

**T.C.  
ISTANBUL GEDİK UNIVERSITY**



**Accepted at the meeting of Istanbul Gedik University Senate dated 08/01/2019 and numbered 2019/02 and entered into force.**

**GRADUATE**

**THESIS / PROJECT WRITING REGULATION**

**ANNOUNCEMENT:**

**THIS DOCUMENT IS THE ENGLISH TRANSLATION OF THE REGULATION ON-2019/02 DATED 08/01/2019 BY THE UNIVERSITY SENATE. THIS IS NOT OFFICIAL ONLY TRANSLATED.**

**WARNING:**

**THIS THESIS WRITING GUIDE IS PREPARED FOR INFORMATION PURPOSES AND NOT AN EXAMPLE OF THESIS WRITING. SAMPLE THESIS TEMPLATES ARE ALSO GIVEN AS ANNEX TO THIS MANUAL, TO BE IN TURKISH AND IN ENGLISH.**

## **INTRODUCTION**

Graduate, doctorate, and art proficiency theses to be delivered to Istanbul Gedik University Institutes are written in accordance with the principles outlined in this guide. The thesis writing guide can be obtained from the relevant institutes or the websites of the institutes.

## **SUBMISSION OF THE GRADUATE PROJECT OF NON-THESIS MASTER'S PROGRAM;**

- **Graduate Term Projects** are delivered to one Project institute and one project consultant in clothbound (Magenta color). ("Term Project Approval Form" is placed on the page after the inner cover of the project, which is completed by the project consultant, and the term "Project Delivery" and "Term Project Approval" forms must be filled, and the project must be submitted together.) Compliance with the Project Writing Directive and the similarity of the project are also checked by the Institute. After these processes are completed, the graduation certificate or diploma is given to the student whose graduation is approved by the Board of Directors.

## **MASTER THESIS SUBMISSION WITH THESIS (BEFORE THE DEFENSE EXAM)**

- **Master's Theses** are delivered to the Institute before the Thesis Defense exam, in white hardcover (cardboard cover). (The thesis work submitted by the thesis supervisor must be filled with the thesis on the inner cover of the thesis with a cardboard cover, and the "thesis submission" and "Jury Member Selection" forms must be filled with the thesis.) After checking the similarity ratio, he submits his thesis with a white binder (cardboard cover) to each of juries, consisting of three permanent members and two reserve members, approved by the Board of Directors.

## **DOCTORAL AND ART PROFICIENCY THESIS DELIVERY (BEFORE THE DEFENSE EXAM)**

- **Doctoral and Proficiency in Arts theses** are delivered to the Institute with a white hardcover (cardboard cover). (The thesis work must be filled with the thesis and the "Thesis Submission" and "Doctoral Thesis Jury Suggestion" forms are filled with the thesis on the inner cover of the thesis with a cardboard cover indicating that the thesis is finished.)

After the check for compliance with the thesis writing directive and the similarity rate of the thesis, if there is no second advisor of the student, it delivers the white-bound (cardboard cover) thesis to each of its jury, which is approved by the Board of Directors decision and consists of five principal members and two reserve members.

**Along with the thesis**, 1 page plain text written in Times New Roman bold character 12 font size as shown in Annex A1 and Annex A2, a Turkish-English summary promoting the thesis with a minimum of 100 and a maximum of 250 words including keywords,

- **7 copies for Doctorate and Proficiency in Art,**
- **5 copies for the Master' degree**

is delivered in laser output quality.

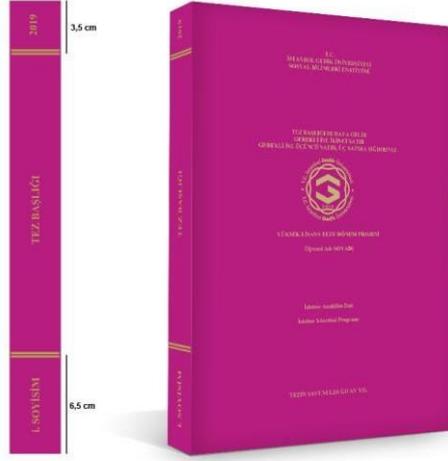
#### **MASTER THESIS DELIVERY WITH THESIS (AFTER THE DEFENSE EXAM)**

- **5 thesis with** magenta-colored cloth bindings is delivered to the relevant jury principal members of the thesis defense examination within two months at the latest from the date of defense.

