

# Report Writing Format and Appearance Guidelines

## FORMAT AND APPEARANCE

- Font type size, font typeface and language must be consistent.
- Spacing, margins, paginations and text divisions (end of line and end of pages) must be considered.
  - Preliminary Pages: Use small Roman numerals (i, ii, iii, iv, etc.)
  - Body of the Manuscript: Use Arabic numerals (1,2,3...) beginning with "1"

## Suggested Titles

- Introduction
- Tools and Techniques Used
- Description of your work produced.
- Problems Faced
- Conclusions

# Organization and Requirements

- You should organize your report in three basic sections
  1. Preliminary Matter
    - Title Page
    - Table of Contents
  2. Text (Introduction, The Problem Definition, The Work Done, Summary and Recommendations, and Conclusions)
  3. Back Matter
    - Appendices (optional)

# TABLE OF CONTENTS

- The Table of Contents introduces the reader to your text, indicating its contents, organization, and progression. It should make access easy, not overwhelm the reader with detailed index of the contents.
- Important: (WORD)
  - In the body of the report, different typefaces and sizes may be used to set chapter titles, section headings, footnotes, endnotes, examples, quotations, tables, and charts, as long as they are easily readable and are in a hierarchy.
- Then automatic table of contents could be prepared by Word which will be *consistent*.

## The Text

- The text, or the body of a report, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. ***All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, font and placement on the page.*** No headers or footers giving the titles of chapters or other sections are allowed.

## The Text

- Chapters are numbered consecutively in Arabic numerals and typed in lowercase letters (**Chapter 1, Chapter 2, ...**). In addition to the general titles such as **INTRODUCTION** and **CONCLUSION**, the other chapters must have substantially descriptive titles as well.
- Only chapters should begin with a new page. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.
- The heading **Chapter 1** is centered between the text margins. The title goes two single spaces below. The text begins one double space below.

# The Reference Material

- The reference material consists of a bibliography or references, which is required, and appendices, which is required if available.
- A bibliography is a selected list of all books, articles, and other source material related to the project topic research.
- In some disciplines, it is customary to list all of the references at the end of the project in a section headed **REFERENCES, LIST OF REFERENCES** or **LITERATURE CITED** instead of **BIBLIOGRAPHY**.
- You can use **BIBLIOGRAPHY**.



# Margins

- Margins should be used as it is specified in Graduate Institute web page.

# Justification

- All text must be right and left justified.

## Paragraphs and Indentations

- The first line of all paragraphs should be indented by one tab space, which provides sufficient guidance to your reader's eye. The indentation must be consistent throughout the text.

# Spacing

- Use line-spacing specified in Graduate Institute web page for the entire text. Materials in tables, appendices, and block quotations, individual footnotes and reference entries may be single-spaced. The Title page must be spaced according to the sample provided.

# Pagination

- The text, beginning with the Introduction, or of Chapter 1, should be numbered consecutively. Page numbers must be placed bottom center of each page as it is specified in Graduate Institute web page. (<https://grad.emu.edu.tr/en/academic-issues/theses>)

## Typeface and Size

- Times New Roman typeface with 12 point size should be used throughout the text.

## References - You Can Use The Following Reference Writing Formats.

### 1. Style 1

- [1] Allen, F., Bartiloro, L., Gu, X., & Kowalewski, O. (2018). Does economic structure determine financial structure?. *Journal of International Economics*, 114, 389-409.
- [2] Karatepe, O. M., & Olugbade, O. A. (2009). The effects of job and personal resources on hotel employees' work engagement. *International Journal of Hospitality Management*, 28(4), 504-512.

## References - You Can Use The Following Reference Writing Formats.

### 2. Style 2

- All 33 Chile miners freed in flawless rescue. (2010, October 13). Retrieved from [http://www.msnbc.msn.com/id/39625809/ns/world\\_news-americas/](http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/)
- Allen, F., Bartiloro, L., Gu, X., & Kowalewski, O. (2018). Does economic structure determine financial structure?. *Journal of International Economics*, 114, 389-409.
- Karatepe, O. M., & Olugbade, O. A. (2009). The effects of job and personal resources on hotel employees' work engagement. *International Journal of Hospitality Management*, 28(4), 504-512.



# Principles for Detecting and Preventing Plagiarism

1. The principles of EMU Board of Ethics (<http://research.emu.edu.tr/policies/DAUEtik%20Kurulu%20Ilkeleri.doc>) will be considered.
2. The presence of plagiarism in your work is monitored and detected through a commercial program developed for this purpose.
3. Following the preparation of your project, the student applies to the Institute of Graduate Studies and Research to check the presence of plagiarism in the thesis through a link provided by the Institute of Graduate Studies and Research.
4. By granting access to the plagiarism detecting program, the Institute gives each student a chance of self-checking the report and making necessary changes accordingly.
5. Following the submission of the report to department, the department runs the thesis through the plagiarism detecting program.
6. The report obtained at the end of the scanning is analysed by the department. A thesis jury is formed if the universally accepted similarity rate in the relevant field has not been exceeded.
7. The plagiarism inspection report and the view of the committee will be considered after plagiarism check.
8. In cases where the similarity rate has been exceeded, the student will be subject to the provisions of the related by-law.