

EK 1A
ÖZYEĞİN UNIVERSITY
INSTITUTE OF SOCIAL SCIENCES

Thesis General Guidelines

A thesis is a scholarly publication reflecting the results of your research and academic pursuits at Ozyegin University. This manual has been created as a guide to help you establish the physical format and appearance of your thesis.

Parts of the Thesis

Prefatory Pages (all prefatory pages are numbered consecutively with lowercase Roman numerals)

Title Page (bears no page number but is counted as page i)
Approval Page (page ii – lowercase Roman numeral)
Dedication (optional; page iii – lowercase Roman numeral)
Abstracts (English and Turkish; on separate pages)
Acknowledgements (optional)
Table of contents
List of Tables (required if tables are used)*
List of Figures (required if figures are used)*
List of symbols/abbreviations (required if figures are used)*

Main Text

- Text of thesis or dissertation is paginated with Arabic numbers, **starting with number 1 on the first page of text**. Every page must be numbered consecutively, including appendices and References Cited.
- Footnotes appear as a separate section (but do not start on a new page) at the end of each page.
- Appendix or Appendices (if needed) appear at the end of the text on a new page, before the References Cited.
- References list appears at the end of the document on a new page with the exception of Faculty of Law. APA style must be used.

Paper

All copies of your thesis must be printed on an acceptable, uniform grade of paper (at least 75 g, A4 size), with ink that is easily legible.

Fonts

Acceptable fonts include Times, Times New Roman, Palatino, and other easy to read serif fonts. Font size must be 12-point in the text, 10-pt in the notes, and at least 8-pt in the figures. ***The font type and font size must be consistent throughout the thesis.*** Bold face letters, symbols, and italics may be used for special emphasis and foreign words.

Margins

The left margin (or binding edge) must be at least 4.0 cm wide to allow for binding. All other margins must be at least 2.5 cm wide. Please note that headings, page numbers, text, tables, illustrations, etc. must all be contained completely within the area bounded by the margins.

Text justification

Text should be left-justified only.

Spacing

The main text is double-spaced. Single spacing is used for the table of contents, tables, long quotations and footnotes.

Paragraphs

Paragraphs must be indented 1-1.5cm. Please make sure to use the same value throughout your document. No extra spacing is needed between paragraphs.

Pagination

The prefatory pages are numbered with small roman numerals (i, ii, iii, iv...). All pages, except the Title page and the Approval page, must have a page number. Use regular page numbers with Arabic numerals beginning with “1” on the first page of the main text and continue throughout the rest of the thesis, including appendices and references listed.

Page numbers are at the top right of the page, and all page numbers must be in the same font and point size.

Title Page

It must be single-spaced, in all capital letters, and should begin at 3.5 cm from the top of the page. The title page will include:

1. The full title of your work.
2. Your full legal name, as it appears at the registrar's office.
3. A sentence describing the degree for which you are applying and the name of the Institute to which you are submitting your work.
4. The name of the university.
5. The month and year.

Note: The page number of the title page (I) is not printed.

Approval Page

Each of the final copies of your thesis must have its own approval page, each of which will be signed by the members of your review committee. It is strongly recommended that the approval page of the thesis be signed in **blue ink**. The date at the bottom of the page is the date (month and year) of the degree awarded.

Note: The page number of the approval page is not printed.

Abstract

You must provide an abstract of your paper in both English and Turkish, on separate pages, with the English version appearing first. An abstract should start with a clear statement of the object or purpose of the work done. The objective of the abstract is to furnish the reader, who may not be intimately concerned with details of the study, its purpose, results, important conclusions, and recommendations.

An abstract must not exceed 250 words, must not include any diagrams and references, nor any mathematical formulas unless absolutely essential.

Do not cite references, authors, or give personal acknowledgment in this section. If your abstract is longer than one page, single space it to make sure that it fits a single page.

Dedication and Acknowledgments

Dedication and acknowledgments are optional.

If included, each of these items must appear on a separate page. No heading such as **DEDICATION** must appear on the Dedication page, but it must have a page number. If used, the dedication must be brief and centered on the page.

The heading **ACKNOWLEDGMENTS** appears centered between text margins, without punctuation, 3.5 cm from the top of the page; the text begins at least two spaces below the heading.

Acknowledgements can recognize people who have given you special guidance or assistance during your work and any grant support you may have received. Acknowledgements should be expressed simply, on one page if possible.

Table of Contents

The table of contents must list the title of each chapter and its parts and sections, appendices, and references or bibliography. The title of each entry must be exactly the same as it appears in the text.

The heading **TABLE OF CONTENTS** appears without punctuation, centered between the text margins, 3.5 cm from the top of the page. The listing of actual contents begins at the left margin at least three spaces below the heading.

The text of the table of contents should be 12-pt. All of the letters and all of the words in the main headings should be all-capitalized, while those of the sub-headings should receive standard book title capitalization. Tables and charts that appear in the text should be listed on a separate page following the table of contents under an appropriate title ("Illustrations," "Figures," "Charts," "Tables"...)

The table of contents should list all of the elements of your work in the order in which they appear.

The Text

The text, or the main body of a thesis, is divided into multiple chapters to help the reader in understanding the subject matter.

Each chapter of your work begins on a new page and starts with its designation and number. You may use either Arabic or Roman numerals for this (e.g., CHAPTER 4, CHAPTER IV). *All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on type page and kind of type used.* The chapter designation is centered and ALL CAPITALIZED and placed 3,5 cm from the top of the page.

After the chapter designation comes the chapter title, also centered and all capitalized. If the title is longer than one line, break it into two lines with the top line longer than the bottom line.

Only new chapters should begin with a new page.

Illustrative material

Tables, figures, charts, and photographs must meet all margin and pagination requirements. They may be inserted wherever the author feels appropriate, but as a general rule each of them should be placed as close to its first text reference as possible.

Materials smaller than half a page should be set within the text; larger items may be put on a separate page. When an item is placed within the text, a double-space should be left above and below it. Wide tables may be placed sideways, or they may continue from page to page.

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration. Each table/figure should be numbered sequentially with Arabic numerals (1, 2, 3...) in the order they appear throughout the text.

The font type and size used in figures/tables should be consistent throughout the work unless there is a compelling reason to do otherwise. The smallest font size you can use is 8-point.

Quotations

Short, direct prose quotations of three lines or less should be incorporated into the text, enclosed in double quotation marks. Long quotations that exceed three lines should be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin, with no quotation marks at the beginning or end. Faculty of Law would use their own style for Quotations

Presenting numbers

Spell out numbers up to 100 (seven, nineteen, fifty-six) and all round numbers that can be expressed in two words (two hundred, five thousand, nine million).

Thousands and ten thousands, etc., are separated with commas, not dots

Appendices

You may use appendix(es) if you want to present some additional material but keep the main text free of such details. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, etc. If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). The heading APPENDIX A should appear centered between the text margins, 3.5 cm from the top of the page. The font and point size should be same as those used for chapter titles. Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

Bibliography or References

A bibliography is a selected list of all books, articles, and other source material related to the thesis research. APA style must be used.