

FORMAT FOR THESES

THE INSTITUTE FOR GRADUATE STUDIES

PÎRÎ REÏS UNIVERSITY

2021

FOREWORD

Master's theses or Ph.D. dissertations submitted to Pîrî Reis University Institute for Graduate Studies must be written in accordance with the format stated in this guideline.

The following rules and statements are presented more as answers to questions frequently asked rather than an alphabetically indexed coverage of every contingency. If, for good reason, a student should seek exception to the practices here, he/she should consult his/her thesis supervisor and the institute.

The thesis defense is scheduled by the Defense Jury and the candidate's supervisor in accordance with the rules and regulations of the University. When the thesis is approved by the Defense Jury, it should be typeset and bound. The approval page of the final copy must be signed by all members of the Defense Jury. Only one bound copy of the thesis should be submitted to the Institute. The Institute would check the final copies of theses to assure correctness of format and consistency in content and in bibliographic style. The Institute would deliver two of the bound copies to the Pîrî Reis University Library.

Sample Front Cover and Spine

5 cm, centered, one space, 12 font, Times New Roman Bold

**T.C. PİRİ REİS UNIVERSITY
INSTITUTE FOR GRADUATE STUDIES**

5 cm,
Centered,
one space

THESIS TITLE

5 cm
centered
one space

**PhD. THESIS
NAME SURNAME**

NAME, SURNAME

Ph.D. Thesis

PRU 2021

Spine

Last line

MONTH YEAR

Sample Title Page

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**T.C. PİRİ REİS UNIVERSITY
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THESIS TITLE

5 cm centered one space

PhD. THESIS

**by
NAME, SURNAME
B. S., Field, University, Year
M. S., Field, University, Year**

..... **Program**

Thesis Advisor:

MONTH YEAR

APPROVAL of the INSTITUTE for GRADUATE STUDIES

PRU, Graduate Studies Institute's Doctoral student “number” and “Name Surname”
prepared his thesis titled

“.....”

by fulfilling all the necessary conditions determined by the relevant regulations and
successfully presented it to the jury whose signatures are below.

Approval of the Institute for Graduate Studies

(Title and Name)
Director

(Title and Name)
Head of Department

(Title and Name)
Advisor

Examining Committee Members

(Title and Name)

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(Title and Name)

(Title and Name)

Date of Approval: dd.mm.yyyy

ABSTRACT

THESIS TITLE

Name Surname

.....MASTER'S/DOCTORAL PROGRAM

Thesis Supervisor:

Month, Year, 24 Pages

Keywords: At least 3

ÖZET

TEZ BAŞLIĞI

Ad Soyad

.....PROGRAMIN ADI

Tez Danışmanı:

Ay, Yıl, 24 Sayfa

Anahtar Kelimeler: En az 3 kelime.

DEDICATION

To My Parents

ACKNOWLEDGMENTS

I would like to express my sincere gratitude for TÜBİTAK for their financial support.

I wish to thank to my thesis supervisor Prof. for her support and encouragement.

I am grateful to the members of my thesis committee, Prof. and Prof. for their valuable comments and contribution.....

I would like to thank to my family.....for.....

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LIST OF ABBREVIATIONS

UNDP	United Nations Development Program
UNHCR	United Nations High Commissioner for Refugees

(Abbreviations should be listed alphabetically)

1. INTRODUCTION

The title determined according to the thesis subject should be written. This chapter also includes general explanations on the thesis subject.

In this part of the thesis, the starting point of the study is emphasized. The rationale for the study is presented. The points where this justification differs from previous studies should be revealed.

In this section, the information required in the thesis is explained. The method used in the thesis should be clearly stated. The information that used cannot be copied from sources directly. The information taken from the source should be explained in the author's own sentences with references. In cases where direct quotation is required, it is used by writing the text in quotes. The information taken from the sources should be expressed in writer's own words. Previous studies related with the thesis subject can be included in this section as a summary.

Block diagram or various schematic representations can be used to make the work more understandable.

1.1. The Aim of the Thesis

This section can be started by explaining the meaning and importance of the thesis study and the purpose and scope of the thesis. The main purpose of the study, the advantages it will provide after the study, and the applications and stages performed during the study should be explained.

