Guidelines for the Preparation of Theses and Dissertations

Graduate Institute for Studies
in Social Sciences at Boğaziçi University

NEW FOR 2025!!!

IMPORTANT REMINDER

Apply for a title check and approval page
<u>before</u> defending your thesis.

See page 6 for details.

January 2025

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INTRODUCTION

Contents

This document outlines the formatting requirements for master's theses and doctoral dissertations in the Institute for Graduate Studies in Social Sciences. "Thesis" is used here to refer to both types of document.

Aim

Because the thesis is the culmination of a student's pursuit of a graduate degree, it should reflect the excellence of the student's abilities and knowledge. While content is paramount, the way the thesis is presented (the formatting) and the way it is written (the language use) affect the way others judge it.

Evidence of attention to accurate presentation reflects on the seriousness and professionalism of the degree candidate and the image of the university. Candidates are therefore expected to make every effort to ensure correct English and to ensure that the formatting meets the requirements outlined in this guide.

Using the guide

Candidates are advised to read this guide carefully before starting to write their thesis and to consult it as necessary throughout the process. An understanding of the guidelines from the start will make preparation for the final submission easier and will help avoid graduation delays owing to non-compliance.

Supplementary documents (forms, sample pages, tips, tutorials, and field-specific information) are referenced at relevant places throughout this document. Please make full use of these resources.

WARNING

Do **NOT** use previous theses as models for formatting; these may not reflect the Institute standards.

Compliance

All theses submitted to the Institute for approval are examined for compliance with formatting requirements. Non-compliant theses will not be approved for graduation.

Editorial support

The Institute offers editorial support for format and language. The editor's role is to point out areas that need changing; it is the responsibility of the student to ensure that necessary changes are implemented. This service is offered without charge to students registered at the Institute.

Level of editorial support: A format check is required on all theses. Language editing is optional. Specify to the editor your desired level of support. Please see the Note box at 1.1.

a) Format only.

b) Format + language.

LANGUAGE EDITING: WHAT THE EDITOR DOES/DOESN'T DO — THE SPECIFICS

- The **aim** of thesis editing at SBE is to make the content readable.

- The **content and coherence** of the thesis is the responsibility of the student, in collaboration with the thesis advisor.

  a. It is understood that, when a student requests language editing, the thesis advisor has read and generally approved the content and flow of the thesis document.

  b. The editor will make no change to content or organization. However, occasionally she may make a recommendation with respect to these areas.

- The editor will make recommendations only with regard to **basic grammar and usage**.

  a. In cases where word choice, grammar, syntax, or consistency is a problem or where an argument is unclear, the editor may query a particular point or make a comment *rather than correct, rewrite, or restructure the text*.

  b. The student may need to seek assistance from the thesis advisor to resolve such issues.

- Editing is intended to **improve the text in relative proportion**.

  a. Relative proportion means that faulty grammar or expression will be corrected only to a degree that is proportional to the original level of the text.

  b. The level of editing for theses at the SBE is not intended to prepare a student's work for publication. This requires a different level of editing altogether and is not part of the thesis editor's brief.

- The editor may be unable to accommodate requests for language editing in certain periods of the year, particularly in peak periods (usually May through August).

FIRST THINGS FIRST: THE TITLE AND APPROVAL PAGE CHECK

N O T E : TITLE AND APPROVAL PAGE CHECK!

When: Prior to your defense (and thus before your committee members sign the Approval page).

What to send: please email your **FORMATTED**[*] Approval page on a Word document to the editor (boun.sbe.editor@gmail.com) for checking.

The reason: This procedure will avoid your having to make revisions after your committee has signed it and then having to secure replacement signatures.

The thesis title will be checked for comprehensibility, coherence, grammaticality, correct punctuation, and suitable parsing. *Note*: the word limit is 15. All words count.

