

T.R.
USKUDAR UNIVERSITY

INSTITUTE OF SCIENCES
THESIS WRITING GUIDE

ISTANBUL

2020

1. Intendment

This guide aims to provide a standard in accordance with the scientific writing rules in master's and doctoral thesis prepared in the departments of Uskudar University Institute of Sciences. Candidates who will prepare master's and doctoral thesis must comply with the standards specified in this guide.

2. GENERAL ASSEMBLY AND WRITING PLAN

1. Paper

The paper to be used in the writing of the thesis should be high-grade white paper in the A4 standard. The entire thesis must be printed using just one side of the paper.

2. Typing Medium

The thesis should be written using an improved word processing program (such as Microsoft Word, MacWrite).

3. Nature of Writings

In writing of the thesis, should be used, a font character of Times New Roman in 12 point and black color. Footnotes, charts, and tables can use 10 or smaller points. **Dark**, *italic*, **dark-italic**, and underline can be used in places where the emphasis is desired in the text. A character space must be left after punctuation marks in all text. All writing must be in black. A character space should be left after all kinds of punctuation, no spaces before punctuation.

4. Margins and Page Layout of Pages

In thesis writing, a space of 3.5 cm should be left from the left edge of the paper; and 2.5 cm from the upper and lower sides of the paper. Doctorate theses should start with 4 cm from the left edge of the paper. All written sections must be within the specified typing field. Typed text should be arranged aligned to both sides of the page. Words should not be divided at the end of the line, there should be at least two lines of writing after the title or subheadings that come to the end of the page. The text should be blocked on the left edge and right edge.

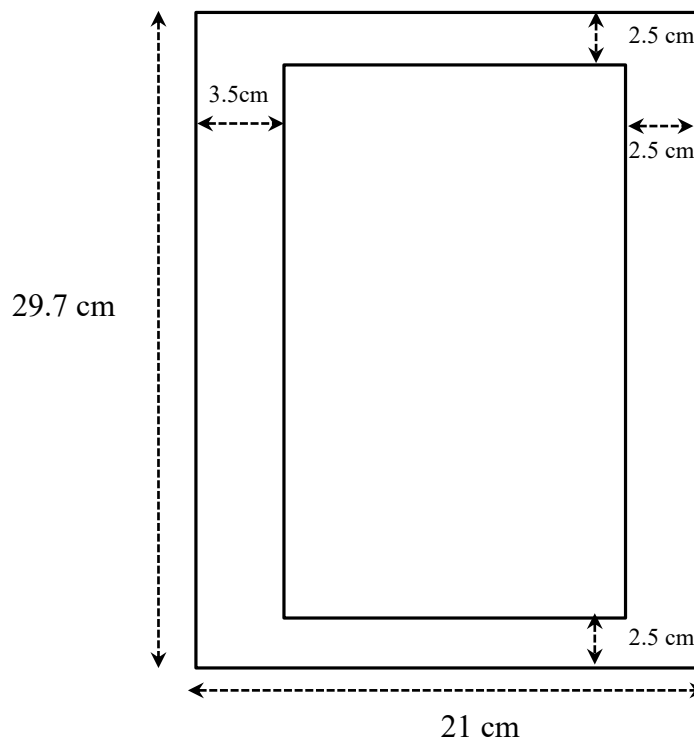


Figure 2.1. Paper sizes and margins where the thesis will be written

5. Line Spacing and Paragraphs

The standard line spacing to be used in the writing of text must be set to 1.5. In writing descriptions of figures and charts 1 full line spacing should be used. Lines except for date and institution abbreviations should not begin with numbers, abbreviations, symbols, and symbols. In numbers larger than four digits, by thousands of the numbers spaces should be left (Example: 5320 people, 102 500 boxes), dots should be used in odd numbers (Example: 1015.25). Paragraphs must start from within 7 characters. A half-line (0.5 cm) space between paragraphs should be given. This topic is important in terms of reading the thesis and perceiving paragraphs separately from each other. Summary, Abstract, Thank You, Table of Contents, Index of Figures, Index of Charts, Index of Icons and Abbreviations, Resources, Forms, and first-degree chapter titles should start from a new page and double line spacing should be left after the headings. 1.5 line spacing should be left before and after the second and third-degree chapter titles.

