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HALİC UNIVERSITY
INSTITUTE OF GRADUATE STUDIES**

THESIS WRITING GUIDELINES

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PREFACE

The purpose of this guide is to ensure that Master's theses and doctoral dissertations prepared within departments affiliated with the Graduate Education Institute of Haliç University adhere to uniform standards of quality and academic rigor. The rules outlined in this manual are intended to guide thesis authors; however, provided that the fundamental requirements specified herein are met, authors are granted flexibility with respect to variations in formal presentation across departments.

TABLE OF CONTENTS

Sayfa

PREFACE	Hata! Yer işaretü tanımlanmamış.
1. GENERAL FORMAT AND WRITING PLAN	7
1.1. Paper Specifications	7
1.2. Margins and Page Layout.....	7
1.3. Font	8
1.4. Language of the Thesis/Dissertation	8
1.5. Line Spacing and Paragraph Layout	9
1.6. Page Numbering.....	9
1.7. Figures and Tables.....	10
1.8. Abbreviations and Symbols.....	11
1.9. Equations.....	11
1.10. Footnotes	11
1.11. Definitions, Theorems, and Lemmas	12
1.12. Thesis Binding.....	12
2. THESIS STRUCTURE.....	13
3. THESIS SECTIONS and CONTENTS.....	14
3.1. Front Matter	14
3.1.1. Cover Page / Title Page	14
3.1.2. Approval Page	14
3.1.3. Dedication.....	14
3.1.4. Ethics Statement	14
3.1.5. Turkish Abstract and English Abstract	15
3.1.6. Acknowledgements.....	15
3.1.7. Table of Contents.....	15
3.1.8. List of Tables	16
3.1.9. List of Figures.....	16
3.1.10. List of Symbols and Abbreviations	17
3.2. Main Body of the Thesis/Dissertation.....	17
3.2.1. Introduction	17

3.2.2. Main Chapters	18
3.2.3. Conclusion.....	18
3.3. References	18
3.3.1. Quotations.....	18
3.3.2. Citations (In-text citations).....	20
3.3.3. Reference List.....	22
3.4. Appendices	24
3.5. Résumé	25
4. APPENDICES.....	26

1. GENERAL FORMAT AND WRITING PLAN

1.1. Paper Specifications

Theses and dissertations shall be written and printed on first-quality white A4 paper (21 × 29.7 cm) weighing 80–100 g.

1.2. Margins and Page Layout

According to the reading direction, the pages on the right side are odd-numbered pages, and those on the left side are even-numbered pages. For the part of the thesis from the beginning up to the INTRODUCTION, as well as for the APPENDICES section at the end of the thesis, only one side of the paper (odd-numbered pages) should be used. From the INTRODUCTION through the end of the REFERENCES, both sides of the paper shall be used.

The text areas on odd- and even-numbered pages, based on the A4 paper size, should be arranged as shown in Figures 1.1 and 1.2, respectively. Nothing in the thesis (main text, headings, figures, charts, etc.) should extend into the margins. The text should be “justified.”

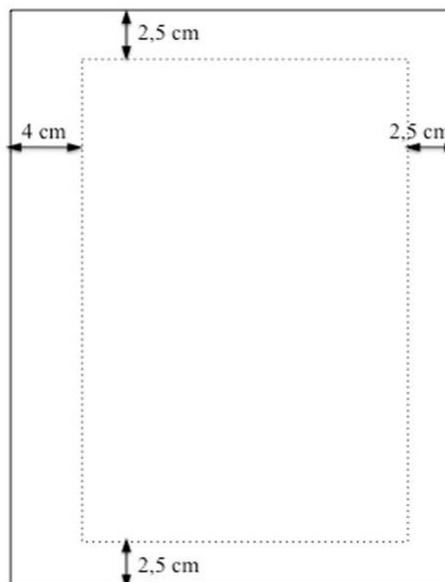


Figure 1.1. Single page layout

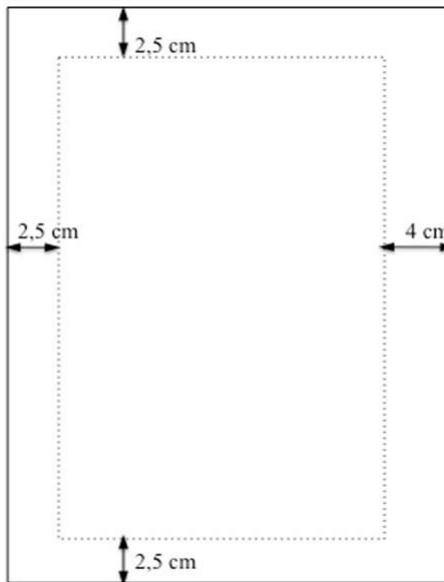


Figure 1.2. Double-page layout

1.3. Font

Only “Times New Roman” shall be used as the font in the thesis, and the font size should be 12 pt. Footnotes, tables, and figures should use a smaller font size (8-10 pt). The details are provided in the relevant subsections. All text should be black. There should be no space before punctuation marks, and a single character space should follow punctuation marks. Parentheses should be opened after a one-character space following the word. After an opening parenthesis, the text inside the parentheses should be written without a space, and the parenthesis should be closed without a space. If the sentence ends after the closing parenthesis, a period should be placed right after the parenthesis. For writing subscripts and superscripts, as well as for preparing tables, an 8-pt font is used (H_2O , cm^2). Lines and sentences should not begin with numbers, abbreviations, symbols, or signs. Numbers in sentences and on lines (except for date and institution abbreviations) should be written in words.