1.2. Scientific Innovations and Contributions

At the end of the thesis, it should be explained what kind of benefits and innovations it will provide to economy, academic knowledge and society.

2. LITERATURE REVIEW

After the purpose and scope of the study are revealed, the previous studies on the thesis subject are explained in detail. The purpose of these studies, the methods used and the results and inferences they found are explained. The relevance and relations of the study conducted with previous studies is examined and explained in detail in this section. It would be more appropriate to write the studies examined in this section in a certain historical order. All quotations and information about the reviewed studies are used by giving reference.

2.1. Citing

2.1.1 Citing According to Surname of Author (APA Citation Format)

References are cited with the surname of author and year. In the references section, the references are listed alphabetically according to the surname of the author.

Citing of a reference at the beginning of or within a sentence must be as Boran (2003), whereas a citation at the end of a sentence must be as (Boran, 2003). The full-stop is placed directly after the citation.

A reference with two authors must be cited as Yılmaz and Johnson (2004) at the beginning of or within a sentence, or as (Yılmaz and Johnson, 2004) at the end of a sentence.

A reference with more than two authors must be cited as Yılmaz et al. (2004) at the beginning of or within a sentence, or as (Yılmaz et al, 2004) at the end of a sentence.

Different publications of an author published in the same year must be cited as Feray (2005a), Feray (2005b).

2.1.2 Citing According to Order of Appearance (IEEE Citation Format)

Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Example: '..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result'

References are cited by numbering and indicating the number in square brackets [..] in the main text body. The first reference cited in a thesis is numbered [1] and the following references are numbered according to the order of appearance.

Ex: Antifouling paints are important for marine vehicles to prevent organisms and dirt [1].

In the main text body, references must be cited as specified below:

[1] Reference no. 1

[1-3] References from no.1 to 3 (thus, references 1,2 and 3)

[1,3] References no. 1 and 3

[1,3,8] References no.1, 3 and 8

[1,3-8] References no.1, and from no.3 to 8

2.1.3 Footnotes

All sources cited except for books and articles whose authors are certain must be shown as footnotes. Footnote number is given at the end of the sentence immediately after the period (.) without spaces.¹ If a footnote for a word in the sentence is to be deducted, the footnote must be entered immediately after the word, without space. It is obligatory to show the identities of all sources in the footnotes in the bibliography directory. Footnote explanation must be placed on the page where the touch is mentioned.

¹ It is obligatory to show the identities of all sources in the footnotes in the bibliography directory.

2.2. Writing Format

Paperback (white/carton) cover and hard (indigo blue for both M.Sc. and Ph.D.) cloth must be one side printed.

2.2.1 Margins

Margins of pages should conform to the following specifications:

- Left margin - 3.5 cm from the edge of the paper
- Right margin - 2 cm from the edge of the paper
- Top margin - 3.5 cm from the edge of the paper
- Bottom margin - 2 cm from the edge of the paper

The above margins should be observed on charts, graphs, tables and drawings as well. Landscape-oriented pages must be organized such that they are readable when rotated right. Folded papers cannot be accepted unless there is absolutely no other way for the material to be presented.

2.2.2 Fonts

Throughout a thesis, **Times New Roman font type and 12 pt size** must be used including Formulas, Equations, Table headings and Figure captions. **At least 8 points** should be used in Figures, Tables and super or subscripts. Footnotes, long biographical quotes and extensive quotations should be 10 points.

The main text body must be written with regular (non-italics and non-bold) characters. Bold fonts must be used for titles. *Italic* characters must be used only when necessary (Nouns in Latin, abbreviations, theories/definitions, etc.).

2.2.3 Line Spacing and Paragraph Format

The term “line spacing” refers to the distance between the lower baselines of two consecutive lines. Point is a font size unit which corresponds to 1/72” (0.376 mm).

The main text body must be written with 1.5 line spacing. Paragraphs must be justified aligned. When a paragraph ends, the next one starts after pressing RETURN twice (2 x CR) to get two 1.5 spacing. Paragraphs must be uniformly **aligned left**.

Abbreviations, Table of Contents, Lists of Tables and Figures, Foreword, Summaries, References, Appendices, CV, Names and Captions for Tables and Figures, and Footnotes in main text body must be written with 1 line spacing.

