



**İSTİNYE UNIVERSITY  
INSTITUTE OF  
GRADUATE  
EDUCATION**

**THESIS GUIDELINES**

<b>SENATE MEETING NUMBER</b>	<b>SENATE MEETING DATE</b>	<b>SENATE MEETING DECISION NUMBER</b>
<b>10</b>	<b>01 FEBRUARY 2023</b>	<b>01</b>

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## **1. BASIC PRINCIPLES**

Every master's/doctoral thesis must be an original work. In addition to the requirement that the study meet the academic standards of the master's/doctoral program, the writing of the study must also meet the following rules of the Institute of Graduate Education at Istinye University

In order for the theses, thesis proposals, projects and reports to be submitted to the thesis monitoring committee to be accepted to Institute of Graduate Education at Istinye University, they must be prepared in accordance with the rules specified in this guide. This guide contains information explaining the content, writing rules and formal features of the Master's and Doctoral theses to be delivered to the Institute of Graduate Education at the end of the academic research and thesis studies at Istinye University.

### **1.1. Preparation and Submission of the Thesis**

Theses must be prepared electronically using appropriate software. In accordance with the decision taken by the Council of Higher Education in its session dated 10/03/2006, during the submission of Master's and Doctoral theses to the Institute, 2 CDs containing the full text of the thesis, the "Thesis Approval Page" and the "Permission Document for Duplication and Publication of Theses" and the "Thesis Data Entry Form" must also be submitted to the Institute.

The thesis must be submitted to the Institute as a spiral copy before the exam. In these copies, on the Thesis Approval page, the jury members' names and exam date sections will be left blank and other fields will be filled. After the exam, in accordance with the regulations, one hardcover hard copy must be submitted for review within one month, and after the approval of the Institute, three hardback hard copies (printed with wet signed approval pages), two CDs and other necessary documents must be submitted.

**While writing your theses, please use the THESIS TEMPLATE.**

### **1.2. Theses with Patentable Information**

If the thesis contains patentable information, a maximum period of 90 days may be requested before the thesis is made public. If the request is accepted by the Institute of Graduate Education Board of Directors, your thesis will not be made public during this period. This period starts from the official graduation date.

### **1.3. Citing Previous Studies and Plagiarism**

Academic ethics must be followed in preparing the thesis. The student must prepare his or

her project or thesis himself or herself. The rules of citing and quoting must be strictly followed. Research data should be obtained from reliable sources and should not be corrected or altered for any reason.

Using other people's ideas or findings as your own is **plagiarism**. It is not only unethical but also a crime. Therefore, in the original work, it is necessary to write in a way that clearly distinguishes one's own ideas and work from those of others.

The **Thesis Plagiarism Report** is received by the institute through the Turnitin Plagiarism Detection Program. By the decision of the Board of Directors of the Institute of Graduate Education, the upper limit of **the similarity rate** has been determined as 25% for master's degrees and 20% for doctoral degrees. The first page of the Plagiarism Report showing the total "% similarity rate" of the thesis and the date the report was received is printed and submitted to the institute by placing it in the "Plagiarism Report" section of the thesis. If the thesis receives an extension after defense and/or contains extensive changes, the plagiarism report must be re-created and submitted to the Institute.

If your study involves a procedure that may have a physical or psychological effect on animals or humans, or involves the administration of drugs, you must start your study after obtaining permission from the relevant ethics committee. In addition, you must comply with general ethical behavior during your work (if you are going to use a laboratory or device in another institution, written permission from the official of that institution and informed consent from the people providing materials or information, etc. are required). Acknowledge these in your thesis.

Avoid violating patents (a document showing that an invention or the right to use that invention in its field of application belongs to someone). If you have used a patented method or patented materials, technologies or processes, you must obtain written permission from the patent owner. State this in your theses.

Avoid violating copyrights (all the rights of the person who creates an intellectual / artistic work or similar works arising from this work, copyright, author's right). If you are going to use a copyrighted emblem, etc., while writing your thesis, obtain written permission and indicate this in the thesis.

## **2. GENERAL APPEARANCE AND WRITING RULES**

### **2.1. Paper**

Theses should be written on one side of an A4 standard, white, first quality pulp paper (21 x 29.7 cm, 80 g/m<sup>2</sup>) in a computer environment. Their printouts should be taken from laser or inkjet printers. They should be copied without any of their features lost, and the copies should be clean and legible. Erasures, scrapings or manual corrections are not accepted on the thesis.

### **2.2. Page Structure**

In the thesis, there should be a space of 3.5 cm from the left edge of the page, 3 cm from the top edge and 2.5 cm from the other edges. All headings, text, tables, page numbers and footnotes must remain within these limits.

### **2.3. Font**

The thesis must be written using Times New Roman font, 12-point font size. Table headings and image captions use fonts that are one degree smaller than the main text, or smaller when necessary (in case of space constraints, letters can be reduced to 8-point font size). Formats such as bold, italic, bold italic and underline should not be used in the thesis text, except when required by the relevant scientific field. Font type and size should be consistent throughout the thesis. There should be a one-character space after punctuation marks.

### **2.4. Page Numbering**

All pages of the thesis are numbered except the outer cover, inner cover and approval page. All page numbers must have a font size of 11 points. Lowercase Roman numerals (i, ii, ...) are used on the front pages, and the rest - starting from the main thesis text - are numbered with Latin numerals (1, 2, ...) in the middle of the bottom of the page.

### **2.5. Thesis Cover and Binding**

The outer cover should be prepared using good quality matboard. The thesis text, together with its appendices, must be compiled into a single volume after the exam. All master's and doctoral theses must be prepared in white binding, and their cover letters must be in plain text.

### 3. RULES FOR THE CHAPTERS OF THE THESIS

The order given below should be followed for the chapters in the entire thesis.

