

**IT IS THE OUTER COVER .**

Term Project must be printed on white cardboard, Master's with thesis in dark blue, PhD / Proficiency in Arts in black cloth binding.

**Bu bir nottur, çıktı almadan önce siliniz.**



Logo: 3 x 3 cm

2,5 cm

1,5 cm

**The name of the department must be written. Example: DEPARTMENT OF PSYCHOLOGY**

**The full name of the programme must be written. Example: CLINICAL PSYCHOLOGY MASTER'S WITH THESIS / NON-THESIS MASTER'S / PhD / PROFICIENCY IN ARTS ( The appropriate one must be chosen. This is a note and it should be deleted before being printed.**

**REPUBLIC OF TÜRKİYE  
HALIÇ UNIVERSITY  
INSTITUTE FOR GRADUATE STUDIES  
DEPARTMENT OF.....  
..... PROGRAMME (12 pt)**

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At least 3 cm

**THESIS TITLE IS HERE  
IF NECESSARY THE SECOND LINE  
IF NECESSARY THE THIRD LINE**

At least 3 cm

Only Name and SURNAME must be written, not the title. The first letter of the name and full surname must be capitalized.

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**TERM PROJECT/ MASTER'S THESIS / PhD THESIS**

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2,5 cm

By

**Student's Name and SURNAME**

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Only one of the expressions Thesis or Term Project must be chosen. The information of the advisor must be written. If there is a second advisor, his/her name **mustn't be** written on the cover page.

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**Thesis / Term Project Advisor  
Asst. Prof. /Assoc. Prof. / Prof. Dr. Name SURNAME**

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Only one of the expressions Thesis or Term Project must be chosen. Only the first letter of the month must be capitalized. **This is a note, delete it before printing.**

**ISTANBUL**

**The Month and the year of the thesis / term project defense**

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**IT IS THE INNER COVER**

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**REPUBLIC OF TÜRKİYE  
HALIÇ UNIVERSITY  
INSTITUTE FOR GRADUATE STUDIES  
DEPARTMENT OF.....  
..... PROGRAMME (12 pt)**

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**THESIS TITLE IS HERE  
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At least 3 cm

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Only Name and SURNAME must be written, not the title. The first letter of the name and full surname must be capitalized.

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**TERM PROJECT/ MASTER'S THESIS / PhD THESIS**

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**BY**

**Student's Name and SURNAME**

2,5 cm

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**Thesis / Term Project Advisor  
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**ISTANBUL**

**The Month and the year of the thesis / term project defense**

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M6-Master's Thesis / Term Project Approval Page / D-15 PhD /Proficiency in Arts Approval Page document is going to be put on this page.

**\*In the Cartboard/ Clothbound thesis, the original copy, and the pdf format of the thesis inside the CD, the scanned form without signature is going to be put.**

**P.S :**The Thesis "Approval Page" contains the acceptance and approval of the jury that accepted the thesis. The approval form is filled out by the jury after the final acceptance of the thesis. The thesis approval page contains the name of the university, institute, department and program where the dissertation was submitted, the title of the thesis, who prepared it, the date of the thesis defense, the names of the thesis advisor and other jury members. The Thesis Approval Page is not numbered and is added after the inner cover when the thesis is bound.

After the thesis writing is completed, the similarity report obtained from Turnitin should be added to this part of the thesis.

The similarity (Plagiarism) rate should be **no more than 25%** for term projects, **15%** for master's theses, **10%** for PhD /Proficiency in Arts theses.

The printout of the plagiarism report received will be signed by the Thesis / Term Project advisor and added here. (it must be signed wet with a blue pencil)

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This section will be written in 1.5 line spacing, Times New Roman 12 points .  
**This is a note, delete it before printing.**

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... / ... / 20..

**THESIS ETHICS STATEMENT**

4 cm

I declare that I completed this study titled “.....”which I present as a  
(Term Project/ Master’s Thesis/ PhD Thesis / Proficiency in Arts Thesis  
“.....” from the beginning to the end under the responsibility of my advisor  
.....Title, Name, Surname ..., that I collected all the data/ samples by myself, I did the  
experiments or analysis / I had the experiments or analysis done in the related  
laboratories, that I have fully indicated the information I have received from other  
resources in the text and bibliography, that I have acted in accordance with the  
scientific research and ethical rules during the study process, and that I accept any legal  
consequences if otherwise occurs.

2,5 cm

(Signature)

Name, SURNAME

When starting a new paragraph it must be indented with 1 tab key (1.25 cm)

**This is a note, delete it before printing**

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## PREFACE

The texts in the preface section are written in 1 line spacing. The preface written as the first page of the thesis should not exceed one page.

4 cm

The institutions that support the thesis and the people who help are thanked in this section. It is added after the Thesis Ethics Statement. Under the prefix text, name and surname is written right aligned and the date is written left aligned as month, year.

2,5 cm

Month, Year

Name SURNAME

The date and the author's name must be aligned. The first letter of the name and full surname should be capitalized. The Month and Year in which the thesis is defended should be written.

**This is a note, delete it before printing**

When TABLE OF CONTENT is prepared 1 line spacing is used. **This is a note, delete it before printing**

5 cm

**Page writing** should be right aligned. Under the main headings containing page information (Table of Contents, List of Tables, List of Figures), it is necessary to place 6 pt. before and 12 pt. after the space. After the styles of titles in the text are set, such as "TITLE 1", "TITLE 2", the list of contents should be created automatically. **is a note, delete it before printing**

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This is the part where the content of the thesis is located in an order and according to the page numbers. The subject headings and subheadings are written gradually according to the decimal system and the starting page numbers are displayed in front of them.

The main section headings are written in capital letters and in bold, and the subsection headings are written with the first letters capitalized.

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## ABBREVIATIONS

<b>AIC</b>	: Akaike Information Criteria
<b>ANN</b>	: Artificial Neural Network
<b>App</b>	: Appendix
<b>BP</b>	: Backpropagation
<b>CGI</b>	: Common Gateway Interface
<b>ESS</b>	: Error sum-of-squares
<b>GARCH</b>	: Generalized Autoregressive Conditional Heteroskedasticity
<b>GIS</b>	: Geographic Information Systems
<b>HCA</b>	: Kmeleme Analiz
<b>Mbps</b>	: Megabits per second
<b>Pts</b>	: Points
<b>St</b>	: Statio

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When ABBREVIATIONS are prepared, 1 line spacing is used. The abbreviation is written in bold.

**This is a note, delete it before printing**

For terms that are used a lot in the thesis and consist of more than one word, abbreviations can be made alphabetically using the initials. When making an abbreviation in the text, the abbreviated expression is written exactly when it is written for the first time and its abbreviation is indicated in parentheses. When the same expression is used again, the abbreviation can be used. Abbreviations should be made according to the rules specified in the TDK Spelling Manual. **This is a note, delete it before printing**

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## SYMBOLS

<b>C</b>	: Capacitance of the tissue
<b>H</b>	: The amount of heat
<b>M<sub>x</sub>, M<sub>y</sub>, M<sub>xy</sub></b>	: Moment Components
<b>N<sub>x</sub>, N<sub>y</sub>, N<sub>xy</sub></b>	: Components of Normal Force
<b>q</b>	: Phase Load
<b>t</b>	: Time
<b>u,v</b>	: Displacement Vector Components
<b>ω</b>	: Angular Velocity

4 cm

When preparing the symbols, 1 line spacing is used. The symbols are written in bold, and the description is written normally. If there are no symbols to be given in the thesis, this section can be removed.

