

**IBN HALDUN UNIVERSITY**



**İBN HALDUN  
ÜNİVERSİTESİ**

**THESIS/PROJECT WRITING GUIDELINE**

**İSTANBUL, 2024**

## **PREFACE**

Ibn Haldun University, which aims to be a research university, seeks to be a center of excellence in teaching and research. This guideline has been prepared per the university's founding principle; to achieve this, every thesis or project accepted at the graduate level must be submitted per the guideline. Therefore, the primary purpose of the guidelines is to guarantee that every thesis and project completed at Ibn Haldun University's institutes have the same high standards.

This guide is the primary source for writing all theses and projects completed in Ibn Haldun University graduate programs. Discipline-specific rules not specified in this guide will be applied additionally.

In parallel with the university's development, updates will be made in this guide when necessary.

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# CHAPTER I

## GENERAL PRINCIPLES

- Theses and projects must be written electronically using appropriate computer-based software (e.g., MS Word).
- The Graduate School Directorates deliver hard and electronic copies of the theses to the Ibn Haldun University Library Department and copies of the projects to their advisors. The graduate school secretariats can provide information about the requirements of this process.
- It is the student's responsibility to complete the electronic preparation of their thesis and project; therefore, students should carefully read and apply this manual's contents.
- Students should note that when preparing their thesis or project, they should be guided only by these guidelines (not by a previously completed thesis or project).
- For points not explicitly stated or not included in this guide, students should consult the Graduate School to which they are affiliated and obtain written approval and clarification before continuing their studies.

### **1.1. Restriction Period in Public Access**

For various reasons (potentially patentable information, publication of the thesis as a book, etc.), the author of a thesis may request a period of restriction during which the work will not be accessible to outside readers. According to the Directive on Collecting, Editing, and Making Available Graduate Theses in Electronic Form:

For theses that use new techniques, materials, and methods, that have not yet turned into articles or are not protected by methods such as patents, and that contain information and findings that may create unfair profit opportunities for third parties or institutions if shared online, the thesis may be prevented from being made available for a period not exceeding six months upon the recommendation of the thesis advisor and the approval of the head of the department, with the reasoned decision of the administrative board of the institute or faculty.

Again, according to the same directive:



If a patent application is made for a graduate thesis or the patenting process is ongoing, upon the recommendation of the thesis advisor and the approval of the head of the department, the institute or faculty administrative board may decide to postpone access to the thesis for two years.

After the author's application, the period begins with the decision of the Institute's Administrative Board. At the end of this period, the restriction is lifted.

You can access the Directive of the Council of Higher Education (YÖK) National Thesis Center on Collecting, Editing, and Accessing Graduate Theses in Electronic Environment from the link below:

<https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp>

## **1.2. Plagiarism**

Plagiarism is one of the most severe academic crimes and an immoral act. For this reason, sources that will be used in any way in the scholarly work (abstract, explanation, direct quotation, indirect expression, etc.) must be appropriately referenced. In addition, each thesis or project author must sign the “Academic Honesty Statement” stating that all parts of the work have been prepared following academic and ethical attitudes, with correct citations and references, and submit it to the Graduate School to which they are affiliated in the bound thesis after the process after the thesis defense is completed. “Academic Honesty Statement” for projects signed and attached to the relevant place on the printed copy of the project. For the sample “Academic Honesty Statement,” see Annex G for more information.

## **1.3. Thesis Writing Language**

The thesis or project must be written in the program's language of instruction. However, for theses written in English in departments where the medium of instruction is Turkish, a broad Turkish abstract of not less than ¼ of the thesis must be given. According to the decision of the Council of Higher Education:

The Higher Education Executive Board decided on 09.03.2022 to allow theses to be written in another language provided that a broad Turkish summary not less than ¼ of the thesis is given if the student's request, the reasoned opinion of the advisor, the decision of the Department

Board, and the approval of the relevant Graduate School Administrative Board in graduate programs in which the language of instruction is Turkish are.

## **CHAPTER II**

### **STYLE AND APPEARANCE**

When presented properly, the scientific value of the information provided in a thesis or project reaches a level of excellence. Ibn Haldun University theses or projects must meet all the specifications, from using the right quality paper to proper printing.

#### **2.1. Paper**

All pages of the thesis or project must be printed on one side on good-quality white paper (at least 75 grams and 297 mm x 210 mm in size, A4 paper).

#### **2.2. Margins**

The margins on the page should be 4 cm on the left (binding side) and 2,5 cm on the other three sides. All margins must be left blank. There should be no headings, footnotes, text, etc. in the margins.

#### **2.3. Font Type**

Times New Roman font and 12-point font size are used in thesis or project writing. The font and font size must be consistent throughout the thesis or project. Exceptions where the font size may differ from the rest of the text are chapter headings, section headings, footnotes, endnotes, block quotations, tables, and charts. Authors may use bold type, symbols, and italics for particular emphasis or to indicate unfamiliar words.

The thesis or project must be printed on high-quality laser printers. All printing must always be done in black ink.

## **2.4. Line Spacing**

The spacing should be 1.5 lines, and the spacing nk value should be 0. Tables, block quotations, footnotes, endnotes, bibliographies, and table/figure captions should be single-spaced.

One blank line is left between paragraphs. Do not indent at the beginning of a paragraph.

## **2.5. Footnotes**

Information that expands, strengthens, or supplements the content (content footnote) may be used in theses or projects. Footnote numbers are placed immediately after the citation. If the citation is a paragraph, the footnote number is written above the last word of the paragraph; if the citation is a concept or a name, it is written immediately above the idea or name. The footnote number in the text should be visible as <sup>1</sup> above the line alignment. No punctuation mark should be placed after the number. There should be one space between the footnote line and the footnote number and half a space between the footnote number and the first line of the footnote. Footnotes should be separated from the text by a thin horizontal line.

## **2.6. Duplication**

The printed copy of the work is considered the “original” copy. For consistency of print quality (high-resolution pages always printed in dark color, continuity in printing), authors must reproduce their thesis or project using the original copy each time. If substandard or poor-quality reproduction is detected, the Graduate School or the Library may ask the authors to reprint their thesis or project according to the specified standards.

Two printed copies of **master's or doctoral theses** must be submitted to the Graduate School, one to the library and one to the advisor. The number of copies can be higher, provided all printing conditions are met.

Two original prints of the **projects** signed by the project advisor (including the signed approval page and signed academic honesty attestation) must be hand-delivered to the Graduate School.

## **2.7. Corrections**

No manual corrections (ink corrections, overwriting, correction fluid, correction tape, pasting, insertion between lines or letters, etc.) are acceptable after the thesis or project has been bound/printed. Corrections can only be made on the electronic version before it is copied for reprinting.

## **2.8. Page Layout**

All content (text, tables, figures, etc.) should be justified on both sides after adjusting the margins rather than on the border of the paper. The content will appear centered on the page after the thesis or project is bound/printed.

## **2.9. Word and Text Breaks**

If hyphenation is to be used, words must be split at the end of the line. Words cannot be separated when moving from one page to another. A standard Turkish dictionary is used to determine the correct word division. At least two lines of a paragraph should appear together at the beginning and end of each page. Headings and subheadings should follow at least two lines of a paragraph.

## **2.10. Page Numbering**

All page numbers should appear in the same position at the bottom right corner. All page numbers should be written in 12-point Times New Roman font in the font format used in the text. The page number should be written 0.75 cm from the page edge in the footer.

The following page numbering rules should be used:

- Cover pages (outer and inner cover), acknowledgment pages, and academic honesty attestation should not be paginated. These pages do not appear in order but are counted as i, ii, iii.
- Small Roman numerals should be used for the introductory pages (pages between the ÖZ and CHAPTER I) (i, ii, iii, iv, etc.). Page numbers appear as “iv” on the ÖZ page and continue in sequence until the first page of the text (CHAPTER I).
- Arabic numerals starting with “1” are used on the first page of the text (CHAPTER I) and so on through the rest of the thesis or project. All pages should be numbered consecutively, including pages with illustrations, tables, figures, divisions, and photographs. Appendices other than the main text and bibliography should be classified under “APPENDICES.”

### **2.11. Multiple Volumes**

Theses thicker than 5 cm when bound should be divided into two or more volumes. Each volume should be numbered with Roman numerals. Each volume should have a title page, which should give the same information except for the designations Volume I, Volume II, etc. Volume I, Volume II, etc., will be written just below the thesis title. The Roman and Arabic numerals used in Volume I, indicating the introductory pages, should continue in the other volumes. Like the title page of Volume I, the title page of Volume II is counted among the introductory pages but does not carry numbers. If “iv” is the last Roman numeral used in Volume I, the title page of Volume II counts as page “v,” followed by the introductory pages “vi,” “vii,” etc. Each volume should contain a complete “Table of Contents”.

### **2.12. Binding**

Theses or projects have a color code for archiving, classification, and accessibility. Accordingly, all master's theses must be bound in black, all doctoral theses in navy blue, and all graduation projects in American binding on white cardboard paper.

For sample project outer cover, thesis outer cover, project inner cover, thesis inner cover, project and thesis spine, see Annex A, Annex B, Annex C, Annex Ç, Annex D,

Annex E, Annex O, Annex Ö, and Annex P respectively. Please see Appendix O for thesis binding printing and Appendix Ö for project printing.

## **CHAPTER III**

### **TEXT FEATURES**

Each thesis or project text should include an introduction, main text, and references. The following is a list of the sections that may be included in the text of each thesis or project. The list of sections that must be included in the text of each thesis or project is given in the following order. Required sections are marked with an asterisk.

#### **COVER PAGES\***

Outer Cover\*

Inner Cover\*

#### **INTRODUCTION PAGES\***

Approval Page\*

Academic Honesty Attestation \*

Öz\*

Abstract \*

Dedication

Acknowledgment or Preface

Table of Contents\*

List of Tables

List of Figures and Illustrations

List of Symbols and Abbreviations

#### **MAIN TEXT\***

Section Headings\*

Main Text\*

#### **REFERENCES\***

References\*

#### **APPENDIX**

#### **CURRICULUM VITAE\***



### **3.1. Cover Pages**

#### **3.1.1. Outer Cover**

The thesis or project outer covers are made according to Appendix B, Appendix C, and Appendix Ç samples. Institution information and type of study should be in 14 pt, bold and capital letters; thesis or project name in 16 pt, bold and capital letters; author and advisor name in 14 pt, bold and capital letters; place and date information in 14 pt, bold and capital letters.