Titles must not be the last line of a page; a title must be placed on the following page unless two more lines could be written after it. The first line of a paragraph cannot be the last line of a page, as the last line of a paragraph cannot be the first line of a page (termed as widows and orphans).

Series of paragraph items which are to be listed without headings under any of the regular headings may, for clarity, be designated by special bullets such as •, or enumerated by (i), (ii), (iii), etc.

2.2.4 Page Numbering

All of the pages within the thesis, except for outer and inner cover pages and their backsides, must be numbered.

Title page and approval page must be numbered as i, and ii, but the page numbers must not be shown. So, abstract page must begin with iii (lowercase Roman numbers).

The main text body (Introduction and the other chapters, Results and/or Discussion, References, Appendices and CV) must be numbered with Arabic (1, 2, 3, etc.) numbers. Page numbers continue to increase on horizontal pages

Page numbers must be placed at the bottom center and **1.5 cm** above the bottom of the page, in the direction of reading. The font style used throughout the thesis must be used for page numbers, and the font size must be **11 pt**.

2.3. Headings

Headings should be in the same font as the rest of the text and should feature neither quotation nor punctuation marks other than the period following the heading number. There may be at most four levels of headings which are main headings, second headings, first subheadings and second subheadings. Additionally, special captions to designate theorems, corollaries, lemmas, definitions, remarks and propositions may be deployed. Headings should be followed by at least one line of text (i.e. headings should not directly be followed by Tables or Figures).

2.3.1 Main Headings

Main headings, numbered such as 1., 2., etc., should obey the following rules:

- a) They should begin a new page and be **aligned left**. Omit period at the end of the heading. Main headings should be typed in **bold face** and should be in **capital letters** and in **14 points**.
- b) Main headings should reflect content of the text that follows. Main headings are not to be called as chapters.
- c) The number of the headings should be followed by a period and two spaces.
- d) They should precede the following text material or second heading by 3 x 1.5 lines (3xCR)

2.3.2 Second Headings

Second headings, numbered such as 2.1., 2.2., etc., should obey the following rules:

- a) They should be **aligned left** and be typed in **12 points**, bold face and **title case letters** (i.e., the first letter of each word except conjunctions, prepositions and articles must be a capitalized.). Omit period at the end of heading.
- b) The number designation of the second heading should be followed with a period and **two spaces**.
- c) Second headings should be (2xCR) below preceding text and (2xCR) above of succeeding text but need not begin a new page.

2.3.3 First Subheadings

First subheadings, numbered such as 2.1.1., 2.1.2., etc., should obey the following rules:

- a) They should be typed on separate lines beginning at the **left margin** of the text but need not begin a new page.
- b) They should be typed in **bold face in 12 points** and with **title case letters**.
- c) The number designation of the heading should be followed by a **period and two spaces**. Omit period at the end of the heading.
- d) First subheadings should be separated from the preceding and succeeding text by (2 x CR).

2.3.4 Second Subheadings

Second subheadings numbered such as 2.1.1.1., 2.1.1.2., etc., should obey the following rules; however, second subheading should be avoided if possible.

- a) They should be typed on the same line as the text they introduce, beginning at the **left margin of the text**.
- b) They should be typed in **12 points, in title case letters**.
- c) They should be followed by a period at the end of the heading and must be underlined.
- d) The number designation should be followed by a period and two spaces.
- e) Second subheadings should be separated from the preceding text by (2 x CR).

2.4. Tables and Figures

All floating items such as graphs, charts, photographs, illustrations and lists should be considered and designated as a Figure or Table, whichever is appropriate.

Tables and figures must be placed after they are first cited in the main text body, but must be as close as possible, in accordance with the rules in this guideline. All tables and figures must be cited before they are used in the main text body.

All tables and figures must be **horizontally centered** on the page.

The numbering of the tables and the figures must be such that the first number is the number of the main heading the table/figure is placed under (for appendices, the letter of the appendix), and the second number is the number of order (i.e. **Table 1.2**, **Figure 3.5**, **Table A.1**, **Figure B.5**). The words “Table” and “Figure” and numbers must be bold. Sub-figures should be enumerated by adding the corresponding lowercase letter to the Figure designation such as Figure 3.8a. The information about the subfigures should be included in the caption of the Figure.

