

**KADİR HAS UNIVERSITY
SCHOOL OF GRADUATE STUDIES
THESIS AND DISSERTATION WRITING GUIDE
FOR POST GRADUATE PROGRAMS**

PURPOSE AND SCOPE

Kadir Has University Thesis and Dissertation Writing Guide regulates the principles regarding writing and publishing thesis and dissertations prepared in the programs affiliated to the Kadir Has University School of Graduate Studies pursuant to Kadir Has University Regulation Governing Post Graduate Education and Training.

ABBREVIATIONS AND DEFINITIONS

The abbreviations used in this manual hereinafter shall refer to their meanings specified below:

- a) Institute:** School of Graduate Studies
- b) Senate:** The Senate of Kadir Has University.
- c) Department/Art Major:** The department(s)/art majors offering an academic program in the institute.
- d) Thesis:** Master's degree thesis, PhD thesis or proficiency in art thesis.
- e) Graduation Project:** Dissertations required in non-thesis Master's Degree Programs.

PAPER QUALITY SPECIFICATIONS

Theses and graduation projects should be printed/reproduced on 80 g/m² white A4 (21x29.7 cm) size paper without deteriorating their properties, and copies should be clear and legible.

ORGANIZATION OF THESES/GRADUATION PROJECTS

The order/organization of the sections and pages of theses and dissertations should be as follows:

- 1. Outer (Front) Cover:** The front cover should display the block consisting of the logo, the names of the university, the institute and the department/art major; the title of the thesis/graduation project, the name and surname of the student, the type of the dissertation (thesis/graduation project), the place and the year of publication respectively. 3-cm margins should be left both on the left and right sides of the page and 2-cm margins should be left both on the top and bottom edges. The logo should be 2.5 cm in diameter. All the text on this page should be centered. The first line of the title of the thesis/graduation project should be placed 10 cm below the top of the page; it should be typed in 16 pt, all in capital letters and bold, while the other texts should be typed in 12 pt font, all in capital letters and plain. The name and surname of the student should be placed 14 cm below the top of the page. **(Please See Thesis/Graduation Project Template page 1).**
- 2. Spine:** The spine should include the following information: Name and surname of the student, Type of the work and the year, all in 12 point as shown in **Thesis/Graduation Project Template page 2.**
- 3. Inner Cover:** The inner cover should display the title of the thesis/graduation project, the name and surname of the student, a block bearing the information of the type of the dissertation (thesis or graduation project), the degree and the name of the program in which the degree is rewarded. At the bottom of the page the place and the month and the year of publication take place. All the text on this page should be centered. The title of the thesis/graduation project should be typed in 16 pt, all in capital letters and bold,

while the other texts should be typed in 12 pt font. The first line of title should start 4 cm below the top of the page. The name and surname of the student should be placed 8 cm below the top of the page. The city and date information should be at the bottom of the page (**Please See Thesis/Graduation Project Template page 3**).