**This is a note, delete it before printing**

When preparing list of tables, 1 line spacing is used.

In the table, the alignment is made from the tab settings of the paragraphs. The numbers are written to be an example.

**This is a note, delete it before printing**

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**LIST OF TABLES**

**Page Number**

4 cm

<b>Table 1.1.</b> A single-row and column-centered table .....	2
<b>Table 2.1.</b> The table name should be finished with a dot .....	4
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In names that exceed one line, the lines must begin in the same alignment, as here.

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2,5 cm

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When starting a new paragraph, 1 tab key should be indented..

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ÖZET

**TITLE OF THE THESIS (In Turkish)**

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When preparing the abstract, 1 line spacing is used. In English theses, the Turkish abstract should be written in Turkish and **no less than 200 words**, but **not more than 300 words**.

The abstract is prepared to include all the sections in order to briefly introduce the research done. In the abstract, the purpose of the thesis study, its scope, the method used, and the results obtained are stated clearly and concisely. In abstract, italic font, table, figure, graph, mathematical formulas, symbols, Resources sub-or superscripts, Greek letters or other non-standard symbols or characters should not be included.

At the beginning of the abstracts, the title of the thesis will be written in the first order title (Title 1 style) format (first with a 72 points, then 18 points space and with 1 line spacing). By centering the page, in capital letters "ÖZET" (For Turkish Abstract) and "ABSTRACT" ( for English Abstract) should be written at the bottom of the title.

**Keywords:** *Word1, Word2, Word3.*

The number of keywords should be at least 3 and at most 5 written in alphabetical order and in italics with 12 points. Keywords should be related to the content of the thesis and should be written left aligned at the bottom of the abstract.

**This is a note, delete it before printing**

The title of the thesis is written here .

**This is a note, delete it before printing**

5 cm

**ABSTRACT**

**THESIS TITLE IN ENGLISH HERE**

4 cm

In Turkish thesis English abstract should be between 200-400 words. English abstract is the equivalent of the Turkish abstract.

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**Keywords:** *Word1, Word2, Word3.*

The number of keywords should be at least 3 and at most 5 written in alphabetical order and in italics with 12 points

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To adjust the 5 cm setting, from the page layout in spacing for before 72 pts. and for after 18 pts. should be chosen.

## 1. INTRODUCTION

4 cm

The text part of a thesis starts on a **new page** with the word “**1. INTRODUCTION**” and before the heading 72 pts. and after it 18 pts. line spacing is used.

2,5 cm

The introduction section should contain sufficient basic information to ensure that the reader can understand and evaluate the thesis without the need to read other publications on the topic. If there are previous studies that would like to be mentioned on the subject, they are also given in the introduction section. When conducting a literature search, it should be noted that the citations in the technical and scientific studies conducted earlier are informative in quality and quantity.

The new paragraph should be indented with 1 Tab Key.

**This is a note, delete it before printing**



5 cm

## 2. LITERATURE REVIEW or GENERAL INFORMATION

4 cm

In the Literature Review section, the information contained in the literature related to the study is given. Previous studies related to the thesis performed are mentioned. General information is given as a preparatory to the topic. The need for the thesis study is determined by its causes, the problem is defined, and the purpose of the work is clearly indicated.

2,5 cm

### 2.1. Font Type

In thesis writing, the 12-point “Times New Roman” font should be used, and the font color should be black. Writings in tables and figures can be 12 points “Times New Roman” by centering them and can be reduced up to 8 points if necessary. The references to be written under the tables and figures should be 10 points. Table and Figure numbers should be Bold. The text is written in roman and regular letters, bold letters are used in headings. The italicized font is used only if necessary (Latin name, abbreviations, definition, etc.) After all punctuation marks, such as commas, periods, one character should be left blank (For example: “Table 12.1. The 2020 Data of the World Health Organization” see. Page 3).

P.S: Figures and tables are not numbered after the second order.

For example:

**Tablo 2.4. CORRECT**

**Tablo 2.4.2. INCORRECT**

### 2.2. Heading      Degrees

#### First-Degree Subheading

First-degree subheadings are written in bold and the first letters of the words that make up the Heading are written in capital. Example: **2. Traditional Theories of Finance**



## **Second-Degree Subheading**

Second-degree subheadings are written in bold and the first letters of the words that make up the heading are written in capital **Example: 2.1. Expected Utility Theory**

### **2.2.1. Third- Degree Subheading**

Thrid- degree subheadings are written in bold and the first letters of the words that make up the heading are written in capital **Example: 2.2.1. Expected Utility Theory**

#### **2.2.1.1. Fourth –degree subheading: The first letter is capitalized, the others are not.**

Fourth-degree subheadings are written in bold and only the first letter is capitalized.

Example: **2.2.1.1. Weak effective market theory.**

P.S : Subheadings after the fourth-degree subheadings are not numbered.

## **2.3. Figures and Tables**

All tables and figures included in the thesis are referenced in the text. Tables and figures taken from other sources should be cited after the table or figure name.

Multiple tables or figures can be placed on the same page. Tables or figures can be given in the Appendices section if deemed necessary.

Tables and figures are numbered, as as Table 1.2 and Figure 1.1 and the first number is the section number and the second number is the order number of the table or figure in the section. A space is necessarily left after the last point of the numbering. The number and description of each figure are written **at the bottom of** the figure, and the number and description of each table are written **at the top of the** table. The figure name, the table name or description is centered.

The table header should be written by using a 1-line spacing and 12 pts. space before and 6 pts. space after the header should be left. The entire table should be located on the same page with the table header. For tables with a size exceeding one page, the same table number and header should be written at the beginning of the

second page and between the table number and the header (continue) should be written in parenthesis.

**The first paragraph in the text section that comes after the table should be written by leaving 12 pts. (space) from the top, and 6 pts. (space) from the bottom.** The headings that will come immediately after the tables should be used exactly the same without changing the heading formats mentioned above.

**Between the figure and the figure title 6 pts. (space), and after that 12 pts. (space) should be left.** The figure name is written with **1 line-spacing**. The figure title and the entire figure should be located on the same page. For figures of a size exceeding one page, the same figure number and title should be written at the end of the figure on the second page, and (continue) should be written between the figure number and the figure title.