6. Main and Intermediate Headings

When creating sections and subsections in the thesis, unnecessary detail should not be entered and the subsections should be sorted in a logical string. The first-degree section titles should be the same as the font type and font size used in the writing of the thesis

and should be written in capital letters. In the second and third-degree subsection headings, the first letter of each word that constitutes the title should be capitalized and the other letters should be in lowercase. All letters of conjunctures such as "and", "or", "with" used in second and third-degree titles should be in lowercase. Chapter headings should be 14, all other titles must be 12 points and in dark color. Section title further than the third degree should not be used unless absolutely necessary. If a section title further than the third degree is to be used when necessary, the first letter of the first word of the title must be capitalized and again a dark color character should be used. The following is an example of an enumeration of sections and subsections. Example:

- 1. MAIN TITLE**
- 1.1. First Subheading**
- 1.1.1 Second Subheading**
- 1.1.2**
- 1.1.1.1. Third Subheading**
- 1.1.1.1.A. Further subheading**
- 1.1.1.1.B.**

7. Expression

As clear as it is possible, simple, and easy to understand in the narration; a pure and scientific Turkish should be used in accordance with the rules of writing. A third-party, passive form of expression should be preferred in the narration. The connection between sentences and paragraphs should be done well, not disconnected from irrelevant expressions. Sentences should not begin with numbers. The use of foreign words that have not been adapted into Turkish should be avoided in the narration. Punctuation should be used in place. Writing should be based on the latest edition of the Turkish Language Association spelling guide.

8. Symbols and Abbreviations

Abbreviations other than the standards for accepted abbreviations and symbols should be avoided. Abbreviations can be made using initials for commonly used terms consisting of multiple words. In this case the open name must be written in the first place where the term is first passed and should be abbreviated into brackets [for example; Rheumatoid Arthritis (R.A)], then the abbreviation of the term every passage should be used.

Abbreviated terms must be specified in the index of symbols and abbreviations.

Example: Like Systemic Lupus Erythematosus (SLE)

9. Figures, Pictures, and Tables

All kinds of charts, drawings, charts, diagrams except tables are called "figures"; only photos are called "pictures". Figures, images, and tables should be located on the first page in the text or on the following page, without disturbing the page layout; their size should not move to exceed the text block frame. Figures, pictures, and tables that are narrower than a block of text should be placed in a way that fully centers the text block. Several figures, pictures, and tables related to each other can be given on the same page.

Tables and figures should be referred to before their placement into the text. Related descriptions should be included after the table and the figures.

Tables and figures should be clear and legible and numbered in order of the passage in the text [e.g.; **Table 1:** (Name of the table); **Figure 3:** (Name of Figure)]. The table or figure title built up in this way should be written in bold and plain writing, at the top, with a single line spacing and Times New Roman size of 10 points, leaning to the left with only the first letter of the first word capitalized. The text should be continued by leaving a row of spaces after the table or form.

If the table and figure have a source, it must be written with the same rule under the table and the figure.

In figures/pictures/tables that hold more than one page, the figure/picture/table number and description should be placed on each page and the phrase (continued) should be placed in parent brackets.

The source must be absolutely specified in the figures, pictures, and tables prepared by taking directly from other sources or using other authors conceptually; source figure should be written starting at one line below the bottom edge of the picture and/or table and at the bottom left corner of the table.

In the table, cells should not be separated by vertical lines, only horizontal separator lines should be placed. Horizontal lines should also be included at the beginning, end, and separation of table headings from the body of the table. In the table, the sections that need to be explained are marked with asterisks or symbols and the description can be included as a footnote below the last line of the table.

Black-and-white photos with good contrast (contrast) should be preferred. The photos should be placed on the computer into the thesis text through a scanner (browser) through a scanner. If the photos are to be affixed to the thesis, the photos should be printed on thin photo paper to prevent fluff between the thesis pages.

10. Citations and Footnotes

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

In the thesis, if the section 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 spacings between the main text and two full spacings from the top and the bottom, and without paragraph spacing. Annotations that are thought to impair spelling integrity in the thesis text can be given as footnotes at the end of the page. No resource representation will be made with footnotes. 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.