1.4. Language of the Thesis/Dissertation

The thesis or dissertation shall be written in English and prepared in accordance with standard English spelling and writing conventions. Internationally accepted style guides may be consulted as needed, and punctuation shall be used correctly. Logical coherence between sentences and paragraphs shall be maintained, and irrelevant expressions shall not disrupt the flow of the text. Established English equivalents shall be used for scientific terms. In academic writing, the passive voice shall be preferred for third-person narration (e.g., was found, was

observed). When writing large numbers, commas shall be used to separate groups of three digits (e.g., 2,615,718). A dot shall be used as the decimal separator in decimal numbers. A single space shall be left between numerical values and their units (e.g., 1 g, 30 cm).

1.5. Line Spacing and Paragraph Layout

The text of the thesis or dissertation shall be set at 1.5 line spacing. The following rules shall be observed with respect to line spacing and paragraph layout:

- Before first-level (main section) headings, leave 72 pt before and 18 pt after.
- Before second-level subheadings, leave 18 pt before and 12 pt after.
- Before the third- and fourth-level subheadings, 12 pt spacing should be left before and 6 pt after.

All section headings in the thesis or dissertation shall be set in bold, with font sizes as specified below:

- The first-level heading and the number should be set in 16-point type.
- The second-level subheading and the number should be set at 14 pt.
- The third- and fourth-level subheadings and their numbers should be 12 pt.
- The fifth- and lower-grade headings should not be included in the thesis/dissertation. Bullet points should be used instead.
- The first-level section heading should appear at the top of the new page.
- Chapter headings of the first degree should be written in capital letters, and sub-chapter headings should be written with the first letter of each word capitalized.
- In the first- and second-level section headings, conjunctions (and, or, with, etc.) should be written in lowercase letters.
- Acknowledgments, abstracts, table of contents, lists of tables and figures, abbreviations, list of symbols, names and descriptions of tables and figures in the text, footnotes, references, Octets, and the resume are written with single line spacing.
- Headings should not appear as the last line of a page. If two lines of text cannot fit after the heading, the heading should also appear on the next page. The first line of a paragraph cannot appear as the last line of a page, and the last line of a paragraph cannot appear as the first line of a page.
- A 6-nk space should be left before and after paragraphs. No blank lines should be used between paragraphs.

- If the caption is below the item (figure, image, photograph), set 6 pt before and 12 pt after; if the caption is above the item (table), set 6 pt before and 12 pt after, using the paragraph formatting options.

1.6. Page Numbering

Pages preceding the Introduction section shall be numbered using Roman numerals, whereas pages beginning with the Introduction shall be numbered using Arabic numerals. Page numbering shall begin with the Abstract page. The Approval and Acceptance page shall be assigned the Roman numeral I; however, Roman numerals shall not be displayed on pages preceding the Abstract. Accordingly, if the thesis includes acceptance and approval, dedication, and ethics statement pages, the page numbers on these pages shall not be shown. In such cases, the Abstract page shall be displayed as IV. Page numbers shall be placed at the bottom center of the page and shall not include any accompanying marks (such as dots, brackets, or lines). In the case of vertically oriented pages containing horizontally oriented content (e.g., tables, figures, or charts), the page number shall still appear at the bottom center of the page, positioned 1.5 cm above the bottom edge, in accordance with the vertical page layout. Page numbering shall be consistent with the overall thesis or dissertation formatting and shall be set in 12 pt type.

1.7. Figures and Tables

Figures shall be numbered using a two-level (dual) numbering system. The first number shall indicate the chapter number, and the second number shall indicate the figure number; numbering shall be sequential throughout each chapter. Figure captions shall be written with a single-character space following the figure number, with only the first letter of the first word capitalized and all remaining words in lowercase. The figure number and caption shall be placed below the figure and centered. For figures reproduced from another source, the source shall be cited at the end of the figure caption. The text within figures shall be set in 10 pt type. Each figure included in the thesis or dissertation shall be placed as close as possible to the page on which it is first mentioned, and the corresponding figure number shall be cited in the text.

Tables (Charts) shall also be numbered using a two-level (dual) numbering system. The first number shall represent the chapter number, and the second number shall represent the table number; numbering shall be sequential throughout each chapter. The table number and caption shall be placed above the table and centered. Table captions shall be written with a single-

character space following the table number, with only the first letter of the first word capitalized and all remaining words in lowercase. For tables reproduced from another source, the source shall be cited at the end of the table caption. Text within tables shall be set in 8 pt type. If a table continues onto a subsequent page, only the table number and caption shall be repeated on the following page(s), and the phrase “(continued)” shall be added at the end of the caption. Each table shall be placed as close as possible to the page on which it is first mentioned in the text.

