

**FORMAT MANUAL FOR THESES, PROJECTS AND
DISSERTATIONS**



Işık University

A format manual for preparing theses, projects and dissertations submitted to the Graduate School of Social Sciences.

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Chapter 1

Introduction (1.5 cm) ↓

The successful completion of a master's thesis or doctoral dissertation is required for all graduate degrees at Işık University, except in the non-thesis option for the master's degree. In the non-thesis option for the master's degree, the students are expected to write a term project.¹ A thesis or dissertation is a scholarly work that must be approved by an academic committee of readers. In order to preserve a record of the achievement of Işık University scholars, and to share the benefits of their research with others, the University requires that four identical bound copies of each thesis or dissertation and one bound copy of each project be submitted to the Graduate School of Social Sciences. This manual describes the style and format regulations for the preparation of a satisfactory thesis/dissertation submission to Işık University graduate schools.²

The aim of the manual is to provide the standards established by Işık University graduate schools and to ensure that these standards are consistently applied in all theses conducted at Işık University's graduate programs. The style guidelines presented below aim to ensure that all theses approved by Işık University have the same high standards. It is important that graduate students read and understand the guidelines presented here while writing and finalizing their thesis. The manuscripts are required to follow these guidelines in full for acceptance by Işık University graduate schools.

¹ This manual provides also the basic guidelines for the preparation of the Term Project Report.

² The terms thesis and dissertation are synonymously used in this manual.

Chapter 2

General Guidelines and Parts of the Thesis

All theses must be prepared electronically by using a word processor (e.g. MS Word), a mark-up language (e.g. LaTeX) and drawing or graphics software.

All tables, figures and formulas should be electronically generated by using word processor or relevant software. Figures that cannot be generated electronically should be manually drawn subject to technical drawing principles.

All tables, figures should be cited within the main body of the thesis.

Laser or ink-jet printer outputs are required. All print must be in permanent black ink and must appear on only one side of the paper.

No ink corrections, strikeouts, correction fluid, correction tape, paste-ups, insertions between lines, or letterset are permitted on the final bound copies. If any corrections are needed, they should be made on the original manuscript (but not by ink corrections or strikeouts which are never allowed) and the corrected pages must be reprinted before making copies of the thesis.

Every thesis should include three main parts or divisions: the preliminary pages, the body, and the reference material. The order of appearance and pagination given in Table 1.1 should consistently be applied in all theses.

Table 1.1 Order of appearance and pagination.

| | | |
|---------------------------|-----------|-----|
| Front cover (bind) | | *** |
| Inside cover (title page) | | *** |
| Approval page | Page i | ** |
| Abstract | Page ii + | * |
| Özet | ... | * |
| Acknowledgements | ... | * |
| Table of Contents | ... | * |
| List of Tables | ... | * |
| List of Figures | ... | * |
| List of Symbols | ... | * |
| List of Abbreviations | ... | * |
| Introduction | 1 + | * |
| Main body of the thesis | ... | * |
| Conclusion | ... | * |
| References | ... | * |
| Appendices | ... | * |
| Vita | ... | * |

*** : No page number

** : Number does not appear on the page

* : Number appears on bottom center

The title of the thesis and Abstract and Özet pages should not include table, figure, boldface, italics, chemical or mathematical formulas, symbols, subscripts superscripts, Greek letters or other non-standard abbreviations or characters.

Chapter 3

Format and Appearance

3.1 Paper Quality and Duplication

All copies of the thesis must be printed on good quality, preferably acid-free, white bond paper, of 80 g/m², measuring 210 by 297 mm (A4). Only single-sided copies will be accepted.

Submission of the original copy is not required. However, all copies must be made from the same original, and all pages must have a high contrast dark print consistently throughout the thesis.

3.2 Margins and Justification

The left margin (binding side) must be at least **4 cm** wide to allow for binding; the other three margins must be at least **2.5 cm** wide. All footnotes, headings, page numbers, text, tables, illustrations should appear within these margins.

The headings of all main sections (such as, Approval page, Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations, Introduction, all other sections in the main body of the thesis, Conclusion, References, Appendices, Vita) should be 6 cm below the top of the page. No hyphenation is allowed in the headings and in the text of the preliminary pages. The headings should be center justified.

