

TITULLI

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Mirënjohje

Edhe mirërnjohja **nuk** është e **detyrueshme.** Megjithatë, zakonisht, përmendet një listë personash:

Midis të tjerash, autori mund të deklarojë shkallën e ndihmës së dhënë nga anëtarët e stafit, shokët/shoqet, asistentët e kërkimit, teknikët, ose personat që kanë ndihmuar në mbledhjen e të dhënave dhe materialeve, të projektimit (dizajnit) dhe konstruktimit të mjeteve, kryerjen (performancën) e eksperimentit, shqyrtimmin e të dhënave, përgatitjen e **punimit të diplomës (tezës**) (duke përfshirë personat që kanë dhënë kontribut). Për më tepër, është e këshillueshme të përmendet mbikëqyrja dhe këshillat e dhëna nga mbikëqyrësi/mbikëqyrësja e tezës dhe këshilltarët akademikë.

Abstrakt

Abstrakti është një përmbledhje e shkurtër, e saktë dhe e përmbledhur e punimit e trajtuar në këtë dokument. Ai përmban problemin, metodat e vëzhgimit, konkluzione të përgjithshme dhe nuk duhet të përmbajë tabela, grafikë, pyetje të komplikuara, ose sqarime të detajuara. Abstrakti i vetëm nuk duhet të përmbajë më shumë se 350 fjalë.

Abstract (English)

*……………………………………………………………………………………………………………………………….*

Kushtimi (Pa detyrim)

Kushtimi nuk është i detyrueshëm. Ai është pjesë e materialit kryesor dhe duhet të jetë shënuar me numra të vegjël romakë.

Deklaratë

Unë deklaroj se punimi i diplomës (teza) është bazuar në punimin tim origjinal duke përjashtuar citimet, të cilat janë marrë sipas rregullave ndërkombëtare të referimit. Gjithashtu deklaroj se ky punim nuk është paraqitur më parë ose njëkohësisht në Shkollën e Lartë “Hëna e Plotë” (Bedër) ose në ndonjë institucion tjetër.

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Lista e shtojcave (në rast se ka)

UNICEF : United Nations International Children's Emergency Fund

WHO : World Health Organization

UN : The United Nations

etc. : et cetera

KAPITULLI 1

# HYRJA

Hyrja është formale në tema diplome të programit bachelor. Në parim (princip) kanë të bëjnë me përmbajtjen dhe organizimin.

Kjo pjesë e çon lexuesin hap pas hapi drejt problematikës të trajtuar në punën kërkimore. Këtu, ju, gjithashtu, mund t’i bëni të ditur lexuesit përse tema juaj është e rëndësishme për t’u studiuar. Hyrja, gjithashtu, përmban disa nga artikujt më të rëndësishëm të punës suaj kërkimore. Numri i artikujve që mund të propozohen luhatet (varion), por sasi e përshtatshme do të ishte nga 10-15 artikuj.

Si lidhet kërkimi juaj me literaturën. Ju duhet të shpjegoni sesi punimi juaj e ndihmon literaturën ekzistuese. A ka ndonjë boshllëk që ju po mundoheni ta mbushni? Zakonisht, problematika e punës kërkimore specifikohet: “Qëllimi i këtij kërkimi është …” Gjithashtu, ju duhet të përcaktoni pyetjen e punës suaj kërkimore, duhet ta bëni më dije lexuesin për referencat dhe burimet më të rëndësishme që keni përdorur. Duhet të përcaktoni llojin e “Temës” që keni përzgjedhur (analizë letrare, studim shkencor apo model teorik). Duhet edhe të shpjegoni rëndësinë e temës suaj.

Zbulimet dhe rezultatet. Edhe nëse puna juaj kërkimore është një analizë letrare, është e dobishme të deklarohen disa nga rezultatet më të dukshme të punës suaj.

