

IBN HALDUN UNIVERSITY



**İBN HALDUN
ÜNİVERSİTESİ**

THESIS/PROJECT WRITING GUIDELINE

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PREFACE

Ibn Haldun University aims to be a center of excellence in research and teaching. This guideline has been prepared to match the foundational principle of the university. To actualize this, every accepted thesis or project for a graduate degree must be presented in the most precise and standard method in the guidelines. Hence, the primary objective of this guideline is to regulate and ensure that every thesis completed in the graduate schools of Ibn Haldun University shares the same high criteria of presentation.

Notably, the primary source for all theses and projects completed in all Ibn Haldun University graduate programs. Therefore, specific departmental policies and rules not stated in this guideline shall also be strictly applied.

Revisions and updates in the guidelines will be necessary to parallel the university's development.

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CHAPTER I

GENERAL GUIDELINES

- Theses or projects should be prepared electronically using computer-based software. (example: MS Word)
- A printed and electronic copy of the theses is delivered to the Ibn Haldun University Library by the associates of the Graduate School, and a copy of the projects is provided to their advisors. Information on the requirements of this process can be obtained from the Graduate School Secretariats.
- It is the student's responsibility to complete the electronic preparation of their thesis and project; therefore, students should carefully read and apply the entire content of this manual.
- Students should pay attention that only this guide should be taken as a guide (not the use of a previously completed thesis or project) while preparing their thesis or/project.
- For points not explicitly stated or not included in this guide, students should consult the Graduate School they are affiliated with and obtain written approval and explanation before continuing their studies.

1.1. Reservation Period on 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 be inaccessible to outside readers. According to the Directive on Collecting, Organizing and Making Access to Graduate Theses in Electronic Media, "Thesis that use new techniques, materials, and methods, that have not yet been converted into articles or that have not been 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 over the internet. Upon the advisor's recommendation and the department's approval, the thesis may be blocked from

being made accessible for a period not exceeding six months, with a reasoned decision of the administrative board of the graduate school or faculty.

Again, according to the same directive, "If a patent application is made for a graduate thesis or the process of obtaining a patent continues, the administrative board of the graduate school or faculty may decide to postpone the accessibility of the thesis for two years, upon the recommendation of the thesis advisor and the approval of the department."

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

You can reach the Directive of the Council of Higher Education (YÖK) National Thesis Center on Collecting, Arranging, and Making Access to Graduate Theses in Electronic Media 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 immoral acts. Therefore, being meticulous in referencing the works of others used in any way (summary, paraphrase, direct quotation, periphrasis, etc.) in theses is vital. Besides, each thesis or project writer must sign an "academic honesty attestation page" that states that all parts of the work are prepared according to academic and ethical conduct and with proper references and citations. After completing the process after the thesis defense, they must submit the bound thesis to their respective graduate schools. In projects, the "Academic Honesty Attestation Page" is signed and added to the relevant place in the copy of the project to be printed. See Appendix G for a sample "Academic Honesty Attestation Page."

CHAPTER II

FORMAT AND APPEARANCE

When the presentation is done correctly, the scientific value of knowledge in a thesis or project reaches a level of excellence. Therefore, from good quality paper to binding, all formal components of Ibn Haldun University theses or projects should have the following features.

2.1. Paper

All pages of the thesis or project should be printed one-sided on good-quality white bond paper. (at least 75 grams and in a size of 210 mm by 297 mm – so-called A4).

2.2. Margins

4cm from the left (binding side) and 2.5cm for the three other sides should be left as margins on the paper. All margins have to be left blank. No headings, footnotes, text, etc., can appear on the margins.

2.3. Font

Times New Roman and 12-point font are used in thesis or project writing. The font and font size must be entirely consistent with the thesis/project. Unique places where the text size may differ from the rest: chapter headings, section headings, footnotes, last notes, block quotes, tables, and charts. Authors may prefer bold tones, symbols, and italic fonts to emphasize specific or foreign words.

The thesis/project must be printed using high-quality laser printers. All prints must always be in black ink.

2.4. Spacing

Line spacing should be 1.5, and the spacing nk value should be 0. Tables, block citations, footnotes, endnotes, bibliographies, and table/image captions should be single-spaced.

A line between the paragraphs is left blank. Indentation is not allowed at the beginning of a paragraph.

2.5. Footnotes

The thesis or project may contain extender, reinforcing, or additional information (content footnote). Footnote numbers must be put at the end of the quotation. If the source is a paragraph, a footnote number shall be placed the last sentence of the paragraph, while if it is a concept or a name, the footnote number shall be written, this time on the idea of the name immediately. The footnote number in the text should appear above the line alignment. No punctuation marks should be placed after the number. The footnote must be written in 2 points smaller than the font size in the body text below the relevant page. There must be a space between the n footnote line and the footnote number, while it is a half-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

A printed-out version of the thesis or project is considered the "original" copy. For consistency in the print quality (such as high contrast pages with consistent dark print and permanency in print), authors should reproduce their thesis/project using the original copy each time. When detecting low-standard, low-quality duplication, the Graduate School or the Library may ask the authors to reprint their theses/projects according to established standards.

Three printed copies of **master's or doctoral theses** must be submitted to the

graduate school to be given to the Library, the advisor, and the author, respectively.

Three original printed-out copies of the **projects**, which the project supervisor signs (pages must be signed, and the academic honesty statement must be attached), are submitted to the Graduate School in person.

2.7. Corrections

No corrections in guideline methods (such as ink corrections, strikeouts, correction fluid, correction tape, paste-up, insertion between lines, or letters) can be accepted once the thesis/project is bound. Corrections can only be made on the electronic version of the work before it is copied for reproduction.

2.8. Page Layout

All content (text, table, shape, etc.) should be centered between the text margins after the margins have been set rather than the paper edges. The content will appear centered on the page once the thesis/project is bound/printed.

2.9. Word and Text Divisions

If any hyphenation is used, words must be divided correctly at the end of a line and may not be separated from page to page. Use a standard English dictionary to determine the correct word division. At least two lines of a paragraph must appear together at the top and bottom of each page. All headings and subheadings must be followed by at least two lines of a section.

