



**T.R.
USKUDAR UNIVERSITY
INSTITUTE of SCIENCE**

**Institute of Science
Master's Degree Project Without Thesis
Spelling Guide**

İSTANBUL - 2022

1. INTRODUCTION

Master's Term Projects without Thesis to be delivered to Uskudar University Institute of Science are written in accordance with the principles specified in this guide.

Students who have completed their projects deliver their 1 carton cover projects to the institute after the end of the project period. Together with the project delivery, students are obliged to fill out the "Project Approval Form" which they will access under the header of <https://uskudar.edu.tr/fbc/en/forms> on the "Pages" page of the Uskudar University, Institute of Science, forms electronically, to place a printout into the project, to submit the plagiarism report that does not exceed 30% and the project recorded in the CD environment to the institute.

Unwritten projects that are not written in accordance with the formats specified in the spelling guide are not accepted.

2. SECTIONS THAT BUILD UP THE PROJECT

In general, the order in which information is presented in a period project is shown below:

Outer Cover		Not numbered
Inner Cover	-	The Romanian numeral is not put on the page
Preface	i	The Roman numeral is placed downside of the page
Index	ii	“
Abbreviations	iii	“
List of Symbols	iv	“
List of Figures	v	“
List of Tables	vi	“
Prologue	1	The Arabic numeral is placed downside of the page
Other Sections	2	“
Conclusion	3	“
Resources	4	“
Appendix	5	“
CV	6	“

The **foreword** is the section in which the person writes his opinions, regardless of the technical and scientific content of the project. In this section, people and organizations that receive assistance such as information and resources during the project work should be thanked.

The **introduction** should include sufficient basic information to ensure that the reader can understand and evaluate the subject without the need to read other publications on the subject, and briefly explain the necessity and purpose of the study. The reason for the selection of the subject and why it is important should be emphasized well in the introduction section, the problem of the project, i.e. which question is sought should be clearly stated.

The **conclusion** section is the section where the results obtained from the project are evaluated. In this section, the project subject should be defined, the methods used should be summarized, the main results obtained should be explained, in order to guide those who want to work on this subject, how much the initially determined goal has been achieved, the superior and incomplete aspects of the work, if any, forward-looking proposals should be specified.

The **CV** page should be used by a third party to indicate the place and year of birth of the project owner, contact information, high school, undergraduate, if any, schools where he/she has received master's education, publications, and awards.

The **other part** is built up of sections that are suitable for the content of the project. Prepared with sections related to the body of the project.

3. GENERAL SPELLING RULES

Projects are prepared in a computer environment and printed from laser or inkjet printers. Manual corrections, deletions, scrapes are not accepted in part of the project.

Tables, shapes, and formulas presented within the project are created in a computer environment. Figures that cannot be built up in a computer environment, are drawn according to drawing principles, and text and symbols are written with a template.

In the projects, the rules stipulated in the Spelling Guide of the **Turkish Language Association** will be observed in the spelling and punctuation maintenance, and care will be taken not to use the expressions in the first person.

3.1. Paper and Duplication System to Use

Projects should be replicated in A4 standard (21 x 29.7 cm., 80 g/m²) white first pulp paper without spoiling features, copies should be clear and legible.

3.2. Spelling

The text is written on one side of the paper in vertical and normal letters, using the **12-point Times New Roman** typeface. Quotations made in the same or abbreviated form are indicated in quotation marks and using *italic characters*. **Bold** letters are used in headings, idioms and private names in foreign languages are used in *italic characters*. **One-character space is left after commas, periods, and other punctuation.**

3.3. Page Layout and Titles

3.5 cm. from the left edge of each page, **2.5 cm. from the right, 2.5 cm. from the upper, and 2.5 cm. from the lower edge should be left.** If there are footnotes, these limits must remain within.