Përmbajtja e punës suaj. Shpesh, pjesa e hyrjes, mbaron me një përshkrim sesi do të zhvillohet pjesa e mbetur e temës. Duhet t’i trajtoni kapitujt me radhë:

Në kapitullin e parë prezantohet një model papunësie. Më gjerësisht ky model trajtohet në kapitullin e dytë.

Kapitulli i tretë trajton punën kërkimore të bërë në lidhje me temën. Në kapitullin e katërt përfshihen të gjitha masat që mund të merren në rast papunësie.

## Background of Study

The background study is a compilation of sufficient information based on the analysis of your proposed argument or problem and the steps required to arrive at the design and implementation of feasible solutions and the results achieved.

## Problem Statement

A problem statement is a brief description of the issues that need to be addressed by a problem solving team and should be presented to them (or created by them) before they try to solve the problem. On the other hand, a statement of the problem is a claim of one or two sentences in length that outlines the problem addressed by the study. The statement of the problem should briefly address the question: What is the problem that the research will address?

## Purpose Statement

A purpose statement is a declarative sentence which summarizes the specific topic and goals of a document. It is typically included in the introduction to give the reader an accurate, concrete understanding what the document will cover and what he/she can gain from reading it. To be effective, a statement of purpose should be:

Specific and precise - not general, broad or obscure

Concise - one or two sentences

Clear - not vague, ambiguous or confusing

Goal-oriented - stated in terms of desired outcomes

Some common introductory phrases for purpose statements include:

"The purpose of this paper/letter/document is to..."

"In this paper, I will describe/explain/review/etc. the..."

"My reason for writing is to..."

"This paper will discuss the..."

"The purpose of this paper is twofold: to \_\_\_ and \_\_\_"

## Importance of Study

This section provides answers as to what the study will contribute. It should specifically state the value of the study. Why is this study important?

## Definition of Terms

Terms here are conceptually and operationally defined for better understanding of the readers.

***Cable*** - is used to connect and transfer data between computers and a network.

***Client*** - model provides a convenient way to interconnect programs that are distributed efficiently across different locations.

***Information Technology*** - It defines an industry that uses computers, networking, software programming, and other equipment and processes to store, process, retrieve, transmit, and protect information.

## Theoretical Framework

The theoretical framework is one of the more infamous components of a thesis. A good theoretical framework gives you a strong scientific research base and provides support for the rest of your thesis. But what exactly is a theoretical framework? And how do you write one?

The goal of a theoretical framework:

After you have identified your problem statement and research question(s), it is important to determine what theories and ideas exist in relation to your chosen subject.

By presenting this information, you ‘frame’ your research and show that you are knowledgeable about the key concepts, theories, and models that relate to your topic.

## Research Questions

A research question is the main question to which your thesis will provide an answer. The research question is preferably presented in the form of a question rather than a statement. It is not the same as a topic: a topic can be investigated from many different perspectives. A text can be regarded as a series of answers to a series of questions. In this scenario, the research question is the main question of your thesis. The conclusion of your thesis is the answer to the main question.

## Limitations

These are constraints to the study that are beyond your control but that may influence the data. Limitations may emerge at any time during your study.

## Delimitations

Delimitations - deliberately self-imposed constraints on the research. You define the boundaries in the problem area within which the study will be done, and the population or situation to which the findings may apply.

## Assumptions

Assumptions in theses are things that are taken or assumed to be true, related to the problem or issue being discussed in the thesis. These are things that you don't have to prove or provide references to back up, but that you can state as being reasonably likely to be true.

## Organization of Study

The contents of your research. Often the introduction chapter ends with a description of how the bachelor thesis proceeds. You should advance one chapter at a time: The chapter 1 presents a searching model for unemployment. Extensions from this basic model are being presented in chapter 2.The chapter 3 discusses empirical research done on the topic. Chapter 4 concludes and considers what kinds of policy measures could be made to reduce unemployment based on these searching models.