2.10. Page Numbering

All page numbers should appear in the same position in the lower right corner of the page. All page numbers should be written in the font used in the text, 12 points, and Times New Roman font. The page number should be in the footer at 0.75 cm from the page edge.

The following pagination rules must be used:

- Page numbers should not be included in the cover pages (outer and inside cover), thesis approval page, and academic honesty attestation page.
- For the preliminary pages (pages between ABSTRACT and CHAPTER I), small Roman numerals should be used (i, ii, iii, iv, etc). Page numbers appear as "iv" on the Abstract Page and continue sequentially until the first page of the text (CHAPTER I).
- Arabic numerals are used on the first page of the text, beginning with "CHAPTER 1" and continuing throughout the rest of the thesis/project, including the bibliography, appendices, and vita. All pages must be numbered consecutively, including illustrations, tables, figures, plates, and photographs. All appendices except the core text and bibliography must be classified under "APPENDICES."

2.11. Multiple Volumes

Theses wider than 5cm in breadth must be divided into two or more volumes. Each volume has to be numbered consecutively by Roman numerals. There should be a title page for each volume, and these pages should give identical information except for the notations like Volume I, Volume II, etc. – expressions to be written right below the theses title on the title page. Roman numerals indicate the preliminary pages, and the Arabic numerals used in Volume I should continue throughout other volumes. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi," "vii," etc. Each volume must contain a complete Table of Contents.

2.12. Binding

The thesis or project has a color code for archiving, classification, and accessibility. Accordingly, all master thesis must be bound to black skin, all doctoral dissertations to navy blue, and all finishing projects to American cardboard on white cardboard. For Project Outer Cover, Thesis Outer Cover, Project Inner Cover, Master Thesis Inner

Cover, Ph.D. Please see Appendix A, B, C, D, E, and P for the thesis Inner Cover and Sample Spine. Moreover, please see Appendix M for thesis binding and Appendix N for project printing.

CHAPTER III

SPECIFIC GUIDELINES FOR THE MAIN TEXT

The main thesis comprises preliminary pages, body text, and bibliography/references. Below is a list of sections that every thesis main text should embody following the shown sequence. Required areas are marked with an asterisk.

COVER PAGES*

Outer Cover*

Inner Cover*

PRELIMINARY PAGES*

Approval Page*

Academic Honesty Attestation*

Öz*

Abstract *

Dedication

Acknowledgments or Preface

Table of Contents*

List of Tables

List of Figures and Illustrations

List of Symbols and Abbreviations

MAIN TEXT*

Titles of Chapters *

Main Text*

REFERENCES*

Bibliography or References *

APPENDICES

Curriculum Vitae*

3.1. Cover Pages

3.1.1. Outer Cover

Outer cover pages of theses/projects must be prepared according to Appendix A and B. Name of institution and work type must be written in 14-point bold and capital letters. The title of the thesis/project must be written in 16-point, bold, and capital letters. The name of the author and supervisor must be written in 14-point, bold, and

capital letters. Place and date must be written in 14-point, bold and in capital letters.

3.1.2. Inner Cover

Inner cover pages of theses/projects must be prepared according to Appendix C, D, and E. The institution's name and work type must be written in 14-point bold and capital letters. The title of the thesis/project must be written in 16-point, bold, and capital letters. The names of the author and supervisor must be written in 14-point, bold, and capital letters. The program's name to which the thesis/project is submitted must be written in 12-point and lowercase. Place and date must be written in 14-point, bold, and capital letters.

3.2. Preliminary Pages

3.2.1. Title of the Chapter

The title of the chapter must be written by leaving 3.5 cm (minimum) from the top of the page. It must be written in capital letters with 1 line spacing. Chapters must be numbered with Roman numerals (e.g., CHAPTER IV). Words in the title must be complete; abbreviations or formulas should not be used. The title of the chapter must be written in 16-point, in capital letters, and bold; the rest of the page must be written following the font and size used in the text. Each chapter must start on a new page. Each chapter must have a short title that reflects the chapter's content. Formats of the titles and subtitles of chapters must be consistent in font and size throughout the whole chapter.

The number of the chapter (CHAPTER I) must be on the first line, and the title of the chapter must be under this line by leaving one paragraph. The title must be written in bold and in capital letters. Formats of the titles and subtitles of chapters must be consistent in font and size during the chapters. Subtitles should be written with only the first letter capitalized (excluding the connectors), leaving one line space after the text. Subheading numbering can be written starting with two digits and up to five digits.

In the titles created in the Thesis/Project, signs such as long lines (—) or slash (/)

should not be used; the relevant part should be indicated with a conjunction suitable for the title's meaning.

The main headings, the introduction, and the conclusion must be added under the chapter title by giving the chapter number. For example, you can review the Thesis/Project Writing Template.

3.2.2. Approval Page

See Appendix F for an example of the thesis approval page and Appendix G for an example of the project approval page. It is required to use blue ink for signatures on this page. In theses, acceptance or rejection must be written in the "opinion" part. The program in which the student is registered must be specified in the page's introductory text.

3.2.3. Academic Honesty Attestation Page

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

It is required to use blue ink for the signature on this page.

3.2.4. Öz

The “Öz” page follows the abstract page. Öz means the Turkish translation of the abstract. A sample Öz page is provided in Appendix I.

Regardless of the thesis/project writing language, including a Turkish and English abstract page for each work is obligatory.

3.2.5. Abstract

An abstract is a self-contained document that usually starts with a statement of the study's objectives. It also concisely expresses the methodology, results, important conclusions, and final recommendations of the work. Authors are advised to write their abstracts once they have completed the manuscript of their theses.

The abstract must contain 300 words or less. A maximum of six keywords must be provided as index terms. See Appendix J for a sample abstract.

3.2.6. Dedication and Acknowledgments

Both of these items are optional. If the author adds these pages, they must be on separate pages with different page numbers.

There is no need for a title on the dedication page, while the latter should be titled with "Acknowledgements" or "Preface". The title appears centered between text margins, without punctuation.

3.2.7. Table of Contents

A table of contents page must indicate general titles and headings of chapters, their subtitles, references, appendices, and vita. All entries in the table of contents must show corresponding page numbers. The term "Table of Contents" should be centered on the page, and entries must begin at the left margin, and main headings should be written in bold type starting from the left margin. On the other hand, subheadings should be indented, starting from the inside, and written in non-bold (bold) form. See Appendix J for a sample of the table of contents.

