

THESIS AND PROJECT WRITING GUIDELINES FOR GRADUATE PROGRAMS

School of Graduate Studies



Kadir Has University

2019

TABLE OF CONTENTS

1. PRELIMINARIES	2
1.1 Aim and Scope	2
1.2 Abbreviations and Definitions	2
1.3 Word Limitations (Main Text)	2
2. FORMATTING THE THESIS/PROJECT	3
2.1 Front Cover	3
2.2 Title Page	3
2.3 Disclaimer Page	4
2.4 Acceptance and Approval Page	4
2.5 Table of Contents	4
2.6 English Abstract	5
2.7 Turkish Abstract	5
2.8 Acknowledgements	5
2.9 Dedication Page	5
2.10 List of Tables, Figures and Such	6
2.11 Introduction and Conclusions	6
2.12 References	6
2.13 Appendices	7
3. PAGE LAYOUT	8
4. HEADINGS AND SPECIAL PARTS	10
4.1 Sectional Headings	10
4.2 Tables and Figures	10
4.3 Quotations	11
4.4 Equations	11
4.5 Footnotes	12
4.6 Citations and References	12
5. PREPARING THE FINAL COPIES	14
5.1 Paper Specifications	14

5.2 CD/DVD Copies	14
6. SAMPLE PAGES	16
Cover	17
Title Page	19
Disclaimer Page	20
Approval Page	21
Abstract	23
Özet	24
Acknowledgements	25
Dedication	26
List of Tables	27
List of Figures	28
List of Symbols/Abbreviations	29
Example Pages for the Main Text	30
References	33
Appendix Heading	34

1. PRELIMINARIES

1.1 Aim and Scope

Kadir Has University Thesis and Project Writing Guidelines outline the regulations concerning the writing and printing of theses and dissertations prepared for programs offered by Kadir Has University's School of Graduate Studies, in line with the Kadir Has University Regulations for Graduate Education.

1.2 Abbreviations and Definitions

The definitions of the following terms in these Regulations are as follows:

Institute: School of Graduate Studies.

Senate: The Senate of Kadir Has University.

Discipline Area: The discipline area for which an education program is offered by the institute.

Thesis: A Master's thesis, a PhD thesis or proficiency in arts thesis.

Project: Non-thesis Master's work and its report.

1.3 Word Limitations (Main Text)

Students must adhere to the word limitations specified by the School of Graduate Studies. Accordingly, the main text found between Introduction and Conclusions, (including Introduction and Conclusions) must at least have 5000 words for projects, 10.000 words for Master's thesis and 20.000 words for PhD thesis.

2. FORMATTING THE THESIS/PROJECT

The sequencing/presentation of the thesis/project should be as follows:

2.1 Front Cover

The front cover comprises, in order: information indicating the University, Institute and Program, Title of the Thesis/Project, Name and Surname of the Student, Type of Thesis/Project, its Place (City), Month and Year of Printing (See page 17). Left and right margins should be 3 cm; while top and bottom margins should be 2 cm. All writing on this page should be centered. The title should be in 16-point font size, capitalized and typed in bold face, while the rest of the writing should be in 12-point font size, capitalized and plain. The title must begin at 10 cm from the top margin of the page. Student's name must begin at 14 cm from the top margin of the page.

2.2 Title Page

The title page comprises in the following order: Logo, Title of the Thesis/Project; Name and Surname of the Student; Type of Thesis/Project; Block Info indicating the University; Institute and Discipline Area; its Place (City), Month and Year of Printing ((See page 19)). All the text including the logo on this page should be centered. The diameter of the logo should be 2.5 cm. There should be a 2 cm space between the logo and the edge of the paper. The title should be in 16-point font size, capitalized and typed in bold face, while the rest of the writing should be in 12-point font size, capitalized and plain. The title must begin at 4 cm from the top

margin of the page. Student's name must begin at 8 cm from the top margin of the page.

2.3 Disclaimer Page

The disclaimer page indicates the originality of the thesis prepared in accordance to *Kadir Has University Academic Ethics Principles*” as well as its methods of dissemination to the public ((See page 20)).