**About introduction chapter**

Introduction is quite formalistic in bachelor thesis papers. Content and order – that can be deviated from – are in principle the following:

This part leads the reader step by step into the research problem in hand. You can also motivate the topic here and let the reader know why it is important to study. Introduction also contains the most important research articles on your topic. Number of introduced articles varies by publications, but an appropriate amount would be around 10 to 15.

How your study relates to previous literature. You should describe how your own work adds to the prevailing literature. Is there a special gap in current literature that you try to fill? Usually the research problem is being stated most precisely: “The aim of this research is…”. In addition you must define the research question, tell the reader about the most important references and the possible data you are using, as well as the Thesis’ type (literature review, empirical study, or a theoretical model). In many cases, the importance of the topic is again being justified here.

Your main results and findings. Even if your work is a literature review, it is useful to state some of the most striking findings and results of your research .

KAPITULLI 2

# LITERATURA E PËRDORUR/ KUADRI

Paraqit shkurtimisht literaturën përkatëse në kuadrin ideor (konceptual) duke shpjeguar sesi i drejtohet temës së zgjedhur. Studentët mund të tregojnë pikëpamjet në literatura që janë të përshtatshme për temën që do të diskutojnë. Gjithashtu, do të ishte e dobishme që të paraqesin dhe të përcaktojnë shumë shkurt disa koncepte që studentët do t’i përdorin si analizues në punimin e tyre. Në këtë pjesë të punimit të diplomës shpjegohen dhe përmblidhen mendime të shkencëtarëve dhe ekspertëve të ndryshëm, paraqitet dhe mbështetet mendimi personal i autorit për çështjen e shqyrtuar.

Studentët nuk duhet të mbështeten vetëm në informacionet e teksteve mësimorë, por edhe në punë të ndryshme kërkimore, monografi dhe publikime të tjera, që përmbajnë material teorik të përmbledhur dhe të përpunuar për problematika të ngjashme. Përshkrimi i metodave kërkimore dhe përzgjedhja e arsyeshme e tyre përbëjnë një lidhje midis vëzhgimit teorik dhe analizimit praktik të çështjes. Përzgjedhja e metodës varet nga qëllimi i punimit dhe nga aftësitë e studentit. Në këtë pjesë të punimit tregohen metodat e përdorura për të arritur qëllimin e punimit dhe diskutohen avantazhet apo disavantazhet e metodës, po ashtu edhe limitet në kërkimin e problemit aktual.

**English version**

Briefly present the relevant literature to the conceptual framework, explaining how it addresses the chosen topic. Here students can indicate what perspectives in literature are relevant for the topic they will discuss. It can be useful also to present, and define very briefly, some key concepts students will use as analytical tools in their paper. This part of the bachelor’s thesis discloses and synthesizes opinions of various scientists and experts, and presents and substantiates the author’s personal opinion about the problem explored.

Students must rely not only on the information of the textbooks, but also on various scientific articles, monographs, and other publications which contain collected and digested theoretical material on similar problems. The description of research methods and their reasoned selection constitute a link between the theoretical overview and practical analysis of the problem. The selection of the method will depend on the aim of the thesis and the student’s abilities. This part of the thesis describes methods applied to achieve the aim of the thesis and assesses advantages, and disadvantages of the methods as well as limitations in researching a particular problem.

***What is a conceptual framework? How do you prepare one?*** This article defines the meaning of conceptual framework and lists the steps on how to prepare it. A simplified example is added to strengthen the reader’s understanding.

**Definition of Conceptual Framework**

A conceptual framework represents the researcher’s synthesis of literature on how to explain a phenomenon. It maps out the actions required in the course of the study given his previous knowledge of other researchers’ point of view and his observations on the subject of research.

In other words, the conceptual framework is the researcher’s understanding of how the particular variables in his study connect with each other. Thus, it identifies the variables required in the research investigation. It is the researcher’s “map” in pursuing the investigation.

As McGaghie et al. (2001) put it: The conceptual framework “sets the stage” for the presentation of the particular research question that drives the investigation being reported based on the problem statement. The problem statement of a thesis presents the context and the issues that caused the researcher to conduct the study.

