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**T.C.**

**TOKAT GAZİOSMANPAŞA UNIVERSITY**

**INSTITUTE OF GRADUATE STUDIES**

**THESIS WRITING GUIDE**

**TOKAT**

**2020**

1. **INTRODUCTION**

In this guide, which aims to introduce the rules to be followed in the presentation of the Master's (YL) and Doctorate (DR) theses to be prepared in the Departments of the Graduate Education Institute of Tokat Gaziosmanpaşa University and to ensure compliance with the scientific presentation standards, the scientific writing principles regarding the writing of the theses are given in a short and concise manner. . After the publication date of this guide, students who will prepare a master's or doctoral thesis are required to comply with the rules regarding spelling, form and content specified in the guide. In addition, non-thesis graduate term projects and seminars should be prepared in accordance with the rules given in this guide.

1. **PROCEDURES TO BE DONE DURING THE THESIS PROCESS**

**2.1. Before the Defense Exam**

The student who prepares his thesis under the supervision of an advisor can use the "Thesis Defense Exam Jury Suggestion Form" numbered 201 for YL, 312 for DR, "Thesis Defense Exam Announcement" form 202 for YL, 313 for DR and the "Turnitin Plagiarism Program Report" on the website of our Institute. To the Secretary of the Department for discussion in the Board. **The student sends the Draft Thesis and the accepted Thesis Proposal to the main jury members 15 days before the exam date.**

**2.2. After the Defense Exam**

If there are any corrections determined by the jury members, after these corrections are completed within one month at the latest, a copy of the thesis must be submitted to the Deputy Director of the Institute (form 205 for YL, form 316 for DR) and must have a final check. Control processes are a process that must be continued until there are no errors in theses. After this process is completed, the following actions should be done.

**Master's and Doctorate Students,**

Tez kapağı almak için; Ziraat Bankası Tokat Merkez Şubesi Gaziosmanpaşa Üniversitesi Strateji Geliştirme Daire Başkanlığının TR210001000239352153995001 İBAN numarasına TC numarası, isim, soy isim, Tez kapağı ücreti olduğu dekonta yazılarak para yatırmaları ve dekont ile Enstitüye müracaat etmeleri gerekmektedir. (8 Adet YL Kapağı: 40 TL, 10 Adet Doktora Kapağı: 50 TL)

* 3 Thesis Data Forms to be filled in from http://tez2.yok.gov.tr/ with wet signature.
* 8 or 10 Printed Thesis,
* 2 CDs; They deliver the CD, in which the entire thesis, the signed thesis acceptance and approval page (via browser), the Abstract and the Abstracts are all copied in PDF format as a single file.

**2.3. Exit Operation Documents of Master's and Doctorate Students,**

**For Master's Degree;**

Diploma is given to the student who completes the forms numbered 107-205-206in the forms section of the Institute's website.

**For the PhD;**

Diploma is given to the student who completes the forms numbered 107-316-317 in the forms section of the Institute's website.

**3.** **GENERAL WRITING PLAN**

The spelling rules and other formal features of the theses to be submitted to the Tokat Gaziosmanpaşa University Graduate Education Institute are stated below.

**3.1. The Paper to be Used**

Theses must be printed on "first grade" white paper in A4 size (210x297mm) and at least 80 g / m2, and their reproduced copies must be clear and legible.

**3.2. Page layout**

Including the title and footnotes, text texts should be left with a margin of 3.5 cm from the left and top and 2.5 cm from the right and bottom on each page..

After the thesis is bound and cut, it should be approximately 200x285 mm in size.

Words at the end of the line should not be separated.

**3.3. Font**

The thesis should be written on one side of the paper in computer environment (with MS Word, Scientific Word, Latex etc.).

The thesis should be taken using a high-quality computer printer. Typing with a typewriter and dot matrix printouts are not accepted. Corrections, erasures, or scrapings made by hand or by typewriting in any part of the thesis are not accepted.

All symbols and special signs should be written on a computer or template. Figures that cannot be created in the computer environment are drawn according to technical drawing principles, text and symbols are written with templates.

Times New Roman should be selected as the font type, the font size should be 12 pt, the text should be in black. In obligatory cases, smaller font size can be used in tables and figures and their headings or formulas (font is the unit of height that indicates the size of the font, taken as 0.35 mm)

In the writing of subscript and superscript, characters smaller than the plain font size can be used for aesthetic concerns or depending on the author's preference. In this case, the only condition is that the indices used are readable.

Latin words should be written in italics, not underlined. In writing, 1 character space should be left after punctuation marks..

**3.4. Writing Plan**

Section, subsection headings and carriage returns should start from the left margin of the margin, and should be written according to the block system (justified). Paragraphs should start with left block and 1 line spacing should be left between paragraphs. Right and left edges of the texts should be vertically aligned.

**3.5. Manner of Telling**

In my writing, an easy-to-understand, clear and simple expression should be preferred and a scientific language should be used. Expression should be made in third person (passive), sentences should be short and concise.

In writing, attention should be paid to create paragraphs in terms of meaning and scope unity and that the paragraphs are appropriate to the section title. Although the number of paragraphs under the chapter heading depends on the narrative setup, using a single-sentence paragraph should be avoided.

For punctuation and spelling, Turkish Language Association Spelling Guide and Turkish Dictionary must be followed.

If needed, a foreign language deemed appropriate by the Interuniversity Board may be used in writing the thesis with the recommendation of the advisor, the approval of the Board of Departments and the approval of the Institute Board of Directors.

**3.6. Line Spacing**

1.5 line spacing should be used in the writing of the thesis text.

1 line spacing should be used in the writing of abstract, English abstract, figure and table names, quotations, footnotes, equations, indexes and references.

1 space (single line spacing) should be left between the table and figure names and the table and figures.

Main titles such as Abstract, English Abstract, Table of Contents and section titles should be written starting from a new page. There should be 1 space (1.5 line spacing) between the main and sub-section headings, between the main chapter headings and the first paragraphs, between the sub-chapter headings and their first paragraphs, and between the last line of a chapter or sub-chapter and the next sub-chapter title.

Subheadings cannot be written as the last line of the page. In this case, the title is written on the next page. The first line of a paragraph cannot be written as the last line of the page and the last line of the paragraph as the first line of the page.

**3.7. Numbering**

Thesis front pages such as Abstract, English Abstract, Preface and / or Acknowledgment, Table of Contents and Index of Figures, Tables, Symbols and Abbreviations if available, with lowercase Roman numerals in the form of “i, ii, iii, iv, v, vi, ... The thesis text starting with the introduction section should be numbered as "1, 2, 3, ..."..

Page numbers should be at the bottom of the page and in the middle, and should be written 2 cm from the bottom.

The size of the page number should be 12 points, separators, lines, etc. in front and back of the page numbers. character should not be used.

If your thesis has horizontal pages, the page number should continue as in the whole thesis.

If there is ANNEX section in the thesis, the numbering should continue in this section.

All pages should be numbered, except the inner cover and the approval page.

**3.8. Section Titles**

First degree section titles (main headings) should be written in all capital letters in the font used in my writing (12 points). In second degree subsection titles, the first letter of each word should be written in capital letters, the others in lowercase. Only the first letter of third degree section titles should be in capital letters, the others should be in lowercase. All section titles must be bold. Numbered subsection titles that are more advanced than the third degree should not be used. However, if the author needs fourth-order and more advanced headings to explain the subject better, then he / she can use straight underlined, italic and underlined italic titles for 4th, 5th and 6th grade headings respectively, provided that they are not bold. 4. 5. and 6. Ranking titles should not be shown in the table of contents.

In the first, second and third order titles if "and / or / with" etc. If there are conjunctions, they should be written in lower case.

The first letter of the Latin plant and animal genus names in the title should be capitalized, and the first letter of the species names should be written in lowercase and italic.

In theses belonging to the departments of Mathematics and Statistics, the expressions "Example" and "Proof" should be written in italics, "Definition", and "Lemma" statements should be written in plain, without bold.

The other lines of the headings that do not fit on a line are written in blocks (1 line 1 spacing) starting from the column where the first line (excluding the number) begins. No punctuation marks should be placed at the end of the title.

Section titles should be numbered and written starting from the left page margin. If there are unnumbered subheadings between the numbered section and subsection titles, they should be given in straight underlined, italic and underlined italic, if there are words, sentences or definitions that are desired to be emphasized, they can also be given in italics. This subheading, words / sentences should not be written in bold.

Section titles should indicate or include the essence of the ideas explained in that section. Unnecessary words should not be included in the title, and very long titles should be avoided. While determining the chapters of the thesis, attention should not be paid to unnecessary detail, the order of priority of the chapters and sub-chapters relative to each other..

**3.9. In-text Citation**

Citing (citation) is an inevitable and correct application in every scientific study. The considerations are of great importance in terms of allowing the research subject to be narrowed by basing the assumptions, as well as examining the results obtained. On the other hand, the mention is also an indicator of the value given to similar studies previously performed. For this reason, it is an illegal practice to use all kinds of written or drawn results of studies performed by others as a result of intense efforts without citing any source, not complying with scientific ethical rules. The thesis author is responsible for showing the necessary care in this matter. Every source mentioned in the thesis must be included in the "REFERENCES" section of the thesis. Similarly, the sources in this directory should be mentioned in the text.

Citation in the thesis should be made according to the surname of the author.

Citing according to the surname of the author should be made according to the "Surname, Year" system (Harvard system). Only the surname (s) of the author (s) of the mentioned work (first letter in capital, others in lower case) and the publication year of the work should be written, separation should be made with a comma after the surname and a 1 character space should be left.

If the reference is used in the sentence or at the end of the sentence, the year of the source should be shown in parentheses..

**Example:**

Phenotype is the main issue in animal breeding practices (Düzgüneş, 1976).

Düzgüneş (1976), reported that the main issue in animal breeding practices is phenotype.

When references with more than two authors are cited, after the surname of the first author, "et al." The abbreviation should be used.

**Örnek:**

………………………………………………….(Feldman et al., 1989).