The professional titles of committee members
- **Committee member order/grouping/designations**

Thesis Advisor (with this designation)
Thesis Co-Advisor (if any – use this designation)
Internal Members (no special designation)
External Members (with this designation) – Do not name the university.
- **Order of names within a group**

List the names of *internal* members first in order of academic rank, and then in alphabetical order according to surname.
List the names of *external* members first in order of academic rank, and then in alphabetical order according to surname.

The professional titles of committee members are to be designated as shown in the following examples:

Prof. John Smith (**not** Prof. Dr. John Smith)

Assoc. Prof. Mary Brown (**not** Assoc. Prof. Dr. Mary Brown) Assist.

Prof. Alex Miller (**not** Assist. Prof. Dr. Alex Miller)

The format will be checked*, including margins and line spacing.

The email: Please email your formatted Approval page on a single-page Word document.
The subject line of the email should read as follows:

Title and approval page check – [your name]

[*] **SEE THE PDF TUTORIAL 'FORMATTING THE APPROVAL PAGE'**

PART 1: EDITING

Tip: A tutorial is available: 'Editorial Support Roadmap'. See also the 'Calendarizer' document.

Submission of the thesis to the editor: requirements

In preparing your final version, please refer to Tips document T2. Theses that do not meet the following requirements will not be accepted for processing.

- Requirement 1: The thesis must be complete, including all front and back matter.

- Requirement 2: Formatting must conform to the standards of the Institute.

- Requirement 3: An online spelling and grammar check must have been run on the thesis document and necessary corrections made.

    a. Use Microsoft Word's spelling and grammar check tool.

    b. *Tip*: Make sure that you have set the language for your document as English before using the tool. It will not perform properly otherwise.

- Requirement 4: Send the final document is to be sent in both Word and a print-ready PDF that is generated from the Word document to boun.sbe.editor@gmail.com.

    Note: The complete thesis must be presented in a single PDF document and a single Word document from which the PDF was generated. Do not send any part of your thesis as a separate document.

    Note: Please submit your thesis to the editor on time, who is responsible for assisting all students, allowing **sufficient time** for him/her to review and prepare a report (**at least** two weeks). Kindly refrain from requesting special privileges or priority.

- Requirement 5 (for language checking): A permission-for-language-editing form completed by the candidate's advisor must be emailed by the advisor to the editor at the address above. Language checking will be started only when this form has been received by the editor. Please see Forms document F2.
    Special note: *The advisor should send only the permission form, not the thesis.*
    Format-only checking requires no permission from the advisor.

> **N O T E :   S E N D I N G   Y O U R   T H E S I S   T O   T H E   E D I T O R**
>
> In the subject line of the email, candidates should include their name and the level of support desired.
>
> *Example 1*: request for editing – alex brown – format only
>
> *Example 2*: request for editing – mary smith – format + language

Timing

- Theses are processed in the order in which they are received.

- **How long does it take**? Students may need to allow up to 3-4 weeks for processing; this can vary depending on the volume of incoming theses at any given time.

  Other factors that enter into the equation:

  o *Extent*: All other factors being equal, it takes more time to check a 200-page thesis than one with 100 pages.

  o *Language*: A thesis with good English takes less time to edit that one that requires a lot of corrections.

  o *Format compliance*: Theses that are properly formatted take less time to check than those that are not. *Tip*: For a quick turnaround time, format your thesis correctly.

- **Before or after defending**? Students normally submit their thesis after the defense. Any decision to have the thesis checked before the defense should be made in consultation with the advisor (see the list below).

  Please consider the following if you are considering submitting your thesis prior to defending:

  Sometimes content revisions are required by the thesis committee at the defense.

  A thesis will be edited only once, so a thesis that has been edited before the defense will not be eligible for re-editing after the committee's required revisions are made.

  Pre-defense editing is generally recommended only if there is a certain level of assurance that the committee will not require revisions that would impact the format or the text itself.

Procedure for format-only checking: who does what

1. Preliminaries (Please refer to Tips document T2.)

   a. Spelling check: *The editor/editorial assistant* verifies that an online spelling check has been conducted.

   b. Basic format check: *The editor/editorial assistant* verifies that the thesis is essentially in line with the format requirements of the Institute.