The conceptual framework lies within a much broader framework called theoretical framework. The latter draws support from time-tested theories that embody the findings of many researchers on why and how a particular phenomenon occurs.

**Before you prepare your conceptual framework, you need to do the following things:**

**Choose your topic.** Decide on what will be your research topic. The topic should be within your field of specialization.

**Do a literature review.** Review relevant and updated research on the theme that you decide to work on after scrutiny of the issue at hand. Preferably use peer-reviewed and well-known scientific journals as these are reliable sources of information.

**Isolate the important variables.** Identify the specific variables described in the literature and figure out how these are related. Some abstracts contain the variables and the salient findings thus may serve the purpose. If these are not available, find the research paper’s summary. If the variables are not explicit in the summary, get back to the methodology or the results and discussion section and quickly identify the variables of the study and the significant findings. Read the TSPU Technique on how to skim efficiently articles and get to the important points without much fuss.

**Generate the conceptual framework.** Build your conceptual framework using your mix of the variables from the scientific articles you have read. Your problem statement serves as a reference in constructing the conceptual framework. In effect, your study will attempt to answer a question that other researchers have not explained yet. Your research should address a knowledge gap.

<http://simplyeducate.me/2015/01/05/conceptual-framework-a-step-by-step-guide-on-how-to-make-one/>

KAPITULLI 3

# WHAT IS IQ?

## Donec luctus augue diam

Aliquam in lacinia odio, eu accumsan metus. Pellentesque et fermentum nisl, et molestie neque. Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor.

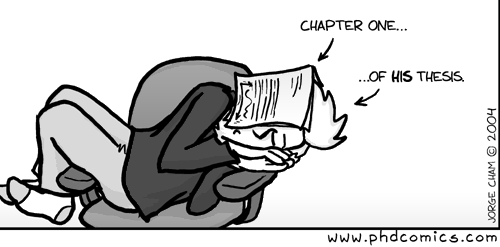
### Maecenas vel arcu sit amet

Maecenas vel arcu sit amet diam efficitur volutpat. Phasellus eget posuere est, at sagittis ex. Sed placerat vitae enim sit amet cursus. Integer porta ullamcorper laoreet. Nullam sed condimentum metus.

#### Nullam sed condimentum metus

Aliquam in lacinia odio, eu accumsan metus. Pellentesque et fermentum nisl, et molestie neque. Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor.

**Figure 1: Chapter of Thesis**



## Donec nec justo ligula.

Aliquam in lacinia odio, eu accumsan metus. Pellentesque et fermentum nisl, et molestie neque. Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor.

### Aliquam nisi nisi

Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor.

#### pellentesque lacinia dolor

Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor.

## Maecenas vel arcu sit amet

Aliquam in lacinia odio, eu accumsan metus. Pellentesque et fermentum nisl, et molestie neque. Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor.

|  |  |  |  |
| --- | --- | --- | --- |
| YYYYYYYYYYYYYYY |  |  |  |
| yyy | 20 | 30 | %20 |
| ddd | 5 | 3 | %1 |
| Total | 25 | 33 | %50 |

**Table 1: The ratio of YYYYY**

## Phasellus eget posuere est

Aliquam in lacinia odio, eu accumsan metus. Pellentesque et fermentum nisl, et molestie neque. Nulla ac augue porta, eleifend metus sit amet, dignissim metus. Donec nec justo ligula. Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor. In hac habitasse platea dictumst. Nam laoreet maximus dui. Donec luctus augue diam, eu rutrum turpis sagittis in. Maecenas vel arcu sit amet diam efficitur volutpat. Phasellus eget posuere est, at sagittis ex. Sed placerat vitae enim sit amet cursus. Integer porta ullamcorper laoreet. Nullam sed condimentum metus.

KAPITULLI 4

# WHAT IS EQ?

## Aliquam in lacinia odio

Aliquam in lacinia odio, eu accumsan metus. Pellentesque et fermentum nisl, et molestie neque. Nulla ac augue porta, eleifend metus sit amet, dignissim metus.