11. 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 resource does not contribute to the meaning of the proposition in the text, the author's surname and date are both shown in parentheses, and only the date is shown in parentheses if the source is part of the proposition.

Example:

- ... it has been found that (Aktan and et al. 2009)
- Aktan and et al. (2009), they have determined that it is....

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 several sources are referred to in parent brackets in relation to a proposition, 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; Hudcova et al., 2015 and Roufogalis et al., 2005). The last author's name must be written together with the conjunction "and".

If the project text refers to several sources of the same author or group of authors published in the same year, based on the ranking in the source section, adjacent to the source date a, b... signs should be placed in the form and referred to together with these signs (e.g., Hudcova et al., 2015a ve Hudcova et al., 2015b).

In the project text, the type of book should be shown in a section of a source or page range, the relevant section or page range must be shown in the Resources section (e.g., Smith et al., 1992, s:66).

If the calculation and analysis processes in the study were performed with original computer software, this software should be referenced in the text such as a book or an article and should be shown in the Resources section. If the author is unknown, the name of the copyrighted institution or organization should be written. Recent developments in computer and communication technologies have led to the widespread, visual, auditory, moving documents that are registered in CD-ROMs (with product numbers) or online scientific accessible in Internet resources. Such Resources should be referenced by the name and access date in the text and should be included in the Resources section.

12. Page Numbering

Page numbers should be written in the middle of the block of text at the bottom of the page. Page numbers should be placed 1.5 cm inside from the bottom edge. The main text of the thesis, which begins with Roman numerals (iv, v, vi, vii...) such as Abstract, Thank You, Contents, Index of Figures, Index of Charts, Index of Symbols and Abbreviations, and the introduction section, should be numbered as (1, 2, 3, 4, 5 ...) until to the end of the sources. Marks such as separator and line should not be used in front and behind page numbers.

3. EDITING THE THESIS CONTENT

The sections of the thesis should be arranged in accordance with the following order.

Table 1: Sections of the thesis

MAIN SECTIONS	SECTIONS
OUTER COVER	FRONT OUTER COVER
	REAR OUTER COVER
	BOOK SPINE
FRONT SECTION	BLANK PAGE
	INNER COVER
	THESIS APPROVAL
	SUMMARY
	ABSTRACT
	FOREWORD and/or THANK YOU
	DECLARATION
	CONTENTS
	INDEX of TABLES
	INDEX of FIGURES
	ICONS and INDEX of ABBREVIATIONS
TEXT SECTION	1. INTRODUCTION
	2. GENERAL INFORMATION
	3. EQUIPMENT and METHOD
	4. FINDINGS
	5. DISCUSSION
	6. CONCLUSIONS and RECOMMENDATIONS
	7. RESOURCES
APPENDIXES	FORMS (DATA / REGISTRATION FORMS / SURVEY FORMS / etc.)
	ETHICS COMMITTEE DECISION (If necessary*)
	RESUME (Optional in master's thesis and mandatory in doctoral dissertations)

COVER and FRONT SECTION

1. Thesis Cover

The outer cover of the thesis should be at least 160 g. Bristol (Chrome) white carton with a size of A4 (21x29.7 cm). Articles should be written in bold with the font type of "Times New Roman", the thesis title should be in font size of 14 points, all other articles should be in font size of 12 points. The inner cover and the outer cover – except for the organization that supports the thesis on the inner cover – must be exactly the same. On the back spine, the name and surname of the person preparing the thesis, the abbreviated title of the thesis, and the year it was prepared should be indicated. The outer cover and inner cover must be prepared in accordance with the example in Appendix 1 and Appendix 2.

2. Thesis Approval

This page which will follow the internal cover page; will be used for the acceptance of the thesis jury and the approval of the Director of the Institute of Science, should be prepared in Turkish or English in accordance with the writing language of the thesis, adhering to the example in Appendix 3.

3. Summary

In the summary, the subject and main purpose of the research should be specified, the method should be defined, findings should be summarized and the main results should be specified. The summary is a miniature of a thesis that outlines the objective, material method, and important findings and conclusions. The source should not be given in summary writing; should not contain equations, figures, and tables unless it is very necessary, no abbreviations should be made.

