1. **INTRODUCTION**

The purpose of this guide is to introduce the rules to be followed in the preparation of graduate theses/dissertations in the Institute of Graduate Studies of Altınbaş University and to ensure compliance with scientific text preparation standards. Students preparing their graduate thesis/dissertaiton are required to comply with the rules regarding the format and content given in this guide.

Students should have a general for check titles, page layout, font ( Times New Roman ) and font size.

# **GENERAL FORMAT AND WRITING PLAN**

## **2.1 PRINT AND PAPER TYPE**

The thesis/dissertatiton should be printed on A4 size (21x29.7 cm), high quality (75-80 g/m2) white paper, and should be of good quality without any distortion in the prints. The page layout should be single column, all text in the thesis/dissertaiton should be printed on one side and the specified page margins should be applied.

## **2.2 FONT AND SIZE**

Times New Roman 12 font size (point size) should be used in all sections of the thesis (except the third page and main headings). Styles defined in the thesis template can be applied for consistency. The text is written in vertical and normal letters, bold letters are used in the titles. Italic type may only be used where necessary (Latin name, abbreviations, theory/description, etc.) Formulas, equations, page numbers, table titles, figure captions, footnotes, long biographical citations and comprehensive citations should be in the same font and size. A space must be placed after each punctuation mark.

## **2.3 PAGE MARGINS**

Except for the outer and inner covers, all pages should be written with 3 cm margins from the left, 2.5 cm from the right, and 3 cm from the bottom and top.

**2.4 LINES AND PARAGRAPH FORMAT**

The distance between the lines of two consecutive lines is defined as line spacing and is set to 1.5 line spacing of the main text. All text in paragraphs should be justified on the page, i.e evenly distributed between the margins. Line should not have a carriage return.

**2.5 PAGE NUMBERING**

Except for, outer and inner cover pages, all pages in the thesis should be numbered. Numbering that starts with the signature page should start with Roman numerals as “iii”. The main body of the text should be numbered with Arabic numerals (1, 2, 3, etc.) from the first part (introduction) to the last part (appendix). Page numbers should be placed in the bottom center of the page in the reading direction and 1.5 cm above the bottom border. The font style used throughout the thesis should also be used for page numbers and the font size should be 12 points for Times New Roman.

**2.6 SECTION HEADING**

In the main text, the main headings should be written in Times New Roman font, **bold**, font size 14. When writing single-numbered titles, which we call the main title, it is started from the beginning of a new page each time. ( It cannot be a continuation of a page. ) It should be center aligned.

Example: **1. INTRODUCTION**

2-digit subheadings (first-degree subheadings) are written in the main text in 12 font size, in CAPITALS and left-justified in bold.

Example: **1.1 TWO-DIGIT SUBHEADING**

3-digit subheadings (second degree subheadings) are written in the main text in 12 font size, left-justified in bold with only the Initials in Capital Letters.

Example: **1.1.1 Three-Digit Sub Heading**

4-digit subheadings (third degree subheadings) are written in the main text in 12 font size, with only the first letter of the first word capitalized, left aligned in bold.

Example: **1.1.1.1 Four-Digit Sub Heading**

Subheadings should be left justified. A title is not left alone on the last line of the page. It must be placed above the relevant text at the begining of the other page.

## **2.7 TABLES, FIGURES and CHARTS**

Tables, figures and charts should be placed as close as possible to where they are indicated, immediately after the position first indicated in the main text. In the numbering of tables and figures, the first digit is the section number under which the table/figure is located (for the Appendix section, the appendix letter) and the second digit is the sequence number. Table/figure/chart words and numbers should be formatted in bold in figure, table and chart representations. (for example: **Figure 1.1:** ( First Figure in Chapter 1) and **Chart 2.1:** ( First Table inr Chapter 2. ) Figures and tables cited in the main text should be written in bold and only the title text and its number should be written with colons. All tables and figures should be horizontally centered on the page. Table / Figure, if any, should be written in square brackets next to the description of the source table / figure from which it was taken. The title should be short and concise, and should reflect the content of the table / figure / table.

Section and table / figure / chart numbers, description title and colon should be bold, the following sentence should be written normally. (for example**: Table 1.1:** Wave Numbers. **Chart 2.1:** Waveforms. ). If the figure consists of more than 7 panels, each panel is identified with a lowercase letter, starting with the letter “a” in the upper left corner of the panel, and the panel label in bold lowercase letters is added after the figure number and column. (for example: **Figure 3.1:** a) Title of First Panel in Figure, b) Title of Second Panel in Figure ). Citations of the main text of multiple panel figures should be in bold, showing only the title text, numbers, and panel letter without colons.

If a table or figure does not fit on one page, you must include the title and full caption before the table starts. For any subsequent page on which the table continues, the table title followed by the word “ tables continued ” or “ figures continued ” in parenthesis should be included.

The references of the tables / figures are written in 11 points with 1.0 line spacing, just below the table / figure and in line with the specifications shown in the example.

## **2.8 EQUATIONS**

## Equations are written centered in the middle position, 12 points and normal, and equation numbers are written in right-justified parentheses. Equations should not be placed as images / figures.