Figures should be formatted sequentially with the text. **The last paragraph in the text section preceding the figure should be written 6 pts. (space) from the top and 12 pts. (space) from the bottom.** If necessary, the **footnotes** used for the tables should be written with **1 line spacing and 10 points.** (Font size)

**Example Figure:**



Figures are centered.  
Two lines are aligned.  
It should be 12 points.  
(font size)

**This is a note, delete it before printing**

Reference should be 10 pts( font size) and centered.  
Reference should be as Surname, initial of the name, (Year)

**This is a note, delete it before printing**

**Figure 2.1.** Model Structures

Reference: LePichon, X., (1997)

**Example Table:**

**Table 2.1.** Single lined and columns are centered

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>
Line A	Line A	Line A	Line A
Line B	Line B	Line B	Line B
Line C	Line C	Line C	Line C

Reference: LePichon, X., (1997)

10 points (font size) and **bold**

Reference should be 10 pts ( font size) and should be left aligned. Reference should be as Surname, initial of the name, (Year)  
**This is a note, delete it before printing**

# EXAMPLE FIGURE

**Figure 2.2.** Landscape (horizontal) format full-page figure

**Reference:** LePichon, X., (1997)

The page number is written in the lower-middle of the short edge of the page when the paper is held vertically, and in the lower-middle of the long edge when it is held horizontally.

**This is a note, delete it before printing**

The table is centered on the landscape format page  
**This is a note, delete it before printing**

**Table 3.1.** Naming multi-lined table on page in landscape format: All the lines should be aligned.

Parameter	Column 2	Column 3	Column 4			Column 5	
			Sub-column	Sub-column	Sub-column	Sub-Column	Sub-Column
Line 1	-7.680442	7.6986348	0.00	0.00	0.00	12	12
Line 2	140	-	0.50	0.00	0.00	0	0
Line 3	37.174357	37.16192697	0.00	0.00	0.00	0	24
Line 4	140	-	0.50	0.00	0.00	0	0
Line 5	37.174357	37.16192697	0.00	0.00	0.00	0	24
Line 6	140	-	0.50	0.00	0.00	0	0
Line 7	37.174357	37.16192697	0.00	0.00	0.00	0	24
Line 8	140	-	0.50	0.00	0.00	0	0
Line 9	37.174357	37.16192697	0.00	0.00	0.00	0	24
Line 10	140	-	0.50	0.00	0.00	0	0
Line 11	37.174357	37.16192697	0.00	0.00	0.00	0	24
Line 12	140	-	0.50	0.00	0.00	0	0
Line 13	37.174357	37.16192697	0.00	0.00	0.00	0	24
Line 14	140	-	0.50	0.00	0.00	0	0
Line 15	37.174357	37.16192697	0.00	0.00	0.00	0	24

2,5 cm

## 2.4. Equations

Equations are written in **1.5 line spacing**. **Before and after the equations 6pts (space)** is left. No blank lines are left before and after the equations. In this case, **between the equations and text 12 pts (space) at the top and 12 pts (space) at the bottom** is left. The equations are numbered sequentially starting from 1, provided that the section number is the first number in the relevant section. These numbers are written in the first section as (1.1), (1.2), ... in the second section (2.1), (2.2), ..., and if necessary, the subexpressions of the same equation are written in the form of (1.1a) and (1.1b) to the rightmost of the line where the equation is located (3.1).

Equations are aligned centered to the text.

**This is a note, delete it before printing**

$$y_t = \phi_1 \cdot y_{t-1} + \varepsilon_t$$

Parameters are explained one by one.

**(3.1)**

Equation numbers are referenced in the text.

**This is a note, delete it before printing**

Equation numbers are right aligned and written in **bold**.

**This is a note, delete it before printing**

## **2.5. In-text Referencing**

References are printed materials or other documents that are directly used on the topic. A reference consists of the author(s)'s name(s), publication date, title of publication, place of publication and publisher institution information. The sources used should really contribute to the work and be reliable. When citing sources, they are either quoted directly or someone else's findings/opinion are used. Referencing should also be done for tables, figures, and equations taken from another source. Sources that are not used in the text, and therefore are not referenced, should not be included in the list of sources. The original sources which are cited must be in the hands of the researcher. The sources used will be displayed in the text and the sources will be listed according to the "author's surname-date" system. The page will not show the reference in the form of a footnote. Unpublished reports, papers, studies in print, lecture notes and personal opinions cannot be cited as sources. Web pages can be used as resources; however, the addresses of the web pages used should be provided in the text along with the access date (<http://www.mohid.com>, Access date: 29.06.2006.); they should be displayed at the bottom of the list of references, except for electronic journals. References should be written according to the punctuation and abbreviations specified in accordance with the information given in the following examples when writing.

### **Using a reference at the beginning of a sentence**

#### **Example:**

Sabuncu (2002), emphasized in his study that the hand washing rate of the intensive care nurses is higher.

According to Sabuncu (2002), the hand-washing rate of the intensive care nurses is higher.

### **Using a reference at the end of a sentence**

While putting the references inside the text, a comma should be used between the surname and the date at the end of the sentence.

#### **Example:**

In a study conducted, it was emphasized that the hand washing rate of the intensive care nurses is higher (Sabuncu, 2002)



### **Indirect References (Referencing a source that is cited in another publication)**

Referencing another source cited in a publication at hand, but inaccessible, the so-called indirect source, should be avoided. If this type of information is necessary, the number of resources should be limited to no more than two. In cases where it is impossible to access the main resource, it should be noted that the information is cited from a second hand source.

#### **Example:**

According to Çalışkan (2006), Yüksel (1978) states that nutrition is effective in pressure sores.

Yüksel (1978) states that nutrition is effective in pressure sores (Cited by: Çalışkan, 2006).

### **Using Multiple Resources in the Same Place**

If more than one resource is used in the same place, the resources should be sorted in date order from the oldest publication to the newest publication.

#### **Example:**

Sabuncu (2007), Sabuncu and Şenturan (2008), and Sabuncu et al. (2009) have shown in their studies that hand washing is an important factor preventing the spread of infections.

Hand washing is an important factor preventing the spread of infections (Sabuncu, 2007; Sabuncu and Şenturan, 2008; Sabuncu et al., 2009).

### **Resources with a Single Author**

#### **Example:**

Sabuncu (2002) emphasized in his study that the hand washing rate is higher in nurses working in intensive care.

### **Resources with Two Authors**

If the source used in the text has two authors, the surname of both of them should be written wherever they are mentioned. In resources published in Turkish, the authors' surnames should be connected with the “ve” connector, and in resources written in a foreign language, they should be connected with the "and" connector.

**Example:**

Sabuncu and Şenturan (2009) state that hand washing is an important factor preventing the spread of infections in the study.

Hand washing is an important factor preventing the spread of infections (Sabuncu and Şenturan, 2009).

Hand washing is an important factor preventing the spread of infections (Potter and Perry, 2008).

**Resources with Three or More Authors**

If the resource used has three or more authors, the surname of the first author should be written; the phrase “et al.” should be added together with the year of publication.

**Example:**

Sabuncu et al. (2009) in their study, they state that hand washing is an important factor preventing the spread of infections.

Potter et al. (2008) in their study showed that hand washing is an important factor preventing the spread of infections.

El yıkama enfeksiyonların yayılmasını engelleyen önemli bir faktördür (Potter et al., 2008)

**Studies Conducted by the Same Author/Authors in the Same Year**

If the same author/authors have more than one work done in the same year, after the surname of the author/authors is given in parentheses, an ordered icon next to the date should be used to distinguish it.

**Example:**

Sabuncu and Şenturan (2009a; 2009b) have shown in their studies that hand washing is an important factor preventing the spread of infections.