If the source is in the form of a source in another publication, if the first publication containing the information could not be obtained, the author who first referred to the original publication and then cited in parentheses should be specified.

**Example:**

Lush (1945)'a göre kalıtım derecesi, akraba şahısların birbirlerine benzerlik bakımından akraba olmayanların birbirlerine benzerliklerine nazaran üstünlüğü olarak da tarif edilebilir (Düzgüneş, 1976).

Öztürk (1997) tarafından bildirildiğine göre; yapma gravite dönüşümü ilk defa Baranov (1957) tarafından yapılmıştır.

If the publications of the same author (s) in different dates are mentioned at the same time, the publications should be sorted according to the date order from the old to the new one by separating them with a "," comma. Publications of the same author (s) belonging to the same year should be listed with the letters a, b, c… following the publication year.

**Example:**

En önemli sakıncası bodur ağaçcık olmaları nedeniyle çiçek tozlarının dağılma sahaları dar bir alanda olmaktadır (Bilgen,1968, 1973, 1982).

Süperkritik ve kritik yakını koşullarda enzim aktivite ve kararlılıkları incelenmiştir (Habulin ve Knez, 2001a, b).

If more than one source is mentioned at the same time, author's surnames and publication years should be written separately and listed from the oldest to the newest publication and the breaks should be separated with a semicolon (;).

**Example:**

………………… ( Alkan, 1973; Olgun, 2000; Ekmekyapar, 2003).

Turkish and foreign publications prepared by a commission or institution and whose author is not specified, and sources published by institutions and organizations without authors should be specified as "Anonymous, year".

**Example:**

Türkiye’de elma üretimi 1995 yılında 2 100 000 tona ulaşmış bulunmaktadır

(Anonim, 1996).

FAO kaynaklarına göre Türkiye elma üretimi açısından dünyada beşinci sıradadır (Anonim, 2005).

Oral and written interviews should also be specified in the text using the "Surname, year" system. In the resources directory, the person's name (s) and date should be written like other sources, written / oral interview phrase and address respectively after the date..

**Example:**

Ülger (2007), cin mısırında melez gücünün artışını mısırından daha düşük olduğunu ifade etmiştir.

Electronic newspapers, magazines, encyclopedias, books, CD-ROM and various internet resources, if the author is not specified in the text, Anonymous and access year, if the author name is specified, the author name and access year should be specified, the internet address should be specified in the directory of resources.

**Example:**

McKay ve ark.., tarla bezelyesi üretimi ile ilgili yürüttükleri denemede, tohum ekim oranının tohum büyüklüğüne bağlı olduğunu belirtmişlerdir (Anonim,2004).

NOVO NORDISK verileri enzimlerin kullanımında deterjan endüstrisinin birinci sırada yer aldığını göstermektedir (Anonim,2004).

If a figure or table taken from another publication is used, the description of the figure or table should be referred to in the "Surname, year" system..

**Example:**

Çizelge 2.2. Bazı bitki türleri için ışınım enerjisi miktarı (Ashrae, 1991)

**3.10. Interim Notes**

Interim notes can be given between two dashes in the text, in parentheses..

1. between two dashes -.....................-
2. Parenthetical (.....................)

**Example:**

Bilimsel ve kesinleşmiş bir hipotez olarak kullanılan bu ilişki, Waber ve Planck Teorisi'ne göre son derece tartışmalıdır. Bu kavram, -survival of the fittest-biyoloji ve sosyolojide farklı anlamlarda kullanılmıştır.

Avrupa'da fizik eğitimi yapmış olan Boas, Einstein'in (özellikle Rölativite Teorisi'nin) etkisi altında kalmıştır.

**3.11.** **Footnotes**

If the thesis is written in the text on any page of the thesis, very short and concise explanations that are distracting and preventing continuity in reading can be given as a footnote under the same page in a few lines.

Footnotes should be separated by a continuous line drawn from left to right to the middle of the page, after leaving 1 space (1 line spacing) after the main text within the page. The space that should be left at the bottom of the page should not be used.

1 space (1 line spacing) must be left between the footnote line and the footnote number. There should be 1 character space between the footnote number and the description.

Footnote description should be written with 1 line spacing and 10 font size. Footnotes should be placed on the page where the reference is made, and should only be used for special explanations or definitions.

**Example:**

............................................................................................................................................

............................................................................................................................................

............................................................................................................................................

........................................................................................................metal katyonu

yüksek bir değerlikte bulunabiliyorsa, reaksiyonun başında meydana getirilen

radikallerle1 indirgenme-yükseltgenme

.............................................................................................................................................

.............................................................................................................................................

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1Çözelti ortamında radikal meydana getirmek için radikalik özelliği bilinen azo bisizobütironitril gibi kolayca radikal ara ürünlere dönüşebilen reaktifler kullanılır.

**3.12. Quotes**

If you want to cite a section taken from another source in the thesis, this quote is written in quotation "........".

**Example:**

Wallast (1990), bu durumu şu şekilde açıklamıştır: "CaCO3'ın iki polimorfundan aragonitin çözünme hızının kalsitinkinden biraz daha yüksek olması, iki kristal sisteminin bağ enerjileri arasında küçük bir fark olduğunu ortaya koymaktadır"

**3.13.** **Symbols and Abbreviations**

Abbreviations are made according to the Spelling Guide of the Turkish Language Association (TDK) by using their initials for terms consisting of more than one word used in the thesis. The abbreviation should be explained only once in parentheses where it is mentioned first. These SYMBOLS and ABBREVIATIONS should be presented in alphabetical order under the subheading "Abbreviations".**.**

Organization, book, magazine, etc. Abbreviations of names are usually made by capitalizing the first letter of each word.

In abbreviations of geographical directions, the first letters of the Turkish directions should be used (For example, D, B, KB, GD, etc.).

Period is not generally used in abbreviations made with capital letters. However, it is customary to put dots in abbreviations of military words and in some other examples.

**Example:**

Orta Anadolu Sismoloji istasyonları Ağı (OASİA)

Kara Kuvvetleri Komutanlığı (K.K.K.)

Faz değişim maddesi (FDM)

Milattan önce/Milattan sonra (M.Ö/M.S)

Kaynak Kredi Destekleme Fonu (KKDF)

Türkiye Cumhuriyeti (T.C.)

It is compulsory to comply with the SI (System International) unit system for numerical evaluations and dimensional evaluations in theses. The use and writing of units and symbols should comply with International Standards and Turkish Standards, the same standards should be used for the symbols of the units, and the symbols (cm, m, cal, kw, 1 / s etc.) should not be put at the end of the symbols.

The pronunciation of the word in the suffixes to the abbreviations made with lowercase letters; The reading of the last letter of the abbreviation is taken into account in the appendices made to the abbreviations made with capital letters. However, although the abbreviation is made in capital letters, this reading is taken as basis in the appendixes that are read as a word.

**Example:**

kg’dan TUBİTAK’ın

cm’yi ASALSAN’da

mm’den UNESCO’ya

**3.14. Sayıların Yazılışı**

Point should be used when writing decimal numbers.

When typing large numbers, grouping in threes to the left from the last digit of the number should be made and a space should be left between these groups. However, no periods or commas should be used in this space.

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2,45 false | 8 245 | 354 true |
|  | 2.45 true | 8,245 | 354 false |
|  |  | 8.245.354 false | |
|  |  | 1,000,000 false | |

Numbers are written in text within the text. On the other hand, numbers are used for the number of hours, amount of money, measure, statistics.

Hours and minutes can also be written in text within the text.

Numbers consisting of more than one word are written separately (two hundred, three hundred and sixty-five).

Roman numerals can only be used in centuries, in the names of the rulers, in the writing of the months in dates, in book and magazine volumes, and in numbering the pages before the main chapters of the books (XX. Century, 1.XI.1928, Volume I, XII.).

Ordinal numbers can be shown in text and numbers. If it is shown with numbers, either a dot is put after the number or an apostrophe is placed after the number and the suffix indicating the degree is written (15., 56., XX .; 5th, 6th).

When append is shown, only the apostrophe and the suffix are written after the number; also no dot (8th not 8th, 2nd not 2nd).

The number of breeding is indicated in writing rather than numbers (two instead of 2, nine instead of 9).

**3.15. Equations**

All the equations in the text are (1), (2), (3) ...., or the moment they are found.

According to the section numbers (1.1), (1.2), (1.3) ...., the attached equations are (E.1),

It is numbered as (E.2), (E.3).

Equations should be written left justified and 1.5 line spacing from top and bottom should be left between equality and texts.

Equality number leaning right. There is no need to put sort marks (....., -.-.-,) horizontally between the equality number. While referring to equality in the text, "as in the example of Equation 2.3." Is written.

The terms in the equation should be defined on the bottom line, if any, their units should be given in parentheses.

|  |  |  |
| --- | --- | --- |
| **Example :** |  |  |
| qh,d= UA(ti-td) |  | (2.1) |
| IO3ˉ + 3HSO3ˉ | I ˉ + 3HS04 ˉ | (3.5) |
| aA + bB | cC + dD | (3.6) |

**3.16. Presentations of Statistical Parameters**

"(P <importance level)" should be used in parentheses to show the level of importance in statistical evaluations..

1. **FIGURES and TABLES**

Figures and tables can be found in the thesis to help the narration. Photographs to be used in the thesis, microscope images such as SEM, visual computer outputs, maps and other graphics, histograms, flow charts, organizational charts, etc. It is defined as "shape".

Figures and graphics should be drawn on tracing or white paper with Indian ink or a computer printer. Figures and graphics should be printed out from a color printer, if necessary.

All lines, signs, symbols, numbers and texts to be included in the figures and tables can be printed on the printer or rapido, letraset etc. must be done using; Care should be taken that they are large enough to be read. Linear scale is used in figures.

If the explanation of symbols or abbreviations related to figures and tables is deemed appropriate by the author, they may be written under the underscore of the figure or table, starting from the left edge. 1 space (1.5 line spacing) is left between the bottom edge of the figure and table and the text.