In the summary article "made; was made; has been observed; was observed" as well as past time modes; present progressive-tense modes such as "is made, is observed" are not used. It is most accurate to write the summary after the other parts of the thesis are finished. The summary text should not exceed 250 words and should best reflect the work. After the summary, one row is spaced by "Keywords:" in bold letters, and continuing, a maximum of 5 keywords are written in a comma. Keywords should be sorted in order of importance.

4. Abstract (Summary in English)

The abstract is written starting from a separate page after the Turkish summary. The English title of the thesis should be written in the Abstract, unlike the Turkish summary. The title should be written in bold capital letters and centered, and "ABSTRACT" and "Keywords:" should be written in Turkish, similar to Turkish summary and keywords, after a line of space is left.

5. Foreword and/or Thank You

Foreword and/or Thank You Page is subject to the thesis maker's request and is not mandatory. The foreword is the specific message the researcher wants to convey to the reader. In the foreword, factors that have a positive or negative effect on the work can be mentioned. At the end of the foreword, although it is not directly related to the persons who have made a direct contribution to the thesis work and preparation, the persons and organizations who have contributed out of their usual task should be thanked. The title, first name, surname, organization, and contribution of the people thanked (if any) to the organization and work in which they are employed should be stated shortly and concisely. This section should be written as short and concisely as possible, not to stray from science.

6. Declaration

In this section, the form in Appendix 4 should be placed on the thesis signed by the researcher.

7. Contents

Table of contents, foreword/thank you, if any; or it must be located after the declaration page. In this section, the main and subheadings in the thesis should be included in the font, dark/light color, and numbering as in the text. The main titles should be written in bold, and subsection titles should not be written more advanced than the third degree. The table of contents section should include a list of abbreviations and symbols, a list of figures, pictures, and tables, a list of attachments, each of which must be given with a separate page top, and page numbers should be added opposite to them.

8. Index of Figures, Pictures, and Tables

For the figures, pictures, and tables in the thesis, a list should be build up individually numbered in one. The list of figures, pictures, and tables should be prepared in the order of passing in the thesis and the page layout of the table of contents, and page numbers should be added to them.

9. Icons and Abbreviations

This section should be prepared if the thesis uses very repetipet abbreviations and symbols. Abbreviations should be avoided, except for abbreviations and symbols that are considered standard. Before abbreviations and symbols are used, abbreviations and symbols are used in parentheses and later in the thesis, after they are clearly written where they were written for the first time. In the abbreviation and symbols section, it is shown in bulk.

TEXT PART OF THE THESIS

1. Introduction

The introduction section should consist of concise and short information that prepares the reader directly about the subject of the thesis. It should include information about the importance of the subject, the definition of the problem, the purpose, and hypotheses, and explain what contribution and innovations the thesis aims to bring to the subject. The purpose of the research is where the research problem is most embodied. The aim is not to convey the research title exactly, but to open a well-defined title and is a summary of the achievements that are intended to be achieved at the end of the research.

At the same time, in the research, "What?", "Why?" and "How?" include answers to conduct the research. If there is more than one purpose, the objectives should be written by itemizing them. Hypotheses are the indication of the expected relationship between the variables. Hypotheses should be established with a present progressive-tense verb.

2. General Information

In this section, theoretical approaches and literature studies related to the general structure and resolution of the subject or problem discussed are presented in a certain systematic way. In general, in line with the general flow of the subject, the thesis work is drilled down by going from general to specific. In addition, literature should be given in the historical flow to be monitored in the historical flow and to discuss the findings of the study in the past. In this

section, which is one of the most resourced sections, information should be supported by showing as many resources as possible.

3. Materials and Methods

The main purpose of the method part is to describe the design of the study and give details in such a way that another researcher can repeat the study. In the material and method section, the kind, model (hypotheses/dependent-independent variables), place, time, its universe, and method of calculating the sample should be stated. The used data, the data acquisition method, and the statistical analysis methods should be written. If the survey was prepared by the researcher, it should be stated "prepared by the researcher", if it was received from another source, the source from which it was received should be indicated. Permission for the place where the research was conducted, Ethics Committee permission, informed consent record should be reported in this section if it has been obtained. In the material and method section, subheadings such as kind of research, model of research, the universe, sample, statistical analysis can be found.

4. Findings

In this section, only the findings and statistical analyses obtained by the researcher are presented, but the source is not shown. Findings should be stated as meaningful, clear, and simple. It can be benefited from presentation forms in tables, charts, drawings, etc. to present data in an effective and summary format. Most of or all of the data shown in tables and figures are not presented in the text section; only important and statistically significant findings should be written by referring to tables or figures. This section does not include results and comments.

5. Discussion

The main purpose of the discussion is to show and emphasize the relationships between the facts and findings observed. The discussion is where the responses of the study findings to the research question are explained, interpreted, and compared with previous similar research findings. Any findings not obtained from the study should not be discussed. In this section, the findings should be monitored systematically, but important findings or results should be discussed by comparing them with existing sources. Therefore, the Discussion section is another section where the resource is displayed atmost together with the General Information section. How findings and comments align (or contrast) with previously published studies have to be shown. Findings that are not compatible with the hypothesis of the study should not be tried to be covered up. Alternative explanations can be made about the findings, the points that cannot

be clarified can be specified separately. Comments pointing to limitations of the study or situations that are not yet clear should be included in this section.

6. Conclusions and Recommendations

The resulting section; consists of inference, analysis, and interpretation of the findings, not a repetition of the findings. Inferences should be clear, precise, consistent with findings, and striking. Inferences that are not supported by the findings should not be included. If it is a clinical trial, the applicability and benefits of inferences should be emphasized. The result(s) reached in the thesis is/are explained by using the findings obtained. These explanations can be supported by a variety of recommendations that will shed light on future studies. In addition, suggestions on what kind or subject of problems that cannot be solved by research can be included; cases, where possible further studies are required, can be briefly described together with their reasons.

7. Resources

- The Resources section should start with the heading "Resources" in capital letters, bold and centered, after leaving 3 line spaces blank from the upper end of the text block.
- The source section should be written in two-point lowercase letters from the main text of the project, with an interval of 1, the paragraph interval should be selected as 1.5. The beginning of each resource is based on the left edge of the text block, the other lines must be started from the inside up to 7 characters or 1 cm.
- Author names should be written in uppercase letters (PEARSON AA.) in the source section.
- Article pages should be written in one kind, specifying the beginning and end pages (like 26: 110-123).
- If the name of the journal is to be shortened, the journal's own proposed, generally accepted abbreviation should be used, individual abbreviation should not be made. Journal names must be written in italics.
- If the source is a book, all words of the book name except conjunctions (and, or, with, etc.) must be written in such a way that they begin with capital letters.
- Number of books printed in one type should be preferred to be written like ("2. Edition" for Turkish, "2nd Ed." for English).
- 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 of "Chapter 6" or "Chapter 5", or in the page range of "p.:102-120" or "p.:190-200". If from many different pages of a book is benefited, the page

should not be specified in the Resource section, but the relevant page should be specified where it is referred to in the text

- If the book type, the editors of the source and the authors of the section to be shown are different, the authors of the section and the name of the section should be specified first, and then the book name and the editors. In this case, it should be preferred to write the book name in italics or underlined.

- In the Resource section, the last names of the authors of one source should be written in full and the initials of the other names should be written. The names of all authors should be written, even if the Resource is multi-authored, and abbreviations such as "et al." should not be used in the index.

- The Resource section should be sorted alphabetically according to the first author's last name. Commas after authors' surnames and punctuation after the first name should not be used, only commas should be used before the name of the second author (like TUNCER KA, ŞENER KM,).

- Work(s) by a researcher, regardless of date, should be written before the same researcher's collaborative work(s) with his friends.

- Surname order should be taken as a basis in the studies carried out by the research group. Multiple studies by the same author or the same group of authors should be based on publication date order. If the same authors have several studies done in the same year, to distinguish them the date after and adjacent to the date icons such as a, b, c,... will be used.

- All documents stored on compact discs should also be displayed in the Resource section with the [CD-ROM] note. If their author(s) are not definite, the organization name can be given instead of the author name (Grolier Inc. ... 1995).

- If a reference to an original computer software (program) is mentioned in the project, it must also be shown in the Resource Directory and the name, date, software's name, its version, place of formation of the producers (or organization) should be written.

- An electronic journal should be written in the format specified for the printed journal. However, the journal name must be replaced by the [Electronic Journal] note and the internet address should be at the end. In addition to the electronic journal, if written and/or audio and visual documents obtained from other Internet sources are used, these documents should be notified by specifying the date, month, and day on which this Resource is accessed. E-mail documents between individuals can also be included in the Resource directory by providing the e-mail addresses of the sender and the recipient. (Author or Institution name. (date, if specific, by specifying the latest update date, month, and day). [e-mail: e-mail address of the author, if

any]. Subject heading. Access: [Internet address]. Date of access: month and day and online access date to the document.)

References are cited in the following format:

Reference to the Article:

Printed journal article: 1 author

[Citation in text: (Tarhan, 2001: 127)]

- Tarhan, N. (2001). Loneliness and social dissatisfaction in Turkish adolescents. *Journal of Psychology*, 135(1), 113-123.

Printed journal article: 2 authors

[Citation in text: (Kansu and Tarhan, 2018: 9)]

- Kansu, F. and Tarhan, N. (2018). Politik Psikoloji ve Politik Öz- Yeterlilik. *Üsküdar Üniversitesi Sosyal Bilimler Dergisi*, 4(6), 1-15.

Printed journal article: 3-6 authors

[Citation in text: First citation: (Arasıl, Metin, Turan, Sinirlioğlu, and Tarhan, 2020: 20); Following citation: (Arasıl and others, 2020: 20)]

- Sarı Arasıl, A , Turan, F , Metin, B , Sinirlioğlu Ertaş, H , Tarhan, N . (2020). Positive Psychology Course: A Way to Improve Well-Being. *Journal of Education and Future*, (17), 15- 23.

Printed journal article: more than 6 authors

[Citation in text: (Cebi and others, 2018: 172)]

Metin, SZ; Erguzel, TT; Ertan, G; Salcini, C; Kocarslan, B; Cebi, Tarhan, N...

The Use of Quantitative EEG for Differentiating Frontotemporal Dementia from Late-Onset Bipolar Disorder. *Clinical EEG and Neuroscience*, 49(3), 171-176

Book Citation:

Book: Single author

[Citation in text: (Tarhan, 2012: 175)]

- Tarhan, N. (2012). *Mesnevi terapi*. Istanbul: Timaş Publications.

Book: Two authors

[Citation in text: (Nurmedov and Tarhan, 2012: 88)]

- Nurmedov, S. and Tarhan, N. (2012). *Bağımlılık: Sanal veya Gerçek* (4th Ed.). Istanbul: Timaş Publications.

Book: 3 authors

[Citation in text: First citation: (Arıboğan, Ortaylı and Yavuz. , 2008: 66); Following citation: (Arıboğan and others, 2008: 66)]

- Arıboğan, D.Ü., Ortaylı, İ. and Yavuz, H. (2008). *Cumhuriyetimize Dair*. Istanbul: Aşiyen Publishing House.

Book: 4 and more authors

[Citation in text: (Wolfe and others, 2015: 120)]

- Wolfe, J. M., Kluender, K. R., Dennis, L. M., Bartoshuk, L. M., Herz, R. S., Lederman, S. J. ve Merfeld, D. M. (2015). *Sensation & perception* (4th Ed.). Sunderland, MA: Sinauer Associates.

Book: Different prints

[Citation in text: (Tarhan, 2014: 77)]

- Tarhan, N. (2014). *Toplum psikolojisi: Sosyal şizofreniden toplumsal empatiye* (8th Ed.). Istanbul: Timaş Publicaitons.

Book: Without author

[Citation in text: (Türkçe bilim terimleri sözlüğü : Sosyal bilimler, 2011: 1750)]

- *Türkçe bilim terimleri sözlüğü: Sosyal Bilimler*. (2011). Ankara: Akademi Bookstore.