4. **Approval Page:** This is the page containing the information and signatures of the advisor, co-advisor and jury members (University, Institution/organization). Academic titles should be specified as Prof. Dr., Assoc. Prof. Asst. Prof., or Dr. Number of jury member lines should be equal to the number of the committee members. Extra lines should be removed from the page. For Ph.D. and Master theses, the **Thesis/Graduation Project Template on page 4** should be used.
5. **Declaration Page:** This is the page that expresses the originality of the prepared thesis/graduation project and regulates the means it is disclosed to public. (**Please See Thesis/Graduation Project Template page 5**)
6. **Dedication Page:** This page is optional. The student may dedicate the dissertation to any other person or people. There should not be any title, and this page should not be referred to in the TOC. (**Please See Thesis/Graduation Project Template page 6**).
7. **Acknowledgment Page:** This section is where the author thanks those who have helped and supported him/her during the research and writing process of the thesis/graduation project. “**ACKNOWLEDGMENT**” title should be aligned in the center, typed in 14-pt font, all in capital letters, bold and without using any punctuation. The text should begin at least 1.5 lines (18 pt) below the title and should be typed in 12 pt font and with 1.5-line spacing. (**Please See Thesis/Graduation Project Template page 7**).
8. **Abstract in English:** The title of the thesis/graduation project should be typed in the first line of the abstract page in 12 pt font, centered and with all capital letters. The text “**ABSTRACT**” is typed by leaving two lines of space after the title. It should be centered and typed in bold, with 14 pt font and all capital letters. The objective, scope, research method and conclusions of the dissertation should be clearly and concisely expressed. Abstract should not exceed 300 words and should have only one paragraph. A 1.5-line (18 pt) spacing should be left between the abstract text and the title. The whole text should be typed with 1.5 line spacing. Under the abstract text, the text “**Keywords**” should be placed in bold followed by a maximum of 10 keywords. (**Please See Thesis/Graduation Project Template page 8**).
9. **Abstract in Turkish:** It is prepared just like the abstract in English, except that the “Abstract” word should be replaced with “**Özet**”, and “Keywords” word should be replaced with “**Anahtar Sözcükler**”. (**Please See Thesis/Graduation Project Template page 9**).
10. **Table of Contents:** The custom Table of Contents (TOC) format provided in the Thesis/Graduation Project Template should be followed. The TOC should be updated before finalizing the thesis/graduation project and should be edited in accordance with the appropriate spelling rules. The title “**TABLE OF CONTENTS**” should be aligned in the center, typed in 14-pt font, all in capital letters, bold and without using any punctuation, and a 1.5-line (18 pt) spacing should be left between the title and the list. All chapter/section titles (up to the third level) and bibliography (appendices as well, if any) should be displayed in the table of contents. The TOC should be typed with 1.5-line spacing. All the headings in the list should have the same fonts as they do in the text. The space between all chapter/section titles and page numbers should be filled in with dots. **Following headings should be listed in the TOC:** Acknowledgments,

Abstract, Özet, List of Figures and other lists (if any), Headings in the Main Text, References/Bibliography, Appendices (if any). Second and third level titles should be intended as shown in the template. **(Please See Thesis/Graduation Project Template page 10)**

- 11. List of Figures, List of Images, List of Tables, List of Symbols and Acronyms/Abbreviations:** If available, each of these lists should be displayed on separate pages. The title “**LIST OF FIGURES**” should be aligned in the center, typed in 14-pt font, bold and without using any punctuation. The content should be typed starting from the left and should begin at least 1.5 lines (18 pt) below the title. 1.5-line spacing should be used in the list. All the other lists are subject to the same rules as the list of figures. Abbreviations referred to in the thesis or graduation project should be displayed in the “**ABBREVIATIONS**” list in alphabetical order, together with its explanation/definition. Abbreviations should be used and typed taking into account the principles set out by the Turkish Language Association (TDK). As the list of catalogs, periodicals, electronic sources, personal interviews will be cited in the bibliography section, they should not be listed as a separate list in the thesis. **(Please See Thesis/Graduation Project Template page 11-14)**
- 12. The Main Text of the Thesis/graduation project:** The thesis/graduation project should include both an introduction and a conclusion section. If the language of the thesis is Turkish, the rules on spelling and punctuation specified in the Spelling Guide and Turkish Dictionary published by the Turkish Language Association (TDK) should be followed. Should any words and phrases that are not covered in the TDK dictionary are used, the meaning should be clarified. The thesis/graduation project together with the integral tables, figures and formulas should be prepared using a computer and printed out from laser or inkjet printers. Corrections, deletions or scrapings in any part of the printed thesis/graduation project by any means shall not be allowed.
- 13. Bibliography:** Each reference cited in the thesis/graduation project should be listed in the bibliography section. The bibliography will only include the works cited in the text, and have been either published or accepted for publication. Personal interviews and unpublished works should only be mentioned in the text. In dissertations where citing is done through the last names of authors, the references should be sorted alphabetically in accordance with the surname of the first authors. If there are more than one publication of an author, they should be sorted based on their publication year, starting from the oldest one. In dissertations where citing is done with the numbering method, the references should be listed in the bibliography in accordance with the order they appear in the text. References should be listed using single line spacing. There should be 1.5 lines (12 pt) space left between two references. (Note: Individual programs may stipulate different referencing and citation formatting.) **(Please See Thesis/graduation project Template page 18)**
- 14. Appendices:** Each appendix is started on a new page and is numbered such as Appendix A, Appendix B; the title is aligned at the center, typed in 14-pt font, bold and without using any punctuation. Equations in the annexes should be numbered as (A.1), (A.2), (B.1) regardless of the number of sections in that annex. **(Please See Thesis/graduation project Template page 19)**
- 15. Curriculum Vitae:** Name, surname, bachelor’s degree and post graduate academic education (dated) information should be specified. Photo, place and date of birth, address, e-mail address, professional experience, awards, publications, patents can be provided optionally. Publications/presentations derived from the thesis, if any, should

