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**PROJECT SUPERVISOR**

**PROF. ESRA BİLGİLİ**

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|  |  |  |
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| Title - Name Surname | Opinion | Signature |
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............ Yüksek Lisans/Doktora Programı

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

Ulusal Tez Merkezi Referans Numarası: 103XXXXX

Tez/Proje Danışmanı: Prof. Dr. Esra Bilgili

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(300 kelimeyi geçmeyen bir öz buraya konulacaktır.)

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

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##### ACKNOWLEDGEMENT

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ISTANBUL, 2017

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Y Explanation of Symbols and Abbreviations

z Explanation of Symbols and Abbreviations

W Explanation of Symbols and Abbreviations

α Explanation of Symbols and Abbreviations

β Explanation of Symbols and Abbreviations

γ Explanation of Symbols and Abbreviations

Π Explanation of Symbols and Abbreviations

Symbols and Abbreviations Index are written in **ALPHABETICAL ORDER** and prepared with **1 LINE SPACE**.

One tab space is left after the symbol and before the explanation.

Abbreviations such as **GREEK ALPHABETS** and **SYMBOLS** are written after letters**.**

# **CHAPTER IINTRODUCTION**

**The INTRODUCTION section is added under the section numbers.**

A new chapter must begin on a new page. Chapter captions must be centered at 3.5 cm from the top of the page. The text starts at two single line spaces below the chapter title. The formatting of the headings and subheadings of all chapters must be consistent in terms of style and size across all chapters.(Sudhaman & Thangavel, 2015).

Relevant figure or table is cited in the text before figures and tables.

Figure or table is placed after the paragraph.



**1.5 line space** is left between a figure, a table, a graphic or an image and its name.

Label of table is placed above a table and label of a figure is placed under the figure by leaving 1.5 line space.

**Figure 1.1. Distribution of White Appliences (Sudhaman & Thangavel, 2015)**Source: Sudhaman & Thangavel, 2015

If the source is specified for figure, table, graphic, or visuals separately, it should be indicated 1 line below the image in 10 pt and non-bold type.

## **Figures and Tables**

The caption of a table should be placed at one single line above the top line of the table. A figure’s caption should be placed at one single line below the bottom line of the figure. Table and figure captions should not be written in bold text (Kusakci, Ayvaz, & Karakaya, 2017). The size and style of the caption 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 illustration should be labeled using the same caption indicating that is the continuation of that illustration. For example, the second page of Figure 2.1 should be labeled as “Figure 2.1 (continued)” (Senturk, 2005).

An illustration can be placed sideways by rotating the illustration 90 degrees counterclockwise from its original position. In the case of horizontal (landscape) layouts, the caption of a figure/table must be oriented in such a way that it would be read from bottom to top, i.e., it must be in the same orientation as the figure/table. For horizontal layouts, the whole page must be reserved only for that table/figure. The requirements for margins and page numbers are same as the rest of the thesis (Berktay, 1987).

## **Illustrative Materials**

It is permissible to place the illustrative materials in any place in the text but the general rule of thumb is to place them as near as possible to the part of the text, which 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 from the text by two single lines from both the top and the bottom.

Label of table is placed above a table by leaving 1.5 line space.

Table content is written by using 1.5 line space.

**Table 1.1. Specifications of products (Senturk, 2005)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Price** | **Duration** | **Weight** |
| R404A | 0.98 | 54 | 1.25 |
| R134A | 1.85 | 45 | 0.987If the source is specified for figure, table, graphic, or visuals separately, it should be indicated 1 line below the image in 10 pt and non-bold type. |
| R407C | 3.54 | 21 | 0.874 |

Source: Sudhaman & Thangavel, 2015

Large-scale visual materials may be reduced to fit on a page in accordance with 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.