3.3 Font

A conventional font type preferably Times New Roman, size 12-point, should be used consistently throughout the manuscript. Bold face letters and symbols, and italics should be used sparingly throughout the thesis.

Font size of the footnotes must be 10 points. Font size of figure captions and table headings must be 12 points. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative. When necessary, for

example in large volume theses, all the font sizes indicated above can be reduced by 1 point.

3.4 Spacing

The general text of the manuscript must use one and a half spacing (**1.5 lines**). Tables, long quotations, footnotes, endnotes, bibliographies, captions, and algorithms (pseudo-codes, software programs) should be **single-spaced**.

3.5 Paragraph Formatting

No extra spacing is needed between paragraphs. The indent should be uniformly applied as **1 cm**.

If a paragraph is split between pages, at least two lines of a paragraph must appear together at the top or bottom of a page. All headings and subheadings must be followed by at least two lines of a paragraph before a page break.

Algorithm descriptions (pseudo-codes, software program codes) should be written in single spacing using a mono-spaced font type as a separate paragraph and indented in its entirety at 1 cm from the left margin.

3.6 Pagination

All pages, except for outside and inside cover page, are numbered. Preliminary pages (such as, Approval page, Abstract, Özet, Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations) should use lower case Roman numerals (**i, ii, iii, ...**). Starting from the body of the thesis (namely from the “Introduction” section), all numbers should use Arabic numerals (**1, 2, 3,...**) beginning with “1” and should be consecutively applied continuously throughout the thesis until the last page, including the pages containing illustrations, tables, figures, and photographs.

All page numbers must appear on bottom center and must be at least 1 cm below the nearest line of text and within the page margin boundaries as stated above. All page numbers must be in the same font and point size as the document body.

3.7 Multiple Volumes

If a finished manuscript exceeds 5 cm in thickness it must be bound in two or more volumes, each limited to 5 cm in thickness, too. All volumes must be numbered

consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages should be identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems used in Volume I should continue through Volume II. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi", "vii", etc. Each volume must contain a complete Table of Contents, List of Tables, List of Figures, List of Symbols and List of Abbreviations.

3.8 Front Cover and Binding

All master's theses are to be bound in reflex blue cloth. All doctoral theses are to be bound in black cloth. Synthetic, leatherette, or similar cloths are not acceptable. A bound copy of the thesis should measure 215 by 285 mm. The title of the thesis should appear 6 cm from the top of the cover.

See Appendix A for an example of the front cover and the spine.

Chapter 4

Writing the Parts of the Thesis

4.1 Preliminary Pages

4.1.1 Inside Cover (Title Page)

The title must be single-spaced, all in capital letters, and should begin at 6 cm from the top of the page. Student's name should begin at 14 cm from the top of the page.

The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in Appendix A.

4.1.2 Approval Page

A sample approval page is presented in Appendix A. Only the university or organization name shall be used to indicate affiliation. Academic titles in English are Prof., Assoc. Prof., Assist. Prof. or simply Dr. for instructors.

4.1.3 Abstract

The title must be single-spaced, all in capital letters, and should begin at 2.5 cm from the top of the page. The heading Abstract appears centered between text margins, without punctuation, 1.5 cm below the title; the text begins at least 1.5 cm below the heading.

The objective of an abstract is to give the reader a concise account of the thesis or dissertation. The abstract should have three main parts: the statement of the problem, methods and procedures, results and conclusion. It must not exceed 250 words for both masters thesis and doctoral thesis, must not include references, diagrams, mathematical formulae unless absolutely essential or footnotes.

A sample abstract page is provided in Appendix A.

4.1.4 Özet

The Turkish translation of the title must be single-spaced, all in capital letters, and should begin at 2.5 cm from the top of the page. The heading *Özet* appears centered between text margins, without punctuation, 1.5 cm below the Turkish translation of the title; the text begins at least 1.5 cm below the heading.

The heading *Özet* appears centered between text margins, without punctuation, 6 cm from the top of the page; the text begins at least 1.5 cm below the heading.