Table captions are located above the Tables whereas Figure captions are placed below the Figures. All captions should end with a period. When a Figure is divided into two or more pages, each Figure piece should include the Figure's legend if it has one. Also, each Table or Figure piece should have its own caption. With the exception of the first piece, it should be stated in the caption of the Figure or Table piece that it is the continuation of the previous one by putting cont. at the end of the caption.

All Tables should be **framed**. Fonts of the texts in the Tables should be consistent with the rest of the text. Table headers may be **boldface** but colored texts are not allowed as Table headers. Figures may be colored where necessary. Figures should not have an embedded title in the Figure since the caption should include the necessary information. All axes should have titles. Tables, Figures and their captions should be **centered** as shown in the examples on through the text. The captions should be as normal text, i.e., only the first letter should be capitalized. The captions should be at a distance of **(1 x CR)** from the Table or Figure and should continue for 3 lines at most. If a Table or Figure needs further explanation, it should be provided in the associated text block. Explanation may come before or after the Figure as long as it refers to the right Figure. If there are too many large or consecutively related Figures or Tables, they should be put to the appendix and designated by a capital letter indicating the appendix number and a number starting from 1 and increasing sequentially throughout the appendix section across all Tables and Figures, such as A1, A2...Bibliographical Material

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.

Each part of the text, all tables, figures and images in the text should be numbered.

All tables and figures must be horizontally centered on the page.

In the sentence:

Figure 4.1 shows that

Or at the end of the sentence:

..... can be seen (Figure 4.1).