All first pages (such as forewords, contents, abbreviations, symbols, shape and table lists, sections, resources, attachments, resumes, etc.) use the first-degree title. First-degree titles start at 5 cm below the top edge of the page, all written in upper and dark letters, leaving 2 lines of space after the title. Bold but lowercase letters are used in subheadings, leaving a line of space before and after headings. Headings cannot be written as the last line of the page, and if at least 2 more lines cannot be fit, the title is 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 cannot be written as the first line of the page.

in text, no syllable pane is made at the end of the line, the text is aligned to the right and left boundaries.

3.4. Line Spacing and Layout

Project text is written with 1.5line spacing. Forewords, abbreviations, symbols, figure and table lists, bibliography, attachments, resume, names, and descriptions of tables and figures in text and footnotes are written in 1 space.

The first line of each paragraph is started from 1 cm. inside, leaving 1 line of space between paragraphs.

3.5. Page Numbering

All pages of the project are numbered except the Outer/Inner Cover and Approval Page. In the starting part of the project; the inner cover consists of the contents, abbreviations, symbols, figures, and table lists, and the text part consists of the introduction section, other sections, the result, the bibliography inserts, and the resume. Since the starting part is not numbered on the inner cover, it is numbered with small Roman numerals starting from two (ii, iii, ...), and the text part in Arabic numerals (1, 2, ...). The numbers remain in a 2.5 cm space at the bottom of the page, left at the bottom of the page.

3.6. Tables and Figures

Tables and figures should be placed as close as possible to the first place they are mentioned in the text, provided that they comply with the principles of the page layout. a page can contain more than one table and/or shape, but when it comes to a large number of tables or shapes, attachments can be exported as needed. Tables and figures are given numbers in order in the form of "Table 1", "Figure 1", "Table A.1", "Figure B.1" in the main sections, the first digit is the section number (letters in the appendix), the second digit is the sequence number within the section of the table (or shape). Tables use 10 or smaller points.

The number and description of each table are written on top of the table, and the number and description of each shape are written below the shape. On the other hand, if tables and figures have resources, they should be referenced after typing "Source:" under the table or shape.

The given graphics or pictures should also be numbered and explained by accepting the shape.

3.7. Covers and Binding

The rules for cardboard skin covers are given below.

3.7.1. Cardboard Skin Inner and Outer Cover

The inner and outer cover will be prepared as seen in **Appx. A** and as described below.

<p>T.R. USKUDAR UNIVERSITY INSTITUTE of SCIENCE</p> <p>DEPARTMENT of MASTER'S DEGREE PROGRAM w/o THESIS</p>
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text is written 3 cm. down from the top edge. Font size should be 16 points for the first 3 lines and 14 points for the next lines.

The **NAME OF THE PROJECT** is written from the top edge to 11-13 cm. to fit up to max. three lines. The font size is selected to be proportional to the length of the **Project name**. The name of the project is written in 14 points

15 cm. down from the top edge, 12 points in size; "**MASTER'S DEGREE PROJECT w/o THESIS**", again each of them are written in 3 cm. spaces, so the student's **name and surname**, "**Project Advisor: 's name and surname** and the date of the presentation of the project to the Institute as with the **CITY and YEAR**, 3 cm. above the lower edge.

4. NUMBERING AND CITING OF HEADLINES

4.1 Numbering of Headings

Only Arabic numerals are used in numbering titles, numbering sections, and subsection headings of project text as below:

1.,

1.1.,

1.1.1.,

1.1.1.1.

4.2. Resource Notation

Resources should be used unchanged throughout project writing.

4.2.1. Resource Representation in Text

Each resource given within the project must be included in the source directory placed in alphabetical order at the end of the project. A resource within the project should be referred to by specifying the author's surname and resource date. If the source does not contribute to the meaning of the proposition in the text the author's last name and date are both shown in parent brackets and only the date is shown in parent brackets if the source is part of the proposition.

Example:

- Identified as (Aktan et al., 2009).

- Aktan et al. (2009), have identified as/ as like as

If a figure or chart-like narrative tools are taken from a source, the source must be specified in comments such as figure captions or chart captions (Figure 1).

When referring to a source with two authors in the text, both surnames should be written with the separator "and" (e.g. Church and Kellems, 2002), if the source is more than two authors, the surname of the first should be written, and the other authors should be indicated by the abbreviation "et al." (e.g. Hudcova et al., 2005).

