



Graduation Thesis

Department of Economics

Thesis Format

- Main aim of the graduation thesis is enabling students to demonstrate their academic abilities by carrying out an independent academic work and write a research report according to the guideline.
- The thesis shall consist of between **5,000 – 5,500 words** excluding notes and bibliography.
- Each bachelor thesis must contain an abstract and cover page.
- Supervisors are advised to require students to submit monthly progress report.
- Students are recommended to submit a similarity check report along with the final version of the thesis. Thesis containing more than %20 similarity will not be accepted.
- Students are supposed to APA for the citation.

Types of the Thesis

Students are supposed to choose basically among three types of thesis format. Other bachelor thesis formats which do not correspond to any of the below are permitted with the approval of the adviser.

1) Research paper

The objective of a research paper is to enrich our knowledge of a certain phenomenon or topic. The basis of the research paper is therefore the novelty of the knowledge it brings. The research paper sets out a research question, evaluates how existing scientific literature answers this question, determines the gaps in the existing literature, and fills this knowledge gap through research. Students and advisers need to acknowledge the necessary workload a research paper entails.

Recommended literature: Murray, R. (eds.). *How to write a thesis*. 3rd ed. Maidenhead, England: McGraw Hill, 2011, 325. ISBN 9780335244294 (Download via <https://staff.tiiame.uz/storage/users/469/books/tT6nUl9EmBXEROqsRy53mT24MJX83SL7NUkMixzL.pdf>)

2) Literature review

The objective of a literature review paper is to describe and evaluate the state of research on a specific topic. A literature review aims at familiarizing the reader with existing research on the subject and find out which areas are unexplored and require further research. In other words, the literature review critically summarizes what we know about the subject, what we do not know, and what needs to be further explored.

A literature review is expected to have following characteristics:

- Summarizing relevant literature and critically examine it
- Presenting the student's insight in to the topic with a particular emphasize on strong and weak points of the existing knowledge
- Presenting and analyzing the knowledge about the given topic in a synthesizing form. Please refrain from listing the authors and scientific works.
- In the final section, clearly summarizes the current level of knowledge, identifies its strengths and weaknesses.
- A literature review may include a description of the subject, but a critical discussion of the literature still represents the core of the thesis.

Recommended literature: Knopf J.W. 2006. Doing a Literature Review. *PS: Political Science and Politics* 39(1): 127-132. (Download via <https://core.ac.uk/download/pdf/81222467.pdf>)

3) Policy paper

The aim of the policy paper is to provide a proposal for solving a problem or improving the current state of the issue. Main difference between "research work" and the "policy paper" is that policy paper does not have the ambition to contribute to the theoretical debate on the issue. The policy paper identifies a practical, politically relevant issue that needs to be resolved, identifies possible solutions, evaluates these solutions, and clearly suggests a recommended solution to the problem by relying on existing literature and own evaluations.

Recommended literature: Eóin Young a Lisa Quinn. 2002. *Writing Effective Public Policy Papers. A Guide for Policy Advisers in Central and Eastern Europe*. Open Society Institute.

(Download via

https://www.icpolicyadvocacy.org/sites/icpa/files/downloads/writing_effective_public_policy_papers_young_quinn.pdf)

Page Format

The spacing and indentation for all chapters and footnotes (except for covers and approval pages) are based on the standard Word template and provided in the table below. Please use the templates provided in the appendices of this manual for covers and approval pages.

Page Format

Before 2.5 cm After 2.5 cm Right 2.5 cm Left 2.5 cm Header 1.5 cm

Footnote 1.5 cm

Page Numbers: No page numbers are used on covers or approval pages. Lowercase Roman numerals (i, ii, iii) are used from the Preface (inclusive) to the Introduction (exclusive), and Arabic numerals (1, 2, 3) are used from the Introduction to the end of the text. Page numbers are positioned at the bottom center of the pages.

Font, Headers and Footnotes:

Font: Times New Roman.

Text: 12 point, regular/upright (as opposed to italic), justified (aligned), 1.5 line spacing.

Paragraphs: Paragraphs begin after six spaces. No additional empty lines are accepted between paragraphs. A paragraph's first line should not be the last line of a page, nor should a paragraph's last line be the first line of a page.

Chapter Titles: All chapters should begin on a new page. Chapter titles should be fully uppercase, 12 point, bold, and center-aligned. Three empty lines are to be inserted after chapter titles.

Section Headings: The first letter is uppercase, and headings are 12 point, bold, and left-aligned. An empty line is to be inserted before and after headings.

Table Headings: 12 point.

Table Contents: 11 point.

Footnotes: 10 point, justified (aligned).