2.4 Acceptance and Approval Page

The Acceptance and Approval Page should be prepared in accordance with page 21. Only the university or organization name shall be used to indicate affiliation. Academic titles in English are Prof., Assoc. Prof. and Asst. Prof. or simply Dr. for instructors.

2.5 Table of Contents

The Table of Contents (TOC) format provided in the appendix should be followed. The TOC must be updated to include all contents of the thesis; however, the format should be corrected according to the following rules. The heading “TABLE OF CONTENTS” must be centered, fully capitalized, typed in 14-point font size in bold face without punctuation and separated from the list by 1.5 lines (18 pts). The TOC must fully list the title of each chapter appearing in the thesis/project text and its parts and sections, the references, and the appendices (if applicable) in 12-point font, with 1.5 lines spacing. In the TOC, the primary headings should be typed in bold face, and fully capitalized; the secondary headings should be typed with each word's initial capitalized; third or lower level headings should be plain and in sentence case. Dotted lines should fill the space between the headings and the page numbers.

2.6 English Abstract

On the abstract page, the first line should consist of the title of the thesis/project centered, typed in capital letter and 12-point font size. This should be followed by the heading “ABSTRACT”, which should be typed in 14-point font size, bold face and capital letters, centered and separated from the title by two lines as shown in page 23 in the appendix. The objective of the thesis work, its scope, method and results should be written clearly and concisely. The abstract should not exceed 300 words. The body of the abstract should be separated from the title “ABSTRACT” by 1.5 lines (18 pts) and be written with 1.5 lines spacing. Under the abstract, the heading “Keywords:” is typed under which a maximum of ten keywords are included.

2.7 Turkish Abstract

This should be prepared in the same way as the English abstract page, with the heading “ÖZET” in place of “ABSTRACT” followed by “Anahtar Sözcükler” in place of “Keywords” (See page 24 in the appendix).

2.8 Acknowledgements

This page is written to acknowledge the persons who have helped the author in any way during his/her studies. The heading “ACKNOWLEDGEMENTS” must be centered, fully capitalized, typed in bold and 14-point font size without punctuation. The text must be separated from the heading by 1.5 lines (18 pts) and typed in 12-point font size (See page 25 in the appendix).

2.9 Dedication Page

It is used to dedicate the current thesis/project to an individual or a group of people. It is optional. The heading “DEDICATION” should not be visible on the page, yet

still be visible in Table of Contents. (See page 26 in the appendix).

2.10 List of Tables, Figures and Such

If included, these lists must appear on separate pages. The heading “LIST OF TABLES” should be centered, fully capitalized, typed in 14-point font size in bold face without punctuation. The listing should begin at the left margin and separated by 1.5 lines (18 pts) from the heading. The listings should be written with 1.5 lines spacing. Lists such as lists of catalogues, periodicals, electronic sources, personal interviews cannot be given as separate lists in the thesis since they will be included within the sources. List of figures, illustrations, or symbols are governed by the same rules as the list of tables.

2.11 Introduction and Conclusions

Theses and projects must include an “INTRODUCTION” and a “CONCLUSIONS” chapter. If the language of the thesis is Turkish, it must adhere to, in terms of spelling and punctuation, the principles specified in the Punctuation Guide and the Turkish Dictionary of the Turkish Language Association. If the use of words and phrases not included in that dictionary are necessary, then their meanings should be explained. In theses, especially in engineering, SI units should be used. Each symbol must be defined in the first instance it is used in the text.

2.12 References

All sources cited in the thesis should be listed in the “REFERENCES” section. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. The entries in the References should be listed alphabetically according to the last name of the first author followed by the

publication year.

If in the sources section there are multiple works from the same author(s), then the works should be listed based on the year of publication, starting with the oldest. Each bibliographic entry should be single-spaced and the lines following the names of authors should be indented from the left margin by one centimeter. Each bibliographic entry should be separated from each other by 1.5 line (18 points).