In the text, if a proposition refers to several sources in parent brackets, these sources should be separated by the sign " ; " and if these sources start with the same author's name, they must be sorted in order of date, in alphabetical order if they start with a different author's name. (e.g. Hudcova et al., 2005; e.g. Hudcova et al., 2015 ve Roufogalis et al., 2005). The last author's name must be written with the separator "and".

If the project text refers to several sources of the same group of authors or authors published in the same year, a, b, signs should be placed and referred to together with these signs (e.g. Hudcova et al., 2015a and e.g. Hudcova et al., 2015b).

If the project text refers to a part of a book type resource or a page range, that section or page range must be shown in the resources section (e.g. Smith et al., 1992, p:66).

If the calculation and analysis carried out in the study were carried out with original computer software, this software should be referred to in the thesis text, just like a book or article, and shown in the resources section. If the author is not known, the name of the copyrighted institution or organization should be written. Recent developments in computer and communication technologies have led to the proliferation of written, visual, audiovisual, moving documents registered on CD-ROMs (with product numbers) or online scientific access to Internet resources, as well as printed resources. Such resources should also be referred to in the text by giving the author (or organization) name and access date and should be included in the resources section.

4.2.2. Citations and Footnotes

Citations that are less than three lines can be written using typefaces with the same property as text. Citations that are more than three lines can be written with a different typeface than the main text. Computer programs or analysis programs can be considered citations. Citations from another source are shown in double citation marks " ".

In the thesis, if the section is taken from another source is to be transferred in the same way; such a quote should be written in double quotation marks with two full spacing between the main text and two full spacings from the top and bottom and without paragraph space.

Annotations that are thought to impair spelling integrity in the thesis text can be given as footnotes at the end of the page. No source representation with a footnote. Footnote mark (*) is placed at the end of the sentence to be explained and indicated at the bottom of the page. All footnotes should be separated by a continuous fine line drawn from left to right to the middle of the page after one-line spacing is left in the main text, the mark (*) should be placed below the line and written using 1-line spacing with a size of 10 points. A line spacing should be left between the footnote line and the footnote text.

4.3. Resources

The publications used when writing the project text must be shown in a list in the resources section. The bibliography list aims to maintain a specific layout with the most accurate and shortest representation of resources.

- SOURCES title should be written in capital letters, 3 cm below the top edge of the page, and aligned to the left.

- Every resource used (referred to) in the project text must be included in the SOURCES section of the thesis.

- The sources should be sorted by an alphabetical index of the authors' surnames. Resources should not be numbered. Author's surname, the first letter of the author's name, year of publication of the source, name of the article, journal name if it is a journal, volume, and issue number and page number, regardless of the source type; if it is a book, the publication house in that province where the book is published, the thesis type, the university, and institute to which the thesis belongs should be written.

- The first and last names of all authors should be included in the bibliography. Name reductions should be avoided by using "et al.," unless it is very necessary.

- International applications should be used in abbreviations of journal names.

- Unpublished or incomplete work should not be cited as a source. If it is mandatory to use such resources, after specifying the source and dog tags, it must be indicated in parent brackets in the form of printing.

4.3.1. Showing Resources in the List

- i. The Resources section should start with the heading "SOURCES" in bold and center after 3 ranges are left blank from the upper boundary of the text block.

- ii. The source section should be written in two-point lowercase letters from the project main text, 1 interval, and the paragraph spacing should be selected as 1.5. The beginning of each source is based on the left edge of the text block, while the other lines must be started from the inside up to 7 characters or 1 cm.

- iii. Author names should be written in uppercase letters (CHURCH D.) in the source section.

- iv. Article pages should be written in uniform, starting and ending pages (e.g. 26: 110-123).