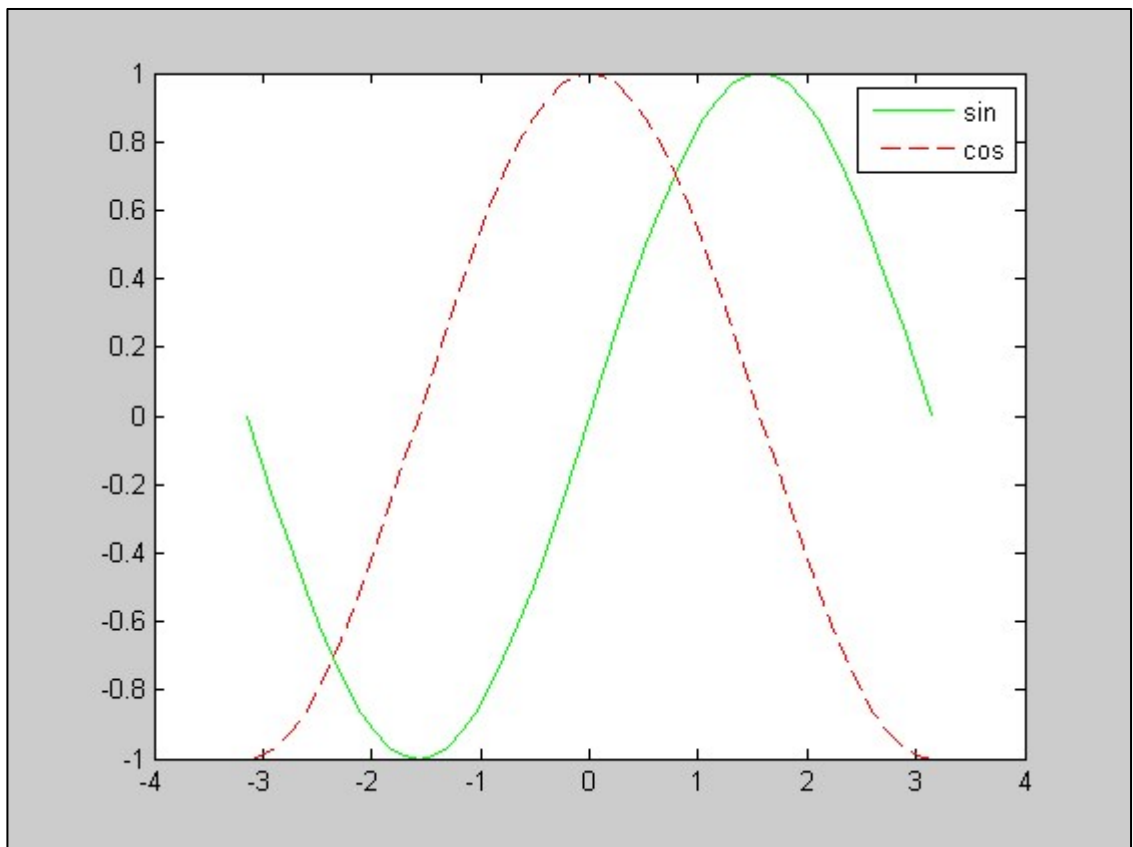


Figure 4.1: Sin and Cosine.

In the figures and tables, the first letter of the first word should be written in capital, all remaining letters should be in lowercase.

Figure numbers can be listed as either;

Figure 1: Internal electrochemical system of soil

Figure 2: Swelling of clay rich soils

Or

Figure : 3.1 Preparation of samples (means chapter 3 figure 1)

Figure : 10.5 Classification hart for swelling potential (means chapter 10 figure 5)

Similarly, in the sentences:

As seen Table 4.1

Or at the end of the sentence:

..... can be seen (Table 4.1).

Table 4.1: Name of table

Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	A	α	Nu	N	ν
Beta	B	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	O	o
Delta	Δ	δ	Pi	Π	π
Epsilon	E	ϵ	Rho	P	ρ
Zeta	Z	ζ	Sigma	Σ	σ
Eta	H	η	Tau	T	τ
Theta	Θ	θ	Upsilon	Y	υ
Iota	I	ι	Phi	Φ	ϕ
Kappa	K	κ	Chi	X	χ
Lambda	Λ	λ	Psi	Ψ	ψ
Mu	M	μ	Omega	Ω	ω

2.5. Equations

Mathematical and chemical formulas, equations and expressions must be prepared by using an appropriate equation editor. If a reference is made to them, they must carry a numerical identification.

Each equation must be numbered in parentheses and this must be given next to the right margin. Numeration of equations should include the chapter number. Example, Equation 7 of Chapter 2:

$$A = \frac{4 \cos^2 \varphi}{3 \lambda \tan \beta} \quad (2.7)$$

$$A = \frac{4 \cos^2 \varphi}{3 \lambda \tan \beta} \quad (2.7)$$

or, Equation 3 of Appendix 2:



2.6. Specially Designated Expressions

Specially designated expressions usually mean equations, formula, etc. and they need to obey the following rules:

They should be centered on the page and separated from the preceding text and the succeeding text by (2xCR).

The expressions should be identified by an Arabic number in parentheses like “(2.1)”, “(2.2)”, “(2.3)”, etc., which should be placed opposite the expression and in line with the right margin of the text. They should be numbered within each chapter in the order of their appearance.

Mathematical formula and expressions must be typeset according to a consistent math-style throughout the whole thesis. The standard style for mathematical expressions in scientific publications makes use of italic typeface for variables in Latin characters and on-italic typeface for mathematical signs (+, , parentheses, etc.). Bold characters are usually reserved for vectors and matrices. The style used for in-text formula should be the same as that of displayed formula. Equations in appendices must be numbered by the number of the appendix they are given in (i.e. Appendix A “(A.1.1)”, “(A.1.2.)”)

3. ARRANGEMENT

3.1. Order of Presentation for Chapters

The presentation order of the thesis chapters must be as listed below.

- a) Outer cover
- b) Inner cover (title page)
- c) Approval page
- d) Abstract (English)
- e) Summary (Turkish)
- f) Dedication page (if existent)
- g) Acknowledgement page
- h) Table of contents
- i) Abbreviations
- j) List of tables
- k) List of figures
- l) List of symbols (Nomenclature)
- m) Introduction
- n) Other chapters (Materials and Methods, Results and Discussion, etc....)
- o) Conclusions and recommendations for future research
- p) References
- q) Appendices
- r) Curriculum vitae

3.1.1 Title Page

When preparing the Title Page, the candidate should list his/her prior degree(s) showing the major, the degree granting institutions and dates in chronological order. This page should not bear a page number. Example of Title Page for a Ph. D. thesis is presented in Appendix A. These examples should be carefully followed as to form and spacing. At the bottom of the example page, at the place where the year is shown, the semester date (year only, viz. 2014) in which the requirements for the degree are completed should be written (Appendix A).