The chart can be open or closed framed. Open frame chart has at least 3 horizontal lines. The first of these should show the top edge of the chart, the second to the column headings, and the third to the bottom edge of the chart. Between the chart frame and the vertical and horizontal division charts should not be thick and shaded, but of normal thickness.

Figures, words, symbols, abbreviations etc. in the content of the figure or table. It should be organized and displayed in a clear, visible and understandable way. Characters in figures and tables should not be less than 8 points, all other abbreviations other than international abbreviations should be defined..

**4.1. Placement of Figures and Tables**

All figures and tables in the thesis should be mentioned in the text. Figures and tables should be as close as possible to the first mentioned places in the text, provided that they comply with the principles of page layout.

Figures and tables should be placed centered on the vertical center line of the page, and the required gaps (horizontal or vertical) on the edges of the page should not be exceeded.

There should not be any folded figures or tables in the thesis, the ones in case of overflow should be either reduced or attached. If there are documents attached to the thesis that cannot enter the binder, a pocket should be arranged inside the back cover.

If charts longer than one page must be included in the thesis text, they can be divided into one page size (at the appropriate place).

The continuation of the chart should be given on the next page with the same chart number and title; however, the phrase "Continue" should be written in parentheses after the schedule number.

**Example:**

Çizelge 4.3. DSA’da göz çalışmasında deterministik etkiler için eşik değerini geçen skopi ve DSA sınırları

Çizelge 4.3. (Devam) DSA’da göz çalışmasında deterministik etkiler için eşik değerini geçen skopi ve DSA sınırları

Tables or figures that will contain half a page or nearly half a page, the figure or table should be at the top or bottom of the page. Two or more small figures and charts can be given on the same page. If these are closely related, "a, b, c, d, e ....."

All of them can be given a single figure or table number. But these must be defined separately..

**4.2. Numbering Figures and Tables**

All figures and tables should have their own numbers and the numbering process should be done with numbers. Numbers should be separate from each other for each main part.

**Örnek:**

Figure 1.1., Figure 1.2., Figure 2.1., Figure 3.2.,

Table 1.1., Table 1.2., Table 2.2., Table 3.4.

**4.3. Figure and Chart Names**

Figure number and name should be written below the figure; 1 space (single line spacing) should be left between the figure name and the bottom edge of the figure.

The schedule number and name should be written on the table; 1 space (single line spacing) must be left between the last line of the table name and the top edge of the table.

Explanations of figures and tables should be as concise and descriptive as possible. In the writing of figure and table explanations, the first letter of the first word should be written in capital, the others should be in lowercase, and there should not be a full stop or comma at the end.

If the names exceed one line, the second and other lines should be written with 1 line spacing,

must start in line with the first carriage return, block typing.

**Example:**

Related shape area

Şekil 1.3. Physical map of Tokat province

Çizelge 3.1. Change of temperatures by months

Related shape area

**4.4. References to Figures and Tables**

When referring to figures and tables within the subject, they should be treated as a proper name, their first letters should be capitalized.

References to figures and tables should be as shown in the examples below, if the referenced figure is on the referenced page or on the next page..

**Example:**

Denemeye alınan tohumların bazı fiziko-mekanik özellikleri çeşitlere göre verilmiştir (Çizelge 4.4).

Bu kategorideki meyve sularına ait Japon Gıda Standart’ları Çizelge 2.1’de verilmiştir.

Deney verilerinin Çizelge 4.3'de sunulan istatistiksel sonuçlarına göre.......

If it is necessary to refer to the figures and tables mentioned in the previous pages on any page of the thesis, the reference is "see" in quotation marks, which means "see". must be abbreviated.

**Example:**

Peynir örneklerinde ortalama kuru madde değerleri (bkz. Çizelge 3.1) ile toplam bakteri içeriği arasında doğrusal bir ilişki gözlenmiştir.

If a figure or table taken from another publication is to be used, which is exactly or modified, the description of the figure or table should be referred to in the "surname and year" system..

**Example:**

Şekil 3.4. Fermantasyon süresinin çay deminin özellikleri üzerine etkisi

(Hainsworth, 1969)

1. **THESIS COVER and FRONT PAGES**

**5.1. Outer Cover**

Standard ready-made covers with windows prepared by Gaziosmanpaşa University Graduate Education Institute should be used for the outer cover. Corresponding to the window part of the cover and centered on the vertical center line of the cover, the title of the thesis, name and surname, type of the thesis (Master's Thesis / Doctorate Thesis), department, the title of the advisor, name, surname, year and "All rights reserved" one page should be behind the outer cover.

The title of the thesis should be written in capital letters.

In the text, 12 pt. (Smaller font size if it does not fit) and 1 line spacing should be used, only 2 line spacing should be left below and above the name and surname of the author. Articles must be bold.

The title of the thesis should be as short and concise as possible and reflect the subject and content of the thesis in the best possible way..

**5.2. Inner Cover**

In the writing of the inner cover page, 12 pt and 1 line spacing should be used, but the title of the thesis should be written in 14 pt, left aligned. Articles should not be bold..

**5.3. Supporting Organization Information Page (If there is)**

**5.4. Approval page**

Successful candidate after the thesis defense, with (..........)