### Donec nec justo ligula.Donec nec justo ligula

Aliquam nisi nisi, posuere non mauris ac, pellentesque lacinia dolor. In hac habitasse platea dictumst. Nam laoreet maximus dui. Donec luctus augue diam, eu rutrum turpis sagittis in. Maecenas vel arcu sit amet diam efficitur volutpat. Phasellus eget posuere est, at sagittis ex. Sed placerat vitae enim sit amet cursus. Integer porta ullamcorper laoreet. Nullam sed condimentum metus.



**Figure 2: My thesis**

#### Maecenas vel arcu sit amet

Phasellus eget posuere est, at sagittis ex. Sed placerat vitae enim sit amet cursus. Integer porta ullamcorper laoreet. Nullam sed condimentum metus.

## Aliquam in lacinia odio

PËRFUNDIME

Në këtë pjesë paraqiten përfundimet e strukturuara të çdo pjese të punimit të diplomës. Konkluzionet duhet të vërtetojnë që autori e ka arritur qëllimin e caktuar në hyrjen e punimit dhe i ka zgjidhur synimet e vendosura. Në këtë pjesë, u jepet përgjigje pyetjeve (objektivave) të shprehura në fillim të temës. Përfundimet duhet të jenë specifike dhe të theksuara, pa argumente shtesë apo përsëritje të përfundimeve të nxjerra nga autorë të tjerë.

This part presents the results of each part of the bachelor’s thesis in a structured manner. Conclusions must prove that the author has achieved the aim stated in the introduction of the thesis and solved objectives raised. This part shall contain answers to the questions (objectives) formulated at the beginning of the thesis. Conclusions must be specific and stated without additional arguments or repetition of the conclusions made by other authors.

TABELA E SHTOJCAVE

Në punimin e diplomës mund të përfshihet edhe tabela e shtojcave, por nuk janë të nevojshme. Tabela e shtojcave përfshin informacion statistikor, sociologjik dhe ligjor, dorëshkrimin e intervistave dhe informacione të tjera, që shpjegojnë mendimet e paraqitura në punim.

Appendices to the bachelor’s thesis may be included, but they are not required. Appendices include statistical, sociological, and legal information, scripts of interviews, and other information explaining the thoughts presented in the thesis.

BIBLIOGRAFIA

**\*\*\*The citation/bibliography style depends on your department.**

**FACULTY OF HUMANITIES**

* Department of LAW’s students must use **The Chicago Manual of Style.**
* Department of Communication Sciences’s students must use **APA(American Psychological Association) style.**
* Department of Islamic Sciences’s students must use **The Chicago Manual of Style.**

**FACULTY OF PHILOLOGY AND EDUCATION**

* Department of English Language and Literature’s students must use **APA(American Psychological Association) style.**
* Department of Education Sciences’s students must use **APA(American Psychological Association) style.**
* Department of Turkish Language and Literature’s students must use **APA(American Psychological Association) style.**

**Samples are cited according to APA(American Psychological Association) style.**

Alexie, S. (1992). The business of fancy dancing: Stories and poems. Brooklyn, NY: Hang Loose Press.

American Psychiatric Association. (1994). Diagnostic and statistical manual of mental disorders (4th ed.). Washington, DC: Author.

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. Social Services Review, 81, 453-484.

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. Newsweek, 145(20), 58-59.

Williams, J. H. (2008). Employee engagement: Improving participation in safety. Professional Safety, 53(12), 40-45.

The bibliography must reflect national and international scientific publications, science classics, and recent research. The sources that have not been quoted in the thesis shall not be included in the list of references.

The following sections show some of the more commonly used APA citation rules.

NOTE: All citations must be in the Hanging Indent Format with the first line flush to the left margin and all other lines indented.

**BOOKS, CHAPTERS IN BOOKS, REPORTS, ETC.**

**General Form**

Author, A. A. (Year). Title of work. Location: Publisher.