Book: Single Editor

[Citation in text: (Tanrıdağ, 2015: 36)]

- Tanrıdağ, O. (Ed.). (2015). *Davranış nörolojisi: Beyin-davranış ilişkilerinin organizasyon prensipleri, sendromları ve hastalıkları*. Istanbul: Nobel Medical Books

Book: 2 or more editors

[Citation in text: (Abulfez and Sönmez , 2017: 63)]

- Abulfez S., Sönmez, P. (Ed.). (2017). *Uluslararası göç ve çocuklar: International migration and children*. London, Transnational London.

Book: The institution is the author

[Citation in text: (Uskudar University Publications, 2018: 92)]

- Üsküdar Üniversitesi Publications. (2018). *Yükseköğretim ve demokratik kültür: Vatandaşlık, insan hakları ve sivil sorumluluk, February 30, 2018*. Istanbul, Üsküdar Üniversitesi: Translation: Özdemir, İ.

Book: Section in the book edited (e.g. article)

[Citation in text: (Tarhan, 2019: 135)]

- Tarhan, N. (2019). In; Entropi Kanunu, Maddenin Ezeli Olmadığını Gösteriyor, *Bilimlerin Dilinden Yaratılış* (151-170). Tatlı, A and Görmez, İ., Antalya: Collective.

Book: Translation

[Citation in text: (Arasteh, 200: 150)]

- Arasteh, A. R. (2000). *Aşkta ve yaratıcılıkta yeniden doğuş: Mevlana Celaleddin Rumi'nin kişilik çözümlemesi*. (Çev. Demirkol, B and Özdemir, İ). Ankara: Kitabiyat.

Book: Different work done by the same author in the same year

[Citation in text: (Glenn and Johnson, 1964a: 90); (Glenn and Johnson, 1964b: 90)]

- Glenn, W. H., and Johnson, D. A. (1964a). *Calculating devices*. London: John Murray.
- Glenn, W. H., and Johnson, D. A. (1964b). *Graphs*. London: Murray.

Citation to the book section:**Printed book section**

[Citation in text: Ergüzel, 2017: 69]]

- Ergüzel, T.T, B. (2017). In; Machine Learning Approaches to Predict Repetitive Transcranial Magnetic Stimulation Treatment Response in Major Depressive Disorder (Ed.), *Proceedings of SAI Intelligent Systems Conference* (57-78. ss.). New York; London: Springer. https://dx.doi.org/10.1007/978-0-387-76483-2_6

e-book: The whole book

[Citation in text: (Tarhan, 2018: 77)]

- Tarhan, N (2018). *Aşkta ve yaratıcılıkta yeniden doğuş: Mevlana Celaleddin Rumi'nin kişilik çözümlemesi* [Adobe Digital Editions]. Access address: Timas e- Lib.

e-book: Section from a database

[Citation in text: (Mitchell, 1913: 88)]

- Mitchell, H. W. (1913). In; Alcoholism and the alcoholic psychoses. W. A. White and S. E. Jelliffe (Ed.), *The modern treatment of nervous and mental diseases* (Vol. 1, 287-330. p.). Access address: PsycBOOKS.

Reference to Conference Full-Text Papers:**Proclamation in a printed conference book**

[Citation in text: (Tarhan and Çatal, 2019)]

TARHAN K. N., ÇATAL T., 8. International Congress of Molecular Biology and Biotechnology, (December 17, 2019)

Reference to Internet sites:**Web page**

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APPENDIXES

Information and documents such as questionnaires, comprehensive and detailed study/experiment data, additional schedules, project work permit articles, ethics committee approval letter, explanations and sample calculations that will digress 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 chosen for each attachment, and they must be chosen in the order in which the text will start like Appendix 1, Appendix 2, Appendix 3, each 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. Appendixes must be given in the order in the list of appendixes.

Due to their size, qualifications, and/or scope, the material (printed documents, floppy disks, cassettes, etc.) that cannot be presented together with the project, can be given separately from the project under the heading of the appendix 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 appendix.