2.13 Appendices

Each appendix must start on a new page and be titled as “Appendix A” or “Appendix B” centered and typed in 14-point font size in bold face without punctuation. The equations in the appendices are given simply as “(A.1), (A.2), ... (B.1)” regardless of the number of sections within that appendix.

3. PAGE LAYOUT

Printed Pages: Only one side of the paper must be used.

Page Margins: 4 cm from the left edge of the paper, 2 cm from the right edge of the paper, and 3 cm from the top and bottom of the paper should be set as page margins for all pages in the thesis/project except the front cover.

Page Numbers: Page numbers should be typed without use of characters such as parentheses, lines etc., 1.5 cm from the bottom edge of the paper, at the bottom center of the text frame.

Numbering: All the pages before and including the table of contents should not bear a page number. Numbering should start following the table of contents. Pages until the first chapter of the thesis should be numbered using lower case Roman numerals (i, ii, iii, iv, vii, etc.); the remainder of the thesis, starting with the first chapter, should be numbered in Arabic numerals (1, 2, 3, 4, etc.).

Font Type and Size: Text should be typed in Times New Roman, 12-point font size. In footnotes and block quotes 10-point font size must be used. Inside tables, figures, and drawings, the font size can be reduced down to 8 points.

Spacing: Spacing of the text should be 1.5 lines (18 points), while spacing of footnotes and block quotes, figure and table captions should be 1 line (12 points).

Paragraphs: All text, including preliminary pages (“ABSTRACT”, “ÖZET”, “ACKNOWLEDGEMENTS”) should be justified such that the left and right sides of the text block have a straight edge, whereas the list of “REFERENCES” should be aligned left. Paragraphs should be written without any indentation and separated by single spacing (1.5 lines or 18 pts). Block quotes should be indented from the left and the right margin by one centimeter. 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.

4. HEADINGS AND SPECIAL PARTS

4.1 Sectional Headings

1. First level headings, i.e. chapter headings, should begin on a new page. They should be centered, fully capitalized, typed in bold face, in 14-point font size without punctuation. For headings followed by a number, the heading should start at 6 cm from the top edge of the page, for the others (ex. list of tables, acknowledgement, etc.), the heading should be at the first line.
2. Second level headings should be typed in bold face and with each word's initial capitalized, aligned left and without punctuation.
3. Third or lower level headings should be typed in bold face and in sentence case, aligned left and without punctuation.
4. All headings should be numbered, and separated from the preceding text (if exist) by 2 lines (24 pts) and the succeeding text by 1.5 lines (18 pts).

4.2 Tables and Figures

Tables and Figures should be placed as close as possible to the part of the text which refers to them for the first time, provided that the page layout principles are followed. Before presenting tables and figures, the related table or figure should be cited. All tables and figures, and their titles should be centered in relation to the text. Tables and figures should be numbered as follows: The first digit of the table/figure number should be the number of the related chapter (in appendices the letter of the related appendix), while the second digit should be the table's (or figure's) sequence number within the related chapter. (e.g., Table 1.2, Figure 3.5, Table A.1, Figure B.5). As in the example, words and numbers indicating tables

and figures should be typed in bold face. The number and title of each figure should be typed below the related figure and centered, while the number and title of each table should be typed above the related table and centered.

4.3 Quotations

Short quotations of less than three lines or forty words should be enclosed in double quotation marks. Quotations should end with the citation of the related source followed by a full-stop. Longer quotations exceeding forty words are not enclosed in double quotation marks, they should be indented by one tab (1.27 cm). In indented longer quotes, the font size should be reduced by 2 points. However, it is suggested that students refrain from using quotations that are very long and not to use quotations too frequently. In long quotes, the full stop should be before the citation rather than after it.

4.4 Equations

Equations should be computer generated using an equation editor, in line with the following rules. Equations should be 1.5 lines spaced. A 6-point space before and after equations should be added. No blank lines should be added before or after equations. Equations should be centered in relation to the text. Equations are numbered in each chapter starting from 1, with the first digit of each equation's number being the number of the chapter in which it appears. These numbers should be plain (not bold face) as in the following example: (1.1) in Chapter 1, (2.1), (2.2) in Chapter 2; and if necessary, secondary expressions of the same equation are written as (1.1a) and (1.1b) at the very right end of the line where the equation is typed. In the numbering of equations presented in the appendices, the appendix in which the equation appears is also indicated. (e.g., A.1.1, A.1.2).