In the studies conducted, it is stated that hand washing is an important factor preventing the spread of infections (Sabuncu and Şenturan, 2009a; Sabuncu and Şenturan, 2009b)

**Studies Conducted by the Same Author/Authors in Different Years**

If the resources are publications of single author/authors on different dates, they should be ordered chronologically.

**Example:**

Sabuncu (2003; 2008) states that hand washing is an important factor preventing the spread of infections.

In many studies, the importance of hand washing is emphasized (Sabuncu, 2003; 2008)

Sabuncu and Şenturan (2001; 2005), Sabuncu et al. (2002; 2009) stated in their studies that hand washing is an important factor preventing the spread of infections.

In many studies, the importance of hand washing has been emphasized (Sabuncu and Şenturan, 2001; Sabuncu et al., 2002; Sabuncu and Şenturan 2005; Sabuncu et al., 2009).

**Studies Conducted in the Same Year, The First Name of Which is Different and the Other Names are the Same**

In such sources, the surname of the first author and the date of one of the sources should be given first; then the surnames of the first and second authors and the date of the other source should be given. If the first two names of the sources are the same, the first source should be written as described above, and the surnames of the first 3 authors of the second source should be given.

**Example:**

Batmaz et al. (2008) and Sabuncu et al. (2008) in their studies have shown that hand washing is an important factor preventing the spread of infections.

In many studies, the importance of hand washing is emphasized (Batmaz, et al., 2008; Sabuncu, et al., 2008).

**Resources without an Author**

In resources without an author (the author is a community, institution, etc.) the name of the book and the year of publication should be given.

**Example:**

Empathy means the ability of a person to understand the feelings, desires and thoughts of a consciousness by putting himself in the place of it without trying (TDK dictionary, 2005).

### **The Laws and Regulations published in the Official**

Laws and regulations published in the Official Gazette should be written as T.C. The Official Gazette, the date of publication (in days, months and years) and the issue.

#### **Example:**

The criteria related to organ transplantation are explained by laws and regulations (T.C. Official Gazette, March 12, 2002, issue: 351).

### **Other Newspapers**

If newspaper articles are cited as sources, the name of the newspaper, the day of publication, month, year should be given.

#### **Example:**

..... (Cumhuriyet, 05 October 2009).

Cumhuriyet (October 05, 2009) in its news about the importance of the issue  
.....

### **Resources Whose Author is an Organization or Working Group**

The name of the organization or working group (symbol/abbreviation, if any), and the year of study should be written. If the organization or workgroup has a symbol, the symbol and date are written when they are used again after the first use.

#### **Example:**

For the first time, the Turkish Nurses Association (2005) organizes its course programs on this topic. ....

(Turkish Nurses Association, 2005) The second and subsequent uses TNA (2005), at the end of the course organized by .....  
..... (TNA, 2005).

### **Web Pages**

The addresses of the web pages used as resources should be provided with the date of access (in days, months, years) in the text.

### **Example:**

In the dictionary of the Turkish Language Institution “Empathy” is defined as ..... (www.tdk.gov.tr , Accessed May 10, 2009).

### **Text Quotation**

Direct quotation is made in two ways:

- If the quote is three lines or less in direct quotation, it is given inside the text in quotation marks.

He states that “when looking at the twenty-first century, the concept of superiority can come from a computer as well as from an oil barrel” (Sezer, 2010, p. 67).

- In direct quotations, quotes are written separately from the main text if they are more than three lines long. In this case, after leaving two spaces, it is written in double quotation marks with 2.5 cm indention in 1 line spacing and 10 points fontsize. After the quote, two-line spacing should be left again when switching back to the main text. Indicate the direct quotations in your text by writing the author of the work, the year and page or pages in brackets, (p.25, or p.34-36). For citations made from pages which do not continue successively, a comma will be placed between the page numbers (p.67, 72). Direct quotations should be one-on-one with the original text.

“It is quite difficult to group banks in such a way that they are strictly separated from each other, although it is partially possible at the country level, but throughout the world. This difficulty is due to the dependence of banking activities on the national economy and the capital market, the breadth of the fields of activity and the fact that banks are largely under legal supervision” (Sezer, 2010, p. 128).

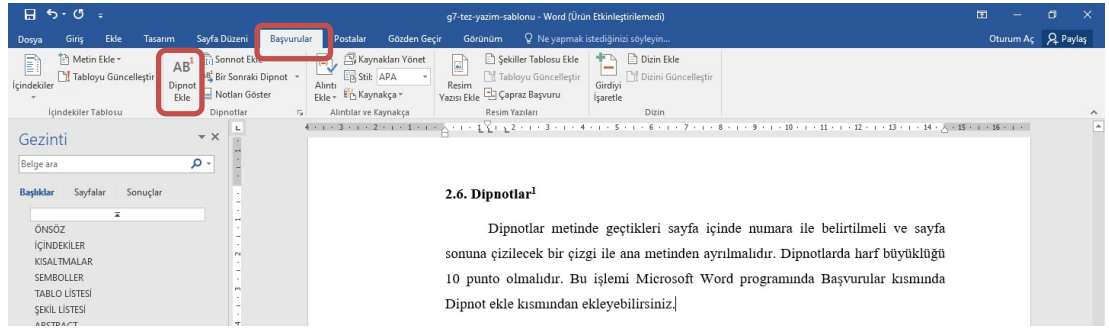
### **2.6. Footnotes<sup>1</sup>**

A footnote is used to provide information if it is deemed necessary in the text. Footnotes should be indicated in the text with the number on the page they are on. In

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<sup>1</sup> Footnote explanation.

footnotes, the letter size should be 10 points. You can do this by using Insert footnote in the References section in the Microsoft Word program.



## 2.7. Line spacing and layout

The term “space”, which is used in the manual, refers to the distance between lines of text, which is approximately equivalent to the size of two small letters. The thesis text is written with 1.5 space leaning on each side. The Preface, Contents, Abstract, Resources, CV, Abbreviations, Lists of Figures and Symbols and Appendices, as well as the names and descriptions of tables and figures in figures and text, and footnotes of the thesis should be written with 1 line spacing.

**The paragraph indentation is started from the inside by 1.25 cm (1 “tab” key) and no empty space is left between paragraphs .In the thesis text, syllables in words are not divided with a hyphen.**

While abbreviations, tables, figures and symbol lists are prepared, explanations are written by leaving 6-point (dot) space before and 6-point (dot) space after as in normal text.

**First-degree headings start from a new page and a 72-point (dot) space before the heading, and then an 18-point (dot) space after the heading is left.. Before the second-degree headings, 18-point (dot), and after them, 12-point (dot) spaces are left, and before the third and fourth-degree headings, 12-point (dot), then after them, 6-point (dot) spaces are left. A heading of lower than the fourth degree is not used. There must be a written text under each heading.**

Headings cannot be written as the last line of the page. If 2 lines of text cannot be written after the heading, the heading will also be on the next page. The first line of a paragraph cannot be written as the last line of a page, and the last line of a paragraph cannot be written as the first line of a page.

## **2.8. Page Numbering**

The outer and inner covers of the thesis and all pages other than the thesis approval minutes and the preface section are numbered.