- v. If the name of the journal is to be shortened, the generally accepted abbreviation proposed by the journal itself should be used and individual abbreviations should not be made. Journal names should be written italics.

vi. If the source is a book, all words of the book name except conjunctures (and, or, and, and so on) must be written in capital letters.

vii. The number of editions of the books is uniform (for Turkish, "2. Edition", "2nd Ed." is preferred) should be written in English.

viii. If a single part of a book or a specific page range is used, in the source directory, the referred section must be specified in the form "Chapter 6" or "Chapter 5", or in the page range "p.:102-120" or "p.:190-200". If many different pages of a book are used, the page should not be specified in the source section, but the relevant page should be specified where it is referred to in the text.

ix. If the authors of the book type source and the authors of the section to be sourced are different, the title of the chapter authors and the title of the chapter, then the book name and editors should be specified. In this case, italic or underlined writing of the book name should be preferred.

x. In the source section, the surnames of the authors of a resource should be written exactly and the initials of the other names should be written. All authors should have their names written, even if the source is multi-authored, abbreviations such as "et al." should never be used in the directory.

xi. The source section should be sorted alphabetically according to the first author's surname. Punctuation should not be used after the comma name after the surnames of the authors, only commas should be used before the name of the second author (e.g. KAYA CA, TUNCER ŞD).

xii. The study(s) made by a researcher should be written before the common study(s) of the same researcher with his/her friends.

xiii. Surname order should be taken mainly in studies by the investigator group.

xiv. In multiple studies conducted by the same author or the same authors' group, the publication must be based on the date of history. If the same authors have several studies made in the same year, Icons such as a, b, c,...

xv. All kinds of documents registered on compact discs should be shown in the source section with [CD-ROM] note. If the author (s) of these are not specific to the author name instead of the author name (Grolier Inc...1995).

xvi. In the Project, this software should be shown in the source directory and the name, date, software name, version of producers (or organization) should be written in the source directory (or organization).

xvii. An electronic journal must be written in the format set for the printed journal. However, after the name of the journal, the [Electronic Journal] grade should be included, and the internet address must be present. Apart from the electronic journal, other Internet sources are taken from the written and/or visual and auditory documents taken from other Internet sources, these documents are required to be reported to this resource, and the month and day should be notified. Electronic mail documents between individuals can also be placed in the source directory by giving the sender and receiver's e-mail addresses. (The writer or institution name. (If the date is specific to the latest update date, month, and day). [E-mail: If applicable, the author's e-mail address]. Topic title. Access: [Internet address]. Access date: Online access to the document with the month and day.)

5. APPENDIX

Information and documents such as survey forms, comprehensive and detailed study/experiment data, additional schedules, project work permits, ethics committee approval letter, explanations, and sample calculations that will distribute the subject if they are included in the project text, prevent continuity in reading and perception and cannot be given as footnotes should be given in this section. A suitable title must be selected for each attachment, and they must be selected in order of text in Appendix 1, Appendix 2, Appendix 3, each one must be presented starting from a separate page. The page numbers of the attachments section must continue with the page number that follows the end of the resources section. Attachments must be given in the order in the list of attachments.

Due to their size, qualifications, and/or scope, material (printed documents, floppy disks, cassettes, etc.) that cannot be presented with the project can be given separately from the project under the heading of attachments and in a separate cover or appropriate envelope, and with a presentation style that is exactly the same as the contents and page layout of the top cover of the attachments.