#### **3.1.2. Inner Cover**

The thesis or project's inner covers are made according to examples from Appendix D and Appendix E. Institution information, and study type should be in 14 pt, bold, and capital letters; the thesis or project name in 16 pt, bold, and capital letters; author and advisor name in 14 pt, bold, and capital letters; location and date information in 14 pt, bold, and capital letters.

The names of the thesis advisor and other members of the thesis jury must appear on the inside cover of the thesis.

### **3.2. Introduction Pages**

#### **3.2.1. Chapter Title Page**

The chapter title should start 3.5 cm (min.) from the top of the page and be written in capital letters with a single line spacing. Sections should be numbered with Roman numerals and capitalized (Example: CHAPTER IV). The words in the title should be whole; no abbreviations or formulas should be used. The title of the chapter should be written in 16-point, bold, and all capital letters. The rest of the page should be written in the font and size used in the text. Each chapter should start on a new page. Each chapter should have a short title that reflects the chapter's content. The format of the headings and subheadings of the chapters should be consistent in font and font size throughout the chapters.

The chapter number (CHAPTER I) appears on the first line, and the chapter title appears one space below. The title is written in bold and capital letters. The format of the headings and subheadings of the chapters should be consistent in font and font size throughout all chapters.

Subheadings should be written with one line space after the text, capitalizing only the initial letter (except conjunctions). Subheading numbering can start with two digits and up to five digits.

In the titles created in the thesis or project, signs such as long dashes (-) or slashes (/) should not be used, and the relevant part should be indicated with a conjunction appropriate to the title's meaning. In addition, the ampersand (&) can only be used in English theses and dissertations.

The main headings, the introduction, and the conclusion must be added under the chapter title by giving the chapter number. For an example, see the [Thesis/Project Writing Template](#).

### **3.2.2. Approval Page**

See Appendix F for an example of a thesis approval page and Appendix G for an example of a project approval page. A blue ink pen must be used to sign this page. In theses, accepted or rejected must be written in the “opinion” section. The program the student is enrolled in must be indicated in the page's introductory text.

### **3.2.3. Academic Honesty Attestation**

See Appendix G for the Academic Honesty Attestation. This page must be signed and attached to the thesis during the binding process after completing all relevant processes after the thesis defense. For graduation projects, this page must also be signed and attached to the project.

A blue ink pen must be used to sign this page.

### **3.2.4. Öz**

Abstracts are self-contained texts that usually begin by stating the study's aims. They briefly describe the methodology, outputs, essential conclusions, and final recommendations. Authors are advised to write the Abstract as soon as they have completed their thesis or project.

The Öz should be 300 words at maximum. A maximum of six words should be included as keywords. For a sample Öz, see Annex H.

### **3.2.5. Abstract**

The Abstract page follows the Öz page. The abstract is the English translation of the Öz page. A sample Abstract page is provided in Appendix I.

Regardless of the language of the thesis or project, it is mandatory to include an abstract page in Turkish and English in every study.

### **3.2.6. Dedication and Acknowledgment**

Both dedication and acknowledgments are optional sections. If the author adds these pages, they should be on separate pages with separate page numbers.

The dedication page does not need a title. The other should be titled "Acknowledgements" or "Preface." The title should be centered between the margins and without punctuation.

### **3.2.7. List of Contents**

The table of contents should include general headings, chapter headings, subheadings, references, appendices, and curriculum vitae. All headings in the table of contents should indicate the corresponding page numbers. The heading "Table of Contents" should be centered between the margins and the main headings should be written in boldface starting from the left margin. Subheadings should be indented, starting from

the inside, and written in non-bold type (bold). The table of contents should be created automatically with the help of the Word program. See Appendix J for a sample Table of Contents.

### **3.2.8. List of Tables**

Where necessary, a “List of Tables” should be inserted immediately after the table of contents.

The heading “List of Tables” should be centered between the margins, and entries should start from the left margin. All headings in the list of tables should be indicated by their corresponding page numbers. The list should be created with 1.5 line spacing. The list of tables should be prepared automatically with the help of the Word program. If coloring is required in the tables, no color other than gray and its shades should be used.

### **3.2.9. List of Figures and Illustrations**

The list of figures and illustrations should be on separate pages, just like the list of tables. Headings in the list of figures should also be 1.5-line spacing. The list of figures and images should be prepared automatically with the help of the Word program.

### **3.2.10. List of Symbols and Abbreviations**

If the author provides a list of symbols and abbreviations, they should follow a format consistent with accepted practice in the field. Headings in the list should be 1.5 line spacing. [Click here](#) for the list of abbreviations published by the Turkish Language Association (TDK).

### **3.3. Main Text**

#### **3.3.1. Main Text Structure**

The main text can be divided into as many sections as necessary. The main text should be written in 12-point font and Times New Roman font. Indentation should not be used at the beginning of paragraphs. One line space should be left between each paragraph, and the spacing nk value should be 0. This does not mean a space before and after the paragraph, only 12-point font and 1.5 line spacing.

#### **3.3.2. Visual Materials: Tables and Figures**

Visual materials consist of tables, figures, images, and graphics. Tables present data in tabular form, listing text and/or figures in titled columns and rows. All visuals can be categorized under figures, including maps, diagrams, graphs, charts, photographs, drawings, and diagrams.

Tables, graphs, and charts cannot be inserted as pictures. They must be created by the author using appropriate programs.

The source information specified for visual materials such as tables, figures, graphics, etc., used in the thesis or project should be written in 10-point font size in non-bold type.

**i. Placement of Visuals such as Tables, Figures, Graphics, etc.:** Visual aids may be placed anywhere in the text, but the general rule of thumb is that they should be as close as possible to the section of the text to which they refer. If the table or figure is inserted into the text and is less than one page, then it should be separated from the text by one line space above and below. Tables should fit on the page where they are located according to the page size. In cases where it cannot fit:

- In order not to disrupt the flow of the text, the continuation of the table that extends to the next page can be indicated at the top of the table (e.g., Table 1.1. continuation),

- Again, without disrupting the flow of the text, the text size can be reduced to at least 10 points in the table,
- Or the author may collect all the tables and/or figures in the chapter in the Appendix. In this case, tables come before figures.

All tables, figures, and other visual aids should be cited in the text. Tables and figures, especially large-sized visual materials, should be prepared to facilitate binding and storage. Pages containing illustrations should be numbered and listed under a separate heading with the relevant page number.

**ii. Numbering and Table/Figure/Graphic etc. Titles:** Figures and tables should be numbered in the order they appear in the text. The number of a figure/table should match the number (or letter) of the chapter (or appendix) to which it belongs. Numbering is done in two digits. The first digit represents the chapter or appendix, and the second digit represents the order of the figure or table within the chapter or appendix. The first table of Chapter I will be titled Table 1.1. Similarly, the first figure of Chapter II will be titled Figure 2.1. according to this scheme. Similarly, the first table in the first appendix should be numbered Table A.1. and the first table in the second appendix should be numbered Table B.1.

The title of a table should be placed one line space above the top border of the table. The title of a figure should be placed one line space below the bottom border of the figure. Table and figure captions should be bolded in 12-point type. The font size and type of the title should be the same as the font size and type used in the rest of the text. The author should choose a font size that is easy to read, especially for tables, axis scales, axis titles, legends, tables, and diagrams.

For images that require more than one page, the images on the following pages should be titled using the same title, indicating that they continue the image on the first page.

For example, the second page of Figure 2.1 should be titled “Figure 2.1 (continuation)”.

A table or picture can be placed on its side by turning it ninety degrees counterclockwise from its normal position. In landscape layout, the title of a figure or table should be arranged so that it is read from the bottom upwards, i.e., in the same direction as the figure/table. When using a landscape layout, the whole page should only be reserved for that table/figure. Margin and page numbering requirements are the same for the rest of the thesis or project.

**iii. Large-Scale Materials:** Large-scale visual materials may be reduced to fit on one page per the margin and page numbering rules given in these guidelines, provided that they do not adversely affect the readability and visibility of the original visual material.

A large-scale image that cannot be scaled down to fit on a page can be used as follows:

**i. As pocket material: Oversized materials may be folded into a pocket and** attached to the inside back cover of the thesis. The visual material should be numbered and placed in an envelope, and page numbers should be listed in the appropriate list of tables or figures. The large-scale material itself may be classified as an appendix. In this case, it should be listed in the Table of Contents under the heading Appendices.

**ii. As a folding sheet:** Oversized material can be folded and attached to a page. The material should be folded so that it is not cut during trimming in the binding machine.

Photographic images must be originals or high-quality copies of the originals. Black-and-white photocopies of photographs are not acceptable. Color may be used in figures and photographs as long as all copies are color photocopied. If additional audiovisual material (e.g., videotape, DVD, etc.) is required to accompany or complement the text, it must be referred to in the text and submitted with the thesis or project.

### **3.3. Use of Letters and Symbols**

Bullet points should be made by providing an example. The researcher can use letters or symbols as bullet points. Avoiding the use of numbers should be preferred so as not

to confuse the thesis subheadings and the bulleting. Letters or symbols should also be used for minor headings that are not numbered.

For example:

- a. Data processing
- b. Visualization of data
- c. Drawing conclusions and confirmation

Or

- i. Data processing
- ii. Visualization of data
- iii. Drawing conclusions and confirmation

### **3.4. Formulas and Mathematical Expressions**

An equation editor must be used for mathematical formulas, equations, and expressions. Any reference to them must carry a numerical definition, which must be given in parentheses next to the right margin of the page.

### **3.5. Quotes**

Quotations of three lines or less should be included in the text, enclosed in double quotation marks, and written without italics. Quotations longer than three lines should be excluded from the text indented on the right and left and single-spaced. These quotations are also called block quotations. Quotation marks are not used for block quotations. Quotations should be used the same way as the original, and the source of the quotation should be provided in full. Parts of computer code can also be considered as quotations.

Quotations longer than three lines should be excluded from the text indented on the right and left and single-spaced. These quotations are also called block quotations. Quotation marks are not used for block quotations. Quotations should be used the same way as the original, and the source of the quotation should be provided in full.

Interview quotations should be in quotation marks, italicized, 12-point font, and justified.



*“Quotations from interviews should be in quotation marks, italicized, 12-point font, and justified. Interview quotations should be in quotation marks, italicized, 12-point font, and justified.”*

Verses and hadiths used in the text of the thesis or project files should be single-spaced, 10-point font, bold, and centered. Only text in Turkish characters should be italicized.

إِنَّمَا الْمُؤْمِنُونَ الَّذِينَ إِذَا ذُكِرَ اللَّهُ وَجِلَّتْ قُلُوبُهُمْ وَإِذَا تَلَيَّتْ عَلَيْهِمْ آيَاتُهُ زَادَتْهُمْ إِيمَانًا وَعَلَىٰ رَبِّهِمْ يَتَوَكَّلُونَ  
*“Müminler o kimselerdir ki, Allah’ın adı anıldığında yürekleri titrer, kendilerine Allah’ın âyetleri okunduğunda bu onların imanlarını artırır. Onlar yalnızca rablerine güvenirler.”*

Poetry quotations used in the text of the thesis or project files should be italicized, single-spaced, in 10-point font, and left justified.

*Şimdi tekrar ne yapsam dedirtme bana yarabbi  
taşınacak suyu göster,kırılacak odunu  
kaldı bu silinmez yaşamak suçu üzerimde  
bileyim hangi suyun sakastım ya rabbelalemin  
tütmesi gereken ocak nerde?*

### **3.6. Footnotes and Endnotes**

Footnotes are placed at the bottom of the page, separated from the text by a half-horizontal line. Single-line spacing is used to separate different footnotes on a page. Lengthy footnotes may be split and continue in the footnote section of the next page. In this case, it is indicated that this is a continuation of the footnote on the previous page by separating it from the text with a full horizontal line. Footnotes should be numbered consecutively using Arabic numerals (1, 2, 3...). The numbering may be specific to each chapter or continued throughout the thesis. Notes should be written in the same font used in the text, but the font size should be 10 points.

Alternatively, endnotes can be used. Endnotes may follow each chapter or be placed at the end of the thesis or project before the bibliography. If an endnote follows a chapter, it should begin on a separate page following the chapter to which it belongs. Authors should consult their thesis or project supervisor, as footnote practices vary widely across publications in different disciplines. The footnote writing styles that should be used according to the enrollment program can be found in **Chapter IV**,

## **Table 4.1.**

### **3.7. Reference Materials**

**Reference materials contain two elements: References and appendices.**

#### **3.7.1. References**

References should include all materials (books, periodicals, manuscripts, internet-based resources, etc.) consulted while conducting the research and writing the text. The list should be in alphabetical order according to the author's surname.

All materials may be listed in a single section, in which case this section should precede the “Appendices” (if any). In some disciplines, references may be listed at the end of each chapter rather than at the end of the thesis or project.

This section does not contain a chapter number. The title should be centered 3.5 cm from the top of the page per the format of the section headings and margins used throughout the text. The bibliography list starts with two single-line spaces below the title. Each reference entry is written with a single line spacing, and a single line spacing is used between each entry throughout the list. The page numbers of the bibliography section should follow the numbering rules of the thesis or project in terms of font style and size.

The style of listing and citing references in terms of font, layout, and punctuation varies in different academic disciplines. For this reason, the author must follow the bibliographic style determined by the program/department in which the thesis or project is registered and accepted by the discipline. The writing styles used can be found in the table under the title of Section IV.

The author should indicate the following points when referencing electronic resources:

Title of the website

URL address of the website

Owner of the website (person, group, organization, etc.)

Date the information was placed on the site

Date the information was accessed from the site

### **3.7.2. Appendices**

Supplementary material related to the text but containing very detailed information or data may be placed in a separate section. “Appendices” (or ‘Appendix’ if only one) may include various materials, such as computer printouts and programs, raw data, permission for thesis or project work, procedure descriptions and survey instruments, etc. Copied materials should be of letter quality and oversized materials may be included as folded pages or pocket material, as described in the previous section (see “Oversized Materials” above).

If there is more than one appendix, the appendices should be identified as A, B, C, C, etc. The heading “Appendix” should follow the same format used for other section headings in the text. Likewise, the margins should be the same as the rest of the text. If there is more than one appendix, they should be displayed in the table of contents like subheadings.

The title of each appendix should be included in the Table of Contents as a separate entry under the main heading “Appendices.” Appendix pages should be numbered consecutively using the same font and size as the numbering used in the rest of the thesis or project. The documents given in the appendices may be included in their original form.

If your study is included in the study group that requires ethics committee permission (all kinds of research conducted with qualitative or quantitative approaches that require data collection from participants using survey, interview, focus group study, observation, experiment, interview techniques), the Ethics Committee Decision to be taken from the Social and Humanities Scientific Research and Publication Ethics Board of our University should be included in the Annex.

### **3.8. Curriculum Vitae (CV)**

A curriculum vitae should be attached at the end of theses and projects. The curriculum vitae is a short biographical sketch of the author, including contact information (e-mail address used), colleges and universities attended (after high school), diplomas, publications, teaching, and professional experience. The CV should be written in the third person and added to the Table of Contents as the last item. The page format (margins, size, font, and line spacing) should be consistent with the rest of the text. See Annex L for a sample CV.

Before the theses are uploaded to the National Thesis Center of the Council of Higher Education (YÖK), contact information such as e-mail is removed from the CV at the National Thesis Center's request within the scope of the Personal Data Protection Law (KVKK).

## CHAPTER IV

### STYLE

A thesis or project is an official document from research by formal methods. It should be written in a formal, impartial, and impersonal style. Academic writing requires the use of standardized language. Writers should avoid colloquial, redundant, and slang expressions.

Since the rules on documentation styles differ in various disciplines, thesis or project writers should consult their thesis or project supervisor about recommended documentation style manuals. The most recent editions of the recommended writing style manuals are as follows:

*The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010.

*Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association, 2009.

*İSNAD Atf Sistemi / The ISNAD Citation Style. Social Sciences and Humanities, current edition 2019*.

The table below shows the thesis/Project bibliography documentation styles according to department.

**Table 4.1. Bibliography Usage Styles According to Programs**

<b>PROGRAM</b>	<b>The Chicago Manual of Style</b>  (16th ed. Chicago: University of Chicago Press, 2010)	<b>APA: Publication Manual of the American Psychological Association</b>  (6th ed. Washington, DC: American Psychological Association, 2009)	<b>İSNAD Atf Sistemi / The ISNAD Citation Style</b>  (Sosyal ve Beşeri Bilimler alanı, güncel edisyon 2019 // <i>Social Sciences and Humanities, current edition 2019</i> )
Big Data and Business Analytics		✓	
Religious Studies	✓	✓	
Philosophical, Social, and Historical Fundamentals of Education		✓	
Managing Educational Institutions		✓	
Philosophy	✓		
Financial Economics		✓	
Air Transport Management		✓	
Economics		✓	
Management		✓	
Public Law	✓		
Clinical Psychology		✓	
Middle East Studies	✓		
Private Law	✓		
Psychology		✓	
Radio, Television, and Cinema		✓	
Counseling Psychology		✓	
Political Science and International Relations		✓	
Sociology	✓		
History	✓		
Islamic Studies	✓		✓
Turkish Studies	✓		
International and Comparative Law	✓		
New Media and Communication		✓	
Civilization Studies	✓	✓	

## **CHAPTER V**

### **THESIS/PROJECT WRITING IN ARABIC**

#### **5.1. Required Fields in Arabic Thesis/Project**

Each thesis or project must include a Turkish outer/inner cover and a Turkish introduction. Below is a list of the Turkish sections that must be included in the text of each Arabic thesis or project. The list of required sections in each Arabic thesis or project text is as follows in the order given below. Required fields are marked with an asterisk.

#### **TURKISH PART**

##### **COVER PAGES\***

Outer Cover (Turkish)\*

Inner Cover (Turkish)\*

##### **INTRODUCTION PAGES\***

Approval Page (Turkish)\*

Academic Honesty Attestation (Turkish)\*

Öz (Turkish)\*

Abstract (English)\*

#### **ARAPÇA KISIM**

##### **COVER PAGES\***

Outer Cover (Arabic)\*

Inner Cover (Arabic)\*

##### **GİRİŞ SAYFALARI\***

Abstract (Arabic)\* Appendix I for Sample Abstract

Dedication (Arabic)

Acknowledgments or Preface (Arabic)

Table of Contents (Arabic)\* Appendix K for Sample Table of Contents

List of Tables (Arabic)
List of Figures and Illustrations (Arabic)
List of Symbols and Abbreviations (Arabic)
MAIN TEXT (Arabic)*
Section Headings *
Main Text*
REFERENCES (Arabic)*
References*
APPENDICES (Arabic)
CURRICULUM VITAE (Turkish)*

## **5.2. Text Features**

Other spelling rules apply to Arabic thesis or project writing except for the below features. The rules for writing a thesis or project in Arabic are given below.

The margins on the page should be 4 cm on the right (binding side) and 2.5 cm on the other three sides. The page number should be written 0.75 cm from the page edge in the footer. All margins must be left blank. There should be no headings, footnotes, text, etc. in the margins.

Areas that must be printed in Turkish should be printed on the right side of the volume. The outer/inner cover should be printed in Arabic from the left side of the volume.

Texts used in the thesis or project content should be written in Traditional Arabic font.

The institutional information and type of study on the outer/inner cover should be in 16 pt, bold and capital letters; the name of the thesis or project should be in 18 pt, bold and capital letters; the name of the author, the advisor should be in 16 pt, bold and capital letters, and the place and date information should be in 16 pt, bold and capital letters. See Appendix C for the sample Arabic outer cover and Appendix E for the inner cover.

Section headings should be bold and in 18 pt.



The texts should be written in 15 pt. and traditional Arabic font, starting from the introductory pages.

Subheadings should be aligned to the left, and their numbering should be written with Arabic numerals (1, 2, 3...).

Page numbers should be written with Arabic numerals in the lower right corner of the page in 12-point Times New Roman font.

Footnotes should be numbered consecutively using Arabic numerals at the bottom of the page, separated from the text by a half-horizontal line. The numbering may be specific to each chapter or may be continued throughout the thesis. Notes should be written in the font used in the text (Traditional Arabic), but the font size should be 13 points.

Accordingly, Turkish information should be written in 12-point Times New Roman, and Arabic information should be written in 15-point Traditional Arabic font. If the text does not fit, the title can be shortened, or the font size can be reduced not to distort the meaning. See Appendix P for a sample Arabic binding.

## CHAPTER VI

### THESIS/PROJECT PROCESS

#### **6.1. Procedures to be Carried Out Before and After the Thesis Defense:**

For theses written in English, the student checks the language of the thesis through the Grammarly program and receives the report with the conformity rate with the help of the Graduate School to which the student is registered. The compliance rate in this report must be 85% or more.

If the compliance rate is 85% and below, the student applies the corrections in the report and receives a new report by uploading this file to Grammarly again.

The thesis text and Grammarly report edited by the student are sent to the advisor. If any points are not corrected under the “Correctness” heading, the student should comment on them in the Grammarly report in the area where the correction list is located.

The consultant receives a similarity report on the same file. The rate in the similarity report must be a maximum of 20%.

The advisor sends the Thesis Defense Application Form, the final version of the thesis (PDF format), the similarity report, and the Grammarly report to the Graduate School through the Department Secretariat one month before the defense date.

The Graduate School checks the incoming documents and approves the thesis defense application if the student's curriculum status, submitted reports, proposed jury, and thesis defense date are appropriate.

The thesis defense is held on the relevant date, and the advisor sends the Thesis Defense Proceedings Form to the Graduate School via the Department Secretariat within 3 days.

After making the necessary corrections within 3 months for a master's degree and 6 months for a doctorate, the student who has been given a correction decision about their thesis carries out the processes in the thesis defense procedures again and makes the correction thesis defense in front of the same jury after receiving approval.

If the thesis defense result is successful, the student sends the final version of the thesis with minor corrections and additions from the jury to [sgs@ihu.edu.tr](mailto:sgs@ihu.edu.tr) if registered to the **School of Graduate Studies** and [medit@ihu.edu.tr](mailto:medit@ihu.edu.tr) if registered to the **Alliance of Civilizations Institute**.

The Graduate School receives the language check report through the Grammarly database, and if the rate is 85% and above, the student is given eligibility.

If the ratio is inappropriate, the file is sent to the student for corrections. If the corrections to be made are prominent, the student and the student's thesis file are directed to [writingcenter@ihu.edu.tr](mailto:writingcenter@ihu.edu.tr).

The student who receives approval in the language check sends the Word version of the thesis together with the Thesis/Project Copy-Editing Evaluation Request Form to [thesischeck@ihu.edu.tr](mailto:thesischeck@ihu.edu.tr) if they are registered to the **School of Graduate Studies** and to [medit@ihu.edu.tr](mailto:medit@ihu.edu.tr) if they are registered to the **Alliance of Civilizations Institute**.

The Graduate School checks the writing guide requirements. If the file is not according to the Thesis/Project Writing Guide, it adds correction notes and sends them to the student. The student applies the corrections according to the Thesis/Project Writing Guide and sends them back for checking.

If the thesis complies with the Thesis/Project Writing Guide because of the corrections made, the thesis file is sent to the student for printing.

The student prints the thesis per the Thesis/Project Writing Guide and submits it to the Graduate School with the requested documents.

The student's graduation process is initiated if the thesis edition is appropriate and meets the graduation requirements.

## **6.2. Procedures to be Carried Out Before and After Project Submission:**

The project delivery process should be completed by following the steps below:

- If the student has changed the project topic, they fill out the Thesis/Project Advisor/Topic Notification/Change Form, complete the signatures, and submit it to the Graduate School through the Secretariat of the Department.
- For projects written in English, the student checks the language of the thesis through the Grammarly program and receives the report with the conformity rate with the help of the Graduate School to which the student is registered. The compliance rate in this report must be 85% or more.
- If the compliance rate is 85% or less, the student applies the corrections in the report and gets a new report by uploading the file to Grammarly.
- The project and Grammarly report prepared by the student are sent to the advisor. Suppose some points are not corrected under the "Correctness" heading. In that case, the student should attach their explanations as a comment to the relevant place in the Grammarly report in the correction list.
- The advisor receives a similarity report on the same file. The ratio in the similarity report should be at most 25%.
- If the similarity report meets the appropriate criteria, the consultant sends the similarity report and the Grammarly report to the School of Graduate Studies.

- The School of Graduate Studies checks the incoming documents and informs the student to start the form condition control process if the reports are appropriate.
- If the ratio is inappropriate, the file is sent to the student for corrections. If the corrections to be made are prominent, the student and the student's thesis file are directed to [writingcenter@ihu.edu.tr](mailto:writingcenter@ihu.edu.tr).
- The student who receives approval in the language check sends the Word version of the thesis together with the Thesis/Project Copy-Editing Evaluation Request Form to [thesischeck@ihu.edu.tr](mailto:thesischeck@ihu.edu.tr) if they are registered to the **School of Graduate Studies** and to [medit@ihu.edu.tr](mailto:medit@ihu.edu.tr) if they are registered to the **Alliance of Civilizations Institute**.
- The Graduate School checks the writing guide requirements. If the file is not according to the Thesis/Project Writing Guide, it adds correction notes and sends them to the student. The student applies the corrections according to the Thesis/Project Writing Guide and sends them back for checking.
- If the project complies with the Thesis/Project Writing Guide because of the corrections made, the project file is sent to the student for printing.
- The student prints the project per the Thesis/Project Writing Guide and submits it to the Graduate School with the requested documents.
- The student's graduation process is initiated if the hardcover project is appropriate and meets the graduation requirements.

**ANNEX B: SAMPLE THESIS OUTER COVER**

**IBN HALDUN UNIVERSITY  
SCHOOL OF GRADUATE STUDIES/  
ALLIANCE OF CIVILIZATIONS INSTITUTE  
DEPARTMENT OF ECONOMICS**

**GRADUATION PROJECT**

**MARKET ECONOMY AND EXCHANGE RATES  
IN TURKEY**

**AHMET YILMAZ**

**PROJECT ADVISOR  
PROF. ESRA BİLGİLİ**

**ISTANBUL, 2024**

**ANNEX B: SAMPLE THESIS OUTER COVER**

**IBN HALDUN UNIVERSITY  
SCHOOL OF GRADUATE STUDIES/  
ALLIANCE OF CIVILIZATIONS INSTITUTE  
DEPARTMENT OF ECONOMICS**

**MASTER'S/DOCTORATE THESIS**

**MARKET ECONOMY AND EXCHANGE RATES  
IN TURKEY**

**AHMET YILMAZ**

**THESIS ADVISOR  
PROF. ESRA BİLGİLİ**

**ISTANBUL, 2024**

THIS OUTER COVER APPLIES TO THOSE WRITING THESES  
IN ARABIC.

جامعة ابن خلدون

معهد الدراسات العليا

قسم العلوم الإسلامية

رسالة الماجستير

تصرّف النووي في عبارة ابن الصّلاح بالتغيير  
والزيادة في كتابيه الإرشاد والتقريب

عبد الباسط بابا عيسى

مشرف الرسالة

الدكتور حمزة البكري

إسطنبول، ٢٠٢١



**IBN HALDUN UNIVERSITY  
SCHOOL OF GRADUATE STUDIES/  
ALLIANCE OF CIVILIZATIONS INSTITUTE  
DEPARTMENT OF ECONOMICS**

**GRADUATION PROJECT**

**MARKET ECONOMY AND EXCHANGE RATES  
IN TURKEY**

**AHMET YILMAZ**

**PROJECT ADVISOR  
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**ISTANBUL, 2024**

**IBN HALDUN UNIVERSITY  
SCHOOL OF GRADUATE STUDIES/  
ALLIANCE OF CIVILIZATIONS INSTITUTE  
DEPARTMENT OF ECONOMICS**

**MASTER'S/DOCTORATE THESIS**

**MARKET ECONOMY AND EXCHANGE RATES  
IN TURKEY**

**AHMET YILMAZ**

**THESIS ADVISOR**

**PROF. ESRA BİLGİLİ (JURY MEMBER 1)**

**THESIS JURY MEMBERS**

**(JURY MEMBER 2)**

**(JURY MEMBER 3)**

**(JURY MEMBER 4) (FOR PHD STUDENTS)**

**(JURY MEMBER 5) (FOR PHD STUDENTS)**

**ISTANBUL, 2024**

**THIS INSIDE COVER IS FOR THOSE WRITING  
THESES IN ARABIC.**

جامعة ابن خلدون

معهد الدراسات العليا

قسم العلوم الإسلامية

رسالة الماجستير

**تصرّف النووي في عبارة ابن الصّلاح بالتغيير  
والزيادة في كتابيه الإرشاد والتقريب**

عبد الباسط بابا عيسى

مشرف الرسالة

مشرف الرسالة (عضو لجنة التحكيم رقم 1)

(عضو لجنة التحكيم رقم 2)

(عضو لجنة التحكيم رقم 3)

(عضو لجنة التحكيم رقم 4) (لأجل برامج الدكتوراه)

(عضو لجنة التحكيم رقم 5) (لأجل برامج الدكتوراه)

إسطنبول، ٢٠٢١

ANNEX G: SAMPLE MASTER'S/DOCTORAL THESIS

APPROVAL PAGE

**THESIS APPROVAL PAGE**

This thesis has been read by us, and it has been decided that it is sufficient in terms of scope and quality to obtain a master's/doctorate in the field of .....

Thesis Jury Members

Title – Full Name	Opinion	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

It has been confirmed that this thesis has been written following all the standards set by Ibn Haldun University Graduate School of Graduate Studies/Institute for the Alliance of Civilizations.

Date of Submission

Seal/Signature

# ANNEX H: SAMPLE PROJECT APPROVAL PAGE

## PROJECT APPROVAL PAGE

This project has been read by me, and it has been decided that it is sufficient in terms of scope and quality to obtain a master's degree in the field of .....

Project Advisor

Title – Full Name

Signature

---

---

It has been confirmed that this project has been written following all the standards set by Ibn Haldun University Institute of Graduate Studies/Institute for the Alliance of Civilizations.