1.8. Abbreviations and Symbols

In the thesis or dissertation, abbreviations other than standard ones shall be used only when necessary. For terms that are widely used and consist of more than one word, abbreviations may be formed using initial letters. When an abbreviation is introduced for the first time, the full term shall be written first, followed by the abbreviation in parentheses. In standard abbreviations, periods shall not be placed between letters or at the end of the abbreviation. Common abbreviations such as “WHO, AIDS, cm, m, mg” shall be used as they are, without providing their full forms. All abbreviated terms shall be listed in alphabetical order in the “ABBREVIATIONS and SYMBOLS” list. Among symbols, letters of the Greek alphabet (e.g., α , β , λ , τ) shall be positioned alphabetically according to their Latin equivalents where applicable (e.g., α under a, λ under l, and τ under t).

1.9. Equations

Equations shall be entered using the equation editor with 1.5 line spacing. A 12 pt space shall be left before and after equations, and no blank lines shall appear immediately before or after them. Equations shall be centered within the text block and numbered using a two-level (dual) numbering system. The first number shall indicate the chapter number, and the second number shall indicate the equation number; numbering shall be sequential. Equation numbers shall be written in regular type (not bold) and placed at the far right of the line on which the equation appears.

1.10. Footnotes

Explanations that would be distracting or interrupt the flow of reading if included in the main text of any page of the thesis or dissertation shall be presented briefly and concisely as footnotes at the bottom of the relevant page. For this purpose, an asterisk (*) shall first be placed

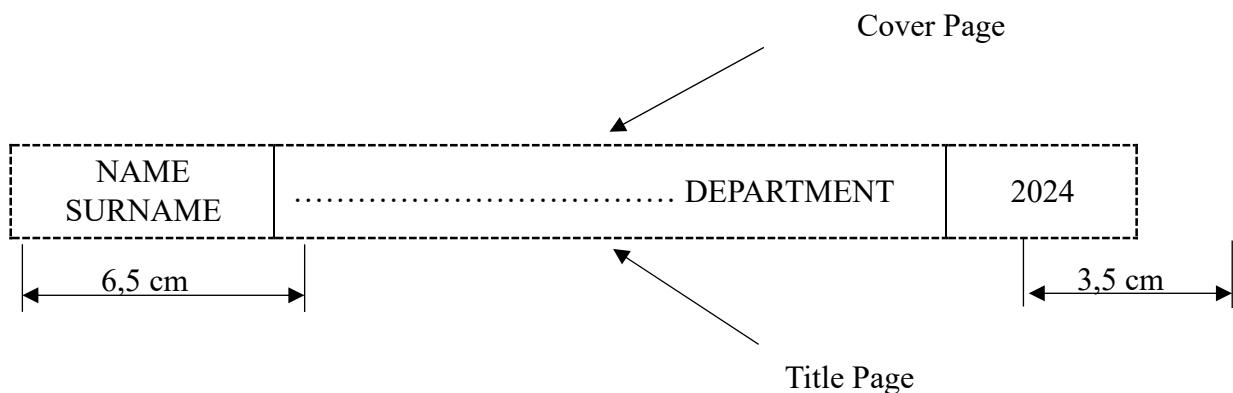
as a superscript at the end of the sentence to be explained in the text, and a half-line horizontal rule shall separate the footnote area from the main text. Below this rule, the asterisk (*) shall be repeated, and the explanatory text shall be written in 8 pt type with single line spacing (when providing explanations related to a word or sentence as a footnote, the footnote feature in the Word menu may be used). If more than one footnote appears on the same page, footnotes shall be numbered consecutively starting from 1, in the order in which they appear on the page, and shall be indicated using superscripts.

1.11. Definitions, Theorems, and Lemmas

Definitions, theorems, and lemmas shall be indicated using a two-level (dual) numbering system. The first number shall indicate the first-level (main) section number, and the second number shall indicate the sequential number; numbering shall be consecutive. Following the labels “**Definitions / Theorems / Lemmas**,” a space shall be left before the corresponding number. Subsection heading numbers shall not be used for definitions, theorems, or lemmas. There is no requirement to create a separate index for these items.

1.12. Thesis/Dissertation Binding

A cloth cover shall be used for binding the thesis. A navy blue cloth cover shall be used for doctoral theses, and a blue cloth cover shall be used for master’s theses. A sample outer cover is provided in Appendix 1, and the spine of the binding shall be formatted as illustrated therein.



2. THESIS STRUCTURE

When writing a thesis, it is essential to keep the format as simple as possible and to maintain consistency throughout.

These sections are Front Matter, Thesis Main Text, and References. The following order shall be followed when creating these sections.

