

KADIR HAS UNIVERSITY

GRADUATE SCHOOLS OF

SOCIAL SCIENCES

AND

SCIENCE AND ENGINEERING

THESIS AND PROJECT WRITING GUIDELINES



I. 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 that three identical bound copies of each thesis or dissertation be submitted to the graduate schools. 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 MA students are also responsible to follow these guidelines while preparing the texts that will accompany their projects.

II. General Guidelines

All theses 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 Graduate School. According to this:

- A Masters Thesis must remain within the limits of 10.000-15.000 words. In case a thesis includes an application project (film, design, screen play, theatre production, and so on) the text must remain within the limits of 5.000-15.000 words.
- A PhD thesis must remain within the limits of 50.000-80.000 words.
- The text of a MA Project (for non-thesis students) must remain within the limits of 3.000-5.000 words.

The word limitation above applies only to the main body of the theses. In other words, the preliminary pages and the reference material may exceed these limits.

The word limits may be different for Science and Engineering Programs. Students in these programs should consult their program directors to learn the appropriate word limits before setting out to write their theses.

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

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

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

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

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

All students must use the templates of the preliminary pages provided at the webpage of the Graduate School.

III. Format and Appearance

Paper Quality and Duplication

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

All copies of the thesis must be made from the same original, and all pages must have a high contrast dark print consistently throughout the thesis.

Margins and Justification

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

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

Font

All theses must be written in Times New Roman, size 12-point. Bold face letters and symbols, and italics should be used sparingly throughout the thesis. Screenplays must be written in Courier New, size 12-point.

Font size of the footnotes/endnotes must be 10 points. Font size of figure captions and table headings must be 12 points. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative. When necessary, for example in large volume theses, all the font sizes indicated above can be reduced by 1 point.

Spacing

The general text of the manuscript must be double-spaced. Tables, long quotations, footnotes, endnotes, bibliographies, captions, and algorithms (pseudo-codes, software programs) must be single-spaced.

Paragraph Formatting

For paragraphs, two types of formatting can be used:

- If spacing between paragraphs is used, then there is no need for indentation. In this case, the spacing between paragraphs should be triple.
- If indentation is used, then no extra spacing is needed between paragraphs. The indent should be uniformly applied as 1 cm.

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

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

Pagination

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

Front Cover and Binding

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

All students must refer to the samples '**Front cover of a Masters Thesis**', '**Front cover of a PhD Thesis**' and '**Spine of a Masters Thesis**', '**Spine of a PhD Thesis**' provided at the webpage of the Graduate School.

CD/DVD Copies

A soft copy of the thesis in the form of a CD/DVD must be submitted with all copies. All students must refer to the '**Guidelines for preparing CD/DVD covers and contents**' provided at the webpage of the Graduate School.

IV. Writing the Thesis

Preliminary Pages

1. Title Page

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

Students must use the templates '**Title page of a Masters Thesis**' and '**Title page of a PhD thesis**' provided at the webpage of the Graduate School.

2. Disclaimer

The title page must be followed by a disclaimer page where the student states that the work presented in the thesis is his/her own.

Students must use the template '**Disclaimer**' provided at the webpage of the Graduate School.

3. Approval Page

Students must use the templates '**Approval page of a Masters Thesis**' and '**Approval page of a PhD thesis**' provided at the webpage of the Graduate School.

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.

4. 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 250 words for both masters thesis and doctoral thesis, must not include references, diagrams, mathematical formulae unless absolutely essential or footnotes.

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

Students must use the template '**Abstract**' provided at the webpage of the Graduate School.

5. Özet

The Turkish translation of the title and the abstract must be written on a separate page, following the guidelines provided above, in '3. Abstract'.

Students must use the template '**Özet**' provided at the webpage of the Graduate School.

6. 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 aligned left, and written without punctuation. The text must begin at least 1.5 cm below the heading.

Students must use the template ‘**Acknowledgements**’ provided at the webpage of the Graduate School.

7. Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices and vita (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text.

The heading ‘Table of Contents’ must be aligned left, and written without punctuation. The listing of actual contents begins at the left margin at least 1.5 cm below the heading.

Students must refer to the sample ‘**Table of Contents**’ provided at the webpage of the Graduate School.

8. List of Tables

The list of tables should follow the table of contents on a new page. The heading ‘List of Tables’ must be aligned left, and written without punctuation. The listing begins at the left margin at least 1.5 cm below the heading.

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

Students must refer to the sample ‘**List of Tables**’ provided at the webpage of the Graduate School.

9. List of Figures, List of Illustrations, and List of Symbols

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

The Main Body

1. Headings

The text, or the main body of a thesis, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization and the placement on the page.

Chapters are numbered consecutively in Roman numerals and capital letters (Chapter 1, Chapter 2, etc.). In addition to general titles like Introduction, the chapters need short but substantially descriptive titles. Only new chapters should begin with a new page. Within a chapter, the presentation of sub-sections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.

The heading “Chapter 1” in all bold-faced and 14-point font size must be aligned left, and written without punctuation. The title of the chapter in all bold-faced and 14-point font size goes 1.5 cm below and is also aligned left. The text of the chapter begins at least 1.5 cm below.

Second-level headings, first-level subheadings and second-level subheadings must be left justified, bold-faced and 12-point font size. Second-level headings should be numbered as 2.1, 2.2, etc. The first letter of each word except conjunctions, propositions and articles must be capital. Second-level headings should be separated from the preceding and succeeding text by a distance of 1.5 cm or by carriage return.

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

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

2. Illustrative Material

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

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

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

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

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

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

Table headings and figure captions must be in the same font used in the text. The size of characters in figure captions and table headings must be 12 points. A point size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams must be chosen. Font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative.

Color may be used in figures and photographs. Photographic illustrations must be originals or well-made photographic copies of the originals. Standard photocopies of photographs are not acceptable. Wherever required, mounting of illustrations should be done with a technique that ensures durable and good quality result (e.g., dry mounting). With dry mounting, the paper to which photographs are attached will not curl. Other methods, such as library paste, rubber cement, spray mounting, or tape, are not acceptable.

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

3. Formulae

Mathematical and chemical formulas, equations and expressions must be computer generated using an equation editor or a mark-up language. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin. Like illustrations, equation numbers must have two parts where the first part is the chapter or appendix number, and the part after the decimal point is the equation number within that chapter or appendix. For instance, (1.1) or (A.2).

4. Quotations

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

5. Footnotes and Endnotes

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

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

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing.

Arabic numerals should be used for footnotes and endnotes.

6. Citations and References

The references in all theses must be cited using the Harvard System.

All of the references are to be listed at the end of the thesis. It is customary to list the references in a section headed "References".

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

The references section is not assigned a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the thesis. The heading "References" (bold-faced and with 14-point font size) must be aligned left, and written without punctuation. The list begins 1.5 cm below. Each bibliographic entry should be single-spaced with double spacing between entries.

Students must refer to the Citation Guidelines and the sample 'References' provided at webpage of the Graduate School.

7. Appendices

An appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, and so on.

If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). Each appendix should follow the formatting guidelines given for the chapters above. However, spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.

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

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

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