The Turkish translation of the abstract is presented as “*Özet*”. A sample “*Özet*” page is presented in Appendix A.

4.1.5 Acknowledgements

The heading *Acknowledgements* appears centered between text margins, without punctuation, 6 cm from the top of the page; the text begins at least 1.5 cm below the heading.

This page is written to acknowledge the persons who have helped the author in any way during his/her studies. A sample acknowledgement page is presented in Appendix A.

An optional dedication page can be included. A heading for the dedication is not required, but it must have a page number (roman) and should come before *Acknowledgements*. If used, the dedication must be brief and preferably centered on the page.

A sample dedication is provided in Appendix A.

4.1.6 Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices and vita (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leader dots which connect it to its corresponding page number.

The heading *Table of Contents* appears without punctuation, centered between the text margins, 6 cm from the top of the page. The listing of actual contents begins at the left margin at least 1.5 cm below the heading.

A sample table of contents is provided in Appendix A.

4.1.7 List of Tables

The list of tables should immediately follow the table of contents on a new page.

The heading List of Tables appears centered between the text margins, without punctuation, 6 cm from the top of the page; the listing begins at the left margin at least 1.5 cm below the heading.

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots which connect it to its page number.

A sample list of tables is provided in Appendix A.

4.1.8 List of Figures; List of Illustrations; List of Symbols

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables.

4.2 The Body

4.2.1 Headings

The text, or the main body of a thesis, 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, placement on type page and kind of type used. Headers, giving the chapter number and chapter title, are allowed at the top of the pages

Chapters are numbered consecutively in Arabic or Roman numerals and capital letters (Chapter 1, Chapter 2, etc., or Chapter I, Chapter II, etc.). In addition to general titles like Introduction, the chapters need short but substantially descriptive titles, as well.

Only new 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 in all bold-faced and 14-point font size is centered between the text margins, 6 cm from the top of the page; the title in all bold-faced and

14-point font size goes 1.5 cm below and is also centered. The text begins at least 1.5 cm below.

Second-level headings, first-level subheadings and second-level subheadings must be left justified, bold-faced and 12-point font size.

Second-level headings should be numbered as 2.1, 2.2, The first letter of each word except conjunctions, propositions and articles must be capital. Second-level heading should be separated from the preceding and succeeding text by a distance of 1.5 cm or by carriage return.

First-level subheadings should be numbered as 2.1.1, 2.1.2, ... and should have a distance from the preceding and succeeding text of at least 8 mm. The first letter of each word except conjunctions, propositions and articles must be capital.

Second-level subheadings, if needed, should be numbered as 2.1.1.1, 2.1.1.2, ... and should have a distance from the preceding and succeeding text of at least 8 mm. However, second subheadings should be avoided if possible. No further subheadings are allowed.

4.2.2 Illustrative Material

Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as close as possible to the part of the text which refers to them.

Table numbers and captions should be centered above the illustration; figure numbers and captions should be centered below the illustration. Table numbers, figure numbers and captions should be separated from the illustrations by least 8 mm.

Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below by 1.5 cm.

Illustrations that are too wide to be placed in portrait orientation between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

Illustrations of any kind must be numbered consecutively, including appendices. A decimal approach (1.1, 1.2, 1.3,..., A.1, A.2,..., where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix) should be used.

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., "Table 1.2 (cont'd)" or "Table 1.2 (continued)".

Table headings and figure captions must be in the same font used in the text. The size of characters in figure captions and table headings must be 12 points.

A point size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams must be chosen. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative.

Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy. Photographic illustrations must be originals or well-made photographic copies of the originals. Standard photocopies of photographs are not acceptable. Wherever required, mounting of illustrations should be done with a technique that ensures durable and good quality result (e.g., dry mounting). With dry mounting, the paper to which photographs are attached will not curl. Other methods, such as library paste, rubber cement, spray mounting, or tape, are not acceptable: such mounting techniques are not permanent, and the adhesives used will eventually destroy both the paper and the photograph in the long run.

If an audio visual material (e.g., videotape, cassette, etc.) is needed to accompany and supplement the text, it should be adequately described within the continuity of the text. Only one copy of the material will be submitted.

A soft copy of the thesis in the form of CD will be submitted with all copies.