FRONT MATTER

- Cover Page,
- Title Page,
- Approval Page,
- Dedication (if desired),
- Ethical Statement,
- Turkish Abstract,
- English Abstract,
- Acknowledgements (if desired),
- Table of Contents,
- List of Tables (if required),
- List of Figures (if required),
- List of Symbols and Abbreviations Page (if required),

THESIS/DISSERTATION MAIN BODY

- Introduction
- Main Chapters
- Conclusions

REFERENCES

APPENDICES

RÉSUMÉ

3. THESIS SECTIONS and CONTENTS

3.1. Front Matter

3.1.1. Cover Page / Title Page

The thesis or dissertation cover shall be A4 size (21×29.7 cm). The cover page shall fully comply with the layout and dimensions provided in the example in Appendix 1. Accordingly, the top center of the cover shall display the navy blue Haliç University logo, available for download from the Institute's website, with dimensions of 2×2 cm. Below the logo, the name of the Institute, the title of the thesis, the name of the researcher, the designation master's thesis or doctoral dissertation, the department in which the thesis was completed, the title and name(s) of the advisor(s), the city, and the year shall be included. The thesis title shall be written in Times New Roman, bold, 14 pt font and shall not exceed 20 words. All other text on the cover shall be set in 12 pt font. Except for titles and the advisor's name, all text on the cover shall be written in uppercase. Only the first letter of titles and the first letter of the advisor's given name shall be capitalized, with the remaining letters in lowercase, while the advisor's surname shall be written entirely in uppercase. A blank page shall be inserted between the outer cover and the inner cover page of the thesis. The inner cover page shall be printed on the same paper used for the thesis, and its content and layout shall exactly match the example provided in Appendix 2.

3.1.2. Approval Page

The thesis or dissertation Acceptance and Approval page shall follow the inner cover page and shall be prepared in accordance with the example provided in Appendix 3a or Appendix 3b.

3.1.3. Dedication

If the author wishes to dedicate the thesis or dissertation to a person, institution, or concept, this page may be used. The dedication shall be stated briefly and clearly on this page, and the writing style shall be entirely at the author's discretion. No title or page number shall appear on this page.

3.1.4. Ethics Statement

The title "ETHICAL STATEMENT" shall be written in all capital letters, bold, and positioned 3 cm below the top edge of the page, centered on the vertical axis of the page. An example of the Ethical Statement page, which provides information on the originality of the

thesis or dissertation and its preparation in accordance with ethical principles, is provided in Appendix 4. The Ethical Statement page shall be signed by the student who prepared the thesis.

3.1.5. Turkish Abstract and English Abstract

The Abstract shall not exceed 500 words. The English Abstract shall be placed on a separate page following the Turkish Abstract (Özet). The Abstract shall clearly and concisely state the purpose, scope, methods used, and conclusions reached in the thesis; however, subheadings such as purpose, scope, method, and conclusion shall not be used. As the Abstract page may be published independently, it shall not refer to other studies. The titles “ÖZET” and “ABSTRACT” shall be written in bold capital letters and centered on the first line of the text area. Keywords shall be listed below the Abstract and Özet, with a minimum of three and a maximum of eight keywords. Sample Turkish and English Abstract pages are provided in Appendices 5a and 5b.

3.1.6. Acknowledgements

The Acknowledgments page shall follow the Abstract. The heading “ACKNOWLEDGMENTS” shall be written in all capital letters, bold, centered 3 cm below the top edge of the page, and aligned with the vertical center line of the page. This page may include additional information related to the study that the author wishes to present but that would disrupt the flow of the main text if included therein. Positive and negative experiences encountered during the study may also be mentioned. At the end of the page, thanks shall be expressed to those who directly contributed to the preparation and reporting of the thesis or dissertation, as well as to individuals and institutions that contributed indirectly, even if such contributions were not part of their formal responsibilities. If the thesis or dissertation was completed as part of a project, the project title and the relevant institution shall also be stated on this page. When applicable, the title (if any), name, surname, organization (in quotation marks), and the nature of each individual’s contribution shall be stated briefly and clearly. The Acknowledgments page shall not exceed one page, and inclusion of this page in the thesis is optional.

3.1.7. Table of Contents

All section headings, references, and appendices (if any) included in the thesis or dissertation shall be listed in their entirety in the “TABLE OF CONTENTS”, exactly as they appear in the thesis or dissertation. The heading “TABLE OF CONTENTS” shall be written in all capital letters, bold, positioned 3 cm below the top edge of the page, and centered on the

vertical center line of the page. In the Table of Contents, the word “Page” shall be aligned flush right, followed by a single line space. After a single line space, the index shall begin. If the Table of Contents extends beyond one page, it shall continue on subsequent pages starting from the top margin without repeating the heading.

The Table of Contents shall begin with “SUMMARY” and end with “RÉSUMÉ,” leaving two lines of space below the heading. Page numbers for all listed sections and subsections shall be aligned on the right-hand side of the page using dotted leaders. All first-, second-, and third-level headings used in the thesis or dissertation shall appear in the “TABLE OF CONTENTS” without modification. An example is provided in Appendix 6.

3.1.8. List of Tables

The list of numbered tables shall be provided on this page in the order in which they appear in the thesis or dissertation. The heading “LIST OF TABLES” shall be written in capital letters, bold, positioned 3 cm below the top edge of the page, and centered on the vertical center line of the page. In the list of tables, the word “Page” shall be aligned flush right with single line spacing, and a single line of space shall be left before the list begins. If the list of tables extends beyond one page, it shall continue on subsequent pages starting from the top margin without repeating the heading. The list shall begin two lines below the title. Page numbers corresponding to the tables shall be aligned on the right-hand side of the page using dotted leaders. A sample Table Index is provided in Appendix 7.