Titles; Approval Page, Dedication, Acknowledgements, Abstract, Table of Contents, List of Figures, List of Tables, List of Symbols and List of Acronyms/Abbreviations should be **aligned center**, typed in **bold face, capital letters** and in **14 points**.

3.1.2 Approval Page

All copies of the submitted thesis should include original signatures of the Defense Jury on the approval page. This page should be prepared in accordance with the example in Appendix A and should follow the Title Page. The names of the members of the Defense Jury should be listed one below the other in alphabetical order, except the Thesis Supervisor's, whose name should be at the top of the list. Titles of the Jury members should be presented in the North American style, such as Prof., Assoc. Prof., Assist. Prof. preceding a Jury member's name. If desired and appropriate, the term 'Ph.D.' may follow a Jury member name (separated by a comma from the name). Space for the signature of each Jury member should be left beside each name. The date at the bottom of the page is the date at which the thesis is approved by the Defense Jury.

3.1.3 Abstract

The Abstract should give the information that will enable a scholar to tell whether he/she wishes to read the complete work. Therefore, the abstract should cover the following points: Statement of the problem, procedure or method, results, conclusions. Two abstracts, one in English and the other in Turkish, should be included. The abstract should contain no headings, tabular material, chemical formulae, or footnotes. Abstracts should not contain references, but author citing is allowed. Abstract should be **at most three pages long**. The abstract page should contain the title of the thesis. The Turkish Abstract (“Özet”) must follow the English Abstract in the same format.

3.1.4 Dedication

Occasionally, authors would like to dedicate their thesis to their family members, friends or some scientists in their area of research. The dedication page should come

right after the Approval Page. Dedications should be in English and placed at the lower right corner of the page.

3.1.5 Acknowledgements

The candidate may desire to include a page with a brief note of an acknowledgement of help received from particular people. All organizations proving financial support must also be acknowledged and grant numbers should be included. You may see an example in Appendix A.

3.1.6 Table of Contents, List of Figures, List of Tables, List of Symbols and List of Acronyms/Abbreviations

These are expected to have a "Table of Contents" for the convenience of the reader. "Table of Contents" entry should not be in the Table of Contents. If figures and tables are scattered throughout the text, a separate "List of Figures" (and/or "List of Tables") must be included after the Table of Contents. These lists should include page numbers. Similarly, a "List of Symbols" (or "List of Symbols/Abbreviations", as appropriate) should be included. "List of Symbols" can contain symbols listed alphabetically as separate groups ordered as Latin symbols, Greek symbols, and other symbols. "List of Acronyms/Abbreviations" contains abbreviations listed alphabetically.

3.1.7 Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material include data sheets, questionnaire samples, flowcharts, illustrations, maps, software listings, charts, etc. If the appended data need to include oversized illustrations or maps, several alternative methods of inclusions are available. If a Section, Table, Figure, Equation etc., is to be included in an Appendix, the numbering should follow the same rules used within the thesis. In this case, however, they should begin with the letter of the respective appendix such as "Table A.1", "Equation B.4" etc. Each appendix should have a descriptive title just like chapter headings. The developed computer program should be given in a separate diskette or CD.

3.2. The Main Body of the Thesis

The main body should be composed of a series of chapters starting with an Introduction chapter and ending with a conclusion chapter. The remaining chapters may include one or more of the following main topics: Literature Survey, Problem Statement, Materials and Methods, Results and Discussion or other relevant topics.

- a) The whole text should be left and right justified.
- b) Periods, commas, semicolons, and colons go outside the quotation marks.
- c) Integers from one to nine, inclusive, should be spelled out except when they represent a chapter or a section; for number 10 and above, use numerals.
- d) Numbers should be spelled out when they begin a sentence.
- e) Do not spell out per cent; use %.

3.3. Paper Type and Printing

Theses must be printed/reproduced on A4 (21x29.7 cm) size, 75 or 80 g/m² white, first quality paper. No distortion must occur during printing/reproduction, and the copies must be legible.