MAIN CHAPTERS	SECTIONS
<b>OUTER COVER</b>	FRONT OUTER COVER
	BACK OUTER COVER
	BINDING SPINE (During the thesis submission after the exam)
<b>FRONT PAGES</b>	INNER COVER
	THESIS APPROVAL
	ETHICS STATEMENT
	DEDICATION (if any)
	ACKNOWLEDGEMENTS
	TABLE OF CONTENTS
	LIST OF TABLES (if any)
	LIST OF FIGURES (if any)
	LIST OF SYMBOLS AND ABBREVIATIONS (if any)
	ÖZET
	ABSTRACT
<b>THESIS TEXT</b>	1. INTRODUCTION
	2. GENERAL INFORMATION
	3. MATERIAL AND METHOD
	4. FINDINGS
	5. DISCUSSION
	6. CONCLUSION, RECOMMENDATIONS AND CONTRIBUTION TO SOCIETY
<b>REFERENCES</b>	REFERENCES
<b>ADDITIONAL DOCUMENTS</b>	APPENDICES (Data collection forms / institutional permission documents, etc.)
	ETHICS COMMITTEE DECISION (If necessary)
	PATENT RIGHT PERMISSION (If necessary)
	COPYRIGHT PERMISSION (If necessary)
	PLAGIARISM REPORT (FIRST PAGE)
	CURRICULUM VITAE
	Blank Page

### **3.1. Outer Cover**

**Cover:** Cover Spine and Front Outer Cover should be prepared in accordance with the format in the thesis writing template. The back outer cover is left blank. All text on the cover must be written in Times New Roman 12-point bold capital letters. In the fixed binding after the thesis is accepted, attention should be paid to the direction of the spine text (from top to bottom).

### **3.2. Front Pages**

#### **3.2.1. Inner Cover Page**

It is prepared the same as the front outer cover, except for color. If the thesis was supported by TÜBİTAK or similar organizations, this should be stated on the inner cover along with the project number.

#### **3.2.2. Thesis Approval Page**

When the thesis exam is successful, six copies of the Thesis Approval page will be filled in, signed in blue ink by the jury members and then the institute director, and placed in the relevant place in the hard-bound copies.

#### **3.2.3. Ethics Statement**

This page is the text of the oath signed by the student. The Ethics Statement is written in accordance with the format in the template and signed by the author in blue ink. When the thesis exam is passed successfully, this page will be scanned with a scanner and mounted electronically in the relevant place in the written thesis.

#### **3.2.4. Dedication**

The dedication text is written in accordance with the example below, centering the page right-left and top-bottom.

“I dedicate this thesis study to my mother / father / wife / teacher / etc.”

#### **3.2.5. Acknowledgement**

This page contains a text of acknowledgment to the thesis director, co-advisor, those who helped and made special contributions to the thesis, those who allowed the use of equipment, laboratories, etc., and the individuals, institutions and organizations who provided technical assistance and/or financial support.

If project support has been received, the supporting institution and project number are stated in a separate paragraph.

#### **3.2.6. Table of Contents**

In the table of contents section, pages of the thesis content are given according to the main headings of the thesis and their subheadings. Here, the headings should be written exactly



as they are written in the thesis and the correct page numbers should be given. Each line entry and the page number must be linked with punctuation. Whenever possible, prefer to create the table of contents automatically rather than manually. To automatically create the table of contents, follow the steps in the Thesis Template in Chapter 4.

### **3.2.7. List of Tables**

If tables are made in the thesis, the titles of these tables and the pages they are on are given. Here, too, table titles and page numbers used in the thesis should be given correctly. Each line entry and the page number must be linked with punctuation. Prefer to create the list of tables automatically rather than manually whenever possible. To automatically create the list of tables, follow the steps in Chapter 4, Thesis Template.

### **3.2.8. List of Figures**

If a figure is included in the thesis, the list of figures is automatically arranged in accordance with the rules followed in the list of tables.

### **3.2.9. List of Symbols and Abbreviations**

Abbreviations or symbols acceptable for the relevant discipline should be displayed separately in an alphabetical order. Use initials to abbreviate terms occurring frequently in the text and consisting of more than one word. Abbreviations should be explained once, upon first occurrence in the thesis text.

Basic and derived units, standard symbols and examples of the International System of Units should be used.

### **3.2.10. Özet / Abstract**

Place the Özet (abstract in Turkish) after the other parts of the thesis. The summary should be written on a separate page. There are no paragraph tabs on this page, italic fonts, tables, figures, graphs, physics, chemistry or mathematics formulas, symbols, subscripts, superscripts or characters are not used, no references are cited and it should not exceed one page.

**Özet Text:** This text should not exceed 250 words and should reflect the study as much as possible. Be brief and concise; pay attention to word choice and exclude unnecessary words. In the Özet text, the subject or purpose of the study, how the study was conducted (material and method), main qualitative and quantitative findings, and important results should be given. The summary should answer the questions “why the study was done,” “how it was done,” “what was found,” and “what the findings mean.”

**Keywords:** After the keywords and a colon, type up to five keywords. When selecting keywords, Turkish index terms entry in the Thesis Data Entry Form of the Council of Higher

Education should be used. Keywords, whether they are proper nouns or not, should start with capital letters. Keywords should be listed from general to specific.

**Abstract (written in English):** The English text called Abstract is a literal translation into English of the Turkish text in the Özet section. In this context, the number of words is not taken into account. Key words given after the Turkish Özet should be written in English below the English Abstract. It is recommended to choose English keywords in the field of Health from "Medical Subject Headings, MeSH Browser".

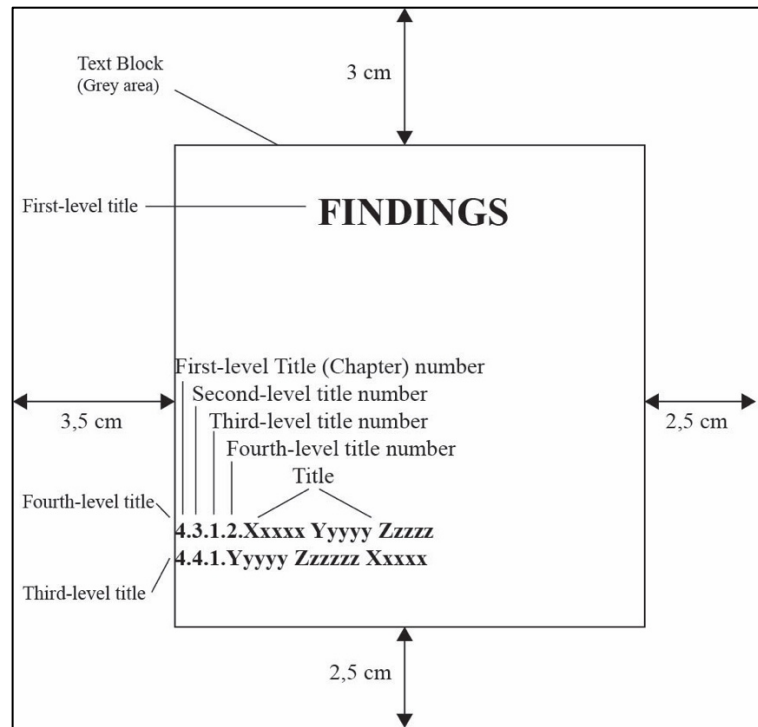
### **3.3. Thesis Text**

The first line of the paragraph should start from the inside with a 1.2 cm tab. Line spacing should be 1.5 lines apart from the abstract (1 line), and 6-point (pt) spaces should be given above and below the paragraph, and the lines should be justified on both sides. 12-point font should be used in the text. At least the first two or last two lines in paragraphs must be on the same page (Prevent single remaining line, Widow/Orphan control). Words should not be divided by dashes "-" at the end of lines. Titles should not fall on separate pages from the subtitles or text that follow them. A space must be left after punctuation marks other than those used to separate decimal fractions or numbers. There should be no space after the opening parenthesis and before the closing parenthesis.

#### **Title Formatting**

**First-level Titles:** Chapter titles such as "Thesis Approval", "Ethics Statement", "Dedication", "Acknowledgments", "Table of Contents", "List of Tables", "List of Figures", "List of Symbols and Abbreviations", "Özet", "Abstract", "Introduction", "General Information", "Materials and Methods", "Findings", "Discussion", "Conclusion", "References", "Appendices", "Ethics Committee Decision", "Patent Right Permission", "Copyright Permission" and "CV" are written in this format. First-level titles start on a new page. A 24-point (pt) space is left before the title and an 18-point (pt) space is left after it. The title is centered in the type area (block of text). Bold uppercase 12-point characters are used.

**Second-, Third-, and Fourth-level Titles:** These titles are written indented on the left edge of the writing area. These titles are written in bold, 12-point font and the initial letters of the words are capitalized. 12-point space is left before the titles; and 6-point (pt) space is left after the titles. Whenever possible, a title degree level further than the fourth level should not be used. When writing these titles, first the first-level title (Chapter) is placed, followed by the second-, third-, and fourth-level titles, respectively. After the degree numbers, the name of the title is written. Dots are placed between them and no spaces are left after the dot.



### 3.3.1. Introduction

This chapter contains introductory statements about the thesis topic. Brief information that is preparatory to the subject is given. The purpose of the study is clearly stated by stating the reasons for the need for the thesis study. This chapter usually does not exceed two pages.

### 3.3.2. General Information

In this chapter, basic and classical information that will contribute to the understanding of the source information given in the "Introduction" chapter, the methods to be used and other aspects of the subject should be given briefly and clearly. Information used in the materials and methods, findings, discussion and conclusion chapters should never be included.

### 3.3.3. Material and Method

This is the chapter where the method followed in the research is explained. The basic characteristics of the participant-sample or subjects, data collection tools, and the dates when the materials or data were collected or the experiments were conducted should be written. It should be stated which statistical evaluation was applied to the data. For any research to be carried out on living material, permission must be obtained from the relevant ethics committees and the approval number for which permission was obtained must be stated in this chapter.

### **3.3.4. Findings**

In this chapter, no information is given from other sources, no data, figures, tables, etc. from other sources are included, and the findings and results obtained from the research must be stated. The findings should be presented in an order appropriate to the planning of the study. The findings obtained in this chapter should be interpreted in an orderly manner by using tables and figures, and when necessary, by giving them where they are mentioned (such as Figure 1 or Table 1). P value should be given clearly in statistical analysis results.

### **3.3.5. Discussion**

In this chapter, the findings and the outputs based on the findings are discussed by comparing them with other studies. Results that do or do not match the findings and their reasons should be compared and based on scientific interpretation.

### **3.3.6. Conclusion, Recommendations and Contribution to Society**

At the end of the chapter, the conclusions reached in the light of the information obtained from the thesis study should be written briefly and clearly as a paragraph. The extent to which the targeted purpose and hypotheses have been achieved, opinions on the scientific importance and applicability of the findings, and suggestions for the future are stated in this chapter. In the last paragraph, the contribution of the subject to society should be stated.

### **3.3.7. Visual Material**

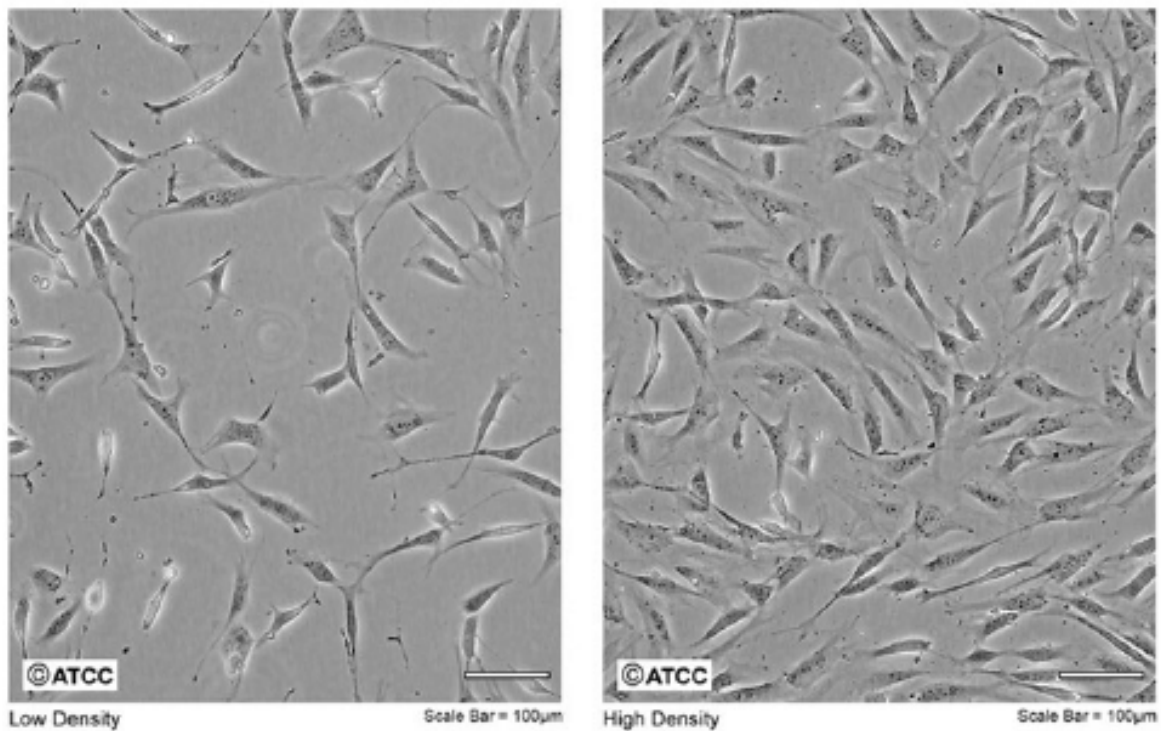
Tables, figures and equations provide the opportunity to present a lot of information in a short and understandable way. Information presented in this way is not included in plain text. Figures, photographs (pictures), tables, graphs and diagrams should be placed and numbered in accordance with the page layout in the relevant chapter of the thesis. The table name should be written above the tables, and the figure name should be written below the figure, justified to the left. The areas where these expression tools will be placed on the page should not exceed the page layout. References to these means of expression in the text should be in accordance with them (for example, as seen in Figure 3.1 in the text). Numbering should be done so that the first digit indicates the chapter number and the second digit indicates the sequence number of the figure/table/image within that chapter (for example, Figure 3.1. Table 3.1). There must be a line space (5 mm) between tables, figures, pictures, photographs and the text.

Table titles, contents and visual subtitles are written in fonts one degree smaller than the main text or, when necessary, much smaller (letters can be reduced to 8-point font in case of space

constraints); and are written left-aligned, with one or one and a half line spacing, depending on how the table fits on the page. Images may be in color provided all copies are identical. Images must be originals or very good copies. Standard photocopies are not accepted. In cases where it is necessary to add materials such as video, audio recording, etc. other than pictures and photographs, the relevant explanation should be made in the text.

### Figure Sample

ATCC Number: **CRL-1658**  
Designation: **NIH/3T3**



**Figure 3.1: Morphology of NIH/3T3a fibroblast cells**

## Table Sample

**Table 3.1: List of basic SDS-PAGE recipes**

<b>Separating Gel (6%)</b>	<b>5 ml</b>	<b>10 ml</b>
Autoclaved ddH <sub>2</sub> O	2.9 ml	5.8 ml
Acrylamide/Bisacrylamide (30%)	0.75 ml	1.5 ml
Tris/HCl 1.5M (pH:8.8)	1.25 ml	2.5 ml
SDS 10%	0.05 ml	0.1 ml
APS 10%	0.05 ml	0.1 ml
TEMED	0.004 ml	0.008 ml
<b>Stacking Gel (5%)</b>	<b>4 ml</b>	<b>8 ml</b>
Autoclaved ddH <sub>2</sub> O	2.92 ml	5.84 ml
Acrylamide/Bisacrylamide (30%)	0.5 ml	1 ml
Tris/HCl 1.5M (pH:6.8)	0.5 ml	1 ml
SDS 10%	0.04 ml	0.08 ml
APS 10%	0.04 ml	0.08 ml
TEMED	0.004 ml	0.008 ml

### 3.3.8. Formulas

Scientific formulas must be written using appropriate notations of the branch of science they represent. References must include the formula/equation in the text, numbered in parentheses, and the formula/equation should be right-justified. Formulas and equations should not be written by hand, but should be created electronically.

## 3.4. References

### 3.4.1. In-Text Citation

Each source given in the thesis must be included in the REFERENCES section of the thesis and must be prepared in alphabetical order in APA 7 format or numbered in VANCOUVER format. The entire thesis should be written in the same references format by choosing one of the alphabetical ordering or numbering methods.

When citing sources in the thesis, the author's surname and source date are given or according to their order of use in the text [1], [2], etc. It should be cited by numbering in square brackets. Every source given in the thesis should be included.

If you cite a source according to the author's surname and source date, the following format should be followed:

Examples:

It was found that... (Cannon et al., 2005).

Cannon et al. (2005) found that....

If a figure, table or similar expression tools from different sources will be used, the source must be stated in the explanations such as figure captions or table captions.

If a source with two authors is cited in the text, the surnames of both should be written with the separator "and" (for example, Kidder and Mhawi, 2002). If the source has more than two authors, the surname of the first one should be written and the other authors should be stated with the "et al." abbreviation (e.g. Cannon et al., 2005).

If more than one source is cited at the same time, they should be listed in chronological order and the publications should be separated with a semicolon (for example, Burchett et al., 1999; Sipos et al., 2002; Persani et al., 2010).

If several sources of the same author or group of authors published in the same year are cited in the thesis text, the order in the reference section should be taken as basis. The sources should be lettered with the letters such as "a, b, ...", adjacent to the source date. (e.g., Burchett et al., 1999a and Burchett et al., 1999b).

**If you cite a study using the numbering system, the following applies:**

Examples:

It has been determined that... [1].

If a source with two authors is cited in the text, different numbers appropriate to the order should be used for each source (for example [1,2]).

If more than one source is cited at the same time, numbering is done by placing a "-" sign between the first and last source cited (for example, [1-5]).

### **3.4.2. End-text References**

All sources should be listed under the "References" title at the end of the thesis. All quotations within the text must be cited in the references list. The references list is not numbered with a section number, but its pages are numbered. If the source has a DOI number, it is added. In references, the first line should start from the inside with a 1.2 cm tab. It should be block text

(justified on both sides) with 1.5 line spacing. Set the template according to these criteria and do not make changes.

**If the reference list is shown in APA format, the following applies:**

Printed Book	Reference List Example
<b>Book with one or two authors</b>	<p><b>Format:</b> Author Surname, Initial(s). (Year). Book Name. City of Publishing House: Publishing House. (Start words in book names with capital letters)</p> <p>Murray, C. J., &amp; Lopez, A. D. (1996). Global Burden of Disease. Cambridge, MA: Harvard University Press. Eren, E. (2016). Yönetim ve Organizasyon. İstanbul: Beta Basım Yayım Dağıtım.</p>
<b>Book with multiple authors</b>	<p>Author, A., Author, B., Author, C., Author, D., Author, E., Author, F. et al. (Year of Publication). Book name. Place of publication: Publishing House.</p>
<b>Different revised editions of the same book</b>	<p><b>Format:</b> Author Surname, Initial(s). (Year). Book Name. (edition number). City of Publishing House: Publishing House.</p> <p>Kettle, D.S. (1995). Medical and Veterinary Entomology. (2nd ed.). Wallingford, UK: CAB International.</p>
<b>Article or chapter in a book</b>	<p><b>Format:</b> Author Surname, Name initial(s). (Year). Name of the Chapter in the Book. Inside Editor's Initial Surname (Ed.), Title of the book. City of Publishing House: Publishing House, pp. page range.</p> <p>Göktan, Ç. (2012). Yirmibirinci Yüzyıla Doğru Fotoğraf Sanatı. İçinde F. Bodur (Ed.), Fotoğraf Tarihi. Eskişehir: Anadolu Üniversitesi Yayınları, ss.142-174. Dalgliesh, R.J. (1993). Babesiosis. İçinde K.S. Warren (Ed.), Immunology and Molecular Biology of Parasite Infections. Oxford: Blackwell, ss. 352-383.</p>
<b>Book without an author mentioned</b>	<p><b>Format:</b> Name of the Work, Publisher, Place of Publication Year of Publication.</p> <p>İmlâ Kılavuzu, Türk Dil Kurumu Yayınları, Ankara 2000.</p>
<b>Translation</b>	<p><b>Format:</b> Author Surname, Name initial(s). (Year). Book name. (Translator Name Initials Surname) City of Publishing House: Publishing House.</p> <p>Glesne, C. (2015). Nitel Araştırmaya Giriş. (5. Baskı)(Çev. Ed. A. Ersoy, P. Yalçınoğlu). Ankara: Anı Yayıncılık.</p>