Date of Submission

Seal/Signature

# ANNEX I: ACADEMIC HONESTY ATTESTATION

## ACADEMIC HONESTY ATTESTATION

I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.

Full Name:

Signature:

# ANNEX L: SAMPLE ARABIC ABSTRACT PAGE

ÖZ

TÜRKİYE'DE PİYASA EKONOMİSİ VE DÖVİZ KURLARI

Yılmaz, Ahmet

..... Yüksek Lisans/Doktora Programı

Öğrenci Numarası: 123456789

Open Researcher and Contributor ID (ORCID-ID): 0000-000X-XXXX-XXXX

Ulusal Tez Merkezi Referans Numarası: 103XXXXXX

Tez/Proje Danışmanı: Prof. Dr. Esra Bilgili

(varsa) İkinci Tez Danışmanı: Doç. Dr. ...

Eylül 2024, 156 sayfa

(300 kelimeyi geçmeyen bir öz buraya konulacaktır.)

**Anahtar Kelimeler:** Azami 6 anahtar kelime, aralarında virgül olacak şekilde yazılmalı.

Örneğin: **Anahtar Kelimeler:** Piyasa Ekonomisi, Döviz Kurları

# ANNEX L: SAMPLE ARABIC ABSTRACT PAGE

## ABSTRACT

### MARKET ECONOMY AND EXCHANGE RATES IN TURKEY

Yılmaz, Ahmet

MA/LL.M./PhD in .....

Student ID: 123456789

Open Researcher and Contributor ID (ORC-ID): 0000-000X-XXXX-XXXX

National Thesis Center Reference Number: 103XXXXXX

Thesis/Project Supervisor: Prof. Esra Bilgili

(if any) Thesis Co-Advisor: Assoc. Prof.....

September 2024, 156 Pages

(Write an abstract with a maximum of 300 words)

**Keywords:** Write up to 6 keywords. Each keyword must be separated with a semicolon.

For example: **Keywords:** Market Economy, Exchange Rates



## ANNEX L: SAMPLE ARABIC ABSTRACT PAGE

THIS ABSTRACT PAGE IS AN EXTRACT FROM AN ARABIC THESIS. THE CONTENT INFORMATION MUST BE EDITED BY THE THESIS AUTHOR.

### لملخص

تصرّف النووي في عبارة ابن الصّلاح بالتغيير والزيادة في كتابيه الإرشاد والتقريب

بابا عيسى، عبد الباسط

ماجستير في دراسات الإسلامية (٣٠% في إنجليزية)

رقم الطالب: ١٠٠٨١٠٤٩١

Open Researcher and Contributor ID (ORCID): ٣٩٠٢-٧٦٩٣-٠٠٠٢-٠٠٠٠

رقم المرجعي لمركز الرسائل الوطني: ٤٨٦٧١٤٠١

مشرف الرسالة: أستاذ مساعد حمزة البكري

يونيو ٢٠٢١، ١٦١ صفحة

يعتبر كتاب ابن الصّلاح معرفة أنواع علم الحديث من أمهات المصادر في علوم الحديث، وكتابا النووي الإرشاد والتقريب من أهم مختصراته. لم يختصر النووي كتاب علوم الحديث فحسب وإنما زاد فيه زيادات وتصرف في عبارات ابن الصّلاح في مواضع كثيرة. تتحدث هذه الدراسة عن هذه الزيادات التصرفات التي قام بها النووي في عبارات ابن الصّلاح في الإرشاد والتقريب، وتحاول أيضاً البحث عن الأسباب التي دعت النووي إلى هذه الزيادات والتصرفات في كتابيه الإرشاد والتقريب، والكشف عن مرام النووي فيها، وتأثيرها فيمن بعده.

الكلمات المفتاحية: ابن الصّلاح، النووي، زيادات، وتغييرات، وتصرف

# ANNEX P: THESIS BINDING SPECIFICATIONS

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# ANNEX P: THESIS BINDING SPECIFICATIONS

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THIS TABLE OF CONTENTS PAGE APPLIES TO ARABIC THESES. IT IS TAKEN AS AN EXAMPLE FROM AN ARABIC THESIS. THE CONTENT INFORMATION MUST BE EDITED BY THE THESIS AUTHOR.

# ANNEX P: THESIS BINDING SPECIFICATIONS

## CURRICULUM VITAE

Full Name:

Ahmet Yılmaz

Contact Information:

E-posta (1): adsoyad@ihu.edu.tr

E-posta (2): adsoyad@gmail.com

Education:

2006 – 2010            BA in Management, George Mason University, ABD

2010 – 2012            MA in Economics, İbn Haldun University, Türkiye

Work Experience:

2010 – 2015            Turkish Airlines

Publications (if exits):

1.

2.

## ANNEX P: THESIS BINDING SPECIFICATIONS

### **RULES TO BE FOLLOWED FOR THE BINDING OF MASTER'S AND DOCTORAL THESES**

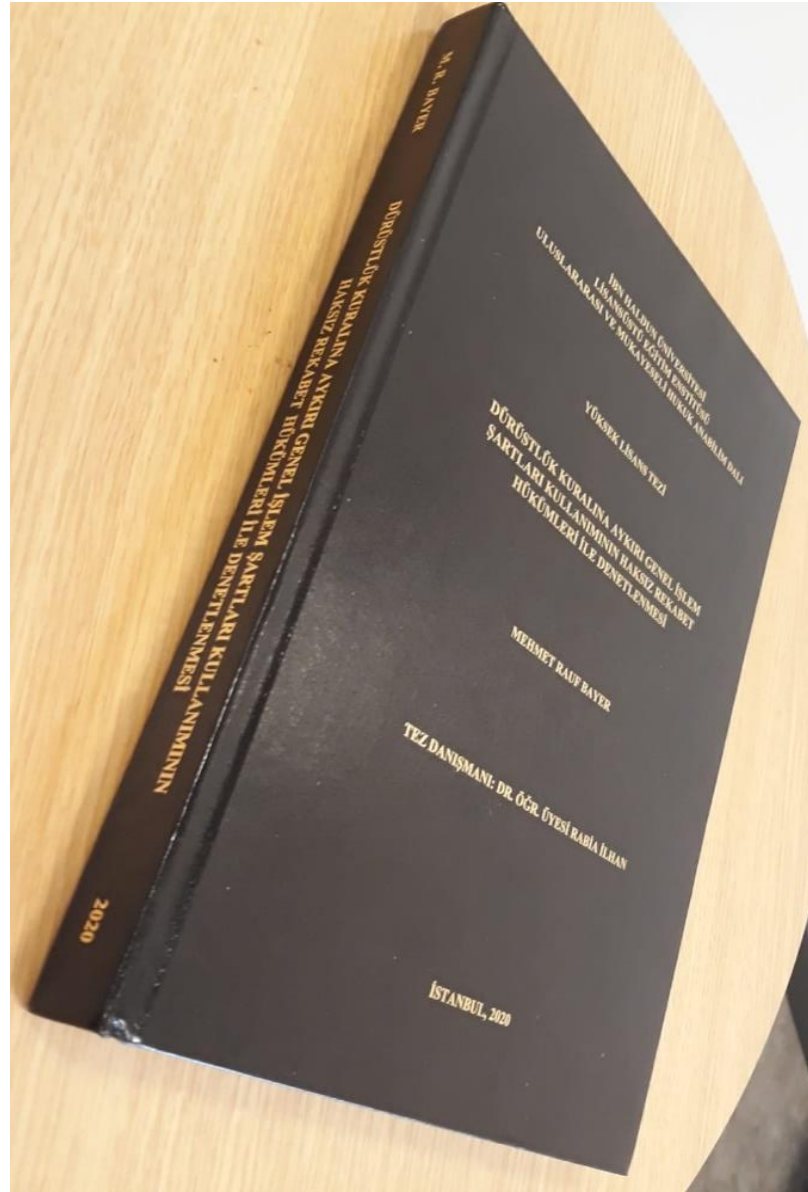
1. Black binding cloth must be used for master's theses and navy blue for doctoral theses.
2. The cover should be made of 1.8 mm cardboard, and the spine should be 2.5 mm.
3. Paper and cardboard dimensions should be as follows for both theses and dissertations;
4. Paper dimensions: 20.0 x 29 cm.
5. Cardboard dimensions: 20.5 x 29.5 cm.
6. The spine must be flat and 5 mm wider than the cover. Theses with a thickness of less than 0.75 cm are not required to have a title on the spine.
7. The binding cloth should be flat-cut, and the inside of the cover should be covered with domestic cardboard (180 grams).
8. The shiraz and bookmark must be red.
9. A blank white page should be placed after the front cover and before the back cover.
10. The thesis text should be printed on one side.
11. The font size for the front cover should be 16-point Times New Roman, and 12-point Times New Roman font should be used for the spine. On the spine, 2 cm. space should be left from the top and bottom. For very long thesis titles, only the first part of the title can be used if it does not fit. The binding should be printed with a stamp or digital printing machine.
12. Volume lettering should be printed in yellow (gold) color.