APPENDIX – 1 - External Cover Page Example

2.5 cm



T.R.
USKUDAR UNIVERSITY INSTITUTE OF SCIENCE

DEPARTMENT OF
..... PROGRAM

MASTER/DOCTORATE THESIS

(12 points)

**“TITLE OF MASTER'S OR
DOCTORATE THESIS”**

(14 points-bold)

2.5 cm

4 cm

“Candidate's Name SURNAME”

(12 points)

Thesis Advisor
“Title, Name SURNAME”

(12 points)

ISTANBUL-YEAR

(12 points)

2 cm

APPENDIX – 2 - Internal Cover Page Example

The diagram shows the layout of an internal cover page within a rectangular border. The text is centered and includes the following elements and dimensions:

- A vertical dashed double-headed arrow at the top indicates a distance of 2.5 cm from the top border to the text "T.R."
- The text "T.R." is followed by "USKUDAR UNIVERSITY INSTITUTE OF SCIENCE".
- Below that is "DEPARTMENT OF" and "..... PROGRAM".
- The text "MASTER/DOCTORATE THESIS" is followed by "(12 points)".
- The text "“TITLE OF MASTER'S OR DOCTORATE THESIS”" is followed by "(14 points-bold)".
- A horizontal dashed double-headed arrow on the left indicates a distance of 4 cm from the left border to the text "“Candidate's Name SURNAME”".
- The text "“Candidate's Name SURNAME”" is followed by "(12 points)".
- A horizontal dashed double-headed arrow on the right indicates a distance of 2.5 cm from the right border to the text "Thesis Advisor".
- The text "Thesis Advisor" is followed by "“Title, Name SURNAME”" and "(12 points)".
- The text "“If there is thesis support, supporting organization and thesis Nr. (12 points)”" is followed by "This research was supported by Uskudar University Scientific Research Thesis Unit with thesis number"
- The text "ISTANBUL-YEAR (12 points)" is followed by a vertical dashed double-headed arrow at the bottom indicating a distance of 2 cm from the bottom border.

Appendix - 3
MASTER THESIS DEFENSE EXAM REPORT
THE INSTITUTE OF

Student's Nr. :		
Stdnt's Name Surname:		
Department :		
Thesis Advisor :		
Title of the thesis :		
Meeting Date :		Time:
The Student has to the defense arrived <input type="checkbox"/>		
<p>In accordance with the relevant provisions of the Graduate Education and Examination Regulation of our University, the thesis was examined scientifically and after the candidate submitted his/her thesis study, questions were asked about the thesis study to the candidate. It was decided,</p> <p><input type="checkbox"/> UNANIMOUSLY <input type="checkbox"/> BY MAJORITY OF THE VOTES</p> <p><input type="checkbox"/> that in the defense exam, the candidate's thesis work was found to be successful and accepted,</p> <p><input type="checkbox"/> by correcting the thesis work at the end of the defense exam, to give the candidate months ADDITIONAL TIME for CORRECTION (no more than 3 months),</p> <p><input type="checkbox"/> the REJECTION of the thesis at the end of the defense exam.</p>		
Title of the Thesis in Defense :	<input type="checkbox"/> Has changed	<input type="checkbox"/> Has not changed
New Title of the Thesis :	<input type="checkbox"/> Has not changed	
The Student has to the Defense:	<input type="checkbox"/> Not come	
<p>In accordance with the relevant provisions of the Graduate Education and Examination Regulation of our University, the Thesis Defense Jury was convened at the date and time mentioned above, but the relevant student did not come to the defense exam. The following decision regarding the candidate's thesis work, after the evaluations made because the candidate did not present his/her thesis study in front of the Jury, is; <input type="checkbox"/> UNANIMOUSLY REJECTED.</p>		
Thesis Exam Jury	Title, Name, Surname	Signature
President		
Consultant Member		
Member		
Member		
Member		

APPENDIX – 4 - Text of the Oath

I declare that this study is my own thesis study, that I have no unethical behavior at any stage from planning to writing, that I have obtained all the information in the thesis within academic and ethical rules, and that I resource all the information and comments that are not obtained through the thesis study.

Date

Name Surname

Signature

Appendix -5- FOREWORD

Appendix -6- SUMMARY

Appendix -7- ABSTRACT

Appendix -8- CONTENTS

Appendix – 9 - LIST OF TABLES

Appendix – 10 - ABBREVIATIONS

INTRODUCTION