Computer print-outs must conform to the margin specifications, must be dark and legible with high black and white contrast, and must be copied on thesis-quality paper.

4.2.3 Formulas

Mathematical and chemical formulas, equations and expressions must be computer generated using an equation editor or a mark-up language. If a reference is made to them, they must carry a numerical identification. Each equation must be

numbered in parentheses and this must be given next to the right margin. Like illustrations, equation numbers must have two parts where the first part is the chapter or appendix number, and the part after the decimal point is the equation number within that chapter or appendix. For instance, (1.1) or (A.2).

4.2.4 Quotations

Short, direct prose quotations of three lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines should be set off from the text in single spacing and indented in its entirety at least 1 cm from the left margin, with no quotation marks at the beginning or end.

4.2.5 Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography.

Footnoting practices differ widely among publications in the sciences, humanities, and social sciences. Candidates should consult with their departments regarding accepted footnoting practice in their individual disciplines.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of a page, footnotes must be separated from the text by a complete horizontal line 4 mm above the first line of the footnote.

Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

4.2.6 Citations

For citations, one of the following formats can be used: **APA** (*American Psychological Association*), **MLA** (*Modern Language Association*), **Chicago** and **Harvard** style manuals. Please contact your department to learn which format to adopt. Regardless of the format used, consistency is required in implementing a specific style. See Appendix B for more information about these style formats.

4.2.7 References

All of the references are to be listed at the end of the thesis. It is customary to list the references in a section headed "References", "List of References", "Literature Cited" or "Bibliography". One of these headings should be used depending upon the departmental choice.

All cited material in the text should be listed in the reference list. Similarly, all referenced material should be cited in the text as well.

The bibliography or references section is not assigned a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the thesis. The heading References is centered between the margins, without punctuation, 6 cm from the top of the page; the list begins 1.5 cm below. Each bibliographic entry should be single-spaced with double spacing between entries.

As also mentioned in the "Citations" section, references must be listed according to the style format adopted in the text (**APA, MLA, Chicago** or **Harvard** style manuals). See Appendix B for more information about these style formats.

4.2.8 Appendices

Some authors may desire to include certain material of the thesis in an appendix rather than in the main text. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). The heading Appendix A should appear centered between the text margins, 6 cm from the top of the page. Each appendix has a descriptive title. The font and point size should be same as those used for chapter titles.

Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.

Each appendix with its title must be listed separately in the table of contents, similar to a chapter.

All appendices must have page numbers written in the same font and point size used for pagination throughout the thesis.

If an appendix contains photocopied material, the photocopies should be of publication quality.

4.2.9 Vita

The vita is required for both master and doctoral theses. It is a professional, one or two paragraph, biography of the candidate which includes, educational institutions attended (after high school), degrees and honors won, and teaching and professional experience. It should be short, concise, and written in the third person. Note that the correct spelling is either "Vita" or "Curriculum Vitae".

Do not give the vita a chapter number, but it must have page numbers and be included as the last item in the table of contents. The vita must be in the same font and point size as the rest of the thesis. A sample Vita is provided in Appendix A.

References

- [1] Middle East Technical University, Thesis Manual, <http://www.sbe.metu.edu.tr/>
- [2] İstanbul Teknik Üniversitesi, Tez Yazma Kılavuzu.
- [3] Boğaziçi University, <http://www.fbe.boun.edu.tr/forms/format.pdf>
- [4] American Psychological Association, APA Guidelines.

Appendix A Sample Pages

The following pages provide examples of Cover Page, Title Page, Approval Page, Abstract, Özet, Acknowledgements, Dedication, Table of Contents and List of Tables.

A.2 Title Page

The top of the page



6 cm.

THE TITLE OF THE THESIS/DISSERTATION (14 point)



6 cm.

STUDENT'S FULL NAME (14 point)

B.S./B.A., Program, University, Year (12 point)

M.S./M.A., Program, University, Year (12 point)



5 cm.