Only laser or Ink Jet printer output are acceptable. Printer settings should comply with A4-size paper and should be so that the page is not resized in printing.

3.4. Binding

The thesis should be bound in **navy blue cover** the texture should have small grains. The writings must be in golden color. The final bound size of the thesis should conform to A4 size. The name and surname of the candidate, the type of degree obtained, and the year should be printed in the above order on the spine of the **cover in navy blue**. When the thesis is placed front cover up, the spine should read from left to right. Binding should use stitches; **stapled binding is not acceptable**. To avoid rejections, use the services of a high quality binding office.

4. MATERIALS AND METHODS

The materials and the methods of the studies used in the literature are explained. The reason for the method chosen for this study is stated. The method used is explained in detail. The theoretical information on which the method is based should be explained, in the scope of the graduation thesis. If there is a situation that is aimed at the beginning of the study but cannot be achieved, the reasons for this are explained. If the study is an experimental study, the results are compared with theoretical analysis. Finally, in this part of the thesis, the cost and economic analysis of the study should be done.

The materials and methods section gives readers and fellow researchers information on where they can access the materials that you used in your research. It also includes information on how you approached your research – and why.

Materials: The materials you used are an important part of your overall effort to establish a plan of action or answer an important research question. Regardless of the outcome, the items you relied on to come to your conclusion will determine whether or not your project was credible. Credible sources and properly documented materials and sources will lend your dissertation much more weight in the field – and the process should be taken seriously.

Methods: The methods you used to get your information and make an end-argument or establish a solution is also important. Whether your methods are traditional or non-traditional, you must detail them so that they can be considered and possibly even replicated by other researchers and leaders in the field.

5. RESULTS AND DISCUSSION

The results and discussion sections are one of the challenging sections to write. It is important to plan this section carefully as it may contain a large amount of scientific data that needs to be presented in a clear and concise fashion. Use subsections and subheadings to improve readability and clarity. Number all tables and figures with descriptive titles. Present your results as figures and tables and point the reader to relevant items while discussing the results. This section should highlight significant or interesting findings along with P values for statistical tests. Be sure to include negative results and highlight potential limitations of the paper. You will be criticized by the reviewers if you don't discuss the shortcomings of your research. This often makes up for a great discussion section, so do not be afraid to highlight them.

The results and discussion section of your research paper should include the following:

- a) Findings
- b) Comparison with prior studies
- c) Limitations of your work
- d) Casual arguments
- e) Speculations
- f) Deductive arguments

6. CONCLUSION

In this section, a general evaluation of the thesis should be done. The results obtained from the thesis are explained clearly. The success or failure of the method determined for the thesis are indicated. Also, suggestions for the development of the study are included.

Like the introduction, the conclusion of a thesis should also make an impact on the reader. This is because the conclusion is the last part of your study that they will see and chances are that a good ending will make a mark on them.

Basically, a good conclusion should restate the thesis statement and highlight the key points of your work, explaining to the reader why your work is important and how it contributes to the field. Here is a format that you could follow while writing the conclusion of your thesis:

- a) Restate your thesis statement. Rephrase it so that slightly different from the thesis statement presented in the introduction and does not sound repetitive.
- b) Reiterate the key points of your work. To do this, go back to your thesis and extract the topic sentences of each main paragraph/argument. Rephrase these sentences and use them in your conclusion.
- c) Explain the relevance and significance of your work. These should include the larger implications of your work and showcase the impact it will have on society.

6.1. Recommendations for Future Research

End with a take-home message, such as a call to action or future direction.

REFERENCES

Theses should follow the form used in scholarly publications of the student's field of research. Rules of form vary from one field to another, and it is important that the student learn the editorial usages of his/her own field. In this regard, the usage of bibliographical management programs such as **EndNote, Zotero, Word References or Mendeley** are recommended. It is generally important that he/she follow such usages consistently throughout his/her thesis.

The sources from which this information was obtained and their contribution to the original study should be stated carefully. When it is desired to emphasize the quoted sentence, it can be made exactly from the source text. In this case, quoted sentence must be shown in quotation marks, otherwise it will be a "*scientific plagiarism*". However, it is generally preferred to write the information obtained by the thesis author's own words.