   WARNING: Theses that fail to meet these basic requirements will not be accepted for processing (see section 1.1) and the thesis may lose its place in the queue.

2. *The editor* checks the format and sends a report to the student that outlines issues that need addressing.

   Note that the editor is not responsible for formatting the thesis; this responsibility lies with the student.

3. *The student* implements all revisions and re-checks the formatting and page breaks throughout the paper. ***Special note:*** **If you do not make all revisions indicated by the editor, be prepared for your thesis hard copy to be rejected by the Executive Council.**

   Note: Even the slightest change (such as a comma or italics) in the text can affect where your pages break.

   a. Check again to be sure there are <u>no orphans or widows</u>. Widows and orphans are single lines of text at the top or bottom of a page.

      i. "Widow" is defined as the last line of a paragraph when it is carried over to the top of the following page, away from the rest of the paragraph. Starting a page with the last line of a list is also a widow and so must be avoided.

      ii. "Orphan" is defined as the first line of a paragraph when it appears alone at the bottom of the page. Ending a page with a subheading is another type of orphan and must be avoided.

   b. Check the <u>page numbers in the table of contents</u> again to be sure that these agree with the page numbers in the text.

4. In preparing your thesis for submission to the Institute, please see Tips document T6.

<div style="border:1px solid black; text-align:center;">

Attention: Watch out for pitfalls!

Avoid mistakes that will cost you a lot in time and frustration.

Before you request either format-only or format+language checking,

inform yourself about some serious but common mistakes.

<u>See Tips document 12.</u>

</div>

Procedure for format+language checking: who does what

1. Preliminaries (Please refer to Tips document T2.)

    a. Spelling check: *The editor/editorial assistant* verifies that an online spelling check has been conducted.

    b. Basic format check: *The editor/editorial assistant* verifies that the thesis is essentially in line with the format requirements of the Institute.

    Theses that fail to meet these basic requirements will not be accepted for processing (see section 1.1) and the thesis may lose its place in the queue.

2. *The editor* first checks the format and then checks the thesis to identify language issues.

3. *The editor* sends a list of formatting issues to the student, along with the edited Word document. Word's track changes tool is used so that students can readily see the details of the edits.

4. *The student* makes corrections. It is best to deal with language issues first, before adjusting the format.

    a. Language: Examine each text change made by the editor to ensure the intended meaning has not been affected. Address the editor's questions and suggestions.

    b. Format: Make all format corrections. Do this <u>after</u> the text has been finalized.

    Note: The list of formatting issues supplied by the editor will serve as the basis for the format check on the hard copy that is turned in to the Institute. It is therefore essential to implement all corrections, not just some of them. Failure to do so can delay graduation.

5. *The student* re-checks the formatting and page breaks throughout the paper.

    Note that even the slightest change in text can affect page breaks.

    a. Check again to be sure there are <u>no orphans or widows</u>. Widows and orphans are single lines of text at the top or bottom of a page.

        i. "Widow" is defined as the last line of a paragraph when it is carried over to the top of the following page, away from the rest of the paragraph. Starting a page with the last line of a list is also a widow and must be avoided.

        ii. "Orphan" is defined as the first line of a paragraph when it appears alone at the bottom of the page. Ending a page with a subheading is another type of orphan and must be avoided.

    b. Check the <u>page numbers in the table of contents</u> again to be sure that these agree with the page numbers in the text.

6. In preparing your thesis for submission to the Institute, please see Tips document T6.

Attention: Watch out for pitfalls!

Avoid mistakes that will cost you a lot in time and frustration.

Before you request either format-only or format+language checking,

inform yourself about some serious but common mistakes.

See Tips document 12.