3.1.9 List of Figures

The list of numbered figures shall be provided on this page in the order in which they appear in the thesis or dissertation. The heading “LIST OF FIGURES” shall be written in capital letters, bold, positioned 3 cm below the top edge of the page, and centered on the vertical center line of the page. In the List of Figures, a single line space shall be left, after which the word “Page” shall be written flush right; following another single line space, the list shall begin. If the list of figures extends beyond one page, it shall continue on subsequent pages starting from the top margin without repeating the heading. The list shall begin two lines below the title. Page numbers corresponding to the listed figures shall be aligned on the right-hand side of the page using dotted leaders. A sample List of Figures is provided in Appendix 8.

3.1.10. List of Symbols and Abbreviations

The heading “SYMBOLS AND ABBREVIATIONS” shall be written in all capital letters, positioned 3 cm below the top edge of the page, and centered on the vertical center line of the page, as illustrated in Appendix 9. Symbols used in the thesis shall be listed in alphabetical order under the subheading “Symbols,” together with their explanations. After the final symbol and its explanation, a two-line space shall be left, after which the “Abbreviations” section shall be presented. Abbreviations used in the thesis or dissertation shall be listed alphabetically under the subheading “Abbreviations,” along with their explanations. Symbols and abbreviations shall be written starting from the left margin of the page, and explanations of symbols and abbreviations shall not exceed one line. A sample Symbols and Abbreviations index is provided in Appendix 9.

3.2. Main Body of the Thesis/Dissertation

3.2.1. Introduction

This section shall provide information on the thesis topic, clearly stating the purpose and significance of the study. It shall explain how the topic was selected and present information on previous studies conducted in this field. The section shall include recent research related to the topic and shall avoid reliance on classical textbook information. All information that contributes to the reader’s understanding of the background, methods to be used, and other relevant aspects of the topic shall be presented concisely and clearly. General information unrelated to the topic shall be avoided.

Literature related to the theoretical and practical foundations of the thesis topic shall be summarized systematically and presented in an organized manner. When necessary, detailed information shall be provided using subheadings. Subheadings shall be consistent with the overall flow of the topic, and the discussion shall progress from general concepts to more specific aspects relevant to the thesis study.

At the end of this section, the purpose and importance of the thesis, the reasons for selecting the topic, and the intended contributions to science and/or methodology shall be clearly stated. All information shall be supported by appropriate sources and presented objectively, without personal commentary.

3.2.2. Main Chapters

All sections located between the “INTRODUCTION” section and the “CONCLUSIONS” or “CONCLUSIONS AND DISCUSSION” section shall be considered Intermediate Sections. The number of these sections and their subdivisions shall be determined jointly by the advisor and the author, taking into account the characteristics of the relevant discipline, the nature of the thesis topic, the level of detail required by the research, and the overall length of the thesis.

3.2.3. Conclusion

The final section of the thesis or dissertation main text shall be titled “CONCLUSION.” In this section, the conclusions of the study shall be stated briefly and clearly. If the conclusions are to be discussed, the section title shall be “CONCLUSIONS AND DISCUSSION.” If the research findings need to be presented in a more detailed and comprehensive manner, a separate section titled “FINDINGS AND DISCUSSION” may be included within the main text of the thesis or dissertation. If recommendations for future research are to be provided based on the conclusions, the section title may be “CONCLUSION AND RECOMMENDATIONS.”

3.3. References

The APA style shall be adopted as the referencing method for the thesis. Subject to the approval of the supervisor, the classical footnote method may also be used. The principles of the APA style are presented below, together with illustrative examples.

3.3.1. Quotations

Within the main text of the thesis, short quotations of fewer than forty words taken verbatim from another source must be enclosed in quotation marks (“ ”). After an in-text quotation is completed and enclosed in quotation marks, parentheses should be opened to indicate the author’s surname (with the initial letter capitalized), followed by a comma and the year of publication (or authorship). After the year, a colon should be inserted, followed directly by the page number, after which the parentheses are closed. If the citation is provided at the end of the sentence, a period should be placed after the closing parenthesis, and a new sentence should begin. If the cited work has no publication date, n.d. (no date) should be used instead of the year. If multiple works by the same author published in the same year are cited, lowercase letters (a, b, c, etc.) should be appended to the publication year. The same method should be applied consistently in both in-text citations and the reference list to avoid ambiguity among sources.

In-Text Citations (APA Style)

In APA style in-text citations, the author's surname and the year of publication must be provided; for direct quotations, the page number must also be included.

Single-Author Work: (Souri, 2018), according to Souri (2018), and for direct quotations: (Souri, 2018, p. 84), according to Souri (2018, p. 84)

Two-Author Work: When citing a work with two authors in the text, the surnames of both authors are always given: (Souri & KariptAŞ, 2022) or according to Souri and İnanç (2022).