The title, name and surname of the jury members and the Director of the Institute (without abbreviation) must be written on the computer, duplicate this page and have the relevant persons sign it separately with a blue ink pen. Date section should be left blank on the confirmation page..

**5.5. Declaration Page**

The "DECLARATION PAGE" containing information about the preparation of the thesis by adhering to original and scientific ethical values should also be included. The thesis statement page must be signed by the student making the thesis..

**5.6. Dedication Page**

Dedication page is not required. The dedication should be short. The person (s) to whom the author dedicated his thesis can be written in any writing style and font, provided that it is not larger than 12 points..

**5.7. Turkish and English Abstract**

Turkish summary is written first in Turkish writing and English summary is written first in English writing.

It should not exceed one page with the abstract and English summary keywords and 1 line spacing should be used in my writing. The title of the thesis must be included in the abstract text in Turkish and English.

At the top of the page, the word "ABSTRACT / ABSTRACT" should be written in capital letters (bold) and averaged.

In the Abstract and Abstract section, which should be viewed as a reduced form of the article or thesis, the main objectives and scope of the research should be found, the methodology used should be defined, findings and results should be summarized.

The Turkish and English summary of the thesis with a minimum of 150 words and a maximum of 400 words should be placed consecutively after the approval page.

After the Abstract / Abstract text, 2 spaces (two 1 line spacing) should be left, and the year and the number of pages should be left aligned, then keywords / keywords should be written.

Keywords are written left justified and 1 line spaced, leaving 1 space (1 line spacing) after the year and page number lines.

The first letters of the keywords should not be bigger and more than 8 in number. Key words are one of the most important tools to announce the thesis work widely. Today, many libraries and other types of publication supply systems classify and search scientific publications on the basis of keywords. For this reason, the author should pay attention to the selection of keywords and include the words that best reflect the content of the thesis.

Titles, Abstract and Abstracts of the theses are uploaded to the searchable areas of the Thesis Database. Therefore, such text fields should not contain italics, tables, figures, graphics, chemical or mathematical formulas, symbols, subscript and superscript or characters. Subtitles such as Purpose, Scope, Method, and Result should not be used.

Since the abstract page can be published alone, other studies should not be mentioned on this page.

In writing the titles of faculty members; abbreviations should be used

|  |  |  |  |
| --- | --- | --- | --- |
| Türkçe |  | İngilizce |  |
| Prof. Dr | | Prof. Dr. | |
| Doç. Dr. | | Assoc. Prof. Dr. | |
| Yrd. Doç. Dr. | | Asst. Prof. Dr. | |
| . | |  |  |

**5.8. Preface**

In the preface, additional information about the study that is desired to be emphasized by the thesis writer, restrictive and / or positive factors, personal opinion, goals and wishes are mentioned.

In writing the preface, 12 font size and 1.5 line spacing should be used, it should not exceed one page. The people who directly contributed to the thesis study and the preparation of the thesis should be thanked to the people and organizations who contributed outside of their normal duties, although they are not directly related.

The title, name and surname of the people who are thanked, if any, the organization they were assigned to and their contribution to the work should be stated in parentheses in a short and concise form.

Under the text of the preface and acknowledgment, right-aligned name-surname and month, date in year format are written one under the other.

**5.9.** **Contents**

Contents index is the page where all special pages, all chapter titles in the thesis text, additional studies, resources and annexes are given starting from the summary page.

All chapter and subsection titles and references (if any) in the thesis text must be given in the "Table of Contents" directory. Each title used in the thesis should be given exactly, without any change in the index of contents.

At the top of the page, the title is written in bold capital letters in the form of "TABLE OF CONTENTS". After leaving 1 space (1.5 line spacing), the title "Page" is placed in the upper right corner of the page with an underline.

All titles in the thesis are written and the starting page numbers are shown opposite them.

The entire page should be written with 1.5 line spacing, 1 space (1.5 line spacing) between sections.

Page numbers should be written one after the other. Headings longer than one line should be written with 1 line spacing, starting from the column where the first line begins (excluding the title number), and the page number should be given opposite the last line.

**5.10.** **Symbols and Abbreviations**

Symbols and abbreviations in the thesis can be given in alphabetical order with the title SYMBOLS and ABBREVIATIONS in bold and capital letters, centered at the top of the page, if necessary.

Symbols and abbreviations should be written starting from the left frame, and definitions or explanations of symbols and abbreviations should be written in blocks, leaving approximately 20 characters after the symbol.

Symbols used in the thesis should be given under the subtitle of Symbol, and the information about the symbol should be given under the title of Description.

The abbreviations used in the thesis should be given under the subtitle of "Abbreviations" and the information about them under the subtitle "Explanations".

A period should not be placed at the end of the symbols.

Symbols and abbreviations used in the thesis should be written with 1.5 line spacing. "Abbreviations" are given by leaving 2 spaces (two 1.5 line spaces) after the last symbol and its explanation**.**

**5.11.** **Figures and Tables**

It is the section where a general representation of the figures and tables used in the text is made. The explanations in the Figures and Tables directory must be the same as the figure and table descriptions in the thesis text.