Journal Article	Referencing
<b>Format</b>	Author Surname, Name initial(s). (Year). Article name. Journal name, Volume number, page range.
<b>Example of a Single-Author Journal Article</b>	Abeysekera, R. (2007). The impact of human resource management practices on marketing executive turnover of leasing companies in Sri Lanka. <i>Contemporary Management Research</i> , 3(3). doi:10.7903/cmr.94
<b>Example of a Journal Article with Multiple Authors</b>	Baranik, L.E., Roling, E.A. & Eby, L.T. (2010). Why does mentoring work? The role of perceived organizational support. <i>Journal of Vocational Behavior</i> , 76(1), 366–373. Bayarçelik, E.B. & Fındıklı, M. (2017). İş tatminin, örgütsel adalet ve işten ayrılma niyeti ilişkisindeki aracılık rolü. <i>Beykent Üniversitesi Sosyal Bilimler Dergisi</i> , 10(1), 16-31. doi: 10.18221/bujss.303365
<b>Example of a Journal Article with More than Six Authors</b>	Tong, Z., Martyn, K., Yang, A., Yin, X., Mead, B. E., Joshi, N., ve ark. (2018). Towards a defined ECM and small molecule based monolayer culture system for the expansion of mouse and human intestinal stem cells. <i>Biomaterials</i> , 154, 60-73. doi: 10.1016/j.biomaterials.2017.10.038

### Electronic Resource - Report of an Institution

**Format:** Institution Name. (Year). Report Name. Access: day/month/year, <http://net address>.

Devlet Planlama Teşkilatı. E-Dönüşüm Türkiye Projesi Kısa Dönem Eylem Planı: Değerlendirme Raporu. Erişim: 02 Nisan 2006, <http://212.175.33.22/kdep/rapor/KDEPHaziran2004.pdf>.

National Cancer Institute. (2015). Cancer Nanotechnology Plan 2015. Erişim:20.02.2017, <https://www.cancer.gov/sites/nano/research/plan/cananoplan-2015c>

### Published Thesis

**Format:** Author Surname, Initial(s). (Year). Name of the thesis, University Name, Institute Name, Location

Balbay, Z. (2007) Oryantasyon eğitiminin çalışanların turnoverına etkisi ve bir uygulama. Yeditepe Üniversitesi, Sosyal Bilimler Enstitüsü, Yüksek Lisans

Tezi, İstanbul.

### **Electronic Book**

**Format:** Author Surname, Initial(s). (Year). Book name. Publishing House Access: day/month/year, http://net address.

Pilkington, A., & Majumdar, A. (2014). EMQs for the MRCOG Part 2. Cambridge University Press. Erişim: 20.04.2020, <http://www.ebooks.com/1754968/emqs-for-the-mrcog-part-2/pilkington-andreamajumdar-amitabha/yıl>.

### **Laws and Regulations**

**Format:** Name of the Law. (Year in which it was passed). Name of the Journal Published, Issue, day month

İlköğretim ve Eğitim Kanunu. (1961). T. C. Resmi Gazete, 10705, 12 Ocak 1961.

#### More about references:

- The golden rule is to arrange the sources in alphabetical order.
- Pay attention to the indentations.
- Pay attention to uppercase and lowercase letters and punctuation.

For more information about references, visit the APA website.

(<http://www.apastyle.org/learn/faqs/index.aspx>).

**The following applies to references listed in Vancouver format:**

<b>Printed Book</b>	<b>Reference List Example</b>
<b>Book with one or two authors</b>	<p><b>Format:</b> Author Surname, Name initial(s). Book name (edition number), Publishing House, City of Publishing House, Year. (Start words in book names with capital letters)</p> <p>Murray, C. J., &amp; Lopez, A. D., Global Burden of Disease, Cambridge, MA, Harvard University Press, 1996. Eren, E., Yönetim ve Organizasyon, Beta BasımYayım Dağıtım, İstanbul, 2016.</p>
<b>Book with multiple authors</b>	<p>Author, A., Author, B., Author, C. et al. Book name, Place of publication: Publishing House, Year of publication.</p>
<b>Different revised editions of the same book</b>	<p><b>Format:</b> Author's Surname, Initial Letter(s)., Book name, (edition number), Page Range, Publishing House, City of Publishing House, Year.</p> <p>Kettle, D.S., Medical and Veterinary Entomology (2nd ed.), CAB International, Wallingford, UK, 1995.</p>
<b>Article or chapter in a book</b>	<p><b>Format:</b> Author's Surname, Initial(s). Book name. Inside: Editor Surname Initial(s), ed. Edition Number. City of Publishing House: Publishing House; Year. p.</p> <p>Göktan Ç., Fotoğraf Tarihi, İçinde: F. Bodur, ed. Eskişehir: Anadolu Üniversitesi Yayınları; 2012. s.142-174.</p> <p>Dalgliesh, R.J. Immunology and Molecular Biology of Parasite Infections. In K.S. Warren, ed. Oxford: Blackwell; 1993. s. 352- 383.</p>
<b>Book without an author mentioned</b>	<p><b>Format:</b> Name of the Work. Publishing House. Place of Publication. Year of Publication.</p> <p>İmlâ Kılavuzu. Türk Dil Kurumu Yayınları. Ankara. 2000.</p>
<b>Translation</b>	<p><b>Format:</b> Author Surname, Name initial(s). Book name. Translation: Surname First initial. City of Publishing House: Publishing House. Year.</p> <p>Glesne, C. Nitel Araştırmaya Giriş. 5. Baskı. Çev. Ed. A. Ersoy, P. Yalçınoğlu. Ankara: Anı Yayıncılık. 2015.</p>

<b>Journal Article</b>	<b>Referencing</b>
<b>Format</b>	<p>Author Surname, Name initial(s). Article name. Journal name. Year; Volume number, page range.</p>