**Table 1.2. New specifications of products (Senturk, 2005)**

**If table does not fit in the page, you can decrease font size without changing page structure. For example: 10 points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Cost** | **Duration** | **Weight** |
| R404A | 0.98 | 54 | 1.25 |
| **Table 1.2. (cont.)**  |
| R134A | 1.85 | 45 | 0.987 |
| R407C | 3.54 | 21 | 0.874 |

If the table extends to the next page, it must be specified with the table number it is linked to.

**Each chapter must start in a new page. Heading of chapters must be written after leaving 3.5 cm from the top of the page and it must be centered.**

# **CHAPTER IILITERATURE REVIEW**

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 (Arda, Delen, Tatoglu, & Zaim, 2017).

1.
2.

## **Illustrative Materials**

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.

**All parameters must be explained** after writing each equation. Previously explained term is not required to be explained again.

$\dot{m}\_{R1}+\dot{m}\_{R2}=\dot{m}\_{R}$ **(2.1)**

## **Quotations**

Quotations of three lines or less should be incorporated into the text, surrounded by double quotation marks. “ Longer quotations that exceed three lines should be taken out of the text, indented, and singlespaced. These quotations are also referred to as block quotations. Do not use quotation marks for block quotations. Quotations must appear identically the same with the original and the sources of quotations must be cited precisely. Fragments of computer codes can be treated as quotations, too.”

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Footnotes are placed at the bottom of a page separated from the text by a complete horizontal line. Single space is used between the footnotes within the same page. A footnote can be divided and continued in the footnote area of the next page. In that case, the author does not need to mention that it is the continuation of the footnote from the previous page (Ross, 2015). The footnotes must be numbered consecutively using Arabic numerals. The numbering can be specific to each chapter or it can be continuous through the entire thesis. The notes can be written in the same font used for the text but the size of the font must be smaller than that of the font used in the body text[[1]](#footnote-1).

Alternatively, endnotes can also be used. Endnotes may follow each chapter or may be placed at the end of the thesis before the bibliography. If an endnote follows a chapter, it should begin on a separate page following the chapter that it belongs to. Authors should consult with their academic advisors since footnoting practices differ widely among publications across different disciplines (Kelton, Sadowski, & Zupick, 2014).

## **References**

Bibliography/References/Works cited should include all materials (books, periodicals, manuscripts, internet-based sources, etc.) that have been consulted in the course of 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 an alphabetical order by author’s last name.

* + 1. **Works Cited**

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The caption of the section does not include a chapter number. The heading must be centered at 3.5 cm from the top of the page conforming to the formatting of the chapter captions and page margins throughout the text. The references list starts two single line spaces below the heading. The lines are single spaced within each bibliographic entry and double-spaced between each entry through the list. The page numbers of the references section must also conform to the pagination of the thesis in terms of both font size and style.

The style of listing and citing the sources in terms of font, ordering, and punctuation varies widely across different academic disciplines. Therefore, the author should consult with his/her academic department and follow a scholarly bibliographical style that is accepted by the department.

## **Style**

A thesis is a product of a research carried out by formal methods, and therefore, it is a formal document. It should be written in a formal, 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.

**Tablo 2.1 Reference Writing Styles of Programs**

**If table does not fit in the page, you can decrease font size without changing page structure. For example: 10 points**

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |
| 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 Comperative Law | **✓** |  |  |

# **CHAPTER II****IMETHODOLOGY & APPLICATION**

1.

## **Footnotes and Endnotes**

Plagiarism is one of the most serious academic crimes as well as being an immoral act. Therefore, being meticulous in referencing the works of others used in any ways (summary, paraphrase, direct quotation, indirect reportage, etc.) in theses is of vital significance. Besides, each thesis writer is required to sign a “plagiarism clearance page” that states that all parts of the thesis is prepared according to the academic and ethical conducts, and with proper references and citations. Students have to sign a copy of this page and submit it to their graduate schools before they take the thesis defense jury. See Appendix I for a plagiarism clearance page (El-Cabiri, 2001).