## ANNEX R: MASTER THESIS VOLUME SAMPLE

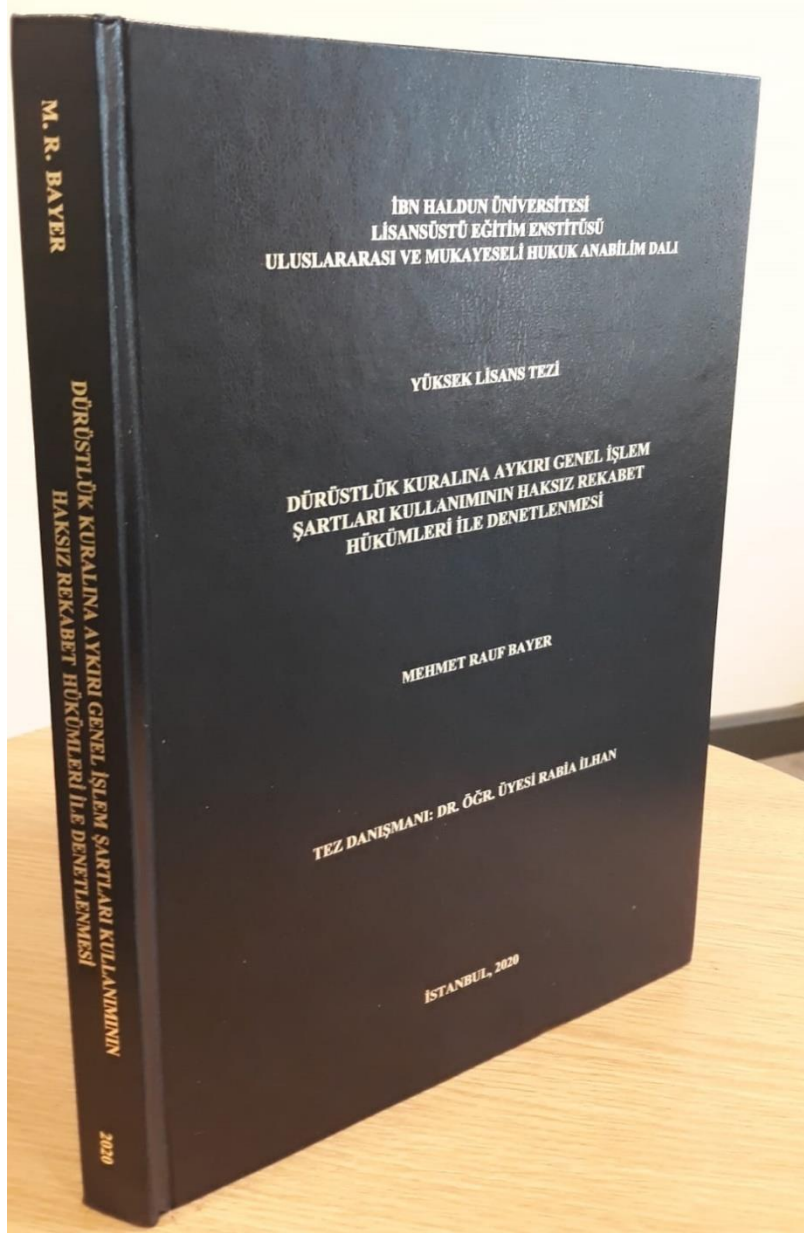
### **RULES TO BE FOLLOWED REGARDING THE PRINTING OF MASTER'S GRADUATION PROJECTS**

1. American binding (white cardboard cover) must be used for master's graduation projects.
2. Graduation projects must be covered with local cardboard (180 grams).
3. Paper and cardboard dimensions should be as follows for final projects;
4. Paper dimensions: 20.5 x 29cm.
5. Cardboard dimensions: 20.5 x 29.5 cm
6. The spine of the book should be straight.
7. The project text must be printed on one side.
8. The font size for the front cover should be 16-point Times New Roman, and 12-point Times New Roman font should be used for the spine. On the spine, 2 cm. space should be left from the top and bottom. For very long thesis titles, only the first part of the title can be used if it does not fit. If the spine is less than 0.75 cm, writing the title on the spine is not obligatory.

A. YILMAZ MARKET ECONOMY AND EXCHANGE RATES IN TURKEY



ANNEX R: MASTER THESIS VOLUME SAMPLE



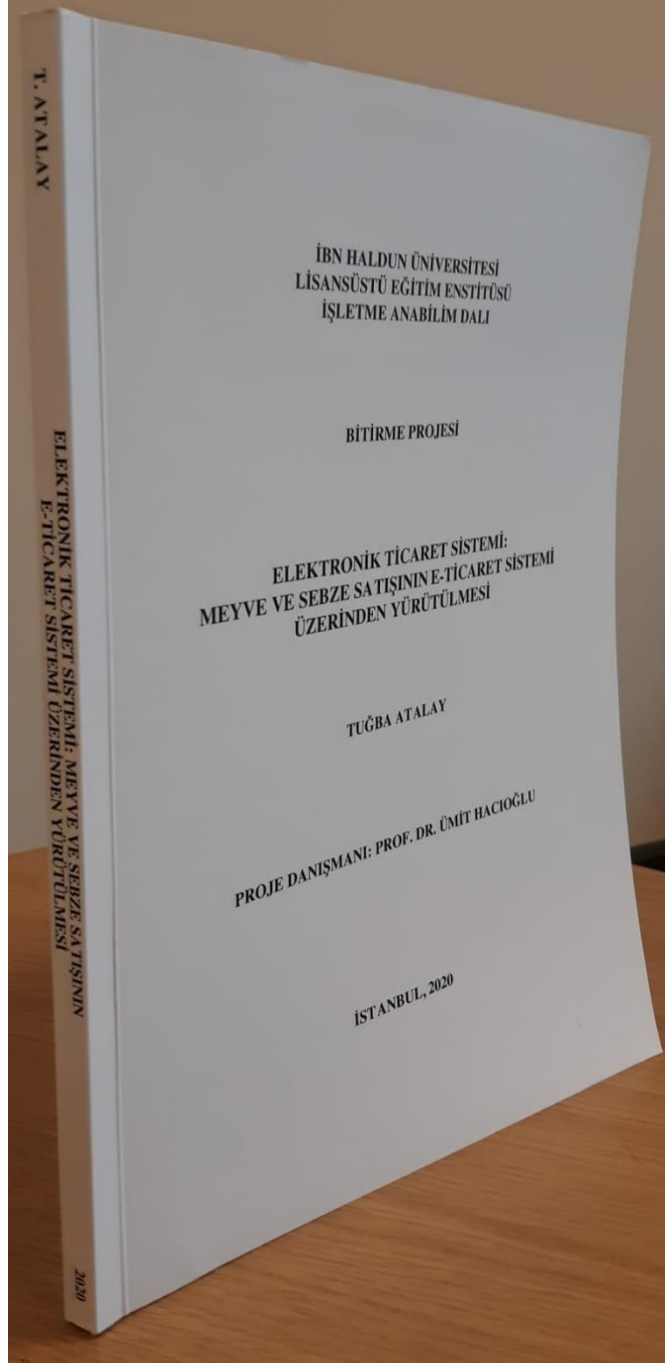
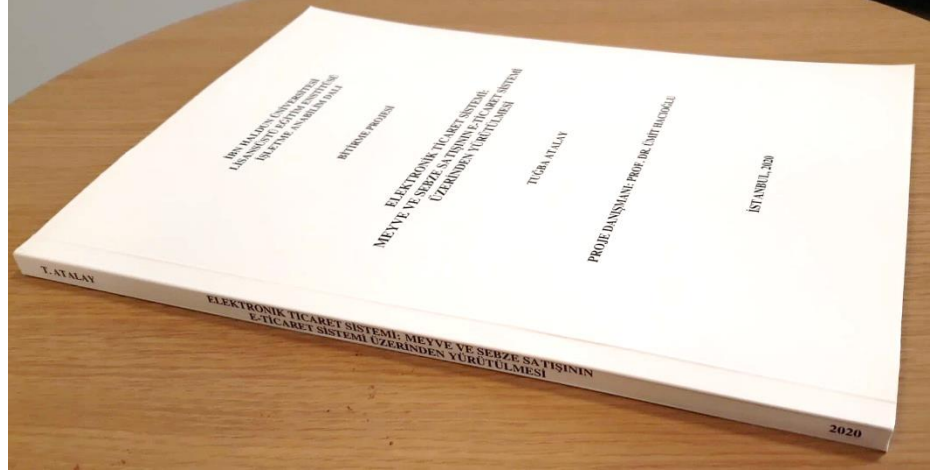