Starting from the Thesis Ethics Statement page, the preface, the table of content, the list of abbreviations if any, symbols, tables, figures, and front pages such as the abstract, are numbered with Roman numerals (i, ii, iii, iv...), and the text part starting with the introduction section is numbered with Arabic numerals (1, 2, 3...).

Page numbers are added centered at the end of the page without using brackets, lines, etc. Page numbers should be written in the Times New Roman character and the font size should be 12.

### **3. MATERIAL AND METHOD**

The material and the method is clearly presented in an order in a thesis study. This part of the thesis is constructed in such a way that it can be easily understood; the studies are presented in a sequence similar to the steps that have reached the goal. A schematic representation is made where and in what case it is necessary. The reader of the thesis should be able to clearly see the research tools, method and steps of the study before moving on to the results section.



#### **4. FINDINGS**

Any findings obtained from the study are written to this section. The findings are supported by tables and figures. Information is given about each finding obtained from the study in an order.

## **5. DISCUSSION**

In this section, the findings obtained from the study should be discussed in the light of scientific principles and the information and data contained in the literature. During the discussion, the figures and charts given in the Findings section and the relevant resources (reference) should be referred to.

## **6. RESULTS or CONCLUSION**

In this section, the original results extracted or obtained from the study should be presented in an order.

## **7. RECOMMENDATIONS**

If there are any forward-looking studies that are considered appropriate to be carried out according to the results obtained from this study, they should be mentioned in this section.

## **Citation in References Section**

An important point in the preparation of the list of resources is that it consists of enough information to provide access to the resource used. There should be no numbering in the list of sources. The year of publication of the source should be indicated in parentheses after the author(s) have been written

In more than one study conducted by the same author or the same group of authors, the publication date order should be taken as a basis.

If the same author/authors have more than one work done in the same year, symbols like a, b, c, after the date and adjacent to the date should be used to distinguish them.

In the resources which are published in the same year by the same author and where the order of the writers except the first one have changed, the order is done according to the surname of the second or the subsequent authors.

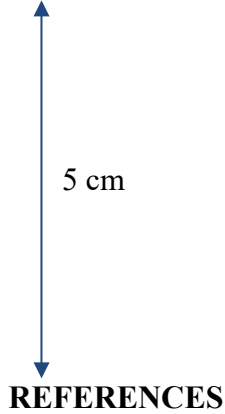
In sources that do not have an author, they should be placed in the appropriate place in alphabetical order, based on the title of the work.

## **Writing of Articles**

The titles of the articles should be written in full when showing the resources. The first letter of the first word of the title of the article should be written in uppercase, the first letters of other words should be written in lowercase; but if there are proper names in the name of the article, the first letters of these proper names should be written in uppercase. The period should be put after the article name is written.

Journal name abbreviations should be kept true to the original abbreviation. For this purpose, the abbreviations of international journal names should be based on "Index Medicus" or "Citation Index", and the Turkish Medical Index of TÜBITAK should be based on the abbreviation of Turkish journals. The names of journals that are outside these categories or do not have an international abbreviation should be written clearly.

A comma should be used after the journal name, then the volume of the journal in which the article was published, its number (if any) in brackets, the beginning and end pages of the article should be written, respectively.



**Example of a Single-Author Journal Article;**

**Baddeley, A.** (1992). Working memory. *Science*, 255(5044), 556-559.

**Example of Journal Articles with Multiple Authors;**

← 2,75 cm → **Bentley, M., Peerenboom, C. A., Hodge, F. W., Passano, E. B., Warren, H. C., & Washburn, M. F.** (1929). Instructions in regard to preparation of manuscript. ← 2,5 cm →  
 ← 4 cm → *Psychological Bulletin*, 26(2), 57.

**Example of an Online Periodical Article with a DOI Number;**

**Jones, J. M., Anderson, J. W., & Tukey, R. H.** (2000). Using the metabolism of PAHs in a human cell line to characterize environmental samples. *Environmental toxicology and pharmacology*, 8(2), 119-126. doi:10.1016/S1382-6689(00)00033-8.

**Example of an Online Periodical Article without a DOI number;**

**Jones, L. V., & Tukey, J. W.** (2000). A sensible formulation of the significance test. *Psychological methods*, 5(4), 411-423. <http://psycnet.apa.org/journals/met/5/4/411/> adresinden erişildi.

**If the article is published in the form of supplement, then in brackets Suppl. should be noted.**

**McInnes, J., Larson, M. G., Daltroy, L. H.** (1992). A controlled evaluation of continuous passive motion in patients undergoing total knee arthroplasty. *J. Am. Med. Assoc.*, 11 (Suppl 2), 1423-1428.

**Example of a Publication with an Unknown Author;**

*Merriam-Webster's collegiate dictionary* (11<sup>th</sup> ed.). (2005). Springfield, MA: Merriam Webster.

**In articles whose author is an organization or working group, the name of the organization or working group and the year of study, the name of the article, its number if any should also be written instead of the author's name.**

**American Heart Association** (2005). American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. Part 6: CPR Techniques and Devices. *Circulation*, 112 (24), (Suppl.), 47-50.

**The Basic Format for Books;**

**Murray, C. J., & Lopez, A. D.** (1996). *Global burden of disease*. Cambridge, MA: Harvard University Press.

**For books that are indicated to have more than one edition, which edition is used should be written as in the following examples.**

**Alışkan, M.** (2009). *Yükseköğretim Mevzuatı*. 11. Baskı. Yaylım Yayıncılık. İstanbul.

**Perkins, A.** (1995). *Nuclear Medicine: Science and Safety*. 2<sup>nd</sup> ed. John Libbey. London.

**Example of a Publication of an Institution;**

**National Lesbian and Gay Journalists Association.** (2005). *Stylebook supplement on lesbian, gay, bisexual and transgender terminology*.

Retrieved from <http://www.nlgja.org/files/NLGJASylebook0712.pdf>

**Example of an Article or Chapter in an Edited Book;**

**Perrett, G.** (1990). The language testing interview: A reappraisal. In J. H. de Jong and D. K. Stevenson (eds.), *Individualizing the assessment of language abilities* (ss. 225-38). Philadelphia, Multilingual Matters.

**Example of a Published Thesis;**

**Petosa, P. S.** (1994). *Use of social cognitive theory to explain exercise behavior among adults*. Published Dissertation: The Ohio State University, School of Education, Columbus, OH; 1993 Dissertation Abstracts International: Section B: The Sciences and Engineering, 54(8-B), 4103.

**Example of an e-book;**

**Pilkington, A., & Majumdar, A.** (2014). *EMQs for the MRCOG Part 2*. Cambridge University Press. Retrieved from <http://www.ebooks.com/1754968/emqs-for-the-mrcog-part-2/pilkington-andrea-majumdar-amitabha/>.

**Example of a Government Document;**

**U.S. Copyright Office.** (1981). *Circular R1: Copyright basics* (Publication No.341 – 279/106). Washington, DC: Government Printing Office.

**Example of an Unpublished Thesis;**

**Waddell, J.** (1998). *Sibling relationship as a moderating factor for children who have witnessed family violence*. (Unpublished Dissertation). York University, Canada.

**Referencing Saved Documents on Compact Discs**

All kinds of documents stored on compact discs used in the thesis should be shown in the source list with a [CD-ROM] note. If the author/authors of the document saved on compact discs are not certain, the organization name should be given instead of the author name.

**Craven, R. F., Hirnle, C. J.** (2009). *Fundamentals of Nursing, Human Health and Function*. 6<sup>th</sup> ed., Lippincott Com. Wolters Kluwer Health [CD-ROM].

### **Referencing Original Computer Programs**

When an original computer program is used as a resource in the thesis, this software should be displayed in the resources directory and the name of the producers, release date, name of the software, version and place of production should be specified.

**SPSS Inc.** (2007). SPSS for Windows. Version 11.00, Chicago.

### **Referencing in text citation**

**Sezer, N.**, Reklam Stratejileri, İstanbul, (Haziran 2010).

### **Example of Internet Resources without a date;**

**Star trek planet classifications.** (t.y.). *Goarticles*. Erişim tarihi: 07.06.2010, <http://goarticles.com/article/Options-for-Gifting-a-Get-Well-Gift-Basket/8958526/> adresinden erişildi.

### **Example of an Online Encyclopedia and Dictionary;**

**Zombie.** (n.d.). *Cambridge Online Dictionary*. Retrieved from <http://dictionary.cambridge.org/dictionary/british/zombie>

**Example of Internet Resources whose Author is not known.** (Note: Internet resources whose author is not known are given at the end);

**Url-1** <http://www.mohid.com>, Access date: 29.06.2006.

**Url-2** <http://www.elet.polimi.it/>, Access date: 10.01.2007.

### **More information about the resources:**

- ✓ It is necessary to arrange the resources in alphabetical order.
- ✓ Take care of all the indentions.
- ✓ Also pay attention to Italics, Uppercase – lowercase and punctuation.

**This is a note, delete it before printing**



## **APPENDICES**

Explanations, drawings, figures, etc. that are distracting from the topic, preventing continuity in reading, and are too long to be given as footnotes if they are included in the thesis, they are added to the end of the thesis separately from the text. In some branches of science, approval form, institution permits, ethics committee approval certificate, etc. should be added if necessary.

The preparation of the appendices and their placement in the thesis is carried out in accordance with the rules set out below:

After the references page of the thesis, “**APPENDICES**” (12 points and bold) are written on a blank page and the appendices are sorted on the next page. The word “**APPENDIX**” (12 points) is written 5 cm down the top edge of the page to the left side and in bold. Each appendix is presented starting from a separate page. A number and name should be given in each appendix.

For example, such as “**APPENDIX A: Maps**” or “**APPX. A: Maps**”.

The page numbers of the Appendices Section should continue with the page number following the References section.

The names of the APPENDIX subsections are listed under the main title of the APPENDICES. But they are not written in the table of contents at the beginning of the thesis. **This is a note, delete it before printing**

APPX. A: Maps

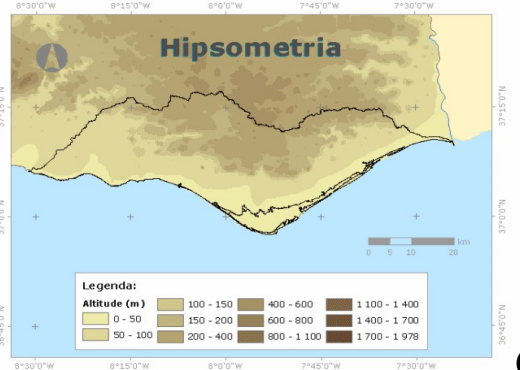
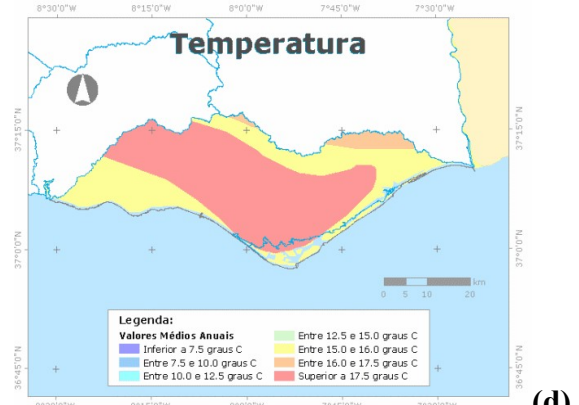
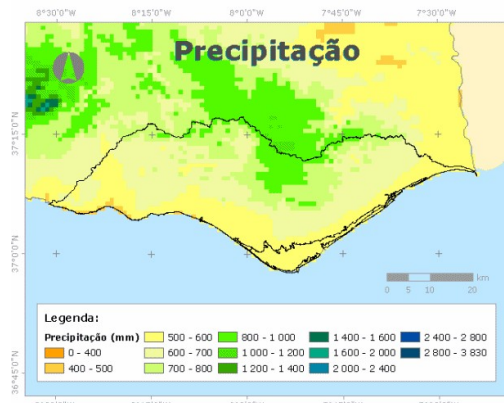


Figure A.1. Regional Maps: (a) Rain, (b) debit, (c) Evapotranspiration...

In multiple figures, each different figure, if necessary, (if each of them will be referenced in the text) is given by using a letter for each and by adding their descriptions one by one. If a generic name is sufficient, a letter is not required in appendices. **This is a note, delete it before printing**

**Table A.1.** Example of a table in the appendices 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

## CURRICULUM VITAE (CV)

Name-Surname :

### STATE OF EDUCATION:

- **Undergraduate** : Year of Graduation, University, Faculty, Department
- **Graduate** :Year of Graduation, University, Department, Programme

### PROFESSIONAL EXPERIENCES AND AWARDS:

### PUBLICATIONS, PRESENTATIONS AND PATENTS DERIVED FROM THE THESIS:

- Ganapuram S., Hamidov A., Demirel, M. C., Bozkurt E., Kindap U., Newton A., 2007. Erasmus Mundus Scholar's Perspective on Water and Coastal Management Education in Europe. *International Congress - River Basin Management*, March 22-24, 2007 Antalya, Türkiye. (Example of a paper)
- Satoğlu, Ş.I., Durmuşoğlu, M. B., Ertay, T. A., 2010. A Mathematical Model And A Heuristic Approach for Design of The Hybrid Manufacturing Systems to Facilitate One-Piece Flow, *International Journal of Production Research*, 48(17), 5195-5220. (Example of an article)
- Chen, Z., 2013. Intelligent Digital Teaching And Learning All-In-One Machine, Has Projection Mechanism Whose Front End Is Connected With Supporting Arm, And Base Shell Provided With Panoramic Camera That Is Connected with Projector. Patent numarası: CN203102627-U. (Example of a patent)

### OTHER PUBLICATIONS, PRESENTATIONS AND PATENTS:

#### PUBLICATIONS/PRESENTATIONS DERIVED FROM THE THESIS

- Ganapuram S., Hamidov A., **Demirel, M. C.**, Bozkurt E., Kindap U., and Newton A., 2007: Erasmus Mundus Scholar's Perspective on Water and Coastal Management Education in Europe. *International Congress - River Basin Management*, March 22-24, 2007 Antalya, Türkiye.