4.5 Footnotes

Footnotes may be used in a thesis to broaden, expand and strengthen the content, or to give additional information (content footnote). The reference numbers of footnotes should be placed immediately after the quotation. If the quotation is a paragraph, the footnote number is placed above the last word of the paragraph; if the quotation is a concept or a name, then it should be placed just over that concept or name. No punctuation should be used after this number. Footnotes should be written at the bottom of the related page, typed in a font size two points smaller than the text font size. A single space should be added between the footnote line and the footnote number; while half a space should be added between the number and the first line of the footnote. Footnotes should be separated from the text with a horizontal line.

4.6 Citations and References

Harvard Referencing should be used for in-text citations and listing the sources in the References. Please refer to <http://www.citethisforme.com/harvard-referencing> for more information this citation system.

The in-text citations should be recognized by author name followed by the publication year located inside parenthesis. Some examples are:

1. Single author: Negotiation research spans many disciplines (Bozkurt, 1995).
2. Two or three authors: This result was later contradicted by previous investigators (Becker and Seligman, 2008)
3. Four or more authors: This effect has been widely studied (Capella et al., 2001).

For in-text citations, it is optional to include the page number, next to year as in, (Bozkurt, 1995, 23–33).

In case the author name(s) is mentioned inside the text, the citation should only consist of publication year in parenthesis. Example: This result was later contradicted by Becker and Seligman (2008).

Some examples for listing the citations are:

- **Journal article**

Nugen S., and Baeumner, H.J. (2008). Trends and opportunities in food pathogen detection. *Anal Bioanal Chem* 391, pp. 451–454.

- **Journal article found on a database or on a website**

Raina, S. (2015). Establishing Correlation Between Genetics and Nonresponse. *Journal of Postgraduate Medicine*, [online] Volume 61(2), p. 148. Available at: <http://www.proquest.com/products-services/ProQuest-Research-Library.html> [Accessed 8 Apr. 2015].

- **Book**

South, J., and Blass, B. (2001). *The future of modern genomics*. Blackwell, London

- **Book chapter**

Bressler, L. (2010). My girl, Kylie. In: L. Matheson, ed., *The Dogs That We Love*, 1st ed. Boston: Jacobson Ltd., pp. 78–92.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see ISSN.org LTWA. If you are unsure, please use the full journal title.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

5. PREPARING THE FINAL COPIES

Front Cover and Binding

Harvard Referencing should be used for in-text citations and All Master's theses are to be bound in blue. All doctoral theses are to be bound in black. Synthetic, leatherette, or similar covering will not be accepted. All projects are to be bound in white cartoon. A bound copy of the thesis should measure $215 \times 285mm$. The spine of the binding must consist of the prints of the student's name on top, type of degree (M.S., M.A., or Ph.D.) in the middle, and the year of printing at the bottom.

5.1 Paper Specifications

All copies of theses and projects should be reproduced, without any modifications, on a white, bond paper of 80 g/m² A4-size ($21 \times 29.7\text{ cm}$); copies should be clear and legible.

5.2 CD/DVD Copies

One printed copy of the thesis be should submitted to the Institute together with a CD/DVD copy attached/glued to the back cover of the thesis. The CD/DVD should contain the PDF file of the thesis/project. The file should be named as a string of English words consisting of student's name followed by the Student ID followed by the first two words of the thesis/project each separated by underscore [_]. Example: `Theodora_Djikic_20041304017_Insilico_Modeling.pdf`

No Turkish character or any punctuation character such as dots, commas are allowed

in naming the file.