<b>Example of a Single-Author Journal Article</b>	Abeysekera, R. The impact of human resource management practices on marketing executive turnover of leasing companies in Sri Lanka. <i>Contemporary Management Research</i> . 2007. 3(3). doi:10.7903/cmr.94
<b>Example of a Journal Article with Multiple Authors</b>	<p>Baranik, L.E., Roling, E.A. &amp; Eby, L.T. Why does mentoring work? The role of perceived organizational support. <i>Journal of Vocational Behavior</i>, 2010; 76(1), 366–373.</p> <p>Bayarçelik, E.B. &amp; Fındıklı, M. İş tatminin, örgütsel adalet ve işten ayrılma niyeti ilişkisindeki aracılık rolü. <i>Beykent Üniversitesi Sosyal Bilimler Dergisi</i>, 2017; 10(1), 16-31. doi: 10.18221/bujss.303365</p>
<b>Example of a Journal Article with More than Three Authors</b>	Tong, Z., Martyn, K., Yang, A., ve ark. Towards a defined ECM and small molecule based monolayer culture system for the expansion of mouse and human intestinal stem cells. <i>Biomaterials</i> , 2018; 154, 60-73. doi: 10.1016/j.biomaterials.2017.10.038

### Electronic Resource - Report of an Institution

**Format:** Institution Name. Report Name. Year. (Access Date: day/month/year). Access Address: <http://...>

Devlet Planlama Teşkilatı. E-Dönüşüm Türkiye Projesi Kısa Dönem Eylem Planı: Değerlendirme Raporu. Erişim: 02 Nisan 2006, <http://212.175.33.22/kdep/rapor/KDEPHaziran2004.pdf>.

National Cancer Institute. Cancer Nanotechnology Plan 2015. 2015. Erişim: 20.02.2017, <https://www.cancer.gov/sites/nano/research/plan/cananoplan-2015c>

### Published Thesis

**Format:** Author Surname, Initial(s). Name of the thesis (thesis type). Location: University Name, Institute Name; Year.

Balbay, Z. Oryantasyon eğitiminin çalışanların turnoverına etkisi ve bir uygulama (tez türü). İstanbul: Yeditepe Üniversitesi, Sosyal Bilimler Enstitüsü, Yüksek Lisans Tezi;2007.

## **Electronic Book**

**Format:** Author Surname, Initial(s). Book name. City of Publishing House: Publishing House; Year. (Access: day/month/year). Network Address <http://...>

Pilkington, A., & Majumdar, A. EMQs for the MRCOG Part 2. Cambridge University Press; 2014. (Eriřim: 20.04.2020). <http://www.ebooks.com/1754968/emqs-for-the-mrcog-part-2/pilkington-andreamajumdar-amitabha/yıl>.

## **Film, short film, documentary, commercial, poster, design**

**Format:** Director or artist Surname, Initials of the name. (Year) “Movie Name”. IMDB Address

Darabont, F. (1995). “Esaretin Bedeli”. <http://www.imdb.com/title/tt0111161>

## **Laws and Regulations**

**Format:** Name of the Law. (Year in which it was passed). Name of the Journal Published, Issue, day month

İlköğretim ve Eğitim Kanunu. (1961). T. C. Resmi Gazete, 10705, 12 Ocak 1961.

### More about reference list:

- Arrange the sources in alphabetical order.
- Pay attention to the indentations.
- Pay attention to uppercase and lowercase letters and punctuation.

## **3.5. Additional Documents**

### **3.5.1. Appendices**

Some authors may need to attach data/record forms, survey forms, institutional permission documents, etc. to the theses. In cases where more than one list of appendices is required, separate documents should be created as APPENDIX 1, APPENDIX 2, etc. and should be stated separately in the CONTENTS section. The font and size should be the same as in other section headings. Page numbering should be done in accordance with the format in each annex list.

When the thesis exam is passed successfully, these forms are scanned with a scanner and placed in the thesis electronically.

### **3.5.2. Ethics Committee Approval**

In studies requiring an ethics committee decision, a photocopy of the ethics committee decision is included in the thesis. When the thesis exam is passed successfully, this page is scanned with Scanner and placed in the thesis electronically.

### **3.5.3. Patent Right Permission**

If the study requires a patent right permission, a photocopy of the permission obtained is included in the thesis. When the thesis exam is passed successfully, this page is scanned and placed in the thesis electronically.

### **3.5.4. Copyright Permission**

Include a photocopy of copyright permission(s) obtained during the writing of the thesis. When the thesis exam is passed successfully, this page will be scanned and placed in the thesis electronically.

### **3.5.5. Plagiarism Report**

A printout of the first page showing the "% similarity rate" of the thesis and the date of the report is included in the thesis.

### **3.5.6. Curriculum Vitae**

The Curriculum Vitae (CV) is mandatory only for doctoral theses. A short CV is one to two paragraphs that describe educational information, schools attended, degrees and achievements obtained, and professional experience related to teaching. It should be brief, concise and written in the third person singular. The CV is not assigned a section number but is assigned a page number is given and is included in the table of contents. It is written in the same font and point size as the thesis.

## **4. USE OF THE THESIS TEMPLATE**

Do not change the page layout while using the template.

### **4.1. Removing Non-Essential Pages**

The Dedication page is not mandatory. Do not include a List of Tables if the author has not created any tables; no need to include a List of Figures if there are none in the thesis; no

need to include a List of Symbols and Abbreviations if there are none in the thesis; no need to include Ethics Committee Approval if an ethics committee decision is not required; no need to include a Patent Right Permission if there is no patented method in the thesis; and no need to include copyright permission pages if the thesis did not require copyright permission from someone else. Update the table of contents after every change/addition/deletion you make in the titles.

## 4.2. Procedures to be Performed in the Thesis Text

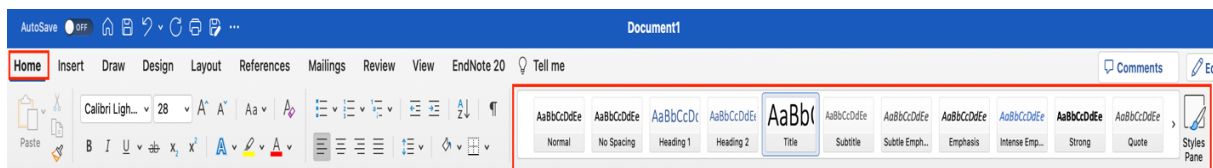
The main thesis text includes sections 1. Introduction - 6. Conclusion and between.

In the main thesis text, write normal text paragraphs with the “Thesis Text\_1.5 Spaced” style.