When preparing a CURRICULUM VITAE , 1 line of space is left. A curriculum vitae with a publication list (if it has a publication) is recommended. Personal information such as photo, e-mail address and address **should not be written.**

**This is a note, delete it before printing**

## **Thesis/Project Submission Process**

Term projects/Master/PhD theses /Proficiency in Arts theses that will be delivered to the Institute of Graduate Studies of Haliç University are written and submitted in accordance with the guidelines specified in the guide " The Guide on Compiling Graduate Theses Prepared in Higher Education Institutions over the Internet" prepared by Higher Education Council (YÖK) and the principles specified in our Institute's Thesis Writing Guide. **Theses that have not been written in accordance with the formats specified in the above-mentioned writing guides are not accepted.** All printouts should be taken on white paper, the so-called “high-grade paper”, the size of which is 80-100 grams in the A4 (210x297 mm) standard. Only one side of the paper should be used for writing the thesis. The reproduction of the thesis copy must be made from the original thesis. Printouts should be taken from computer printers, copies should be clear and legible. After the thesis is bound and cut for edge correction, its final dimensions should be 205x290 mm. Theses are prepared in a computer and their printouts are taken from laser or inkjet printers. Manual corrections, erasures and scrapes are not accepted in any part of the thesis. The entire thesis is prepared digitally as a single PDF file, including appendices, and transferred to a CD. The prepared PDF file must be the same as the copy of the thesis submitted to the Institute. Files must be uncompressed and unencrypted. When naming files in master's and PhD/ Proficiency in Arts programs, the reference number taken from the thesis data entry form should be written, the name, surname or title of the thesis should not be written. In non-thesis master's programs, the student number, first name, last name should be written instead of the reference number in the file name. Turkish characters should not be used when naming files.

Thesis appendices prepared in text format or prepared by photocopy should be located in the pdf file with the full text of the thesis. The charts, figures and formulas mentioned in the thesis are created in a computer. Those that cannot be created in a computer are written with a template. Manual correction is not done on them.

### **Before the Submission of the Thesis / Project to the Department / Art Major:**

The student submits his/her thesis in Word to his/her advisor. The advisor shares the results of similarity analysis (the first page showing the document information and the overall similarity ratio) obtained from the thesis by using the Turnitin program with the student.

**The similarity (Plagiarism) rate should be no more than 25% for term projects, 15% for master's thesis, 10% for a PhD / Proficiency in Arts thesis.**

### **Submission of the Thesis /Project to the Department /Art Major and Institute:**

The student submits the spiral version\* with a transparent cover of the thesis to the Department /Art Major.

*\* It is necessary to add the institution permits, ethics reports, survey sample, if any, within the scope of the study and student resume, to both thesis' spiral version before the defense and the bound version after the defense as shown in the thesis writing guide.*

The Department/Art Major completes the following documents for the Semester Project and Thesis;

- Wet signed **Thesis Presentation Form** prepared by the advisor and approved by the Head of the Department/Art Major.

-**Plagiarism report** signed by the advisor.

-“**Semester Project/Thesis Writing Format Conformity Form**” is completed (<http://lisansustuprogramlar.halic.edu.tr/tr/dokumanlar>).

These completed documents do not go into the spiral version; they are delivered to the Institute together with the semester project/thesis.

### **Semester Project/Thesis Defense Process:**

The proposed jury members and the date of the semester project/thesis exam are submitted to the Institute's Board of Directors. The term project / thesis approved by the Board is copied and delivered to the jury members in a spiral form. Delivery of thesis copies to the thesis jury members should be done by the relevant student under the responsibility of advisor and/or the Head of the department / Art Major.

The documents required to be filled out by the jury in a computer and signed with a blue pen during the defense exam are as follows;

-Signed Thesis Approval Page

**3 Copies for Master's Degree,**

**4 Copies for PhD/Proficiency in Art\*\***

-Thesis Review and Evaluation Form

**3 Copies for Master's Degree,**

**5 copies for PhD/ Proficiency in Art**

-The minutes of the Thesis Examination (1 copy)

- Semester Project/Thesis Acceptance Form (1 copy)

After the signatures of the documents are completed, they are submitted to the Institute by the consultant **within 3 days of the term project / thesis defense exam date.**

Master's students with theses who received corrections as a result of the exam are given three (3) months to correct their thesis and re-defend it, and PhD/ Proficiency in Art students are given six (6) months. During this period, **the student takes the defense exam again and repeats the stages of submitting the Thesis / Project, to the Department / Art Major and Institute, as well as the Term Project /Thesis Defense Process.** No correction is given to master's students without a thesis, and an acceptance or rejection decision is made on the defense exam.

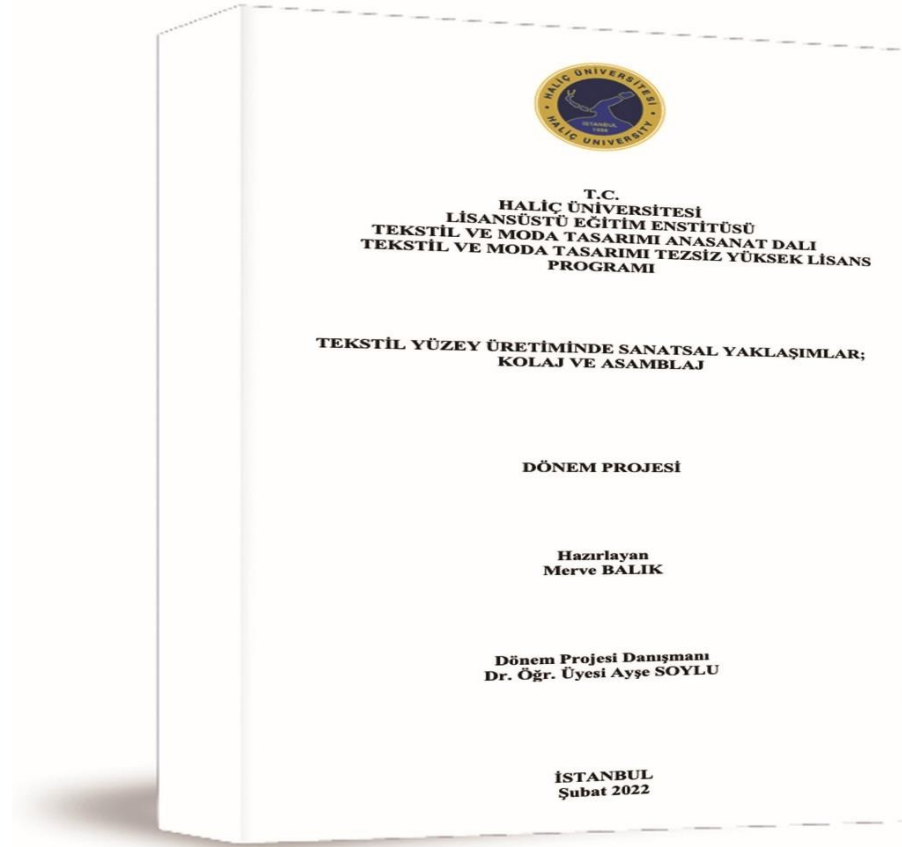
***\*\*In order for the student to defend his/ her PhD /Proficiency in Art thesis, prior to his/her defense examination, at least one article in which his name is the first and produced from the thesis/ thesis topic on the fields of Health Sciences, Humanities and Social Sciences, Science and Engineering, Fine Arts, Music and Performing Arts must be published or accepted to be published In journals scanned by SSCI, ESCI, AHCI, SCI, SCI-E, within the scope of national refereed and international field indexes indexed in the database of the National Academic Network and Information Center (ULAKBİM)***