The supplementary materials such as movies, images, audio, video, outdoor advertising, posters, and web sites should be copied under a different directory called “Applications”. Similar naming rules are applied for these files as well: Examples:

Theodora_Djikic_20041304017_ Image_1.jpg (for images)

Theodora_Djikic_20041304017_ Movie_1.mp3 (for movies)

When referring to these files inside the text, write down the filename such as “Image_1 under Applications/”.

The following format should be adopted for these materials:

1. Figures must be of high quality and have resolutions of at least 300 dpi for colour, 600 dpi for greyscale and 1,200 dpi for line art. Suitable file types are tiff, jpeg, pdf, eps, png and bmp.
2. Audio, video, and animations: aspect ratio: 16:9 or 4:3,?Maximum file size: 25 GB. Minimum video duration: 1 sec. Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp.

6. SAMPLE PAGES

KADİR HAS UNIVERSITY
SCHOOL OF GRADUATE STUDIES
PROGRAM OF ⟨NAME OF THE PROGRAM⟩

TITLE OF THE THESIS OR PROJECT

NAME AND SURNAME OF THE STUDENT

MASTER'S/DOCTOR OF PHILOSOPHY THESIS
(OR MASTER'S GRADUATION PROJECT)

İSTANBUL, MONTH, YEAR

Student's Full Name

Ph.D. (or M.S. or M.A.) Thesis

2018



TITLE OF THE THESIS OR PROJECT

NAME AND SURNAME OF THE STUDENT

MASTER'S/PH.D. THESIS (OR MASTER'S GRADUATION PROJECT)

Submitted to the School of Graduate Studies of
Kadir Has University in partial fulfillment of the requirements for the degree of
Master of Science/Ph.D. in ⟨Name of the Program⟩

İSTANBUL, MONTH, YEAR

DECLARATION OF RESEARCH ETHICS /
METHODS OF DISSEMINATION

I, NAME AND SURNAME OF THE STUDENT, hereby declare that;

- this Master's Thesis/Project/PhD Thesis is my own original work and that due references have been appropriately provided on all supporting literature and resources;
- this Master's Thesis/Project/PhD Thesis contains no material that has been submitted or accepted for a degree or diploma in any other educational institution;
- I have followed *Kadir Has University Academic Ethics Principles prepared in accordance with The Council of Higher Education's Ethical Conduct Principles*.

In addition, I understand that any false claim in respect of this work will result in disciplinary action in accordance with University regulations.

Furthermore, both printed and electronic copies of my work will be kept in Kadir Has Information Center under the following condition as indicated below (SELECT ONLY ONE, DELETE THE OTHER TWO):

- ☐ The full content of my thesis/project will be accessible from everywhere by all means.
- ☐ The full content of my thesis/project will be accessible only within the campus of Kadir Has University.
- ☐ The full content of my thesis/project will not be accessible for ____ years. If no extension is required by the end of this period, the full content of my thesis/project will be automatically accessible from everywhere by all means.

NAME AND SURNAME OF THE STUDENT

DATE

KADİR HAS UNIVERSITY
SCHOOL OF GRADUATE STUDIES

ACCEPTANCE AND APPROVAL

This work entitled TITLE OF THE THESIS OR PROJECT prepared by NAME AND SURNAME OF THE STUDENT has been judged to be successful at the defense exam on DATE OF THE EXAM and accepted by our jury as TYPE OF THE THESIS/PROJECT.

APPROVED BY:

Title, Name, Surname (Advisor)
(Affiliation)

Title, Name, Surname (Co-advisor)
(Affiliation)

Title, Name, Surname
(Affiliation)

Title, Name, Surname
(Affiliation)

Title, Name, Surname
(Affiliation)

I certify that the above signatures belong to the faculty members named above.

.....