Three-, Four-, or Five-Author Work: When a source with three, four, or five authors is cited in the text for the first time, the surnames of all authors are given. In subsequent citations, only the surname of the first author is provided, followed by *et al.*

If the language of writing is English, *et al.* is used instead of “vd.”:

Type of Source	First Occurrence in the Text	Subsequent Occurrences	First In-Text Citation (Parenthetical)	Subsequent In-Text Citations (Parenthetical)
Three-Author Work	Francis, Souri & İnanç (2024)	Francis <i>et al.</i> (2024)	(Francis, Souri & İnanç, 2024)	(Francis <i>et al.</i> , 2024)
Four-Author Work	Souri, Gao, Ebrahimi & İnanç (2024)	Souri <i>et al.</i> (2024)	(Souri, Gao, Ebrahimi & İnanç, 2024)	(Souri <i>et al.</i> , 2024)
Five-Author Work (in English)	Gao, Souri, Zaker, Zhai, & Guo (2023)	Gao <i>et al.</i> , (2023)	(Gao, Souri, Zaker, Zhai, & Guo, 2023)	(Gao <i>et al.</i> , 2023)

Work with Six or More Authors: In both the first and subsequent citations, the source should be cited in abbreviated form: Souri *et al.* (2020) or (Souri *et al.*, 2020). When multiple works by the same author are cited within the same set of parentheses, they are ordered chronologically by year of publication, with works that are in press listed last.

-(Boynukara, 2018, 2021) - (Souri, 2020, 2022, in press) ...

In cases where multiple works by the same author from the same year are cited, they should be listed as follows: (Souri, 2012a, 2012b).

When making multiple citations regarding the same topic, the citations should be ordered chronologically by date, and those with the same date should be listed alphabetically by the author's name: (Souri & Tokaç, 2024; Fransic, 2023; Gao, Souri, Xu, Ming & Al-Masri, 2023; Kumari, 2008; Williams, 2002).

Abbreviations for institutions: When cited for the first time in the text, the full name of the institution must be provided along with its abbreviation; in subsequent citations within the same text, only the abbreviation should be used.

- At the first citation: (Ministry of National Education [MoNE], 2009). In subsequent citations: (MoNE, 2009).

Secondary Source Citation: In scholarly works, accessing primary sources is essential; however, if the primary source cannot be obtained due to certain difficulties, the source cited or quoted within the text should be indicated in the in-text reference.

- In Bacanlı's (1992) work (as cited in Souri, 2010)...
- Souri's study (2010) (as cited in Souri, 2010) ...

In the reference list, only the secondary source (the citing source) is included.

- Souri, A. (2020). An Energy-aware task...
- Yıldırım, Y. (2011). Recognition of daily...

Long quotations exceeding forty words are not enclosed in quotation marks. Such quotations are presented as block quotations, indented one tab (1.27 cm) from the left margin. Block quotations are set in 10-point font. However, the frequent use of very long quotations is discouraged. Unlike short quotations, punctuation is placed before the citation rather than after it, for example: (p. 196).

3.3.2. Citations (In-text citations)

There are two options for providing citations within the main text of the thesis: author–date citation or numerical citation. Only one of these citation methods must be selected and applied consistently throughout the thesis from beginning to end.

3.3.2.1. Yazar soyadına göre atıf verme

When a source is cited in the main text of the thesis by the author's surname, the year of publication must be provided immediately after the surname.

For example: “...for the isolation of culture forms, potato dextrose agar was used as a control (Erten & Savaş, 2021), and complete medium yeast was used (Souri & Hassan, 2024).”

When more than one source is cited, citations are arranged in chronological order, from oldest to newest. Semicolons separate sources. If a source has more than two authors, the surname of the first author is given, followed by *et al.*, and the year of publication. If a source has two authors, the surnames of both authors are given, joined by “&,” followed by the year of publication.

For example: ...it has been reported that *Morchella* mycelia are quite rich in terms of amino acids, proteins, and vitamins (Souri *et al.*, 2024; Erten & Papila, 2021; Souri & Norouzi, 2012).

Various citation formats for journal articles used within the thesis are presented below:

For example: Since the nutritional content of vegetative *Morchella* mycelia exhibits the same characteristics as that of ascocarps, mycelium production has been considered more economical (Konar, 2014).

For example, Konar (2014) stated that since the nutritional content of vegetative *Morchella* mycelia exhibits the same characteristics as that of ascocarps, mycelium production is more economical.

When presenting citations, an author–surname–based approach should be adopted rather than a year-based approach.

For example, the correct form is according to Souri (2014).

If a source is cited within another publication, the source is cited first, followed by the author’s reference in parentheses.

For example: The species *Talaromyces flavus*, which was studied by Salihoglu (2010), is an important species (Erten & Salihoglu, 2021).

3.3.2.2. Numerical Citation

In-text citations are numbered using square brackets []. The first source cited in the thesis or dissertation is assigned to the number [1], and subsequent sources are numbered sequentially in the order in which they appear.

Sources are cited within the text in the following formats.