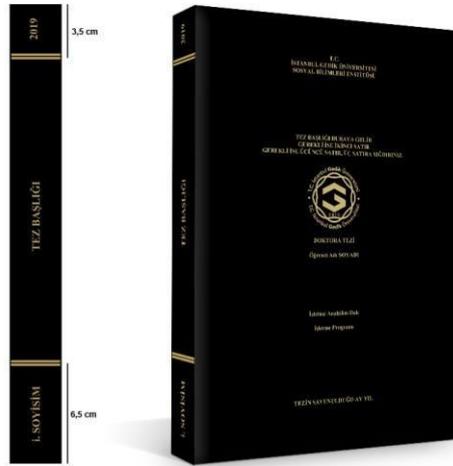
#### **DOCTORAL THESIS DELIVERY (AFTER THE DEFENSE EXAM)**

- **5 Thesis with black cloth bindings within 1 month from the date of defense, two theses to the Institute, and 5 theses delivered to the original members of the jury.**

Drawings, photographs, figures, etc. in at least one of the theses must be the original. The cover color of the cloth-bound theses is magenta in the Master's theses (Magenta Cloth Skin, Color Code: R: 183 G: 13 B: 127) and black in the Doctoral and Art Proficiency theses.



**Figure 1:** Master Cover Sample (Magenta Cloth Skin, Color Code: R: 183 G: 13 B: 127)



**Figure 2:** Doctoral Cover Sample (Black Cloth)

**Theses that are not written in accordance with the formats specified in the thesis writing directive are not accepted.**

- Three copies of the Turkish (Annex A1), English (Annex A2) abstracts are submitted to the Institute together with theses. Other forms, CDs, and documents to be delivered together with the thesis are updated on the website.

In general, the order of presentation of the information to be included in a thesis is shown below.

	Page No	
Outer Cover	-	not numbered
Inner Cover	i	Counted in Roman numerals, not displayed on the page
Term Project Approval Document or Thesis Approval Document	ii	Counted in Roman numerals, not displayed on the page
Preface	iii +	Roman numeral, page is laid out in the bottom
Contents	....	“
Abbreviations	....	“
Table List	....	“
List Of Figures	....	“
Symbol List	....	“
Turkish Summary	....	“
English Summary	....	“
Introduction Section	1 +	Arabic numerals are laid out at the bottom of the page
Other Departments	....	“
Results And Discussion	....	“
References	....	“
Attachments	....	“
Curriculum Vitae	....	“

## 1. GENERAL WRITING RULES

- Theses are prepared in the computer environment, and their printouts are taken from laser or inkjet printers.
- **Typewriter writing thesis and dot-matrix printouts are not accepted.**
- **In any part of the thesis, corrections, deletions, scrapings made by hand or typewriter are not accepted.**
- Tables, figures, and formulas in the thesis are created in the computer environment. Figures that cannot be created in the computer environment are drawn according to the principles of drawing, writing and symbols are written with a template. **There is no manual correction in such ways.**
- **All tables and figures in the thesis are cited in the text.**
- If the computer program lists to be submitted in the thesis are more than 5 pages, they are not included in the text section or the appendices. These lists are given as a supplement to the thesis in a fixed media medium (CD, DVD etc.). Discs are placed in a pocket to be made on the back inner cover of the thesis. A label is affixed to the discs (CD, DVD etc.), and information about their contents is given (for example, “Annex 1: Computer Program”).

### 1.1 Paper and Replication System to be used

Theses should be reproduced in A4 standard (21 x 29.7 cm, 80 g/m<sup>2</sup>) white first pulp paper without deterioration, and copies should be clear and legible.

### 1.2 Type of Writing

The writing will be done on both sides of the paper. Theses with white covers can be delivered as one-way or double-sided printing optionally. However, the cloth equivalent skins and **magenta (M.Sc.) / black (Dr.)** cover skins that will be delivered in the last stage should be delivered as double-sided printing. In duplex printing, attention should be paid that the first page (first-degree titles) of each section is on the right page in the reading direction.

