhibit [Unpublished doctoral dissertation]. Hacettepe University.*

30. *Master's or doctoral thesis published online (not in a database)*

Asar, R. (2021). School administrators' human nature assumptions about teachers and their management styles [Doctoral dissertation, Hacettepe University]. Hacettepe University Open Access System. <http://www.openaccess.hacettepe.edu.tr:8080/xmlui/handle/11655/23612>

3.6. Audiovisual Media

31. *Film*

Forman, M. (Director). (1975). *One flew praises the cuckoo's nest* [Movie]. United Artists.

32. *Movie translated into another language*

Forman, M. (Director). (1975). *One Flew Over the Cuckoo's Nest* [Film]. United Artists.

33. *TED talks*

Gillespie, I. (2021, June). How one person saved 2,000 children from the Nazis. [Video]. TED Conferences. https://www.ted.com/talks/iseult_gillespie_how_one_person_saved_praise_2_000_children_from_the_nazis?language=tr

34. *YouTube video or other streaming videos*

European Side (2015, August 21). European Side Episode 51 [Video]. YouTube. <https://www.voutube.com/watch?v=nAkHkHwZVAs>

3.7. Web Pages and Websites

35. *A web page on a news site*

Yaman, Ş. (2020, January 6). 5.3 percent of school principals are women. Milliyet. <https://www.millivet.com.tr/qudem/okul-mudurlerinin-vuzde-5-3u-kadin-6116245>

36. *A page on a website whose author is known*

Asar, R. (2021, March 26). Human nature in terms of management. Managerial. <https://vonetsel.com/vonetim-acisindan-insan-doqasi/>

37. *A group authored web page on a website*

Hacettepe University (ty). Research management. <https://hacettepe.edu.tr/arastirma/arastirma method>

38. *Web page on a website by access date*

Administrative (2018, November 3). Management. August 8, 2021 <https://vonetsel.com/vonetim-acisindan-insan-doqasi/>
It was obtained from the address.