[2] The second source,

[1-3] Sources 1 to 3 (sources numbered 1, 2, and 3),

[1,7] Sources 1 and 7,

[1,5,9] Sources 1, 5, and 9,

[1,5-9] Source 1 and sources numbered 5 through 9.

For sources consisting of multiple volumes with the same title, each volume used must be assigned a separate reference number.

3.3.3. References List

The heading “REFERENCES” shall be centered at the top of the page in accordance with the page margins, without a section number. After leaving one line of spacing, the references should begin at the left margin. One line of spacing should be left between individual references.

Sample Reference List Entries (APA Format)

Every source cited in the text must be included in the reference list, either arranged alphabetically by author surname or numbered according to the order in which the sources appear in the text.

Single-Author Book

Comer, D. (2021). *The Cloud Computing Book*. Chapman and Hall/CRC.

KELEŞ, E. (2018). *İnternet ve Ağ Toplumu*. Ankara: Pegem Akademi.

Translated Book by a Single Author

Comte, A. (2001). *Pozitif felsefe kursları* (Çev: E. Ataçay). İstanbul: Sosyal Yayınlar.

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3.4. Appendices

Information and documents that would disrupt the flow of the thesis, hinder reading continuity and comprehension, or are too extensive to be included as footnotes—such as detailed explanations, sample calculations, derivations of formulas, extensive experimental data, survey instruments, supplementary tables, permission letters, and ethics committee approvals—must be presented in this section. This section begins with a cover page on which the word “APPENDICES” is centered both horizontally and vertically. Page numbering shall continue consecutively, including the cover page. An appropriate title must be assigned to each appendix, and appendices should be presented in the order in which they are cited in the text as “APPENDIX-1, APPENDIX-2, APPENDIX-3, ...” (not in bold), with each appendix starting on a new page. References to appendices within the text should be made in the form “(see Appendix ...).”

Any research-related materials that cannot be included within the main body of the thesis due to their size, format, and/or scope must be submitted separately under the title “APPENDICES,” either in a separate binding, an appropriate envelope, or a box

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The student preparing the thesis shall include a brief biography written in the third person under the heading “RÉSUMÉ.” The heading “RÉSUMÉ” must be written in capital letters, centered horizontally on the page, and positioned 3 cm below the top edge of the paper. The résumé should be prepared in accordance with the format shown in the example provided in APPENDIX-10 and placed on the final page of the thesis.

A blank page must be inserted between the “RÉSUMÉ” page and the back cover of the thesis.

4.APPENDICES



APPENDIX-1

**T.R.
HALİC UNIVERSITY
INSTITUTE OF GRADUATE STUDIES**

**THESIS TITLE (14 PT, TIMES NEW ROMAN, BOLD,
CAPITAL LETTERS, no more than 20 words)**

NAME SURNAME

DEPARTMENT OF

MASTER'S THESIS /DOCTORAL DISSERTATION

SUPERVISOR

Prof. Dr. / Assoc. Prof. / Asst. Prof. Name SURNAME

İSTANBUL -YEAR



APPENDIX-2

T.C.
HALİÇ ÜNİVERSİTESİ
LİSANSÜSTÜ EĞİTİM ENSTİTÜSÜ

**TEZ BAŞLIĞI (14 PUNTO, TIMES NEW ROMAN, BOLD,
BÜYÜK HARF, en fazla 20 kelime)**

ADI SOYADI

..... **ANABİLİM DALI**

YÜKSEK LİSANS/DOKTORA TEZİ

DANIŞMAN

Prof. Dr. / Doç. Dr. / Dr. Öğr. Üyesi Adı SOYADI

İSTANBUL -Yıl

APPENDIX-3a

This thesis, written by “..... (First and LAST NAME) titled “..... (In all capital letters)”, has been accepted UNANIMOUSLY / BY A MAJORITY by the Jury listed below as a MASTER’S THESIS in the Department of at Haliç University Institute of Graduate Studies.

Supervisor: Title, Name and SURNAME

Signature.....

Department, University

I hereby approve/do not approve this thesis as a Master’s Thesis in terms of its scope and quality.

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Signature.....

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Signature.....

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Department, University

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I hereby approve that this Dissertation, approved by the Jury, fulfills the requirements as a Doctorate Dissertation.

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Director of the Institute of Graduate Studies

APPENDIX-4

ETHICAL DECLARATION

I hereby state that I have:

- Gathered the information and documents I used in the Thesis in line with academic requirements and ethics,
- Presented all information, documents, assessment, and results in line with scientific ethics,
- Referred to the works I have utilized in the Thesis via proper citation and reference,
- Not altered the data in any manner,
- Prepared an original study.

I hereby declare that I accept any loss of right that can arise from any contradiction with my statement above.