### 1.2.1 Typeface

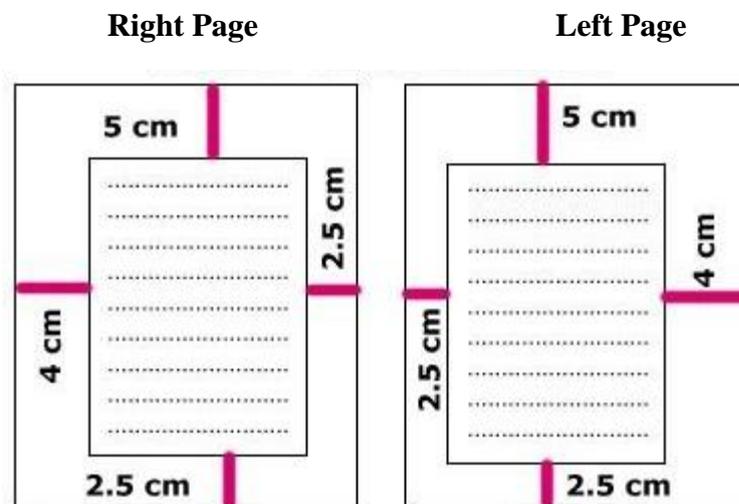
Times New Roman in 12 font size and Arial font in 11 font size are used. In the case of a letter, size is mandatory, 1 font size can be reduced. Up to 8 font sizes can be reduced if desired in charts and figures. In long excerpts written on the left edge, 2 smaller characters are used.

Text is written in upright and normal letters, and bold letters are used in headings. The italic typeface can only be used if necessary (Latin name, abbreviations, theory/definition, etc.). **A character space is left after the comma and period.**

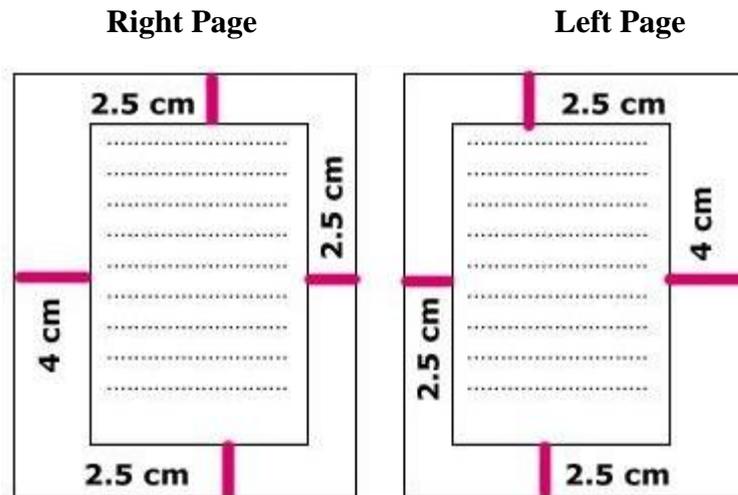
### 1.2.2 Page layout

In the thesis, there should be 4 cm from the left side of the page and 2.5 cm from the other sides. If there are footnotes, they should remain within these limits. The title line is 5 cm below the top edge of the page, with 72-point space left for the title on all first pages (such as contents, abbreviations, charts, lists of figures and symbols, preface, summaries, chapters, references, attachments, etc.). **In the thesis text, no syllable is distinguished between the dashes in words, and the text is aligned according to the left and right boundaries.**

**For Chapter, Lists, Preface, Abstract, References, Attachments, CV pages**



It is applied on the inner pages except for the first pages mentioned above.



### 1.2.3 Titles, line spacing, and layout

The term 'spacing' in the grid is the distance from one line bottom edge to the other line bottom edge. 1 range is approximately equivalent to two lower case letters. The point size is the unit of writing height and taken as 1/72 inch (0.35 mm).

- The thesis text is written in 1.5 intervals. 6-point space is left before and after paragraphs. No blank line is inserted between paragraphs.
- Abbreviations, Tables, Lists and Symbols lists, Foreword, Abstracts, References, Appendices, Curriculum Vitae, the names and descriptions of the Tables and Figures in the text and footnotes are written with 1 interval.
- While preparing Acronyms, Tables, Figures, and Symbol lists, the explanations are written as in the normal text, leaving 6 points before and 6 points after.

There are 72 points before the **first level titles** and 18 points after. Before **the second degree headings**, 18 point, then 12 point, and before **the third and fourth-degree headings**, 12 point, then 6 point space is left.

The title to a lower degree than the fourth degree is not used by enumerating. In cases where it should be used, the heading is created with bold font, and only the first letters are capitalized.

**Titles cannot be written as the last line of the page. If 2 lines of text cannot be written after the title, the title is also on the next page.**

**All titles are written in bold font. In first-order titles, all letters are capitalized, in the second-order titles, the first letter of each word is capitalized, in the third and fourth-order titles, only the first letter of the title is capitalized.**

The first line of a paragraph cannot be written as the last line of the page, and the last line of the paragraph cannot be written as the first line of the page.

#### **1.2.4 Page numbering**

- All pages of the thesis are numbered except for the outer and inner covers.
- The starting part of the thesis consists of the Foreword, Table of Contents, List of Abbreviations, Table List, Figure List, Symbol List, Turkish Abstract, and English Abstract.
- The text part of the thesis consists of the Introduction section, other sections, Results and/or discussion, References, Annexes, and CV.
- The starting part of the thesis starts with small Roman numerals (i, ii, ...) And the text section is numbered with Arabic numerals (1, 2,...). Page numbers are placed at the bottom of the page in the reading direction of the text and 1.5 cm above. The page number is written on the lower-middle of the short edge of the page when the paper is held vertically, and on the lower-middle of the long-edge when held horizontally.
- Page numbers should be written with the font used for the text, and the font size should be 11 points for Times New Roman and 10 points for Arial.

#### **1.2.5 Tables and figures**

- Tables and figures should be placed as close as possible to the text immediately after their first mention, provided that they comply with the page layout principles.
- Multiple tables or figures can be placed on the same page. However, no more than two pages of continuous tables or figures are given. A large number of tables or figures can be given in the annexes as needed.

- Tables and figures, the first number is the section number (letter in annexes), the second number is the sequence number of the table (or figure) in the section, "Table 1.2:", "Figure 1.1:" in the annexes, "Table A.1:" Number is given in the order of "Figure B.1:".
- The number and description of each figure are written below the figure, and the number and description of each table are written on top of the table.
- Table caption should be written using a line spacing in the word processor, leaving 12 points and 6 points before the writing.
- Table caption and the whole table should be on the same page.
- For tables larger than one page, the same table number and caption should be written per page, between the table number and caption, in Turkish brackets (devam), and in English brackets (continued) or (contd.).
- The first paragraph in the text section after the table should be written with a space of 12 from the top and 6 from the bottom. The titles that will come immediately after the tables should be used exactly without any changes in the title formats mentioned in 1.2.3 above.
- The gap between the figure and the subtitle of the figure is set in your word processor in the form of a sub-figure, with a font size of 6, before the font, and 12 points. The figure name is written with a space. Figure caption and the whole figure should be on the same page.
- For figures larger than one page, the same figure number and subtitle are written at the end of the figure on page 2, and between the figure number and the subtitle, it should be written in parenthesis (cont.) for Turkish theses, (continued) or (contd.) For English theses.
- Figures should be formatted so that they are "in line with text". The last paragraph in the text section before the figure should be written with a space of 6 points from the top and 12 points from the bottom.
- Footnotes used for figures should be written with 1 line spacing, and 2 font sizes smaller than text when necessary.
- The gap between the figure and the caption is set in your word processor in the form of caption, with 6 points before writing, and 12 points after writing. Shape descriptions and shapes are in no way separated from each other.
- Graphics, pictures, and notes given in the thesis should be numbered by accepting as a figure, and their explanations should be made.
- Short notes describing an idea in the text can be found at the bottom of the page in the text sections. Long notes are given in addition.

### **1.2.6 Equations**

- **Equations are written with 1.5 line spacing.**
- A 6-point space is left before and after the equations.
- There is no blank line before and after the equations. In this case, there is a space of 12 points at the top and 12 points at the bottom between the equations and the text.
- Equations are numbered in order, starting from one, provided that the chapter number is the first number in the relevant chapter. These numbers are bolded (in the first section (1.1), (1.2), ..., in the second section (2.1), (2.2), ...), if necessary, it is written to the far right of the line with the sub-expressions (1.1a) and (1.1b) of the same equation.