Citation in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published thesis.

All references should be cited in accordance with **APA Citation Format or IEEE Citation Format**. Only **one of the two citation methods** must be used throughout the thesis.

APA Citation Format

Citation of the relevant reference could also be done in the (surname of the first author, year) type. If an author has more than one reference in a calendar year, letters a, b or c should follow the year, e.g., “(Erman, 1990a,b)”. If there are two authors for the reference, both surnames should be included followed by the year, e.g., “(Erman and Unal, 1998)”. If there are more than two authors, only the surname of the first author should be included followed by et al., e.g. “(Erman et al., 1997)”. The listing of references in the bibliography, in this case, should be in alphabetical order by the surname of the first author. Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as near as possible to the part of the text which refers to them.

Examples:

Reference to a journal publication:

Akpınar, E.K., & Koçyiğit, F., (2010). Energy and exergy analysis of a new flat-plate solar air heater having different obstacles on absorber plates. *Applied Energy*, 87(11), 3438–3450.

Albanese, M.V., Robinson, B.S., Brehob, E.G., & Sharp, M.K., (2012). Simulated and experimental performance of a heat pipe assisted solar wall. *Solar Energy* 86(5), 1552–1562.

Arab, M., & Abbas, A., (2013). Model-based design and analysis of heat pipe working fluid for optimal performance in a concentric evacuated tube solar water heater. *Solar Energy* 94, 162–176.

Reference to a book:

Bejan, A., & Kraus, A.D., (2003). *Heat Transfer Handbook*. John Wiley & Sons Inc.

Bergman, T.L., Incropera, F.P., DeWitt, D.P., & Lavine, A.S., (2011). *Fundamentals of heat and mass transfer*. John Wiley & Sons.

IEEE Citation Format.

The numerical reference of bibliographical material should be indicated in the text by an Arabic numeral in square brackets placed in the text immediately following the name, word, phrase, or sentence which the reference concerns (in some cases, this may be the author's name). The number in square brackets such as “[8]”, should indicate the order of first appearance of the reference in the text. The listing of references in the bibliography should be in the order in which they are used in the text and shall bear the same number as was used in the reference in the text. When more than 3 consecutive bibliographical references are to be cited, they should be denoted by ranging the first and the last such as [2-6].

In the references section, the references are listed according to the numbers in square brackets in which they appear in the text.

Examples:

Reference to a journal publication:

[1] J. van der Geer, J.A.J. Hanraads and R.A. Lupton, “The art of writing a scientific article,” *J. Sci. Commun.*, vol. 163, pp. 51–59, 2010. <https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a journal publication with an article number:

[2] J. van der Geer, J.A.J. Hanraads and R.A. Lupton, 2018. “The art of writing a scientific article”. *Heliyon*. 19, e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a book:

[3] W. Strunk Jr. and E.B. White, *The Elements of Style*, fourth ed., New York, USA: Longman, 2000.

Reference to a chapter in an edited book:

[4] G.R. Mettam and L.B. Adams, “How to prepare an electronic version of your article,” in *Introduction to the Electronic Age*, B.S. Jones, R.Z. Smith, Ed., New York, USA: E-Publishing Inc., 2009, pp. 281–304.

Reference to a website:

[5] Cancer Research UK, Cancer statistics reports for the UK. <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>, 2003 (accessed March 13, 2003).

Reference to a dataset:

[dataset] [6] M. Oguro, S. Imahiro, S. Saito and T. Nakashizuka, *Mortality data for Japanese oak wilt disease and surrounding forest compositions*, Mendeley Data, v1, 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

APPENDIX A:

If necessary, the special information used (user manual, codes, theoretical proofs, large schematic diagrams etc.) can be given in the appendix section.

CURRICULUM VITAE

Name, surname, information and dates on B.Sc. and M.Sc. education must be written. Picture, place and date of birth, address, e-mail address, professional experience, rewards, publications and patents are optional to add in CV.

Following the CV, publications/presentations on the thesis must be listed under the title
The listing must be done according to the citing rules specified previously. Publications and presentations listed here must not be repeated in the general publication list of the author.