be listed at the end of the CV under the heading of the “Publications and Presentations Derived from the Thesis” in accordance with the rules of the bibliography. **(Please See Thesis/graduation project Template page 20)**

PAGE LAYOUT

1. **Using the Pages:** Only one side of the paper should be used.
2. **Margins:** Except for the outer (front) cover page of the Thesis/Graduation Project, all pages should comply with the margin rule of 4 cm from the left, 3 cm from the top and the bottom and 2 cm from the right.
3. **Page Numbers:** Page numbers should be placed 1.5 lines (18 pt.) below the last line of the paper, in the lower right corner of the text frame, without using any signs such as brackets, lines, etc.
4. **Pagination:** Page numbers should be given to all pages starting with the inner cover. Pages up to the “Introduction” chapter should be numbered with lowercase Roman numerals (i, ii, iii, iv, vii ...). However, the page number should not appear on the inner cover. All the other pages starting with the introduction should be numbered with Latin numerals (1, 2, 3, 4 ...).
5. **Font and Size:** Times New Roman font should be used in 12 pt size. 10 pt font can be used in footnotes, justified quotations, figures and tables.
6. **Line Spacing:** 1.5 lines (18 pt.) of space should be left between the rows throughout the text whereas 1 line (12 pt.) of space should be left in footnotes, justified quotations and explanations of figures and tables.
7. **Paragraphs:** All text, including sub-headings, should be typed left and right-aligned and justified. The first line of the paragraphs should not be indented. For justified quotations, 1 cm indents should be left from both the left and the right. 1.5 lines (18 pt) of space should be left between the paragraphs. In case a paragraph is split into two pages, at least two lines of the paragraph should appear at the top or bottom of a page. All headings and subheadings should be followed by at least two lines of a paragraph before the end of the page. Algorithm definitions (pseudo-codes, software codes) should be typed as single-spaced, in a separate paragraph using a single-space font and indented 1 cm from the left margin completely.

CHAPTER/SECTION TITLES

1. Titles should be numbered up to the third level. However, titles may also be numbered in line with the relevant Department’s/Major’s instructions.
2. First level titles such as Chapters/Sections should start on a new page and aligned at the center. All words should be typed in capital letters, bold and with a 14 pt font size. The spaces before and after the title should be 3 (36 points) and 1.5 (18 points), respectively.
3. Second level titles should be aligned on the left and typed in bold, with first letters for each word capitalized.
4. Third level titles should be aligned on the left and typed in bold, with only the first letter of the title capitalized (sentence case).
5. All titles should be numbered. A double-line (24 pt) space before the title and a 1.5 line (18 pt) space after the title should be left.

TABLES (CHARTS) AND FIGURES

Tables (Charts) and Figures should be placed as close as possible to the point they are first referred to in the text, provided that they comply with the principles of page layout. Each table and figure should be referred to in the text before they are placed. All figures, tables and their captions should be aligned at the center compared to the text block. Tables and figures should be numbered, where the first number indicating the chapter/section (letter in the case of the annexes), the second number indicating the sequence number of the table (or figure) within the chapter/section. (For example: **Table 1.2**, **Table 3.5**, **Table A.1**, **Figure B.5**). As in these example, the words “**Table**” and “**Figure**” as well as the numbers should be all typed in bold letters. The number and caption of each figure are typed below the figure, whereas the number and caption of each table are typed above the table, aligned at the center.