### **1.3 Covers and Binding**

The rules regarding cardboard and cloth binder covers are given below.

#### **1.3.1 Cardboard inner and outer covers**

The inner and outer cover will be prepared in accordance with the following rules. All information on the cover is centered horizontally, taking into account the margins defined in 1.2.2 above.

## **ISTANBUL GEDIK UNIVERSITY .....INSTITUTE**

is written 3 cm below the top edge.

**The name of the thesis** is written between 8 and 11 cm from the top edge, to fit in a maximum of three lines. The letter size is chosen to be proportional to **the name of the thesis**.

- “MASTER THESIS”, “DOCTORATE THESIS” or “ART PROFICIENCY THESIS” 15 cm below the upper edge,
- The name and surname of the author with the title given by the Senate of Istanbul Gedik University, 16 cm below the upper edge,
- 17 cm below the upper edge, (Student ID) (written on the inner cover)
- Department, 20 cm below the upper edge,
- Program 21 cm down from the top edge: ..... ..
- Name and surname of Thesis Advisor 23 cm below the upper edge,
- The delivery date of the thesis is written as the month and year 26 cm below the upper edge.
- The departments and programs are written with their full names in the Institute establishment chart (such as Food Safety and Nutrition - Food Safety, Business - Business Administration for Managers, etc.).
- All the inscriptions on the cover are written symmetrically (centered) with respect to the vertical middle axis in the area within the margins described in 1.2.2.
- The date of the presentation of the thesis to the relevant Institute is written as month and year.

### **1.3.2 Cloth binder inner cover**

- The date of the thesis submitted and defended to the relevant Institute is written as day, month, and year.
- The thesis should be written and signed by the advisor and the jury if there is a jury member who expresses a negative opinion.
- If there is a jury member who expresses negative opinions, “Refusal” should be written and signed by the jury member.
- For theses written in English, a Turkish inner cover page with the same information is added after the English inner cover page.
- There must also be jury signatures on the Turkish inner cover.

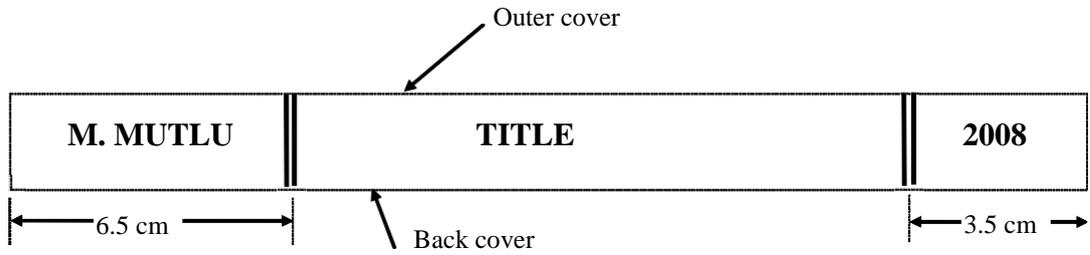
### 1.3.3 Cloth skin outer cover

The defense date of the thesis should be written in months and years.

Example February 2008 etc. The information on the cloth skin outer cover should be written with gold glitter or the like.

### 1.3.4 Cloth skin outer cover back writing

The first letter and surname of the author's name, the name of the thesis, and the acceptance year of the thesis are on the back of the thesis. Manuscripts should be centered horizontally and vertically within the relevant sections.



## 2. RULES FOR THESIS WRITING AND SECTION CONTENTS

### 2.1 General Writing Rules

In terms of spelling and punctuation in theses, the Language Institute's Spelling Guide and Dictionary will be followed. If it is necessary to use words and phrases that are not in the dictionary in question, their meaning and rationale will be explained in a footnote.

SI units will be used in theses if necessary, equivalent in MKS units will be given in parentheses. Each symbol will be identified where it first appears in the text. Except for foreword and footnotes, the first-person narration will not be used in theses.

### 2.2 Introduction Parts

#### 2.2.1 Preface

- It is written as the first page of the sections and does not exceed one page.
- The institutions that support the thesis and those who help can be thanked.