PART 2: PARTS OF A THESIS

A thesis can be viewed as having three principal sections:

Front matter:	includes such elements as the cover page, the title page, abstracts, table of contents, lists of tables and figures (see the list in 2.1).
Main text:	the body of the thesis, including all chapters, starting with chapter 1
Back matter:	includes appendices and references

Front matter elements, in the order in which they must appear

1	Cover page	Required
2	Title page *	Required
3	Approval page	Required
4	Declaration of originality	Required
5	English abstract	Required
6	Turkish abstract (Özet)	Required
7	Curriculum vitae (CV)	PhD candidates only
8	Acknowledgments	*Optional*
9	Dedication	*Optional*
10	Table of contents	Required
11	List of tables	*Only if 5 or more tables in the thesis*
12	List of figures	*Only if 5 or more figures in the thesis*
13	List of abbreviations	*Only if 5 or more abbreviations in the thesis*
14	Glossary of non-English terms	*If necessary*
15	Notes on spelling and transliteration	*If necessary*
16	Chronology	*If necessary*
17	Preface	*Optional*

* Turkish Language and Literature students please see Field-specific document FS4.

Main text

The main text consists of all chapters of the thesis. The first chapter is often (but not necessarily) entitled "Introduction," and finishes with the final chapter, often entitled "Conclusion."

Back matter

The back matter includes appendices, if any; the list of references; and the Ethics Committee Approval in cases where this has been secured. (Note: You do not need an English translation of this document.)

Appendices – **See Samples document S2 and Tips documents T10 (Creating your appendix) and T7 for important information on ordering appendices.**

- Why use an appendix? Appendices are used for materials that support the main text, including data sheets or tables that are too big to put in the main text, original passages of translated text used in the main text, maps, technical figures, interview transcripts, scans of original documents and so on.

- Language: The language of the thesis is English, so the appendices must also be available in English (with the exception of administrative documents such as Ethics Committee approval). This can be in addition to or instead of Turkish. For example, if you may wish to include a questionnaire in Turkish that you used in your research, you have two choices:

    o Create separate appendices for each language version, e.g. Appendix C (for the English version) and Appendix D (for the Turkish version). Put the English version first.

    o Insert an English gloss on the Turkish version. The glosses should be in parentheses.

    o Please see examples in Tips document T10.

- Each appendix starts on a new page and is designated with a letter before the title (e.g. Appendix A: Sample questionnaire items). See Part 5.2.1 for format.

- Do not put tables and figures in the same appendix.

- Each appendix must be referred to in the main text.

- Labeling and ordering

    o If there is only one appendix, a letter designation is not used. Just 'Appendix' is sufficient.

    o Each appendix must be labeled according to the order in which it appears in the thesis. That is, the first appendix referred to in the thesis would be Appendix A. The second appendix referred to in the thesis would be Appendix B and so on, in alphabetical order.

    o If you have more than 26 appendices, start the alphabet over, with AA, BB, CC, and so on.

(*Tip*: Order and label your appendices *after* you have finalized the main text, not before. Please see Tips document T7 for information about labelling and ordering appendix tables and figures.

References — *See Samples documents S9 & S10. SEE ALSO Video V4.*

- All sources cited in your thesis document, whether print or electronic, must appear in the References section. By the same token, all entries in the References section must reflect a citation in the text.

> **IMPORTANT: Accuracy and consistency**
>
> Accuracy and consistency are keys to a proper References section. Please do not assume that because the References are at the end of your thesis, they are unimportant.

- The required style guide for references and in-text citations is the APA 7th edition. (History students and Asian Studies students please refer to Field-specific document FS2.)

- *The page heading* "References" should appear at the top of the page, centered, and all in capitals.

- *Order*: Entries must be listed in alphabetical order according to the surname of the first author. If there is no author, the first word of the title is used for ordering (without using the words *a, an*, or *the* at the beginning of the title).

- *Spacing*: Individual entries are to be single-spaced, with the second and subsequent lines indented, using a hanging indent. Double-space between entries. Please do <u>not</u> indent manually by repeatedly pressing the space bar.