**One Author**

Alexie, S. (1992). The business of fancy dancing: Stories and poems. Brooklyn, NY: Hang

Loose Press.

**Corporate Author with an Edition and Published by the Corporate Author**

American Psychiatric Association. (1994). Diagnostic and statistical manual of mental disorders

(4th ed.). Washington, DC: Author.

**Anonymous Author**

Dorland’s illustrated medical dictionary (31st ed.). (2007). Philadelphia, PA: Saunders.

**Chapter in a Book**

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer

relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), Handbook of peer interactions, relationships, and groups (pp. 490-507). New York, NY: Guilford Press.

**ERIC Document**

Shyyan, V., Thurlow, M., & Liu, K. (2005). Student perceptions of instructional strategies:

Voices of English language learners with disabilities. Minneapolis, MN: National Center on Educational Outcomes, University of Minnesota. Retrieved from the ERIC database.(ED495903)

**JOURNALS, MAGAZINES, NEWSPAPERS IN PRINT FORMAT**

**General Form**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article.

Title of Journal, xx, xxx-xxx.

NOTE: The journal title and the volume number are in italics. Issue numbers are not required if the journal is continuously paged. If paged individually, the issue number is required and is in regular type in parentheses adjacent to the volume number.

**One Author**

Williams, J. H. (2008). Employee engagement: Improving participation in safety. Professional

Safety, 53(12), 40-45.

**Two to Seven Authors [List all authors]**

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to

adulthood: Distinctive profiles of adolescents aging out of the child welfare system.

Social Services Review, 81, 453-484.

**Eight or More Authors [List the first six authors, … and the last author]**

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J.-Y., Coatsworth, D., Lengua, L.,...Griffin,

W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. Journal of Consulting and Clinical Psychology, 68, 843- 856.

**Magazine Article**

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. Newsweek,

145(20), 58-59.

**Newspaper Article with No Author and Discontinuous Pages**

Generic Prozac debuts. (2001, August 3). The Washington Post, pp. E1, E4.

**ONLINE JOURNALS, MAGAZINES, NEWSPAPERS**

**General Format - Databases**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Name of Journal, xx, xxx-

xxx. doi:xxxxxxxxxx

**Article Retrieved from an Online Database**

NOTE: Use the article’s DOI (Digital Object Identifier), the unique code given by the publisher to a specific article.

Senior, B., & Swailes, S. (2007). Inside management teams: Developing a teamwork survey

instrument. British Journal of Management, 18, 138-153. doi:10.1111/j.1467-8551.2006.00507.x

NOTE: Use the journal’s home page URL (or web address) if there is no DOI. This may require a web search to locate the journal’s home page. There is no period at the end of web address. Break a long URL before the punctuation.

Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine

activities/lifestyle of active drug users. Journal of Drug Issues, 38, 1105-1137. Retrieved from <http://www2> .criminology.fsu.edu/~jdi/

**Article from an Online Magazine**

Lodewijkx, H. F. M. (2001, May 23). Individual-group continuity in cooperation and

competition under varying communication conditions. Current Issues in Social Psychology,6(12),166-182.Retrievedfrom http://www.uiowa.edu/~grpproc/crisp/crisp.6.12.htm

**OTHER ONLINE RESOURCES**

**General Form**

Author, A. A. (Year). Title of work. Retrieved from web address

**Online Report from a Nongovernmental Organization**

Kenney, G. M., Cook, A., & Pelletier, J. (2009). Prospects for reducing uninsured rates among

children: How much can premium assistance programs help? Retrieved from Urban Institute website: http:// www.urban.org/url.cfm?ID=411823

**Online Report with No Author Identified and No Date**

GVU's 10th WWW user survey. (n.d.). Retrieved from <http://www>.

cc.gatech.edu/user\_surveys/survey-1998-10/

Web Sites in Parenthetical Citations: To cite an entire Web site (but not a specific document within the site), it is sufficient to give the URL of the site in the text. No entry in the reference list is needed. Example:

Kidpsych is an excellent website for young children (http://www.kidpsych.org).