- Under the preface text, the name-surname is based on the right, and the date in the form of the month and year is based on the left. These two elements are aligned.

### **2.2.2 Contents**

- The table of contents is written with 1 line spacing.
- First-order titles are written in capital letters, and in second-order titles, the first letter of each word is capitalized, first 0, then 0, spaced, third-order titles, and fourth-order titles are written in lowercase, first 0, then 0, spaced apart.

### **2.2.3 List of abbreviations, tables, figures, and symbols**

- If there are Abbreviations, Tables, Figures, and Symbols in the text, related lists should be created. These lists should be prepared with 1 line spacing, leaving 6, then 6 point space.

### **2.2.4 Turkish and English abstracts**

- Abstracts should be between 1-5 pages, provided that they are the first page and not less than 200 words.
- In the summaries, the problem addressed in the thesis is briefly introduced, the methods used and the results achieved are indicated.
- In summaries, no source is given.
- Equation, Figure, Table, etc. If used, they are numbered in the summary, regardless of those in the sections.
- English Summary is the equivalent of the Turkish Summary.
- At the beginning of the abstracts, the page will be written in capital letters (**ÖZET** for Turkish) and **ABSTRACT** (for English abstracts) and in first-order title format (first with 72 and then 18 font space).
- The Turkish name of the thesis should be written under the title of the thesis, the English name of the thesis under the title of the Abstract, all capital and bold, with 1 line spacing, followed by a space of 12 and then 12 points.

## 2.3 Text Section

- The text section includes Introduction, main and subsections, Results and/or discussion sections, and is written without page limitation.
- If footnotes are required, it should be written below the relevant page with 2 characters smaller than the text. Footnotes should be separated from the text by a thin horizontal line.

## 2.4 References

- **The thesis owner chooses one of the following systems, which is widely used in science, with the approval of his advisor and uses the same system throughout the thesis.**
- All sources given in the text are written on the sources page.
- References can be cited in two ways in the text, as described below.
- The display in Text and References should be the same.
- References should be written using 1 line spacing, as in other first titles (71 points first, then 18 points).
- If the article is presented in the name of the journal, if the book is presented in the title of the book or a meeting (congress, conference, workshop, etc.), the name of the meeting is written in *italics*.

### 2.4.1 Reference citation by number

References are numbered in [ ] brackets in the order in which they appear in the text. If it is desired to refer to the source that was previously numbered, the previous number is used.

References are cited in the following formats in the text.

[1] Description: reference number 1,

[1-3] Description: references between 1 and 3 (1, 2 and 3),

[1,3] Description: references 1 and 3,

[1,3,8] Description: references 1, 3 and 8,

[1,3-8] Description: reference 1 and references between 3 and 8.

References with more than one volume with the same name should be assigned a separate resource number for each volume used. When quoting books, the page number should be specified beside the source number.

#### **2.4.2 References citation by author surname**

- References can be given in the text by specifying the surname of the author and the date. The reference are listed alphabetically according to the surname of the author.
- In the text, if the reference is to be given at the beginning or in the sentence, it is shown as Boran (2003), if the reference is to be given after the sentence ends (Boran, 2003). The dot is put immediately after the reference.
- When the reference belongs to more than one author if the number of authors is two, the surnames of the author are Yılmaz and Johnson (2004) if the number of authors is more than two, the surname of the first author and others, Yılmaz et al. (2004).
- The publications of the same author and published in the same year are numbered as Feray (2005a), Feray (2005b).

### **APPENDIXES AND SAMPLE PAGES**

**[Appendix A1](#): Turkish abstract to be given separately from the thesis (thesis introduction letter)**

**[Appendix A2](#): English abstract to be given separately from the thesis (thesis introduction letter)**

Instead of sampling the parts of the thesis separately, a complete thesis template in Turkish and English is given as an annex to this guide. Using the appropriate one of the thesis templates given depending on the writing language of your thesis, a result can be obtained in the thesis format described in the manual. These templates are available in two different formats as "doc" and "pdf". Following the rules and formats in the thesis writing, the sample in the file with the "pdf" extension should be visually based. Related thesis templates can be downloaded from the "Institute Web Site".