3.2.8. List of Tables

A list of tables must be placed immediately after the "Table of Contents" page, if necessary.

The term ‘‘List of Tables’’ should be centered on the page, and entries must begin at the left margin. All entries in the list of tables must show corresponding page numbers. The list of tables must be created in 1.5 line spacing.

3.2.9. List of Figures and Illustrations

Both lists should appear on separate pages and be organized like the table list. Titles in the list of figures must be created in 1.5 line spacing.

3.2.10. List of Symbols and Abbreviations

If authors provide a list of symbols and abbreviations, they should follow a format consistent with acceptable practice in the subject matter field. Titles in the list must be created in 1.5 line spacing.

3.3. Body Text

3.3.1. Structure of the Body Text

The body text can be divided into as many chapters as necessary. It must be written in 12-point and in Times New Roman. Indentation must not be used at the beginning of the paragraph. One line space should be left between each paragraph, and the spacing nk value should be 0.

3.3.2. Illustrative Materials: Tables and Figures

Illustrative materials include tables, figures, and graphs. Tables present the data in tabular forms by listing the numbers and/or text in labeled rows and columns. All other visual illustrations, including maps, diagrams, graphs, charts, photographs, drawings, and schematics, can be classified under figures.

Tables, graphs, and charts cannot be added in image format. The author must create them by using proper programs.

The reference information specified for Tables, figures, graphics, etc., used in the thesis/project should be written in 10 font sizes and bold.

i) Placement of the Illustrative Materials: It is permissible to place the illustrative materials in any place in the text, but the general rule of thumb is to put them as near as possible to the part of the text that refers to them. If the table or figure is placed within the text and its length is less than one page, then it must be separated by two lines from the top and the bottom. Tables must fit into a page on which they are placed according to the page sizes. If they are not fit:

In order not to interrupt the flow of the text, the table that continues to the other page is specified at the top of the table (for example, the continuation of Table 1.1.).

Again, without disturbing the flow of the text, the font size in the table can be reduced to at least 10 points,

to maintain the flow of the text, or the author may move all tables and/or figures in the section in the Appendix. In this case, tables precede figures.

All tables, figures, and other illustrative materials must be referred from the text. Tables and figures, especially the oversized exemplary materials, should be prepared to facilitate binding and preservation. Pages that contain exemplary materials should have a page number and be listed in the table of contents with the associated page number.

ii) Numbering and Tables and Figures Captions: Figures and tables must be numbered in the sequence they appear in the text. The number of a figure/table should match the chapter (or appendix) number (or letter) it belongs to. The numbering is done in two digits. The first digit represents the chapter or the appendix, and the second digit represents the order of the figure or the table within that chapter or appendix. The first table of Chapter I would be titled. as Table 1.1.; likewise, the first figure of Chapter II would be titled as Figure 2.1. according to this scheme.

Similarly, the first table in the first appendix should be numbered as Table A.1.; whereas the first table in the second appendix should be numbered as Table B.1.

The title of a table should be placed one line above the top line of the top bar. A figure's title should be placed at one single line below the bottom line of the figure. Table and figure captions should be written in bold and 12-point font text. The size and style of the title fonts must be the same as the style and size used for the rest of the text. The author must select a font size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams.

For illustrations that require more than one page, the subsequent pages of the image should be titled using the same title, indicating that it is the continuation of that illustration. For example, the second page of Figure 2.1. should be titled as "Figure 2.1. (cont.)".

An illustration can be placed sideways by rotating 90 degrees counterclockwise from its original position. In the case of horizontal (landscape) layouts, the title of a figure /table must be oriented so that it can be read from bottom to top, i.e., it must be in the same orientation as the figure/table. The whole page must be reserved only for that table/figure for horizontal layouts. The margins and page number requirements are the same as the rest of the thesis/project.

iii) Oversized Materials: Large-scale visual materials may be reduced to fit on a page under the margins and page numbering rules provided in this guide, provided that they can not only adversely affect the readability and visibility of the original visual material.

Oversized illustrations, which cannot be reduced to fit into one page, can be handled in the following manner:

i. As a pocket material:

Oversized materials can be folded and put into a pocket that can be attached to the inside back cover of the thesis. The illustrative material should be numbered and put in an envelope, and the pages should be listed in the list of tables or figures wherever

appropriate. The oversized material can be classified as an appendix, which should be listed under Appendices in the table of contents.

ii. As a foldout page:

Oversized materials can also be folded and mounted on a page. The material must be tucked so it does not get cut by the trimming at the binder.

Photographic illustrations must be originals or high-quality photographic copies of the originals. Photocopies of photographs are not acceptable. Color may be used in figures and pictures if duplicate copies are all produced by color photocopy. If an audio/visual material (e.g., videotape, DVD, etc.) is needed to accompany and supplement the text, it should be referred to in the text, and this material must be submitted with the departmental copy.

3.3.3. Formulas and Mathematical Expressions

An equation editor must be used for mathematical formulas, equations, and expressions. Any references to them must carry a numerical identification in parentheses that must be provided next to the right margin of the page.

3.3.3. Quotations

Quotations of three lines or less should be incorporated into the text, surrounded by double quotation marks, and written without using italic (*italic*) font. Longer quotations that exceed three lines should be taken out of the text, indented from right and left, and single-spaced. These quotations are also referred to as block quotations. Do not use quotation marks for block quotations. Quotes must appear identical to the original, and the sources of sections must be cited precisely. Fragments of computer codes can be treated as quotations, too.

3.3.5. Footnotes and Endnotes

Footnotes are placed at the bottom of a page, separated from the text by a half-

horizontal line. A single space is used between the footnotes on the same page. Lengthy footnotes can be divided and continued in the footnote area of the next page. In that case, it is mentioned that it is the continuation of the footnote from the previous page by separating with a complete horizontal line from the text. The footnotes must be numbered consecutively using Arabic numerals (1,2,3,...). The numbering can be specific to each chapter or continuous throughout the entire thesis. The notes can be written in the same font used for the text, but the font size must be 10 points.

Alternatively, endnotes can also be used. Endnotes may follow each chapter or be placed at the end of the thesis/project before the bibliography. If an endnote follows a chapter, it should begin on a separate page following the chapter it belongs to. Authors should consult with their thesis/project supervisors since footnoting practices differ widely among publications across different disciplines.

3.4. The Reference Materials

The reference materials consist of two components: bibliography and appendices.

3.5. Bibliography/References/Works Cited

Bibliography/References/Works cited should include all materials (books, periodicals, manuscripts, internet-based sources, etc.) that have been consulted while conducting the research and writing the text. Thesis/project writers will choose, consulting with their supervisors, which of these titles (Bibliography, references, or works cited) to be used in their work. The list must be prepared in alphabetical order by author's last name.

All materials can be listed in a single section, in which case the section follows the "Appendices" (if any). In specific scientific and engineering disciplines, the references can be listed at the end of each chapter instead of at the end of the thesis.

This section does not include a chapter number. The heading must be centered at

3.5cm from the top of the page, conforming to the formatting of the chapter captions and page margins throughout the text. The references list starts with two single-line spaces below the heading. The lines are single-spaced within each bibliographic entry and between each entry through the list. The page numbers of the references section must also conform to the pagination of the thesis/projects in terms of font size and style.

The style of listing and citing the sources in font, ordering, and punctuation varies widely across different academic disciplines. Therefore, the author must follow the bibliographic style that the thesis/project work has been determined by the program/department in which he is registered and accepted by the discipline—the font styles used in the table under the Chapter IV heading.

The author should indicate the following items when electronic resources are referenced:

- The title of the website
- The URL address of the website
- The website's owner (person, group, organization, etc.)
- The date the information was put on the website
- The date the information was retrieved from the website.

3.5.1. Appendices

Additional materials relevant to the text but including very detailed information or data can be placed in a separate section. The appendices (or appendix if there is only one) may include materials such as computer printouts and programs, raw data, permission for thesis/project work, procedural explanations, and survey instruments. Photocopied materials should be of letter quality and oversized materials can be included as a foldout page or pocket material, as explained in the previous section (see “Oversized Materials” above).

If there is more than one appendix, appendices should be designated as A, B, C, etc. The appendix heading should follow the same formatting used for other chapter

headings within the text. Similarly, the margins are the same as the rest of the text.

The title of each appendix should be listed in the table of contents as a separate entry under the main heading “Appendices.” The appendix pages must be numbered consecutively using the same font style and size to paginate the rest of the thesis/project. Documents given in the appendices can be placed in their original form.

3.5.2. Vita (Curriculum Vitae - CV)

A vita must be added at the end of these projects. The author's brief biographical sketch includes the e-mail address, schools and colleges attended (after high school), degrees awarded, publications, and teaching and professional experiences. The vita must be written in the third person and listed as the last item in the table of contents. The formatting of the page (page margins, size and style of the font, and numbering) must conform to the rest of the text. See Appendix K for a sample resume.

Before uploading the theses to the National Thesis Center, contact information such as e-mail in the CV is removed within the scope of the Turkish Personal Data Protection Law.

CHAPTER IV

STYLE

A thesis/project is a product of research carried out by formal methods; therefore, it is a formal document. It should be written in a proper, impartial, and impersonal style. Academic writing requires the use of a standard language. Authors should avoid colloquial, redundant, and slang expressions.

Since conventions relating to documentation styles differ across various disciplines, authors should consult with their supervisors and/or the graduate student coordinator regarding recommended documentation style guidelines. The most recent editions of the recommended style guidelines are provided below:

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

MLA Style Manual and Guide to Scholarly Publishing. 3rd ed. New York: Modern Language Association of America, 2008.

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

Reference styles for each department are stated in the table below:

PROGRAM	The Chicago Manual of Style (16th ed. Chicago: University of Chicago Press, 2010)	MLA Style Manual and Guide to Scholarly Publishing (3rd ed. New York: Modern Language Association of America, 2008)	APA: Publication Manual of the American Psychological Association (6th ed. Washington, DC: American Psychological Association, 2009)	The ISNAD Citation Style (Current edition 2019)
Religious Studies	✓		✓	
Managing Educational Institutions			✓	
Philosophy	✓			
Financial Economics			✓	
Air Transport Management			✓	
Economics			✓	
Management			✓	
Clinical Psychology			✓	
Private Law	✓			
Radio, Television and Cinema			✓	
Psychological Counseling			✓	
Political Science and International Relations			✓	
Sociology	✓			
History	✓			
Islamic Studies	✓			✓
Turkish Studies	✓			
International and Comparative Law	✓			

CHAPTER V

THESIS/PROJECT WRITTEN IN ARABIC

5.1. Fields Required in Arabic Thesis/Project

Each thesis/project contains a Turkish outer/inner cover and introduction pages. The Turkish parts in every Arabic thesis/project text are shown in the order below. The list of components included in each Arabic thesis/project text is as follows. Required fields are marked with an asterisk.

TURKISH SECTION

COVER PAGES*

Outer Cover (Turkish)*

Inner Cover (Turkish)*

INTRODUCTION PAGES*

Thesis Approval Pages (Turkish)*

Academic Honesty Attestation Page (Turkish)*

Öz (Turkish)*

Abstract (Turkish)*

ARABIC SECTION

COVER PAGES*

Outer Cover (Arabic)*

Inner Cover (Arabic)*

INTRODUCTION PAGES*

Öz (Arabic)* *For Sample Abstract Appendix J*

Dedication (Arabic)

Acknowledgment or Preface (Arabic)

Table of Contents (Arabic)* *For Sample Table of Contents Appendix K*

List of Tables (Arabic)

List of Shapes and Images (Arabic)

List of Symbols and Abbreviations (Arabic)

ANA METİN (Arabic)*

Chapter Titles *
Main Text*
REFERENCES (Arabic)*
Bibliography or References*
APPENDICES (Arabic)
CV (Turkish)*

5.2. Text Properties

Other spelling rules are also valid for Arabic thesis/project writing besides the properties stated below. The rules followed for writing a thesis/project in Arabic are below.

For margins, 4 cm from the right (binding side) and 2.5 cm from the other three sides are left on the page. The page number is 0.75 cm from the bottom edge of the page. All margins must be left blank—no headings, footnotes, text, etc., in the margins.

The fields that must be printed in Turkish should be printed on the right side of the binding. It should be printed from the left side of the binding together with the outer/inner cover arranged in Arabic.

The texts used in the content of the Thesis/Project should be written in Traditional Arabic font.

Institutional information and type of work on the outer/inner cover 16 pt, bold and capital letters; the title of thesis/project 18 pt, bold and capital letters; author, advisor's name 16 pt, bold and capital letters, place and date information 16 pt, bold and in capital letters. See Appendix B for a sample Arabic outer cover and Appendix D for the inner cover.

Chapter titles are written in bold, and 18 pt.

The texts are written in 15 pt and Traditional Arabic font from the introduction pages.

Sub-headings are right-aligned, and their numbering is written in Arabic numerals

(1,2,3,...).

Page numbers are written in Arabic numerals in 12-point Times New Roman font in the lower-left corner of the page.

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

The spine part is arranged in Turkish and Arabic and printed. Consequently, Turkish information is written in 12 pt Times New Roman; Arabic information is written in 15 pt Traditional Arabic font. The title is shortened, or the font size is reduced so that its meaning is not impaired if it does not fit. See Appendix P for a sample of an 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% or less, the student applies the corrections in the report through the Grammarly program.
- The student's thesis text and Grammarly report 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 area of the correction list.
- The consultant receives a similarity report on the same file. The ratio in the similarity report should be at most 20%.
- The advisor sends the Thesis Defense Application Form, together with the final version of the thesis (pdf format), similarity, and Grammarly report, to the Graduate School at the latest one month before the date of the defense proposal via the Secretariat of the Department.
- The Graduate School checks the incoming documents. It approves the thesis defense application if the student's curriculum status, the submitted reports, the proposed jury, and the thesis defense date are appropriate.
- The thesis defense is made on the relevant date, and the Thesis Defense Proceeding is sent to the Graduate School by the advisor within three days through the Secretariat of the Department.
- After making the necessary corrections within three months for the master's degree and six months for the doctorate, the student whose thesis

is decided to be corrected carries out the processes of the thesis defense 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 if registered with the School of Graduate Studies, medit@ihu.edu.tr if registered with the Institute of Civilizations.
- The Graduate School receives the spelling language check report from the Grammarly database, and if the rate is 85% or more, the student is granted eligibility.
- If the rate is unsuitable, the file is sent to the student for corrections. If the modifications are significant, the student and the student's thesis file are forwarded to writingcenter@ihu.edu.tr.
- The student, who is approved by the spelling language control, sends the word form of the thesis together with the Thesis Draft Evaluation Request Form to thesischeck@ihu.edu.tr if registered to the School of Graduate Studies for form condition control, to medit@ihu.edu.tr if registered to the Civilizations Alliance Institute.
- The Institute checks the format conditions, and if the file does not follow the Thesis/Project Writing Guide, it adds correction notes and sends them to the student. The student applies the correction notes according to the Thesis/Project Writing Guide and sends them again to be checked.
- If the thesis complies with the Thesis/Project Writing Guide due to the corrections, the thesis file is sent to the student for printing.
- The student prints the thesis in accordance with the Thesis/Project Writing Guide and submits it to the Graduate School with the requested documents.
- If the thesis print is appropriate and the graduation requirements are met, the graduation process of the student is started.

6.2. Project Submission Process

The project submission process consists of these steps:

- If the student has changed the project topic, they fill out the **Project Topic 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 area of the correction list.
- The consultant 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 rate in the report for the writing language is not appropriate, the file is sent to the student for corrections. If the modifications are significant, the student and the student's project file are directed to writingcenter@ihu.edu.tr.
- The student, who is approved by the spelling language control, sends the Project Draft Evaluation Request Form together with the word version of the project for form condition control to thesischeck@ihu.edu.tr if registered to the School of Graduate Studies to medit@ihu.edu.tr if registered to the Alliance of Civilizations Institute.
- The Institute checks the format conditions; if it is not in accordance with the Thesis/Project Writing Guide, it adds correction notes and sends them to the

student. The student applies the correction notes according to the Thesis/Project Writing Guide and sends them again to be checked.

- If the project complies with the Thesis/Project Writing Guide due to the corrections made, the project file is sent to the student for printing.
- The student takes the print of the project in accordance with the Thesis/Project Writing Guide and submits it to the Graduate School with the requested documents.
- If the project print is appropriate and the graduation requirements are met, the graduation process of the student is started.

**IBN HALDUN UNIVERSITY
SCHOOL OF GRADUATE STUDIES
DEPARTMENT OF ECONOMICS**

MASTER PROJECT

**MARKET ECONOMY AND EXCHANGE RATES
IN TURKEY**

AHMET YILMAZ

PROJECT SUPERVISOR

PROF. ESRA BİLGİLİ

ISTANBUL, 2021

**IBN HALDUN UNIVERSITY
SCHOOL OF GRADUATE STUDIES
DEPARTMENT OF ECONOMICS**

MASTER/PH.D. THESIS

**MARKET ECONOMY AND EXCHANGE RATES
IN TURKEY**

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ISTANBUL, 2021

THIS OUTER COVER IS APPLICABLE TO ARABIC THESIS WRITERS

جامعة ابن خلدون
معهد الدراسات العليا
قسم العلوم الإسلامية

رسالة الماجستير

تصرف 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
DEPARTMENT OF ECONOMICS**

MASTER PROJECT

**MARKET ECONOMY AND EXCHANGE RATES
IN TURKEY**

by

AHMET YILMAZ

**A project submitted to the School of Graduate Studies in partial
fulfillment of the requirements for the degree of Master of Arts in
Economics**

PROJECT SUPERVISOR

PROF. ESRA BİLGİLİ

ISTANBUL, 2021

**IBN HALDUN UNIVERSITY
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SCHOOL OF GRADUATE STUDIES
DEPARTMENT OF ECONOMICS**

PH.D. THESIS

**MARKET ECONOMY AND EXCHANGE RATES
IN TURKEY**

by

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**A thesis submitted to the School of Graduate Studies in partial
fulfillment of the requirements for the degree of Doctor of
Philosophy in Economics**

THESIS SUPERVISOR

PROF. ESRA BİLGİLİ

ISTANBUL, 2021

THIS INSIDE COVER IS APPLICABLE TO ARABIC THESIS WRITERS.

جامعة ابن خلدون
معهد الدراسات العليا
قسم العلوم الإسلامية

رسالة الماجستير

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

عبد الباسط بابا عيسى

مشرف الرسالة
الدكتور حمزة البكري

إسطنبول، ٢٠٢١

APPENDIX F: THESIS APPROVAL PAGE

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts..... / Doctor of Philosophy in

Thesis Jury Members

Title - Name Surname

Opinion

Signature

This is to confirm that this thesis complies with all the standards set by the School of Graduate Studies of Ibn Haldun University:

Date of Submission

Seal/Signature

APPENDIX G: PROJECT APPROVAL PAGE

This is to certify that we have read this project and that in our opinion it is fully adequate, in scope and quality, as a project for the degree of Master of.....

Project Supervisor

Title – Name

Signature

This is to confirm that this project complies with all the standards set by the School of Graduate Studies of Ibn Haldun University:

Date of Submission

Seal/Signature

APPENDIX H: ACADEMIC HONESTY ATTESTATION PAGE

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.

Name Surname:

Signature:

ÖZ

TÜRKİYE’DE PİYASA EKONOMİSİ VE DÖVİZ KURLARI

Yılmaz, Ahmet

..... Yüksek Lisans/Doktora Programı

Öğrenci Numarası: 123456789

Open Researcher and Contributor ID (ORC-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 2017, 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

APPENDIX J: SAMPLE ABSTARCT 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.....

January 2015, 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

THIS ABSTRACT PAGE IS TAKEN FROM THE ARABIC THESIS. CONTENT INFORMATION SHOULD BE ORGANIZED BY THE THESIS AUTHOR.

الملخص

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 (ORC-ID): 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 وتصرّف 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، وتصر

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APPENDIX K: SAMPLE TABLE OF CONTENTS

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

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APPENDIX L: SAMPLE VITAE

CURRICULUM VITAE

Name and Surname:

Ahmet Yılmaz

Contact Information:

E-mail (1): namesurname@ihu.edu.tr

E-mail (2): namesurname@gmail.com

Education:

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

2010 – 2012 MA in Economics, Ibn Haldun University, Turkey

Work Experience:

2010 – 2015 Turkish Airlines

Publications (if any):

1.

2.

**RULES TO FOLLOW IN THE BINDING OF
MASTER AND PH.D. THESIS**

1. In the bound of the master theses, black bound cloth, and in the bound of the PhD theses, navy blue bound cloth must be used.
2. In the covers of the bindings, 1.8 mm cardboard and the spine 2.5 mm cardboard must be used.
3. The paper and the cardboard dimensions must be as follows both for theses and projects;
 Paper dimensions: 20x29 cm
 Cardboard dimensions: 20.5x29.5 cm
4. The spine must be flat, and the dimension of the spine must be 5 mm larger than the covers.
5. The binding cloth must be cut straight, and the inner face of the covers must be covered with domestic Bristol (180 grams).
6. Spine cloth and the ribbon must be red.
7. A white blank page must be placed after the front and before the back covers.
8. It must be printed on one side of the paper only.
9. For the letter font on the front cover, 16-point MS font and for the spine of the binding, 12-point MS font must be used. Margins up and down must be 2 cm. For long titles, only the initial part of it can be used. The writing must be printed with the stamping type writing machine or digital writing machine.
10. Volume text should be printed in yellow (gold) color.

APPENDIX N: PROPERTIES OF PRINTING OF PROJECT

RULES TO FOLLOW IN THE PRINTING OF FINISHING PROJECTS

1. American-bound cloth (white carton cover) must be used in printing projects.
2. Projects must be covered with domestic Bristol (180 grams).
3. Paper and carbon size for projects must be as follows:

Paper size: 20.5x29cm.

Carton size: 20.5 x 29.5 cm.

4. Spine must be flat.

5. Project text must be printed double-sided after the INTRODUCTION part.

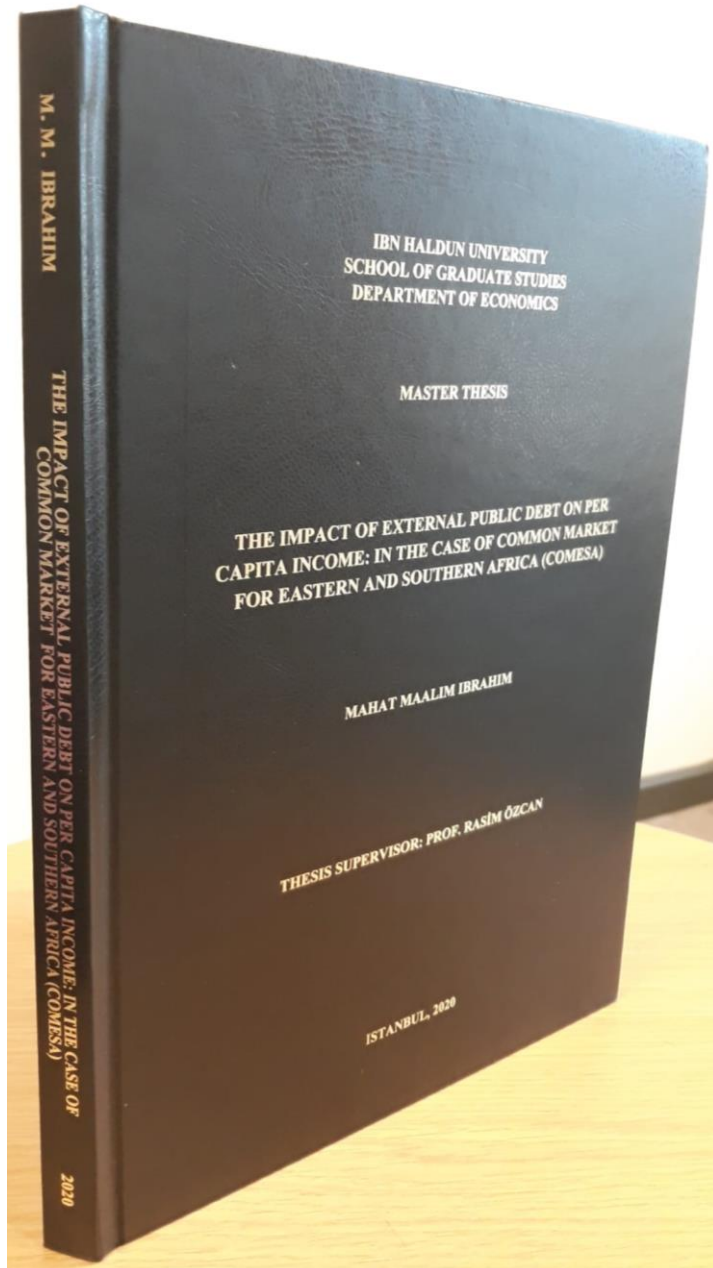
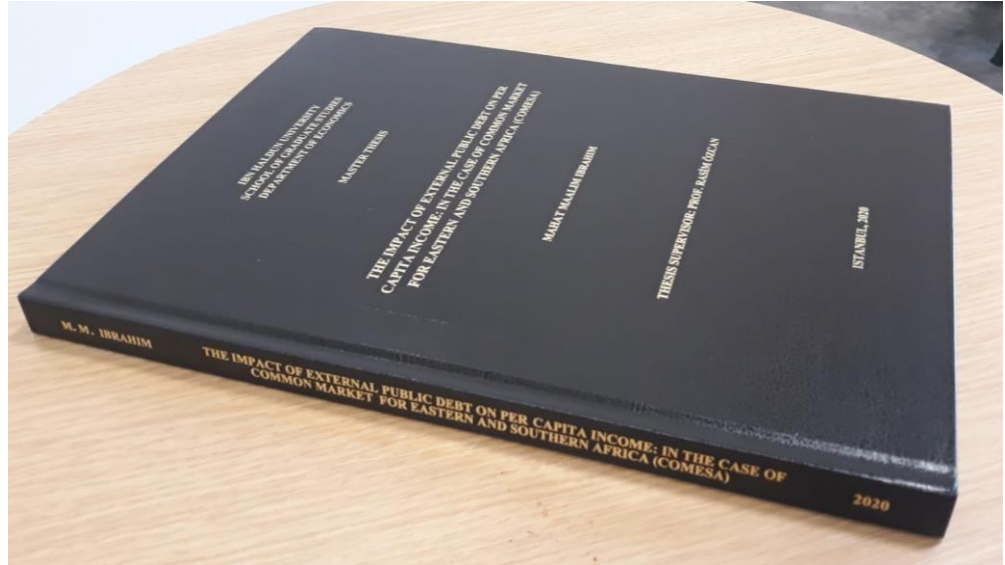
6. For the letter font on the front cover, 16-point MS font, and the spine of the binding, 12-point MS font must be used. Margins up and down must be 2 cm. For long titles, only the initial part of it can be used. The writing must be printed with the stamping typewriting machine. Writing a title on the back is optional if the back is less than 0.75 cm.

APPENDIX O: SAMPLE MASTER THESIS PRINT

A. YILMAZ

MARKET ECONOMY AND EXCHANGE RATES IN TURKEY

2017

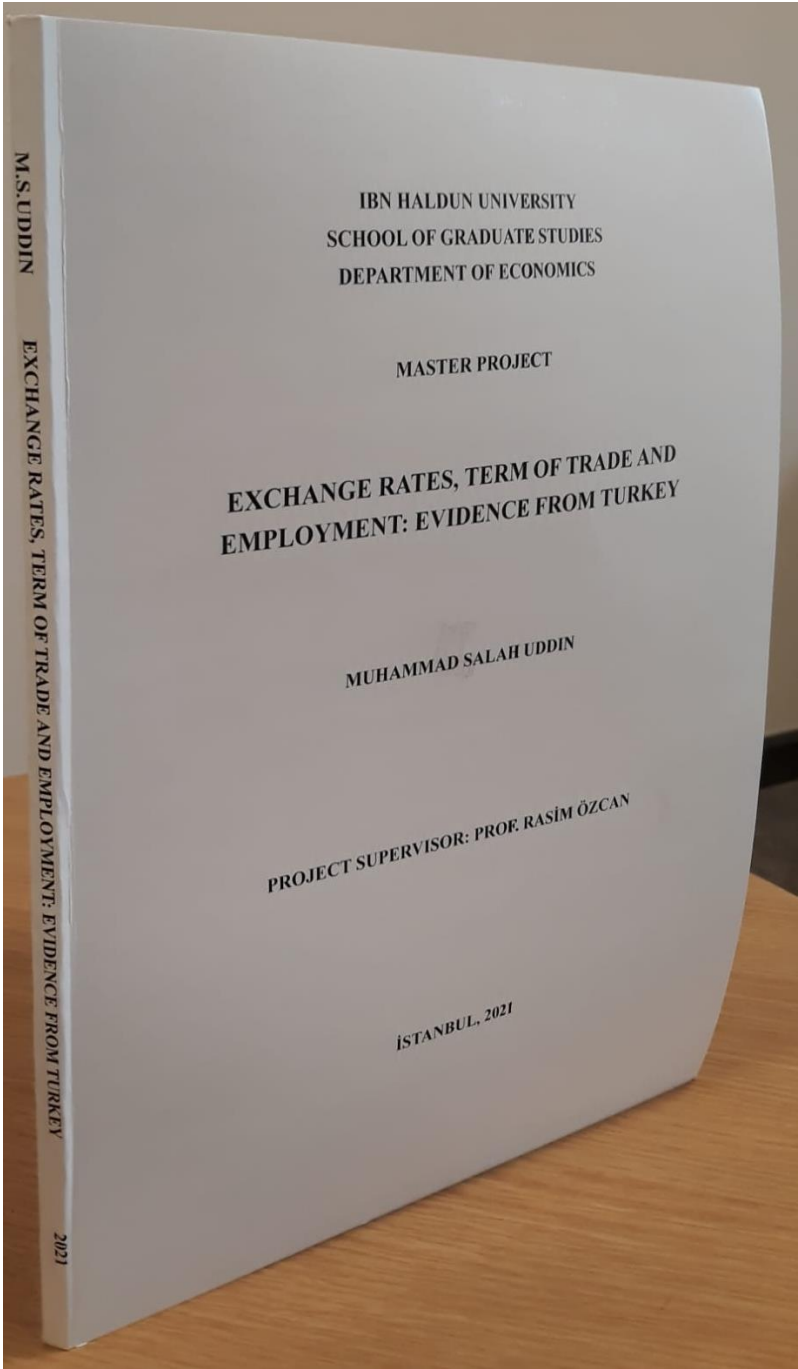


APPENDIX P: SAMPLE PROJECT PRINT

A. YILMAZ

MARKET ECONOMY AND EXCHANGE RATES IN TURKEY

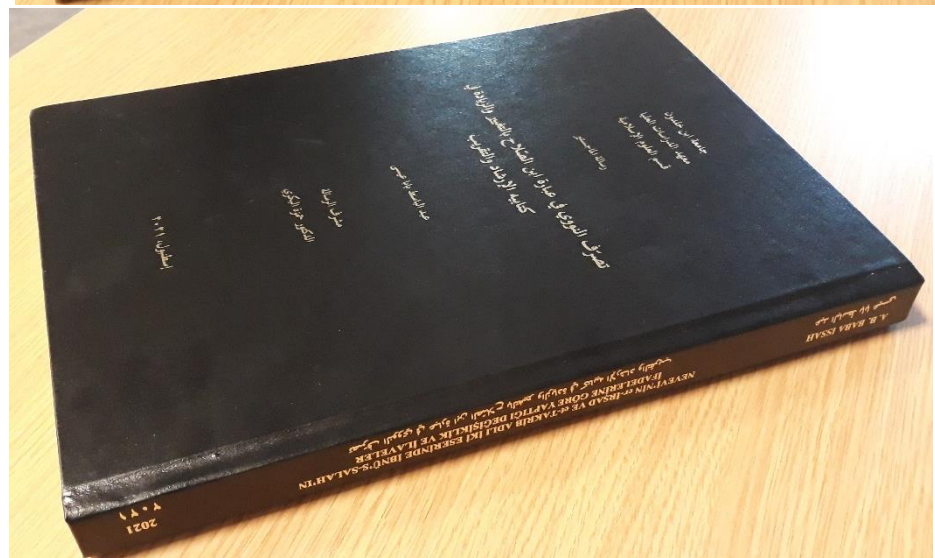
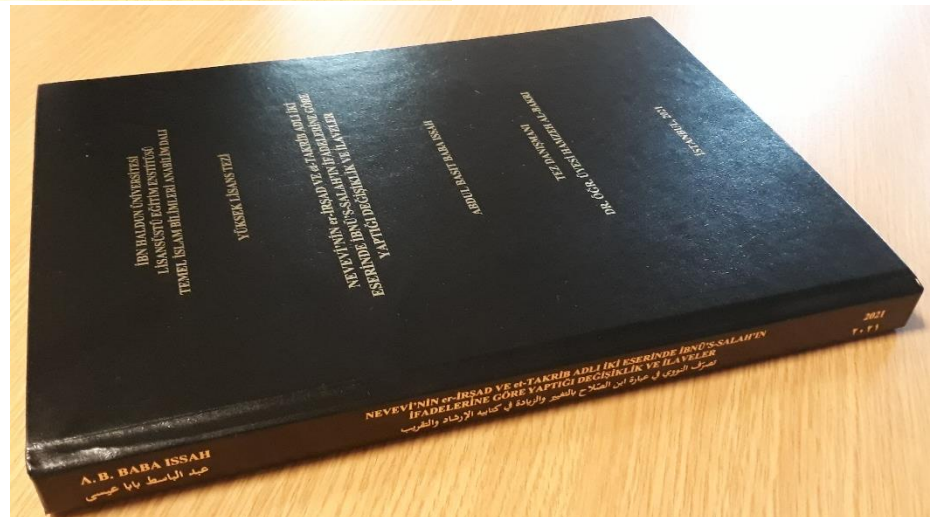
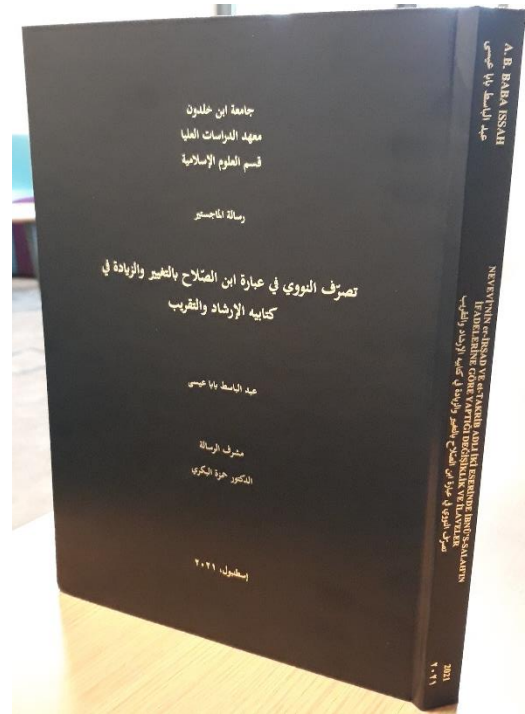
2017



TÜRKÇE TEZ BAŞLIĞI

A. B. BABA ISSAH

تصنيف النعماء في الصلاة والحياء والاشارة اليها



CRITERIA FOR SIMILARITY REPORT

Similarity report of thesis/project work;

1. Excluding the parts outside the thesis main text "cover, preface, abstract, table of contents, list of symbols-abbreviations, lists of figures-tables, references (bibliography), appendices, curriculum vitae, etc. for similarity check,
2. Excluding the parts given in quotation marks in the thesis text (definition, article of law, quotation, verse, etc.) for the reporting process,
3. Limiting the word exclusion threshold to a maximum of 7 (seven) consecutive words in reporting,
4. Evaluation of 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 for graduate theses,
 - a. Similarity rate for graduate theses is **20%**,
 - b. For graduation projects, **25%**,
 - c. By paying attention to the fact that the rate of matching 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,
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,

APPENDIX S: CRITERIA FOR SIMILARITY REPORT

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.