**REFERENCE CITATIONS IN TEXT**

APA utilizes a system of brief referencing in the text of a paper, whether one is paraphrasing or providing a direct quotation from another author’s work. Citations in the text usually consist of the name of the author(s) and the year of publication. The page number is added when utilizing a direct quotation.

**Indirect Quotation with Parenthetical Citation**

Libraries historically highly value intellectual freedom and patron confidentiality (LaRue, 2007).

**Indirect Quotation with Author as Part of the Narrative**

LaRue (2007) identified intellectual freedom and patron confidentiality as two key values held

historically by libraries.

**Direct Quotation with Parenthetical Citation**

Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–

genealogical rather than ecological" (Gould & Brown, 1991, p. 14).

**Direct Quotation with Author as Part of the Narrative**

Gould and Brown (1991) explained that Darwin used the metaphor of the tree of life "to

express the other form of interconnectedness–genealogical rather than ecological”(p. 14).

**CITING SECONDARY SOURCES**

When citing in the text a work discussed in a secondary source, give both the primary and the secondary sources. In the example below, the study by Seidenberg and McClelland was mentioned in an article by Coltheart, Curtis, Atkins, & Haller.

Seidenberg and McClelland’s study (as cited in Coltheart, Curtis,Atkins, & Haller, 1993)

provided a glimpse into the world

In the references page, you would cite the secondary source you read not the original study.

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route

and parallel-distributed processing approaches. Psychological Review, 100, 589-608.d.schaeffer 091409.

**Stili, hapësirat/ kufijtë/ Gjatësia/ Etika**

Stili

* Referencat në këtë punim do të bëhen sipas formatit APA Style.
* Për më shumë informacion shikoni pjesën e bibliografisë në fund të këtij dokumenti.

**Hapësirat**

* Për tekstin duhet të përdoret hapësira 1.5. Hapësirat duhet të jenë të njejta në të gjithë dokumentin.
* Vetëm një hapësirë duhet të përdoret për:

a) Tituj më të gjatë se një rresht;

b) Tituj/ Legjenda;

c) Citime bibliografike ose referenca;

* Hapësirat lejohen, gjithashtu, në raste të përfshirjes së tabelave, listave, figurave, simboleve dhe shkurtimeve.

**Kufijtë**

* Madhësia standarde e letrës është 8.5 me 11 inç.
* Kufijtë në të gjitha faqet duhet të jenë ashtu siç tregon formati:
* Majtas: 1 inç ose minimumi 3.5 cm ( maksimumi 1.8 inç, nëse do e kapni fletën)
* Djathtas: 1 inç ( 2,5 cm)
* Lart: 1 inç (2,5 cm)
* Poshtë: 1 inç (2,5 cm)

**Gjatësia e temës :** Një punim diplome i nivelit Bachelor nuk duhet të ketë më shumë se 8.000-10.000 fjalë, pa përfshirë abstraktin, tabelën e përmbajtjes, kontributin e autorëve/ parathënien, falenderimet, bibliografinë/listën e referencave.

**Etika:** Etika e praktikës së kërkimit ju detyron që të shmangni:

**Plagjiatura**: të mos deklaruarit e punës së të tjerëve duke përdorur citimet e duhura dhe duke marrë leje për të përdur materiale me të drejtë autorësie.

**Sajesa**: sajimi i rezultateve të rrema kërkimore.

**Falsifikimi**: ndryshimi i rezultateve të kërkimit përmes keqinterpretimit ose raportimit të përzgjedhur të përfundimeve.

**Thesis Binding and Submission**

|  |  |
| --- | --- |
| Projekt | Duhet të dorëzoni 2 kopje të lidhura me spirale. |
| Teza e Masterit | Duhet të dorëzoni 3 kopje të lidhura si libër dhe një CD. |