Submitted to the Graduate School of

in partial fulfillment of the requirements for the degree of

Master of Science/Master of Arts/Doctor of Philosophy

in

..... (12 point)

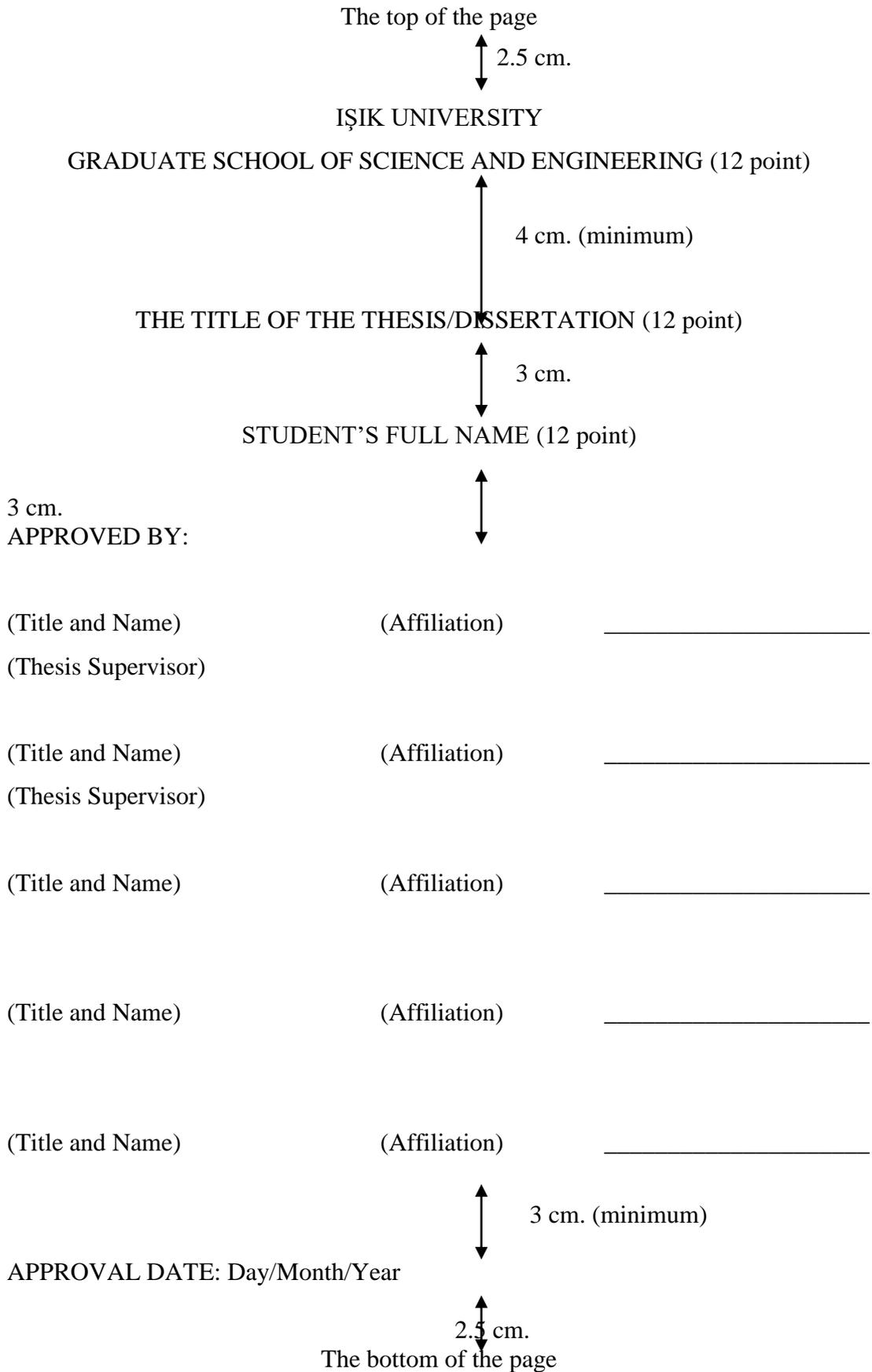


3 cm.

IŞIK UNIVERSITY (12 point)

YEAR (12 point)

A.3 Approval Page



A.4 Abstract

The top of the page



2.5 cm.