At the top of the page, "LIST OF FIGURES" or "SCHEDULE LIST" is written in capital letters and bold in the middle. If the index is longer than one page, the title should not be written on the second and other pages. The "Page" title should be underlined in the upper right corner.

All figures and tables in the thesis are written in the order of numbers, with 1.5 line spacing, and the page number they are in is given. Page numbers should be written with the last numbers one under the other.

Other lines of figure and table titles that are longer than one line must be written with 1 line spacing, starting from the column where the first line begins (excluding the figure / table number)..

1. **ORGANIZING THE CONTENT OF THE THESIS**

Thesis; INTRODUCTION, LITERATURE SUMMARY / THEORETICAL FOUNDATIONS, MATERIAL and METHOD (or similar main section / sections determined according to the subject of the thesis, the content of the research), RESULTS AND DISCUSSION, CONCLUSION and RECOMMENDATIONS, REFERENCES.

If necessary, ANNEXES can be given as a separate section. The curriculum vitae of the candidate must be attached to the end of the thesis.

**6.1. Introduction**

The introduction part, which is one of the first and most important parts of the thesis, should be written under the title "INTRODUCTION". After giving the reader the preliminary information on the subject, the purpose and scope of the research should be clearly stated. In addition, if there are previous studies about the thesis topic, these can be given in the INTRODUCTION section. If an unusual and / or controversial nomenclature, classification and concept are used in the thesis work and writing, their explanation should also be given in the INTRODUCTION section. There should be no numbered subsection titles in the introduction. On the other hand, if it is necessary to explain the subject better, it is possible to use straight underlined, italic and / or italic underlined subheadings, but not bold.

**6.2. Literature Abstracts / Theoretical Foundations / General Information**

It is the section in which the studies on the thesis subject are introduced in short summaries according to the order of date or subject integrity.

If desired, only theoretical explanations on the subject can be included in this section. In this case, the title of the chapter should be THEORETICAL FOUNDATIONS.

**6.3. Material and Method**

This section includes the experimental technique and materials used.

Material is the object being studied or used in the study. The properties of the material, the way it is used, the place where it is taken, the way it is taken, the condition during the start and end of the trials, etc. information should be included in this section.

Method, on the other hand, are the techniques used to achieve the purpose of the research. The methods used should be explained clearly and understandably in this section.

If the method used is an internationally standardized method, it is sufficient to give the name of the method by indicating only the source. However, if any change has been made to a standard method or a new and special method has been used, this should be given in detail.

**6.4. Findings and Discussion**

In this section, the findings obtained from the thesis should be written clearly. According to the form of the study, the findings can be given under some sub-section titles. Since the "Results" section, which includes the trial results, is the main part of the study, this section should be dwelled on in more detail. At the end of the chapter, the findings obtained from the study should be compared with the studies in the literature and discussed.

**6.5. Conclusion and Recommendations**

This section should contain general results obtained from the thesis. The results obtained from the study should be compared with the literature and should be discussed, and the contribution of the study to science / field should be stated. Recommendations should be presented in conjunction with the results achieved.

Any suggestions that the thesis writer wants to convey to the people and practitioners who will work on the subject should be written at the end of this section.

**6.6. Resources**

The REFERENCES title should be written in capital letters starting from the left margin of the page and a space should be left between the title and the first source.

The sources used in the thesis should be written according to the surname of the author, starting from the left margin, and in the writing of references longer than one line, the second and subsequent lines should start 1.25 cm inside the first line.

All the resources used in the thesis should be listed in alphabetical order, and should be included in this index.

1 line spacing should be used in the writing of references.

Author names abbreviated by "et al.," In the text should be given in full in the reference list.

International abbreviations of periodics used in references should be included. If these abbreviations are unknown, they should be written in their periodic original name.

If publications of the same author (s) in different years are given, the order should be made starting from the published publication first. Again, if the same author (s) has more than one publication in the same year, a ranking should be made by giving letters such as a, b, c, ... at the end of the publication year.

In articles, books and papers, authors should be separated by a comma, but two or more authors should be separated by "and".

**6.6.1.** **Çeşitli kaynakların yazımıyla ilgili kalıplar ve örnekler**

**(1) ARTICLE**

Surname-comma-first name (s) initial (s) -dot-comma-year of publication-dot-article title-period-journal-published journal-comma-volume and number in brackets-comma-start and end page-dot

Mutaf, S., 1988. Dogal Havalandırmanın kümeslerdeki psikrometrik sonuçlara etkisi ve etkinliğini artırma olanakları. Akdeniz Üniv. Ziraat Fak. Dergisi, 1 (1), 26-41.

Öznülüer, T. ve Demir U., 2002. Formation of Bi2S3 thin films on Au(111) by electrochemical atomic layer epitaxy:kinetics of structural changes in the initial monolayers. Journal of Electroanalytical Chemistry, 529 (1), 34-42.

**(2) BOOK**

Surname-comma-initials of first name (s)-period-comma-year of publication-period-title of book-dot- publishing place-comma page number-comma- city or country-point

Ekmekyapar, T., 1993. Hayvan Barınaklarında Çevre Koşullarının Düzenlenmesi.