**The Process of Submitting a thesis of a Student Who Has Successfully Passed the Defense Exam to the Institute:**

**1) For a student's master's term project without thesis**

- a) He must complete and submit the project to the Institute **no later than 1 month** from the date of the defense exam, along with all other procedures.
- b) "Thesis /Semester Project Writing Format Conformity Form" is completed by the advisor and submitted to the institute together with the spiral semester project.
- a) After approval by the Institute with the "DISSERTATION/SEMESTER PROJECT WRITING FORMAT CONFORMITY FORM"; The following actions should be performed for the semester project.
  - 4 white cardboard bound theses (1 original, 3 copies) will be printed. In addition, CDs are also prepared in which the project is included.
  - There **shouldn't be** signature and personal data in the CD (place of birth, date of birth, contact information, etc. on the CV.).

- In the appendix part of the bound thesis, the ethics committee approval form must be added for all the studies that require the Ethics committee within the scope of the study.
- b) 1 copy of the thesis approval form issued by the Institute and the plagiarism report issued by the consultant with the signatures should be added to the original volume and the unsigned version of these documents should be added to the other 3 copy volumes.



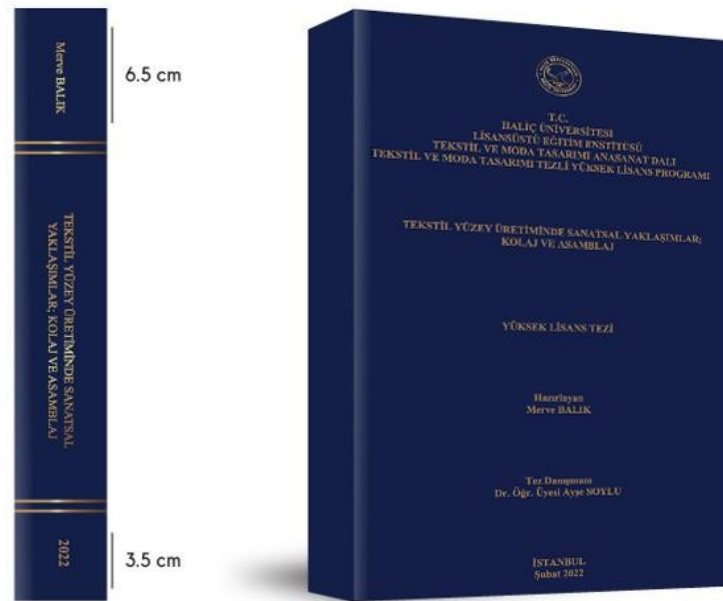
*An example of a volume that will be used in the final edition of the thesis -a Semester Project.*

**For a student's master's thesis:**

- a) He/she must complete and submit the thesis to the Institute at the latest within 1 month from the date of the defense exam along with all other procedures.
- b) “Thesis /Term Project Writing Format Comformity Form” is completed by the advisor and submitted to the institute along with the spiral thesis.
- c) After approval by the Institute with the “THESIS / TERM PROJECT WRITING FORMAT CONFORMITY FORM”, the following procedures should be followed for the thesis.



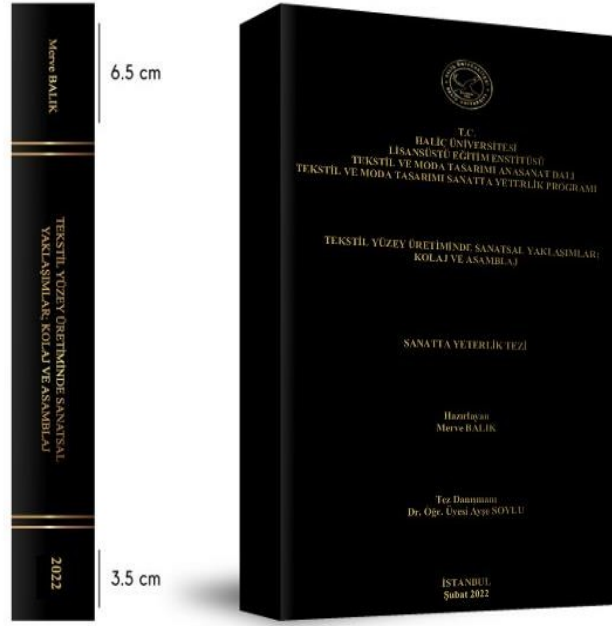
- 2 dark blue cloth bound theses (1 original, 1 copies) will be printed. In addition, 2 CDs are prepared, in which the thesis is included.
- The printing color and number of the thesis must be **SOM** brand with the code **069 in dark blue cloth binding**.
- In the thesis that will be given to the library and jury members within the CD, there **must not be** signature and personal data (place of birth, date of birth, contact information, etc. in the CV).
- After the student signs up to <https://tez.yok.gov.tr/UlusalTezMerkezi/> and fills in his/her information, he /she prints out 2 copies of thesis data entry form and delivers the signed versions to the institute. It is mandatory to have an ORCID number on the thesis data entry form.
- In the appendix part of the bound theses, the Ethics Committee approval form must be added for all the studies that requires the Ethics committee within the scope of the study.
- 1 copy of the thesis approval form issued by the institute and the plagiarism report issued by the advisor with the signatures should be added to the original volume, and the unsigned versions of these documents should be added to the other 4 copy volumes.



*An example of a volume that will be used in the final edition of the thesis –Master’s Degree*

### **For a student's PhD or Proficiency in Art Thesis**

- a) He/she must complete and submit the thesis to the Institute at the latest within 1 month from the date of the defense exam along with all other procedures.
- b) “Thesis /Term Project Writing Format Comformity Form” is completed by the advisor and submitted to the institute along with the spiral thesis.
- c) After approval by the Institute with the “THESIS / TERM PROJECT WRITING FORMAT CONFORMITY FORM”, the following procedures should be followed for the thesis.
  - 7 black cloth bound thesis (1 original, 6 copies) will be printed. In addition, 3 CDs are prepared, in which the thesis is included. In the thesis that will be given to the library and jury members within the CD, there **must not be** signature and personal data (place of birth, date of birth, contact information, etc. in the CV).
  - After the student signs up to <https://tez.yok.gov.tr/UlusalTezMerkezi/> and fills in his/her information, he /she prints out 2 copies of thesis data entry form and delivers the signed versions to the institute. It is mandatory to have an ORCID number on the thesis data entry form.
  - In the appendix part of the bound theses, the Ethics Committee approval form must be added for all the studies that requires the Ethics committee within the scope of the study.
  - 1 copy of the thesis approval form issued by the institute and the plagiarism report issued by the advisor with the signatures should be added to the original volume, and the unsigned versions of these documents should be added to the other 6 copy volumes.



*An example of a volume that will be used in the final edition of the thesis –A  
PhD/Proficiency in Art Thesis*

*Institute for Graduate Studies*