Title, Name and Surname

Dean of School of Graduate Studies

DATE OF APPROVAL: DAY.MONTH.YEAR

TABLE OF CONTENTS

ABSTRACT	i
ÖZET	ii
ACKNOWLEDGEMENTS	iii
DEDICATION	iv
LIST OF TABLES	v
LIST OF FIGURES	vi
1. INTRODUCTION	1
2. TITLE OF THE CHAPTER	5
2.1 Title of the Section	5
2.1.1 Title of the subsection	7
3. CONCLUSIONS	68
REFERENCES	70
A. APPENDIX A: TITLE OF THE FIRST APPENDIX	75
A.1 Title of the Appendix Section	75

TITLE OF THE THESIS OR PROJECT

ABSTRACT

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 300 words for both master's thesis and doctoral thesis, must not include references, diagrams, mathematical formulae or footnotes unless absolutely essential.

The thesis title must be single-spaced, all in capital letters. The heading 'ABSTRACT' must be centered, and written 1.5 cm below the title without punctuation.

Keywords: Keyword 1, Keyword 2, ... (Maximum 10 keywords)

TEZ BAŐLIĐI

ÖZET

The Turkish translation of the title, abstract, and keywords must be written on a separate page, following the guidelines provided in the Thesis and Project Writing Guidelines.

Anahtar Sözcükler: Anahtar Sözcük 1, Anahtar Sözcük 2, ... (En fazla 10 anahtar sözcük)

ACKNOWLEDGEMENTS

This page is written to acknowledge the persons who have helped the author in any way during his/her studies. The heading 'Acknowledgements' must be centered, and written without punctuation.

The text must begin at least 1.5 cm below the heading.

To my ... and ...

LIST OF TABLES

Table 1.1	Caption of the table	22
Table 10.1	Caption of the table	33
Table A.1	Caption of the table	55

(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.)

LIST OF FIGURES

Figure 1.1	Caption of the figure	23
Figure 10.1	Caption of the figure	34
Figure A.1	Caption of the figure	56

(Note: Figure 1.1 indicates the first figure in Chapter 1, Figure 10.1 indicates the first figure in Chapter 10 and Figure A.1 indicates the first figure in Appendix A.)

LIST OF SYMBOLS/ABBREVIATIONS

a_{ij}	Description of a_{ij}
α	Description of α
DA	Description of abbreviation

1. INTRODUCTION

The successful completion of a master's thesis or doctoral dissertation is required for all graduate degrees at Kadir Has University. 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 Kadir Has University scholars and to share the benefits of their research with others, the University requires three identical bound copies of each thesis or dissertation to be submitted to the graduate school. This manual describes the style and format regulations for the preparation of a satisfactory thesis/dissertation submission to Kadir Has University.

The aim of this manual is to provide the standards, which must be consistently applied by all graduate students at the Kadir Has University. Therefore it is of utmost importance that graduate students understand and adhere to the guidelines presented here while writing and finalizing their thesis. Non-thesis MS students are also responsible to follow these guidelines while preparing the texts that will accompany their projects.

2. TITLE OF THE CHAPTER

All thesis/projects should include three main parts or divisions: the preliminary pages, the body, and the reference material. Students must strictly adhere to the word limitation determined by the School of Graduate Studies.

2.1 Title of the Section

Second level headings should be typed in bold face and with each word's initial capitalized, aligned left and without punctuation.

2.1.1 Title of the subsection

Third or lower level headings should be typed in bold face and in sentence case, aligned left and without punctuation.

3. CONCLUSIONS

The successful completion of a master's thesis or doctoral dissertation is required for all graduate degrees at Kadir Has University. 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 Kadir Has University scholars and to share the benefits of their research with others, the University requires three identical bound copies of each thesis or dissertation to be submitted to the graduate school. This manual describes the style and format regulations for the preparation of a satisfactory thesis/dissertation submission to Kadir Has University.

REFERENCES

- Nugen S. and Baeumner, H.J. (2008). Trends and opportunities in food pathogen detection. *Anal Bioanal Chem* 391, pp. 451–454.
- South, J. and Blass, B. (2001). *The Future of Modern Genomics*. Blackwell, London.
- Bressler, L. (2010). My girl, Kylie. In: L. Matheson, ed., *The Dogs That We Love*, 1st ed. Boston: Jacobson Ltd., pp. 78–92.

APPENDIX A: TITLE OF THE FIRST APPENDIX

A.1 The Title of the Appendix Section