## ANNEX S: PROJECT PRINT SAMPLE

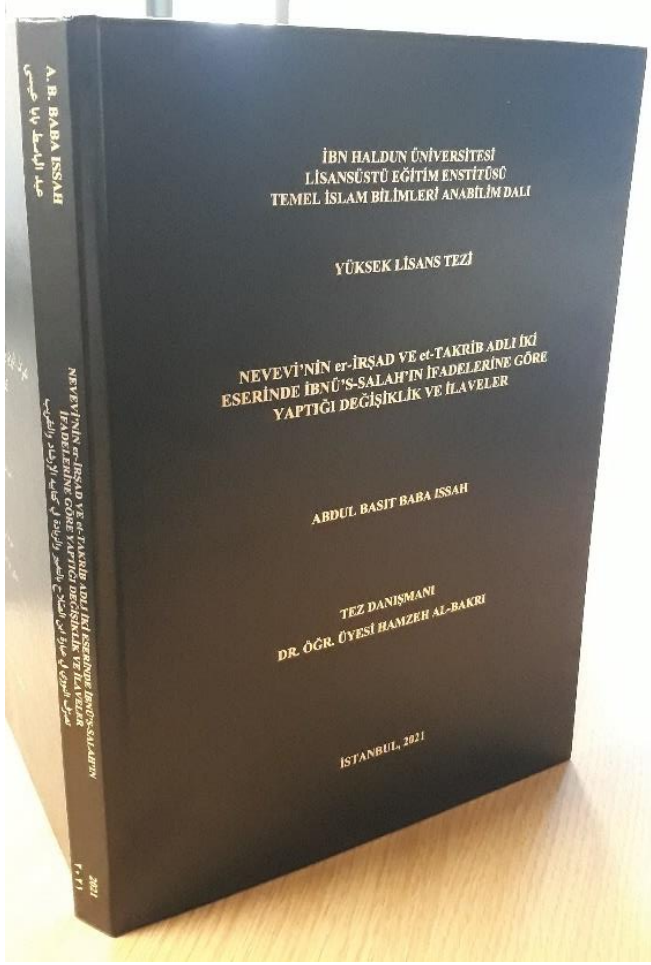
A. YILMAZ

MARKET ECONOMY AND EXCHANGE RATES IN TURKEY

2024



# ANNEX T: ARABIC THESIS PRINTING SAMPLE

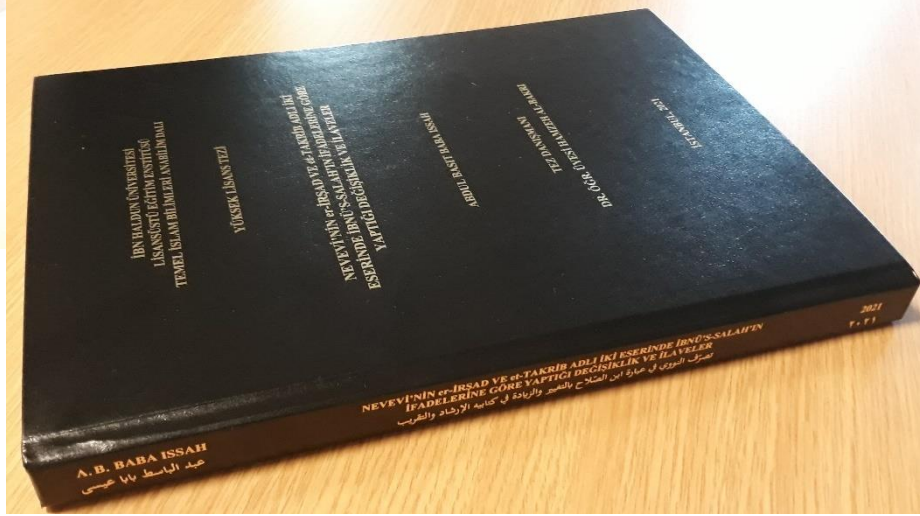
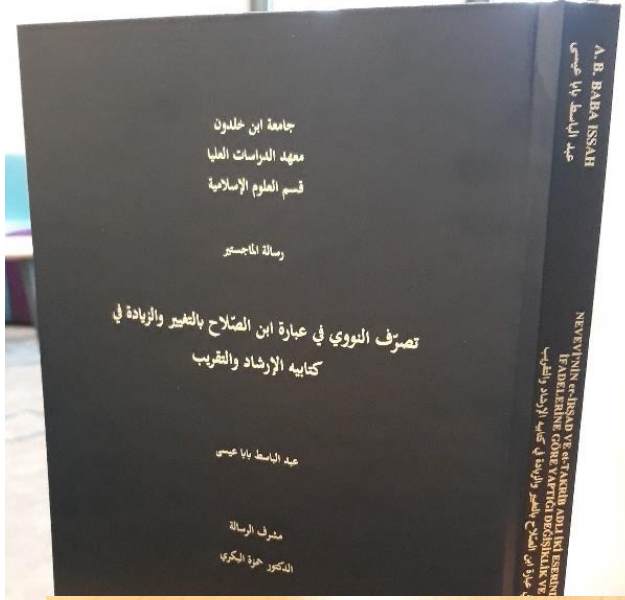


A. B. BABA ISSAH

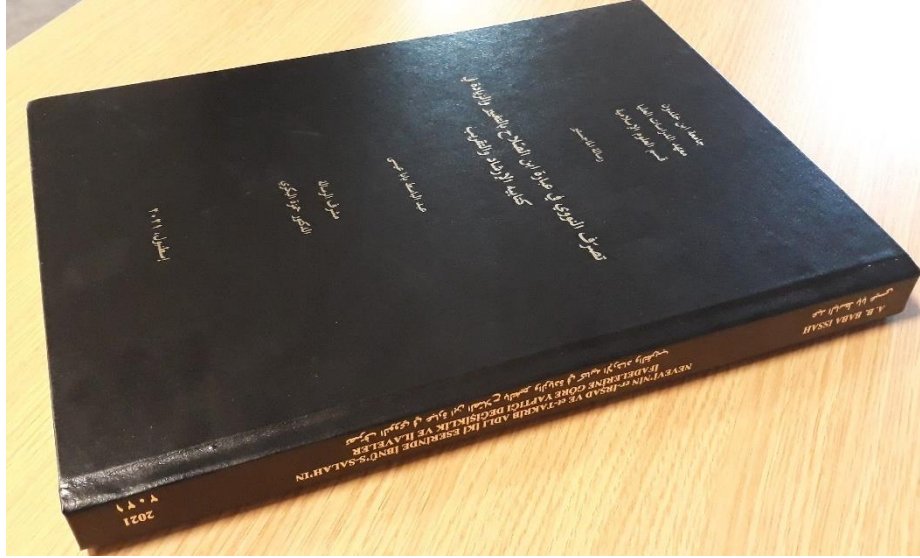
TÜRKÇE TEZ BAŞLIĞI

2021

٢٠٢١ ، تصوّف النووي في عبارة ابن الصّلاح بالتغيير والزيادة في كتابيه الإرشاد والتقريب بابا عيسى ، عبد الباسط



# ANNEX T: ARABIC THESIS PRINTING SAMPLE



# ANNEX U: SIMILARITY REPORT CRITERIA

## SIMILARITY REPORT CRITERIA

Similarity report of thesis or project work;

1. Excluding the sections such as “cover, preface, abstract, table of contents, lists of symbols-abbreviations, lists of figures-tables, references (bibliography), appendices, curriculum vitae, etc.” from the main text of the thesis in the similarity check process, (The similarity report should be taken by selecting the part from the introduction to the last chapter of the thesis).
2. Excluding the parts given as block quotations in quotation marks in the thesis text (definitions, articles of law, aphorisms, verses, etc.) in the reporting process,
3. In reporting, the word exclusion threshold should be limited to a maximum of 7 (seven) words in a row. Exclude quotes, exclude bibliography, and exclude matches must be turned on. If these sections are not turned on, the similarity rate should not exceed the below numbers.
4. Evaluating the inclusion of other filtering options of the similarity software in the reporting by the thesis advisor,
5. In the report received after the similarity check process for graduate theses,
  - a. Similarity rate for graduate theses **20%**,
  - b. Graduation projects **25%**,
  - c. Ensuring that the match rate with a single source is **2%**,
6. By excluding the sources such as the publications of the student's graduate thesis and the texts of the legislation the student benefited from or the vital work on which the study is carried out,
7. If there is a "translation matching" option in the similarity system, enabling it and checking the similarity,
8. If the work is to be checked for the similarity test, make sure it does not go to the principal repository of the relevant software, and if rechecked, it is uploaded to the appropriate systems with the "no repository" option to avoid the similarity rate problem,
9. The following options can be activated in the controls if they exist: homework repository, existing and archived internet and periodicals, journals, and other publications options on the similarity system/systems,

## ANNEX U: SIMILARITY REPORT CRITERIA

10. The similarity report is examined by the thesis advisor personally, and overlaps that cannot be counted as similarities are removed from the report with the filter option before the report is printed,
11. Paying attention not to upload studies belonging to people who are not members of the institution to the similarity system,
12. In addition to the responsibility for the similarity report, the study should be taken with the conclusion that the part of the study, excluding the similarity ratio, is the author's work.

# ANNEX U: SIMILARITY REPORT CRITERIA

## SIMILARITY REPORT CRITERIA

### Illustration R.1. Sample Similarity Report Criteria

ORIGINALITY REPORT			
9%	8%	1%	4%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS
PRIMARY SOURCES			
1	Submitted to The Scientific & Technological Research Council of Turkey (TUBITAK) Student Paper	2%	
2	dergipark.org.tr Internet Source	1%	
3	acikbilim.yok.gov.tr Internet Source	1%	
4	www.researchgate.net Internet Source	<1%	
5	openaccess.ihu.edu.tr Internet Source	<1%	
6	Submitted to Bahcesehir University Student Paper	<1%	
7	docplayer.biz.tr Internet Source	<1%	
8	openaccess.izu.edu.tr Internet Source	<1%	

## ANNEX U: SIMILARITY REPORT CRITERIA

55	johschool.com Internet Source	<1 %
56	searchworks.stanford.edu Internet Source	<1 %
57	slideplayer.biz.tr Internet Source	<1 %
58	sssjournal.com Internet Source	<1 %
59	tez.sdu.edu.tr Internet Source	<1 %
60	www.acarindex.com Internet Source	<1 %
61	www.kap.org.tr Internet Source	<1 %
62	www.yetiskinegitimi.org Internet Source	<1 %
63	www.zeugmakongresi.org Internet Source	<1 %