ABBREVIATIONS

Abbreviations referred to in the thesis or graduation project should be displayed in the Abbreviations list in alphabetical order, together with its explanation/definition. Abbreviations should be used and typed according to the principles set out by the Turkish Language Association (TDK).

QUOTATIONS

Quotations shorter than three lines or sixty words should be given in between quotation marks. At the end of the quotation, the relevant source is cited followed by a full stop. Quotations longer than sixty words are not displayed within quotation marks. Long quotations should be indented 1 tab (1.27 cm) from the left. Indented long quotations should be typed with 2 pt. smaller fonts. However, it is recommended to avoid using frequent and long quotations. Unlike short quotations, citation is given before the quotation.

EQUATIONS

Equations should be typed using an equation editor and in accordance with the compulsory rules. Equations should be typed with 1.5-line spacing. 6 pt spacing is left both before and after the equations. No blank lines should be left before and after the equations. In this case, 12 pt spacing is left between the equations and the text both on top and at the bottom. Equations should be aligned at the center of the text block. Equations should be numbered sequentially starting from 1, provided that the first number indicates the chapter/section and the second number indicates the sequence number. These numbers are typed plain (not 'bold') such as (1.1), (1.2) and (2.1) at the far right of the row where the equation is located. If necessary, sub-expressions of the same equation such as (1.1a) and (1.1b) can be used. The equations provided in the appendix section should be numbered specifying their appendix. (For example: A.1, A.2).

FOOTNOTES

Theses/dissertations may include content-expanding, strengthening or additional information (content footnote). Footnote numbers are placed right after the quote. If the quote is a paragraph, the footnote number should be placed on the last word of the paragraph; if the quote is a concept or a name, then it is written just above the concept or the name. Footnote number in the text should be visible as 1 above the line alignment. No punctuation marks should be placed after the footnote number. The footnote should be typed at the bottom of the page with 2 pt smaller fonts than the text font. Single line space should be left between the footnote line and the footnote number; half line spacing should be left between the footnote number and the first line of the footnote. Footnotes should be separated from the text by a thin horizontal line.

REFERENCES AND CITATIONS

The citation in the text and the way the references are organized in the bibliography should comply with the rules determined by the relevant Program, provided that it is a consistent system with an international validity such as APA, Chicago, Harvard and IEEE. The reference and citation systems preferred by each program are listed below. Relevant links to these systems can be found at the end of this file.

Faculty of Law	All programs	OSCOLA
Faculty of Communication	All programs	Chicago (Author, Date)
Faculty of Engineering and Natural Sciences		
	Computer Engineering	IEEE
	Bioinformatics and Genetics	Harvard
	Electronic Engineering	IEEE
	Industrial Engineering	APA
	Energy and Sustainable Development	APA
	Finance Engineering	Harvard
	Computational Sciences and Engineering	Harvard
	Computational Biology and Bioinformatics	Harvard
Faculty of Art and Design	All programs	APA
Faculty of Economics, and Social Sciences	All programs	Chicago (Author, Date)
Faculty of Administrative Sciences	All programs	Chicago (Author, Date)

COVER AND BOOK BINDING

All Master's degree theses should have a **blue cloth cover**. All PhD theses should have a **black cloth cover**. Dissertations should have a **white cardboard** cover. Synthetic, leather-derived and similar fabric covers shall not be allowed. The size of the bound book version of the thesis should be 215 by 285 mm. At the top of the cover, the student's name and surname, in the middle of the cover the type of academic degree (M.S., M.A. or Ph.D.) received and at the bottom the year of the thesis/graduation project is placed.

Notes

Theses should be typed with a professional word processor or typesetting program (MS-WORD or LaTeX, etc.), and converted to pdf.

One hard copy of the thesis should be submitted to Institute, and the unsigned pdf copy should be e-mailed to the Institute with the thesis advisor CC'ed.

LINKS FOR THE CITATION SYSTEMS

APA	https://www.mendeley.com/guides/apa-citation-guide/
Chicago	https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html
Harvard	https://www.mendeley.com/guides/harvard-citation-guide/
IEEE	https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf
OSCOLA	https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf