|  |
| --- |
| **Işık University School of Graduate Studies Thesis Check Form** |
| **Student Number** |  |
| **Student Name and Last name** |  |
| **Department** |  |
| **Programme** |  |
| **Thesis Advisor** |  |
| **Co-Adviosr (If Any)** |  |
| **Term** |  |
| \*Points that do not comply with the thesis guideline are listed below. Please make the necessary corrections by checking the entire thesis and resubmit the revised version of your thesis to the Graduate School.  |
|  | **STUDENT CHECK** | **ADVISOR CHECK** | **GRADUATE SCHOOL CHECK** |
|  | **YES** | **YES** | **NO** | **YES** | **NO** |
| **FORMAL CHECKING TWG[[1]](#footnote-1)** |  |  |  |  |  |
| Front Cover (Check Appendix-A) |  |  |  |  |  |
| Inner Cover (Check Appendix-A) |  |  |  |  |  |
| Confirmation Page (Page numbers should not appear on the page.) (See Appendix-A.) |  |  |  |  |  |
| Turkish and English Abstract Pages (Check Appendix A) |  |  |  |  |  |
| Thank you Page |  |  |  |  |  |
| Dedication Page (if applicable) |  |  |  |  |  |
| Table of Contents (Should Be Generated Automatically) (Check Appendix A) |  |  |  |  |  |
| List of Tables and Figures (Should Be Created Automatically) (Check Appendix-A) |  |  |  |  |  |
| Symbols and Abbreviations (Check Appendix-A) |  |  |  |  |  |
| Margins (Top 6 cm, Right 4 cm, Left 2.5 cm and Bottom 2.5 cm for Special Pages\*)(For External Pages\*\* Top 2.5 cm, Right 4 cm, Left 2.5 cm and Bottom 2.5 cm. ) |  |  |  |  |  |
| Sections (Check Appendix A) |  |  |  |  |  |
| Table View (APA Format should be used and Table name should be written above the tables. For example, Table 1.1 Table Name for Chapter 1) (See Appendix-A) |  |  |  |  |  |
| Appearance of Figures (APA Format should be used and figure names should be written below the figure. For example, Figure 1.1 Name of Figure for Chapter 1) (Check Annex-A) |  |  |  |  |  |
| Typeface and Size (Thesis text should be written in Times 12 font and justified. |  |  |  |  |  |
| Page Layout (Special pages and sections should be prepared according to the rules to be followed) |  |  |  |  |  |
| Line Spacing (Thesis text should be written with 1.5 spacing. Before and after should be written without any spacing) |  |  |  |  |  |
| Numbering of Pages (As of Chapter 1, Arabic numerals (1,2,3…….) should be numbered) (Check Annex-A.) |  |  |  |  |  |
| Title Levels (Special titles should be written in Times 14 font, bold and centered. The internal titles of the theses should be written according to the information in the guide.) (Writing Guide Chapter 4 Heading) |  |  |  |  |  |
| In-text Citation and Citation (must be shown in accordance with APA Format) |  |  |  |  |  |
| Footnote (if any) |  |  |  |  |  |
| Bibliography (must be created automatically in accordance with APA Format) (Check Appendix-A) |  |  |  |  |  |
| Annexes (if any) (If any Annex-A) |  |  |  |  |  |
| Resume (It should be written in accordance with the KVKK. For example, it should not include place-date of birth, name- last name information and year information.) (See Annex-A.) |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **ADVISOR CONTROL EVALUATION AND RESULT** | **YES** | **NO** |
| The thesis was deemed appropriate in terms of form and content. |  |  |
| The thesis was deemed appropriate to be submitted to the Graduate School. |  |  |

|  |  |
| --- | --- |
| **Student** **Name and last name:** | **Thesis Advisor** **Title, name, last name:** |
| **Date:** | **Date:** |
| **Signature:** | **Signature:** |
|  |  |
|  |  |
| **Graduate School control:**  |
| **Name and last name:** |
| **Date:** |
| **Signature:** |

1. Thesis Writing Guide: It refers to Işık University WRITING GUIDE FOR THESIS.

\*Special Pages refers to the main starting pages of the thesis. (E.g. Table of Contents, Acknowledgments page, Tables page, and chapter start pages)

\*\* External pages refer to all pages except special pages.

Appendix A refers to the thesis writing guide sample template. [↑](#footnote-ref-1)