## **2.9 SPELLING RULES AND PUNCTUATIONS**

The rules specified in the English Grammer should be followed in spelling and punctuation in theses/dissertations. If it is necessary to use words and phrases that are not found in the dictionary in question, their meaning should be explained. Each symbol used must be defined in its first appearance. Except for footnotes, first person perspective should not be used while writing the thesis/dissertation.

# **LAYOUT OF THE COVER PAGE AND MAJOR PAGES**

## **3.1 OUTER COVER**

The Outer Cover titles should be written in 18 font size and Times New Roman. The thesis/dissertation title on the cover should be bold, 18 pt and Times New Roman. Name and surname should be written in bold and 18 pt. Surnames written in the thesis/dissertation should be in capital letters.

The expressions “Istanbul, YIL” on the cover are written in 14 points and Times New Roman.



REPUBLIC OF TÜRKİYE

ALTINBAŞ UNIVERSITY

Institute of Graduate Studies

You should write as **all of capital letters** and **bold**.

………… Department / Program

**TITLE OF THE THESIS**

You should write as **18 font size**.

**Author’s Name SURNAME**

You should write **Master’s Thesis** or **Ph.D. Dissertaion**.

Just **SURNAME** should be capital.

Type of Thesis

Supervisor

You should write as **14 font size**.

Academic Title Name SURNAME

Istanbul, YEAR

**3.2 INNER COVER**

Inner Cover Thesis title should be written in 14 pt, Bold and Times New Roman. Name and surname should be written in bold on the inside cover. Last name must be in capital letters. Name, surname, department, type of thesis should be written in 12 pt and Times New Roman.

**TITLE OF THE THESIS**

You should write as **14 font size**.

You should write as **all of capital letters** and **bold**.

**Author’s Name SURNAME**

You should write your **Name SURNAME** as **bold** and just **SURNAME all of capital letters**.

Department

You should write just **Head of Department**.

You should write as **12 font size**.

Type of Thesis

You should write **Master’s Thesis** or **Ph.D. Dissertation**.

ALTINBAŞ UNIVERSITY

YEAR

## **3.3 ÖZET (ABSTRACT)**

The Keyords shown on the Abstract pages should be at least 5 and no more than 7. Each of them starts with a capital letter and comma are placed between them.

Main text can not be paragraph indentation at the begininning of introduction chapter. Every each sentences should be block paragraphs ,and should be justify them.

# **ABSTRACT**

**14 Font Size**, **Times New Roman**, **All of Capital Letters**

TITLE OF THE THESIS / DISSERTATION

You should choose one.

Author’s SURNAME, Name

M.Sc. / M.A. / Ph.D., Department, Altınbaş University,

Supervisor:

Co-Supervisor: ( If you have not co-supervisor, you should delete thia area. )

Date: Month/Year

Pages: ( Total page number, starting from ABSTRACT page. )

[ This is the abstract of the thesis, or dissertation. It should have no more than 350 words. ]

**Keywords:** Thesis Writing, Thesis Format ( Should be min. 5 words, max. 7 words. )

The first letter of each word should be **capitalized**.

**Bold**

## **3.4 TABLE OF CONTENTS**

All section and subtitles, references (and appendices) contained in the thesis ,it should be given in the Table of CONTENTS. The main titles should be written in bold with dots and page numbers. Subheadings must be written normally. Every each title used in the thesis should be given exactly without any changes in the contents part. Any subheadings with 5 digits and above, they do not need to be written in the table of contents part.

TABLE OF CONTENTS

It should be written in **12 font size, underlined** and **bold**.

**14 Font Size**, **Times New Roman**, **All of Capital Letters**

You should write **MAIN TITLE** with dots and page number as **bold**.

**Pages**

[ABSTRACT](file:///C:\Users\cagatay.aydin\Desktop\FBE_Docs\Altinbas%20Universitesi%20Tez%20Taslagi%20(22052019).docx#_Toc9436835) ix

[LIST OF TABLES](#_Toc9436836) xi

[LIST OF FIGURES](#_Toc9436837) xii

MAIN TITLE

[LIST OF CHARTS](#_Toc9436839) xiii

[ABBREVIATIONS](#_Toc9436838) xiv

[LIST OF SYMBOLS](#_Toc9436839) xv

[1. INTRODUCTION](#_Toc9436840) 1

[1.1 FIRST LEVEL SUBHEADING](#_Toc9436841) 1

[1.2 FIRST LEVEL SUBHEADING](#_Toc9436842) 1

SUBHEADINGS

[1.3 FIRST LEVEL SUBHEADING](#_Toc9436843) 1

[1.3.1 Second Level Subheading](#_Toc9436844) 1

[1.3.1.1 Third level subheading](#_Toc9436845) 1

[2. SECOND CHAPTER](#_Toc9436846) 2

[2.1 FIRST LEVEL SUBHEADING](#_Toc9436847) 2

[2.2 FIRST LEVEL SUBHEADING](#_Toc9436848) 2

[2.2.1 Second Level Subheading](#_Toc9436849) 2

[REFERENCES](#_Toc9436850) 4

[APPENDIX A](#_Toc9436851) 8

If you write 2. MAIN TITLE against 2, 2. MAIN TITLE **should be** on the page 2. You should make sure that titles and the page on which titles are written are **correct**.