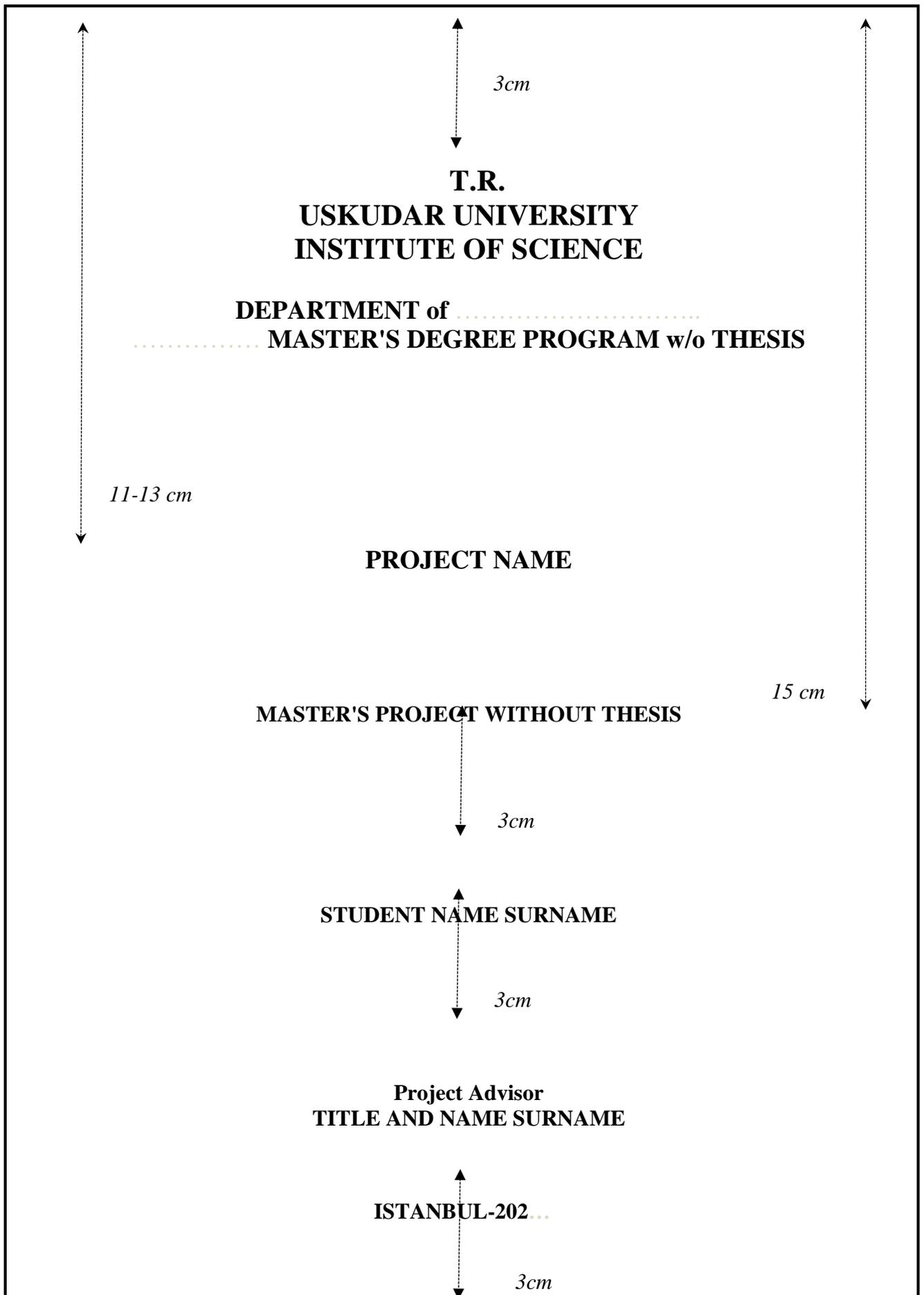
6. SAMPLE PAGES

Examples are given for some pages for ease of project writing.

7. EFFECT

Master's Project Spelling Guide w/o Thesis was enacted with the senate decision dated April 26, 2018, and numbered 2018-13.

APPDX. A: External and internal cover sample for the period project.





**T.R.
ÜSKÜDAR
UNIVERSITY**

**INSTITUTE OF SCIENCE
GRADUATE PROJECT APPROVAL FORM w/o THESIS**

The Master's Graduation Project titled ".....
....." prepared by the student
..... numbered of the
..... Non-Thesis Master's Program
in The Department of has
been accepted as a Master's Graduation Project in terms of its scope and quality read by
me.

.....
Advisor

(Title, Name, Surname, Signature)

The project study mentioned above has been approved by the decision of the Board of
Directors of Uskudar University Institute of Science and Sciences with the date of DD / MM
/20YY and numbered

(Signature)
.....

**Assoc. Prof. Mesut KARAHAN
Director of the Institute**