(Signature)

(First and Last Name)

(Date)

APPENDIX-5a

ÖZET

MEKANOKİMYASAL YÖNTEM İLE MAGNEZYUM DİBORÜR (MgB2) SENTEZİ VE ENERJİK MADDE OLARAK KULLANILABİLİRLİĞİ

Haliç Üniversitesi
Lisansüstü Eğitim Enstitüsü
Savunma Teknolojileri Anabilim Dalı, Yüksek Lisans Tezi
Danışman: Doç. Dr. Emir Teke
Ortak Danışman: Prof. Dr. Temel Savaşkan
Mayıs 2019, 80 sayfa

Bu çalışmanın amacı, mekanokimyasal yöntem ile Magnezyum diborür (MgB2) sentezinin araştırılmasıdır. Magnezyum diborür, roket yakıtlarında başlatıcı ve hızlandırıcı olarak kullanılmaktadır. Bu nedenle, yüksek verimlilikte veya saflıkta sentezlenmesi savunma sanayinde önemli bir yer tutmaktadır. Bu çalışmada, Magnezyum diborür sentezi, elementel magnezyum (Mg) ve elementel Bor (B) kullanılarak gerçekleştirildi. Mekanokimyasal yöntem ile yapılan deneyler, bilyeli öğütücü kullanılarak argon gazı atmosferinde gerçekleştirildi. İşlem sonunda elde edilen ürün, X-İşını Kırınım yöntemi (XRD) ve Taramalı Elektron Mikroskopisi (SEM-EDS) kullanılarak analiz edildi. X-ışını kırınımı desenlerinden MgB2 pikleri gözlendi. Daha sonra ürün 700°C sıcaklığında argon atmosferinde sinterlendi. Sinterizasyon sonunda oluşan diğer fazlar, farklı derişimlerde HCl çözeltileri ile 30 dakika liç edilerek uzaklaştırıldı. Reaksiyon sonunda oluşan MgO ve Mg gibi safsızlıkların giderilmesinde 0,1 M HCl çözeltisinin yeterli olduğu XRD analizleri sonucunda belirlendi.

Anahtar kelimeler: Magnezyum diborür, mekanokimyasal yöntem, saflaştırma.

APPENDIX-5b

ABSTRACT

SYNTHESIS OF MAGNESIUM DIBORIDE (MgB₂) BY MECHANOCHEMICAL METHOD AND ITS USABILITY AS AN ENERGETIC MATERIAL

Haliç University

Institute of Graduate Studies

Department of Computer Engineering, Master's Thesis

Supervisor: Assoc. Prof. Dr. Dr. Emir Teke

Co-Supervisor: Prof. Dr. Nihat İNANÇ

May 2024, 80 pages

The purpose of this study is to investigate magnesium diboride synthesis by mechanochemical methods. Magnesium diboride is used as an initiator and accelerator in rocket fuels, and has an important place in high-yielding or purity-based defense industry. Magnesium diboride synthesis was carried out using elementary magnesium (Mg) and elementary boron (B). The experiments carried out by mechanochemical method where using argon gas. The product obtained at the end of the process was analyzed by X-ray diffraction (XRD) and Scanning Electron Microscopy (SEM-EDS). MgB₂ peaks were observed in the X-ray diagrams. The product was then sintered in an argon atmosphere at a temperature of 700 oC. The other phases formed during the sintering were removed by HCl/water solutions. It was observed that 0.1 M HCl solution was enough to rinse the products such as MgO and unreacted Mg formed at the end of the reaction.

Key Words: Magnesium diboride, mechanochemical method, purification.

ÖZET	iv
ABSTRACT	v
ACKNOWLEDGEMENTS	vi
TABLE OF CONTENTS	vii
LIST OF TABLES	x
LIST OF FIGURES	xi
LIST OF SYMBOLS AND ABBREVIATIONS	xiii
1. INTRODUCTION.....	1
1.1. Resource Summaries	2
2. MATERIAL AND METHODOLOGY	20
2.1. Utilized Organism	20
2.2. Anatomical Studies	42
2.2.1. Scanning Electron Microscope Analyses	43
3. FINDINGS	60
3.1.	60
4. DISCUSSION	85
5. RESULTS AND SUGGESTIONS	88
REFERENCES (No title number)	102
APPENDICES (No title number)	105
APPENDIX.1	105
RÉSUMÉ (No title number).....	121

APPENDIX-7

LIST OF TABLES

APPENDIX-8

LIST OF FIGURES

<u>FIGURE</u>	<u>Page</u>
2.1. Chemical Diagram of the Compound	2
3.1. ω -Scan Results (From the Side and Top)	5
...	
...	
...	
...	
...	
3.10 Laser Source and Diffractometer.....	17
4.1. Lorentz Effect on Four-Axis Diffractometer	20
...	
...	
...	
...	
5.4 Establishing the K Skala Factor.....	28
5.1. Dual Energy Leveled System	32

APPENDIX-9

LIST OF SYMBOLS

I	X-Ray severity
λ	X-Ray wavelength
θ	X-Ray Reflection Angles
a, b, c, , α , β , δ	Unit cell parameters

LIST OF ABBREVIATIONS

APS	Ammonium Persulfate
SCP	Single Cell Protein
...	

APPENDIX-10**RÉSUMÉ**

First and Last Name :
Date of Birth :
Foreign Language :

Education Status : (Institution and Year)
 Bachelor's :
 Master's :

Employment (Institution and Year) :

Publications (SCI) :

Publications (Other) :

Research Field(s) :