Exclude quotes On

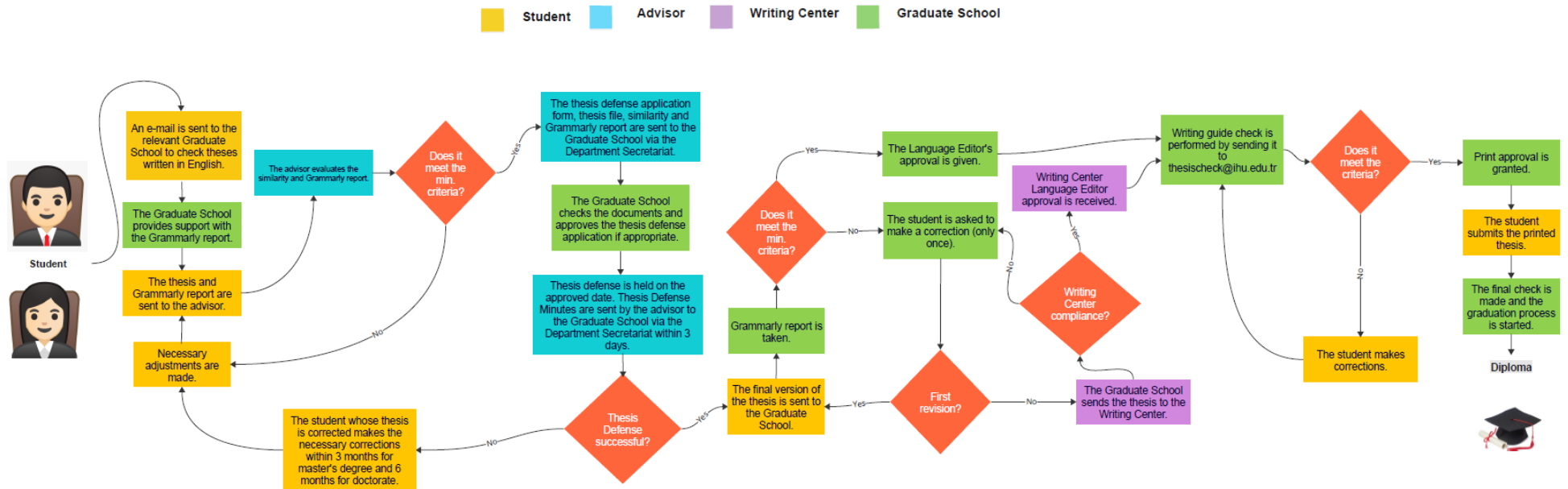
Exclude matches < 7 words

Exclude bibliography On



THESIS ENGLISH LANGUAGE CONTROL PROCESS

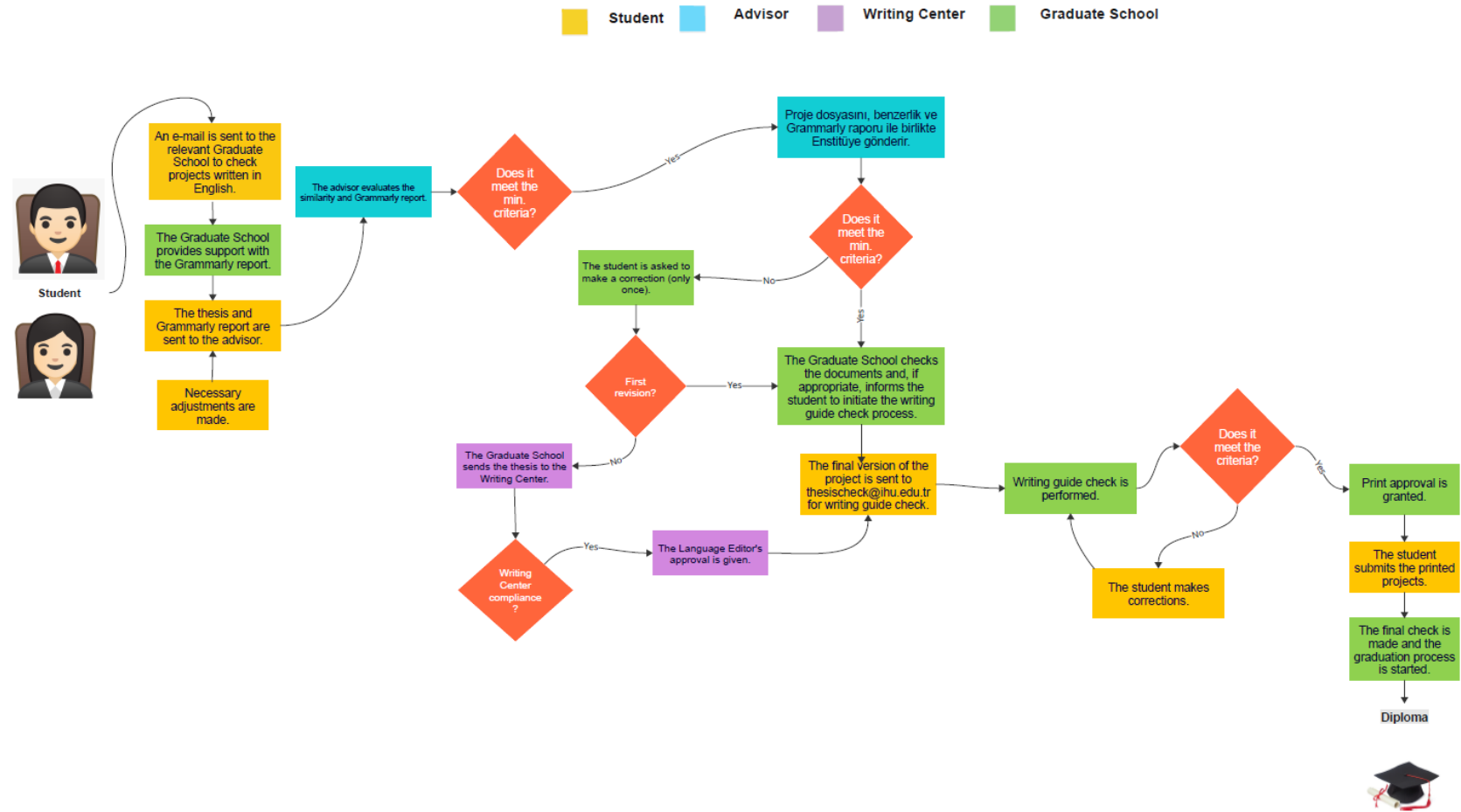
Illustration S.1. Thesis English Language Control Process



# ANNEX W THESIS FILE CHECKLIST

## PROJECT ENGLISH LANGUAGE CONTROL PROCESS

Illustration Ş.1. Project English Language Control Process



## ANNEX W THESIS FILE CHECKLIST

When writing a thesis or project, our graduate students must follow the thesis writing guide specified by Ibn Haldun University Graduate School of Graduate Studies. The guide is the first document used to control the thesis or project.

The table below has been prepared as an auxiliary document to facilitate compliance with the thesis or project writing guidelines. By examining each item individually, you can see what you need to pay attention to in the formal control of your thesis or project. Making the necessary arrangements in your file according to the thesis or project writing guide and the points below will facilitate your thesis or project control process.

In this table, please mark the points to be followed according to the guidelines in the next column after you have processed your file.	Checked?	
Have you set a margin of 4 cm from the left edge of your page (binding side) and 2,5 cm from the other edges?	<input type="checkbox"/>	
Have you prepared the outer and inner covers according to the Thesis/Project Writing Guide?	<input type="checkbox"/>	
Institution information and type of work		TNR, 14 pt, bold and capital letter
Thesis/project title		TNR, 16 pt, bold and capital letter
Author, advisor name		TNR, 14 pt, bold and capital letter
Location and date	TNR, 14 pt, bold and capital letter	
Have you prepared your thesis/project approval page according to the thesis/project writing guide?  <i>Blue ink should be used for signatures on this page. In theses/projects, <b>approved</b> or <b>rejected</b> must be written in the "opinion" section. The student's program must be indicated.</i>	<input type="checkbox"/>	
Have you prepared your Abstract / Abstract pages to include a maximum of 300 words according to the thesis/project writing guide?  <i>Your keywords should include a maximum of six words and should be alphabetized.</i>	<input type="checkbox"/>	
Have you written your Öz, Abstract, and Preface in ALL CAPS, TNR, 12-point font, and aligned to the center of the page?	<input type="checkbox"/>	
Have you written your References, and CV titles in ALL CAPS, TNR, 16-point font, and aligned to the center of the page?	<input type="checkbox"/>	
Have you written the titles Table of Contents, List of Figures, List of Tables, List of Abbreviations in ALL CAPS, TNR, 12 pt, bold and center aligned?	<input type="checkbox"/>	
Have you prepared the table of contents automatically and according to the thesis/project writing guide?  <i>Title numbering should be at least two and at most five digits.</i>	<input type="checkbox"/>	
Have you automatically prepared tables and figure lists according to the thesis/project writing guide? (if it exists)	<input type="checkbox"/>	
Have you automatically prepared tables and figure lists according to the thesis/project writing guide? (if it exists)  <a href="#">Click here</a> for the list of abbreviations published by the Turkish Language Association (TDK).	<input type="checkbox"/>	
Page numbers should be arranged as follows: - Bottom and right of the page, - Top information at the top and bottom information at the bottom 0,75 cm, - Text font format 12 point, Times New Roman, 1.5 line spacing,	<input type="checkbox"/>	
Your page numbers should continue with Roman numerals from ABSTRACT to CHAPTER I. After CHAPTER I, the page number should start with one and continue throughout the thesis.	<input type="checkbox"/>	
Have you written all your chapter titles in ALL CAPS, bold TNR, 16-point font, and center aligned? Does each chapter start on a new page?	<input type="checkbox"/>	

## ANNEX W THESIS FILE CHECKLIST

<i>The chapter title should start 3.5 cm (min.) from the top of the page and be written in capital letters with single-line spacing. Sections should be numbered and capitalized using Roman numerals.</i>	<input type="checkbox"/>
Are other-level subheadings written only in Initials Capitalized, TNR, 12-point font, bold, and left-aligned?  <i>Subheadings should be left-aligned and numbered with numbers.</i>	<input type="checkbox"/>
Your thesis text should be edited as follows: <ul style="list-style-type: none"> <li>- Text leaning on both sides,</li> <li>- Font format is 12 point, Times New Roman,</li> <li>- 1.5 line spacing between paragraphs,</li> <li>- 1.5 line spacing between subheadings and paragraphs.</li> <li>-</li> </ul> <i>Words cannot be split when moving from one page to another. At least two lines of a paragraph must appear at the beginning and end of each page. Headings and subheadings must be followed by at least two lines of a paragraph.</i>	<input type="checkbox"/>
If the thesis text is itemized, did you use symbols instead of numbers?  <i>There should be no underlined words in the thesis.</i>	<input type="checkbox"/>
According to the thesis writing guide, have you prepared the table and figure representations (title, source, font size, etc.) in your thesis text (if any)?	<input type="checkbox"/>
Have you typed the footnotes in 10 font sizes, using Times New Roman font, 1 line spacing, and justified? (if it exists)	<input type="checkbox"/>
Have you written the block, interview, and poetry excerpts and the representation of verses and hadiths according to the thesis writing guide? (if it exists)	<input type="checkbox"/>
Have you prepared the equations according to the thesis writing guide? (if it exists)	<input type="checkbox"/>
Did you use the citation style of the program you wrote your thesis in in-text (citation) and references?	<input type="checkbox"/>
Have you prepared your references section with 1 line spacing, justified, and alphabetized according to the author's last name?  <i>Each reference entry is single-spaced within itself, and 1 line spacing is used between each entry throughout the list.</i>	<input type="checkbox"/>
For reference, are two or more lines long, or are the second and subsequent lines shown 1 cm inside?	<input type="checkbox"/>
In the Appendices section, if any, does each appendix have an appendix letter and a title (e.g., Appendix 5. Survey Questions)?  <i>If there is more than one appendix, appendices should be identified as A, B, C, Ç, etc. Each appendix heading should be included as a separate entry under the " Appendices " heading on the Table of Contents page, like the subheadings.</i>	<input type="checkbox"/>
Is the CV prepared following the guidelines?  <i>A curriculum vitae (CV) should be attached at the end of theses and projects. The CV is a short biographical sketch of the author, including contact and educational information, publications, teaching, and professional experience. It should be written in the third person and added to the Table of Contents as the last item.</i>	<input type="checkbox"/>
Is the thesis to be printed for the final thesis submission set to be printed on one side of the paper?  <i>Theses should not be printed front and back.</i>	<input type="checkbox"/>

• In your thesis file, all the points you need to apply according to the guidelines are listed in the summary, and make sure that you have used all these items before finalizing your thesis.