THE TITLE OF THE THESIS/DISSERTATION

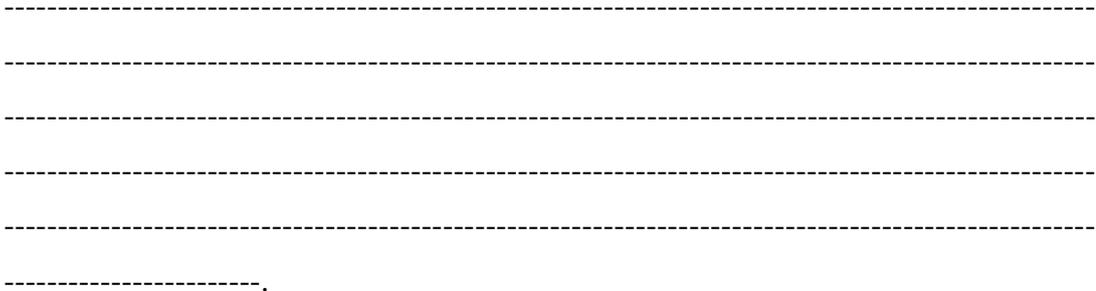


1.5 cm.

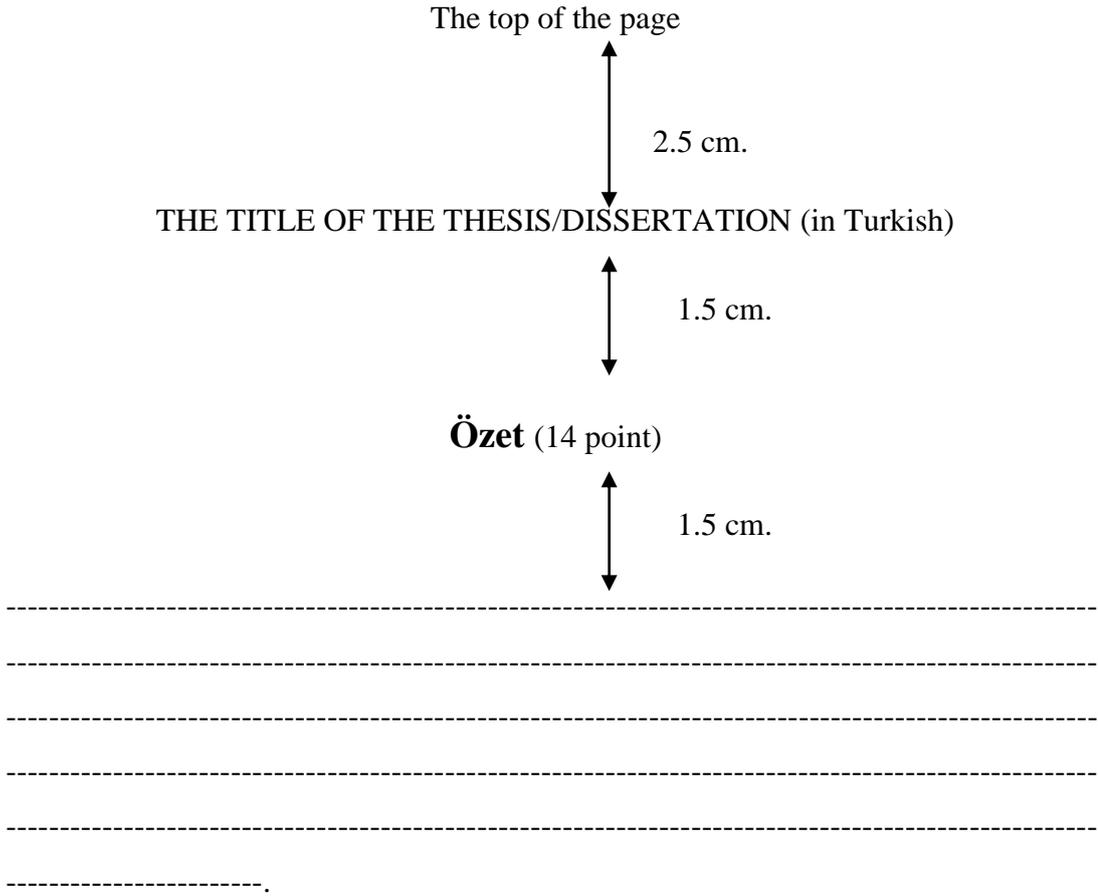
Abstract (14 point)



1.5 cm.