The writing of each title is **different**. You should write your subheadings according to the writing of main title and subheadings. You can check from Thesis Writing Guidelines. You should be careful about **capitalization**.

LIST OF TABLES

**14 Font Size**, **Times New Roman**, **All of Capital Letters**

**Pages**

[Tablo 2.1: Important Particles](#_Toc9436853) 3

**12 Font Size**, **Bold**, **Underlined**

You **shouldn’t** write as **bold** table title in the this page. While numbering the tables, attention should be paid to which main heading they are under. ( example: First table in the under 1. MAIN TITLE **should be** written as **Table 1.1:** … )

You **should** write table title as **bold** in the just text. In the table explanation, **just first letter of first word should be capital**, other words should be small letters.

LIST OF FIGURES

**14 Font Size**, **Times New Roman**, **All of Capital Letters**

**Pages**

[Figure 2.1: Altınbaş University anniversary logo.](#_Toc9436856) 2

You **should** write figure title as **bold** in the just text. In the figure explanation, **just first letter of first word should be capital**, other words should be small letters.

You **shouldn’t** write as **bold** figure title in the this page. While numbering the figures, attention should be paid to which main heading they are under. ( example: First figure in the under 2. MAIN TITLE should be written as **Figure 2.1:** … )

**12 Font Size**, **Bold**, **Underlined**

## **3.5 MAIN TEXT**

There is also can not be paragrapgh indentation in the main text. Each line is centered as a block paragrapghs. There are not any bullets ( ( . , - ) ). it is sorted as a,b,c... or i,ii,iii.... there can not be used numerical sorting in the main text. The main text starting with the introduction section is written with a 1.5 line spacing.

## **3.6 REFERENCES**

The following rules should be followed to show the literature as a references. All references should be listed with using the IEEE and APA Reference Style. References and bibliography can be easily managed using a reference manager such as Mendeley, Zotero and Endnote. “IEEE Editorial Style Manual for Authors” , “IEEE Reference Guide” and APA resources can be referable for more information.

It is important to follow the current version when using the APA reference system. It is recommended to advance the process with the consultant and research assistant.

References to be listed in the main text are indicated by numbers in square brackets, references are indicated by leaving a space between the last word and the first square brackets in line with the same line as the text and before the punctuation marks at the end of the sentence.

**3.7 APPENDIX**

If the appendices are included in the text, explanations that are too long to distribute the subject and prevent continuity in reading, the extraction of a formula, extensive and detailed experimental data, sample calculations, drawings, figures, etc. should be given in this section. According to appendix part, every each explanation could has a title and It should be given Appendix A, Appendix B, Appendix C.. etc..in different separate pages.

# **PLAGIARISM**

Plagiarism control of the thesis is done by the research assistant and the result is shared through the Thesis Management System.

In order for the thesis work to be evaluated outside the scope of plagiarism by the advisor and jury members, the similarity rate in the "Thesis Study / Term Project Originality Report Statement Document" forms, which is prepared after the process performed by the Plagiarism Detection Program, is 30% "including citations" or 20% excluding quotations. should not exceed .

The thesis/dissertation titled …………………………………… (THESIS TOPIC) prepared by ……………………………..……….. (CANDIDATE’S FIRST AND LAST NAME) and submitted on …………………… (DEFENSE DATE) has been **accepted unanimously/by majority of votes** for the degree of Master of Arts/Master of Science/Ph.D. in ……………………………

You should choose one and should write as **bold**.

( **accepted unanimously** or **accepted by majority of votes** )

You should choose one.

( Master of Art, MBA, Master of Science or Ph.D. )

You should choose one.

( thesis or dissertation )

**All of Capital Letters**

|  |  |  |
| --- | --- | --- |
| Academic Title First LAST NAME of Co-Supervisor |  | Academic Title First LAST NAME of Supervisor |

Thesis Defense Committee Members:

|  |  |  |
| --- | --- | --- |
| Academic Title First LAST NAME | Department of …,  University | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Academic Title First LAST NAME | Department of …,  University | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Academic Title First LAST NAME | Department of…,  University | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Academic Title First LAST NAME | Department of…,  University | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Academic Title First LAST NAME | Department of…,  University | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I hereby declare that this thesis/dissertation meets all format and submission requirements for a …………………………… (Master’s/PhD) Thesis/Dissertation.

Submission date of the thesis to Institute of Graduate Studies: \_\_\_/\_\_\_/\_\_\_

You need to make sure that academic title, department information and university information of your advisor and your jury members is true. You should be careful about Turkish spelling characters. ( example: Altinbas University should be Altınbaş University because Altınbaş is special name. )

You **shouldn’t** write date.

You should choose one.

( 1. thesis or dissertation / 2. Master’s Thesis or Ph.D. Dissertation )

)

**Only signature ( iii ) page** should be typed in **Times New Roman** **font size 11**.