# **CHAPTER IVRESULTS & DISCUSSION**

**The CONCLUSION section is added under the section number.**

# **CHAPTER VCONCLUSIONS**

As an exmaple, sources in this text are referenced by using MENDELEY according to American Psychological Association manual.

Type of writing style prefered by each program is different. Student must obey the style choice of the program.

REFERENCES

Arda, O. A., Delen, D., Tatoglu, E., & Zaim, S. (2017). An analytic approach to assessing organizational citizenship behavior. *Decision Support Systems*, *103*, 9–23. https://doi.org/10.1016/j.dss.2017.08.004

Berktay, H. (1987). The feudalism debate: The Turkish end – is “tax – vs. – rent” necessarily the product and sign of a modal difference? *The Journal of Peasant Studies*, *14*(3), 291–333. https://doi.org/10.1080/03066158708438332

El-Cabiri, M. A. (2001). *Arap-İslâm kültürünün akıl yapısı: Arap-İslâm kültüründeki bilgi sistemlerinin eleştirel bir analizi*. Kitabevi.

Kelton, W. D., Sadowski, R., & Zupick, N. (2014). *Simulation with Arena* (6th ed.). McGraw-Hill.

Kusakci, A. O., Ayvaz, B., & Karakaya, E. (2017). Towards an autonomous human chromosome classification system using Competitive Support Vector Machines Teams (CSVMT). *Expert Systems with Applications*, *86*, 224–234. https://doi.org/10.1016/j.eswa.2017.05.070

Ross, S. M. (2015). *Olasılık ve İstatistiğe Giriş Mühendisler ve Fenciler İçin*. (S. Çelebioğlu & R. Kasap, Eds.) (4th ed.). Istanbul: Nobel.

Senturk, R. (2005). Sociology of Rights: “I Am Therefore I Have Rights”: Human Rights in Islam between Universalistic and Communalistic Perspectives. *Muslim World Journal of Human Rights*, *2*(1). https://doi.org/10.2202/1554-4419.1030

Sudhaman, P., & Thangavel, C. (2015). Efficiency analysis of ERP projects—software quality perspective. *International Journal of Project Management*, *33*(4), 961–970. https://doi.org/10.1016/j.ijproman.2014.10.011

###### APPENDIXES

****

**Figure A.1. Regional rainfall map**

**Table B.1. Table Example in Appendix Section**

|  |  |  |  |
| --- | --- | --- | --- |
| Column A | Column B | Column C | Column D |
| Line A | Line A | Line A | Line A |
| Line B | Line B | Line B | Line B |
| Line C | Line C | Line C | Line C |

APPENDIX C

**Ethics Committee Permission Certificate obtained by the student or advisor regarding the questionnaire, etc. for the thesis is attached.**

CURRICULUM VITAE

Personal Information:

Name - Surname:

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

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

Education:

2006-2010 BA in History, George Mason Üniversitesi, USA

2010-2012 MA in Civilization Studies, Ibn Haldun University, Turkey

Experience:

July - September, 2018 …..

2010 – 2012 ……………………. Turkish Airlines.........

Publications:

Senturk, R. (2005). Sociology of Rights: “I Am Therefore I Have Rights”: Human Rights in Islam between Universalistic and Communalistic Perspectives. *Muslim World Journal of Human Rights*, *2*(1). https://doi.org/10.2202/1554-4419.1030

Arda, O. A., Delen, D., Tatoglu, E., & Zaim, S. (2017). An analytic approach to assessing organizational citizenship behavior. *Decision Support Systems*, *103*, 9–23. https://doi.org/10.1016/j.dss.2017.08.004

Berktay, H. (1987). The feudalism debate: The Turkish end – is “tax – vs. – rent” necessarily the product and sign of a modal difference? *The Journal of Peasant Studies*, *14*(3), 291–333. https://doi.org/10.1080/03066158708438332

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