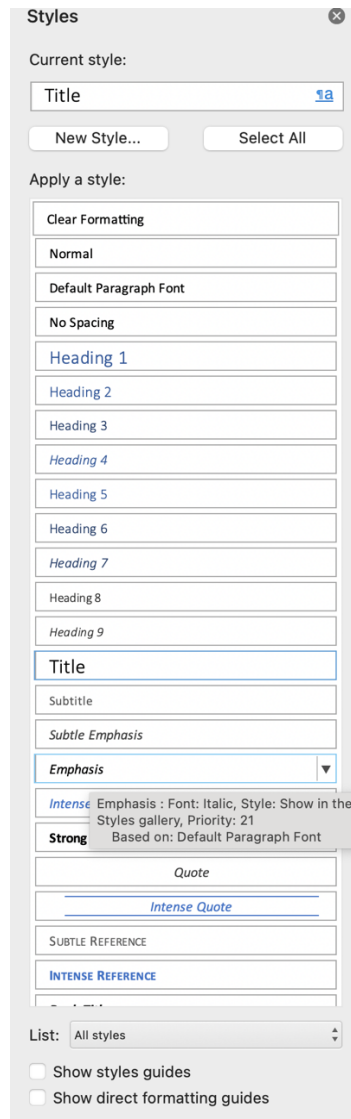
**THE TEMPLATE IS FORMATTED. PLEASE USE THIS FORMAT.**

### Entry of the titles:

When entering a title, use Styles on the Home tab.



First-level titles have already been entered as “**Heading 1, Heading 1.**”. Do not try to enter them again. For the second-level titles, select “**Heading 2, Heading 1.1.**” from the **Style**. Then give the title number according to the numbering in the thesis guide and then enter the title. Apply the same steps for the third- and fourth-level titles by selecting “**Heading 3, Heading 1.1.1.**” or “**Heading 4, Heading 1.1.1.1.**” using the **Style**. If you enter the titles this way, you can automatically create the table of contents later. Do not create a title further than fourth-degree ones.

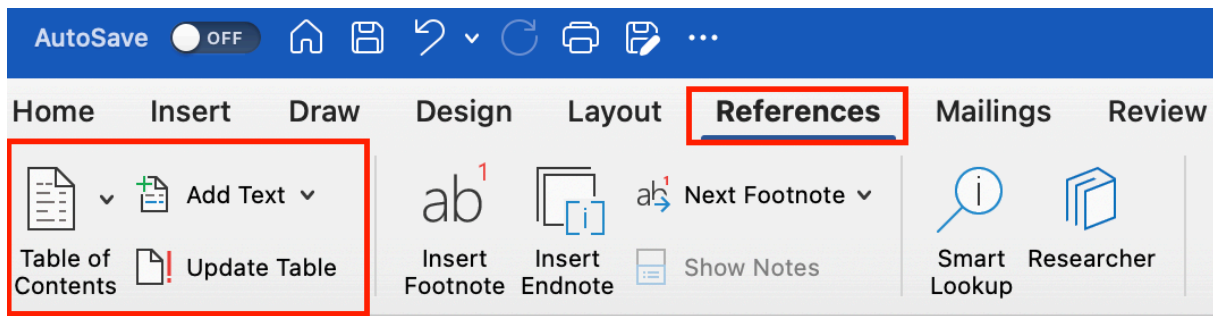


### 4.3. Creating a Table of Contents

**Do not delete the list you encounter on this page**

To create this table, you need to select **the second-, third- and the fourth-level** titles from the style section while writing the Thesis Text (explained in the Headings section). Since the first-degree titles are already written, you do not need to enter them separately. Use the **Custom Table** command next to the **Table of Contents** on the **References** tab. Do not forget to update this table after every change you make in the headings.





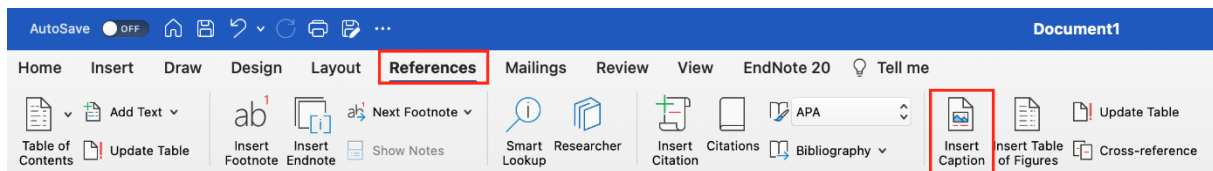
#### 4.4. Add Captions to Figures/Tables/Equations

Before creating a table of figures, you need to add captions to any figures and tables that you want included in your table of figures.

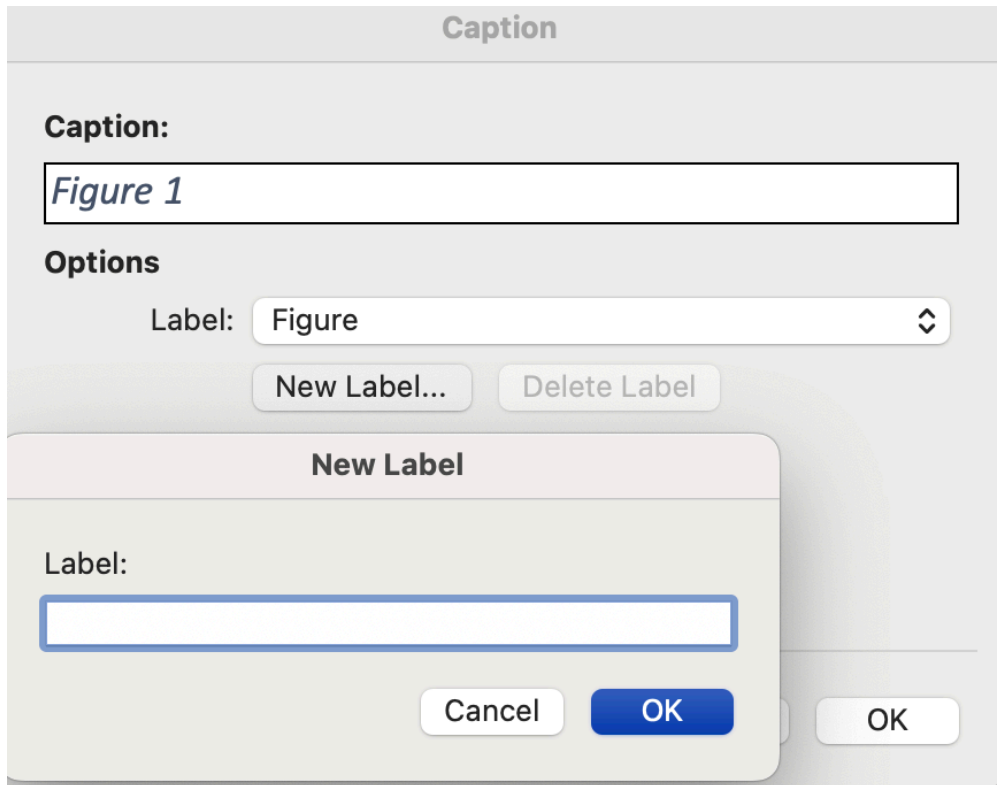
A caption is a numbered label, such as "Figure 4.1," "Table 4.1," that you can add to a figure, a table, an equation, or other object. When numbering, the first digit should indicate the chapter number and the second digit should indicate the sequence number of the figure/table/image within that section.