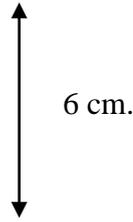


A.5 Özet



A.6 Acknowledgements

The top of the page



Acknowledgements (14 point)

(1.5 cm)

There are many people who helped to make my years at the graduate school most valuable. First, I thank, my major professor and dissertation supervisor. Having the opportunity to work with her over the years was intellectually rewarding and fulfilling. I also thank who contributed much to the development of this research starting from the early stages of my dissertation work. provided valuable contributions to the development of the econometric model. I thank him for his insightful suggestions and expertise.

Many thanks to Department computer staff, who patiently answered my questions and problems on word processing. I would also like to thank to my graduate student colleagues who helped me all through the years full of class work and exams. My special thanks go to whose friendship I deeply value.

The last words of thanks go to my family. I thank my parents and my brother for their patience and encouragement. Lastly I thank my husband, ..., for his endless support through this long journey.

This study was supported by the State Planning Organization (DPT) Grant No: BAP-.....

A.7 Dedication (Optional)

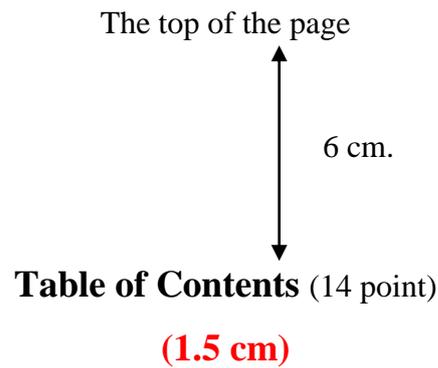
The top of the page



6 cm.

To my parents...

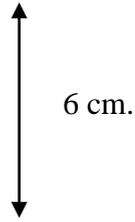
A.8 Table of Contents



| | |
|--|------------|
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| ACKNOWLEDGEMENTS | iv |
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A.9 List of Tables

The top of the page

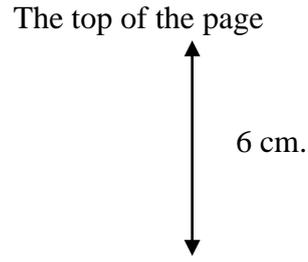


List of Tables (14 point)

| | | |
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(Note: Table 1.1 indicates the first table in Chapter 1, Table 10.1 indicates the first table in Chapter 10 and Table A.1 indicates the first table in Appendix A.)

A.10 Curriculum Vitae



Yiğit Erkul was born on 1 April 1976, in Ankara. He received his BS degree in Electronics Engineering in 1996 and M.S. degree in 1999 in Computer Engineering both from Işık University. He worked as a research assistant at the department of computer engineering of Işık University from 1997 to 2003. During this time he has been affiliated with the Informatics Research and Development Center. His research interests include quality operating systems, data mining and computer networks. Since 2003 he has been a chief programmer at a private company.

Publications

[1] Erkul, Y., Sabuncu, S., Mutlu, M., "AGES: An Agent Based Distributed Shop Floor Control System", *Production Systems Journal* **5**, 225-228 (2004).

[2] Erkul, Y., Mert, M., "Feature Based Control of a Chemical Vapor Disposition Process", *SME Transactions on Manufacturing* **12**, 121-125 (2002).

Appendix B Format for References

IMPORTANT, please read: Examples at the bottom of the page serve as a general guide for students. Please write your References section according to the style format you have adopted (APA, MLA, Chicago or Harvard). For more information see:

APA:

<https://guides.libraries.psu.edu/apaquickguide/intext>

MLA:

<https://guides.library.uwa.edu.au/mla/8th-ed>

Chicago:

https://www.chicagomanualofstyle.org/tools_citationguide.html

Harvard:

https://guides.himmelfarb.gwu.edu/harvard_citation/all-examples

References

(6 cm below from the top of the page, 14 Puntos, bold)

(1.5 cm) ↓

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