Atatürk Üniversitesi., Ziraat Fakültesi,Yayınları, No: 306, 177 s, Erzurum.

Melrose, D.B. ve McPhedran R.C., 1991. Electromagnetic Processes in Dispersive Media. Cambridge University Press,431 p, New York, USA.

**(3) CHAPTER IN A BOOK**

Surname-comma-first name (s) initial letter (s)-dot-comma-year of publication-dot-chapter-title-dot-book title-comma-editor (s) -point-publishing place-comma-city or country-comma- start and end page of the section-period

Demirkol, Ş. (2002), Değişim Mühendisliği. Stratejik Boyutuyla Modern yönetim yaklaşımları, Editörler: Coşkun,R., ve R. Altunışık. Beta, s. 163-196.

Rhoades, J.D., 1982. Cation Exchange Capacity. Methods of Soil Analysis, Part 2, Chemical and MicrobiologicalProperties, 2nded., Ed: A.L. Page. Soil Sci. Soc. of Amer. Inc., Madison, Wisconsin, 149-157.

**(4) PAPER**

Surname-comma-first name (s) initials-dot-comma-year-dot-title of the declaration-dot-the name of the congress, symposium etc.-comma- place-point

Öneş,A. ve Olgun, M., 1986. Tokat yöresinde kurulacak hayvan barınaklarında uygun çevre koşullarının sağlanmasına ilişkin planlama kriterlerinin saptanması, Hayvancılık Sempozyumu, 5-8 Mayıs, 1986, Cumhuriyet Üni Tokat Ziraat Fak. Tokat.

Tuncer, G., 1997. World pumice reserve and situation and importance of Turkey in production. Proceedings of the I.Isparta Pumice Symposium, Isparta.

**(5) THESIS**

Surname-comma-initial letter (s) of first name-dot-comma-year-dot-title of thesis-dot-type of thesis (Master's Thesis / PhD Thesis)-comma-institute / US name-comma dot

Şişman,N., 1982. Erzurum İli Tarım İşletmeleri Binalarında Son Yirmi Yıldaki Gelişmeler Üzerine Bir Araştırma.(Doçentlik Tezi), Atatürk Üniversitesi. Kültürteknik Bölümü, Erzurum.

Ransom, M.D., 1984. Genetic Processes in Seasonally Wet Soils on the Illinoian Till Plain in Southwestern Ohio. (Ph.D.Diss.), The Ohio State Univ. Columbus.

**(6) REPORT**

Surname-comma-first name (s) initials-dot-comma-year-dot-report title-dot-point-where it was prepared or published

Saner, E., Alpan-Atamer S., Bahçeli G., Bayazıt S., Arat G. ve Ersan O., 2002. Çevre Bilgi Sistemleri Ön Rapor. Vizyon2023: Bilim ve Teknoloji Stratejileri Teknoloji Öngörü Projesi, Çevre ve Sürdürülebilir Kalkınma Paneli, Ankara.

**(7) INTERNET SOURCE**

(Anonymous)-comma-year-dot-subject-title-dot-broadcast place-comma-web address- (visit date; day, month, year) -point

a) If the author is not known:

Anonymous, 2002. Guidance notes. The appearance of facing bricks.

http://www.thebrickbusiness.com/pdfs/pdf\_fac- (13.09.2006).

1. If the author is known:

Borchelt G., 2002. Choosing the right brick. Mason Contractors 377 Association of

America. http://www.masonry-378magazine.com/10-12/cover.html; (03.09.2006).

**(8) WRITTEN / ORAL INTERVIEW**

Last name-comma-initial letter (s) of first name (s) i-dot-comma-year-dot-written / oral interview-dot-institution's address-comma- (interview date) -point

Ülger,A.C., 2007. Sözlü görüşme. Çukurova Üniv. Ziraat Fak. Tarla Bitkileri Öğretim Üyesi, Adana, (20.04.2007).

**(9) PUBLICATIONS WITH AN UNCONNECTED AUTHORITY AND ANY RESPONSIBILITY**

Anonymous-comma-published date-dot-broadcast name-dot-issuing organization-comma-publication place-comma-broadcast no-dot

Anonim, 1985. Beşinci Beş Yıllık Kalkınma Planı (1985-1989), Yayın No:1975, Ankara,

Anonim, 1991. The State of Food and Agriculture 1990. FAO, 223p., Rome.

**6.7. Appendices**

If they are included in the text of the thesis, explanations that disrupt the thesis appearance and integrity or distract the subject, prevent continuity in reading and are too long to be given as a footnote (the drawing of an equation, comprehensive and detailed experiment data, sample calculations, computer program lists, questionnaire forms, large maps etc.) should be given in this section.

Page numbers of the appendices section should continue with the page number following the end of the REFERENCES section. Annexes should be given in the Table of Contents in order and in full.

**6.8. CV**

Birthplace and year of the author, when he completed his undergraduate and / or graduate education

higher education institutions should be specified.

In addition, scholarships and awards received by the author, if any, can be written in foreign languages known..