Select the object (table, equation, shape, or another object) you want to caption.

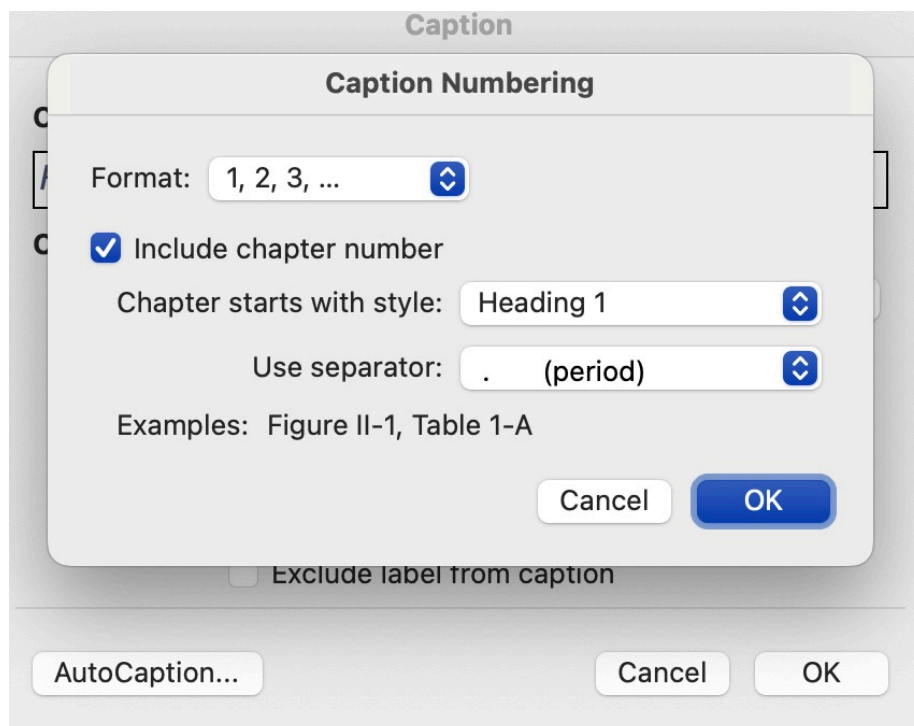
1. Use the **Add Caption** command on the **References** tab.



2. In the incoming **Label** list, select the tag that describes your image (select **"Table"** for the table title, **"Figure"** for the figure name (title)). If the list does not provide the label you want, click **New Label**, type the new label in the **Label box**, and click **OK**.



3. Fill in the "Add section number" box in the window that opens when you click on **Numbering**. In this box, select **1, 2, 3...** in "Format" by default, **Heading 1** in "Chapter start style" and **period “.”** in " Use Separator" and click "OK". Add a colon “:” and a space before the table title or figure name.

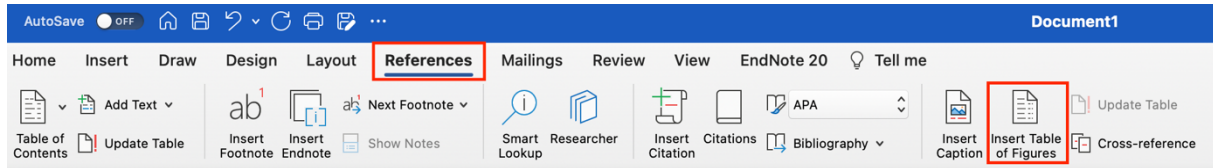


#### 4.5. Creating a List of Tables/Figures

Before creating a list of figures/tables, add captions to all the figures and tables included in your lists by following the steps above (see Adding Captions to Figures/Tables/Diagrams).

First, add captions to your tables and figures.

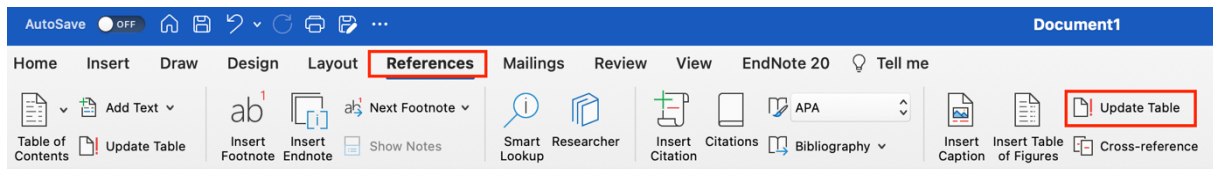
Place the cursor where you want to insert the table of figures in your document and click. Then click **Insert Table of Figures**.



#### 4.6. Updating the List of Tables/Figures

If you add, delete, change, or move captions, use the **Update Table** tab to have the figure/table list reflect your changes.

1. Click the table of figures in your document. This highlights the entire table.
2. Click **References > Custom Table**.



**Note:** **Custom table** is only an option when you click on the table of figures in your document. You can also press F9 to update your table of figures.

#### 4.7. Özet /Abstract Page

The text areas on these pages are formatted with the “**Abstracts**” style. In this style, the paragraph does not start from the inside, the lines are single-spaced and there is 6 pt space above and below the paragraph. Use the ready format.

#### 4.8. Placing Signed Pages in the Electronic Thesis Text

In the printed thesis submitted before the exam, a declaration, ethics committee decision, patent right and copyright permissions, if any, must be included. In addition to these, signed approval pages must be included in the printed thesis to be submitted after you pass your exam successfully. A written thesis in electronic form (written on a CD) is also required when

submitting the thesis after the exam. To place the pages, scan them, place them in the electronic environment and scale them to fill the page: place the scanned page as a picture on the relevant page and click on it with the right mouse button, then click the tabs "**Format Image>Edit>In Front of Text**" and expand the scanned page from the edges to fill the page.