- *Resources, examples, and tools*

  o The BU library has multiple copies of the APA 7th edition. Your department may also have a copy.

  Numerous online resources are available.
  o A reliable easy-to-use site is

   o https://apastyle.apa.org/style-grammar-guidelines/references/examples

   o https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html

  o Word's bibliography tool can be useful, but you have to enter your data correctly in order for it to work properly. You then need to check the entries, and format the hanging indents, and so on.

  The tool is not perfect, but it can help you get the basics right (punctuation, italics, page numbers, etc.).

PART 3: GENERAL FORMATTING

Before you start, please read carefully Tips document T11 (Essentials of formatting) for an overview of basic requirements.

Fonts, sizes, and styles

- Font: Use Times or Times New Roman size 12 throughout the thesis, with the exceptions listed below.
  - The content of tables and figures may be smaller than size 12, but it must be at least size 8.
  - Super-scripts indicating footnotes must be at least size 8. Note: Default settings will match the font size.
  - The text of the footnotes is to be size 10.
- Do not use **bold** or underlining anywhere in the thesis. *Tip*: In case you want to differentiate certain rows or columns in a table, consider using a light shading instead of bold.
- *Italics* should be used judiciously, and in line with the APA guidelines. Do not use italics for emphasis or to create de facto sub-headings. See Tips document T1.
- CAPITALIZATION should not be used for emphasis or to create de facto sub-headings.

Margins

Tip: Set your margins as the **first step** of formatting your thesis.

- The margins of all pages, including front and back matter, should be as follows:
  - Left margin: 4 cm
  - Right, top, and bottom margins: 2.5 cm
- All elements of the thesis must be within the margins, including pages with figures and tables.
- Pages in landscape orientation should have the top margin at 4cm, as this will become the "left" margin when the page is bound.
- Your basic margin settings should look something like this. Note that different versions of Word will have a different interface, but these are the settings you need to use.
- Page **size** should be **A4** (21 cm x 29,7 cm).
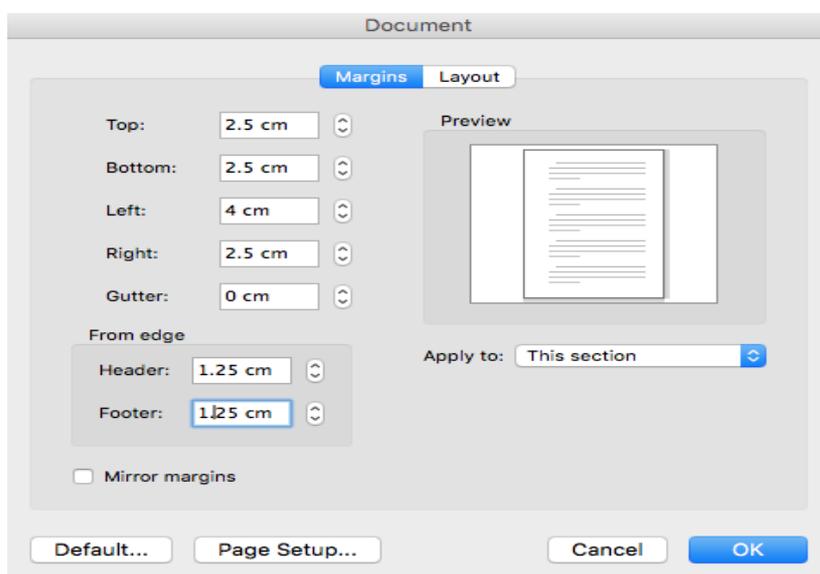
Line spacing (See Video V2)

- *The body of the thesis* must be double-spaced, <u>with the exception of</u> (a) footnotes and (b) block quotations, which must be single-spaced.

- *Alignment*: Text should generally be aligned left, <u>not justified</u>. This helps avoid awkward gaps between words.

- Your basic line spacing settings should look something like this. Note that different versions of Word will have a different interface, but these are the settings you should use.
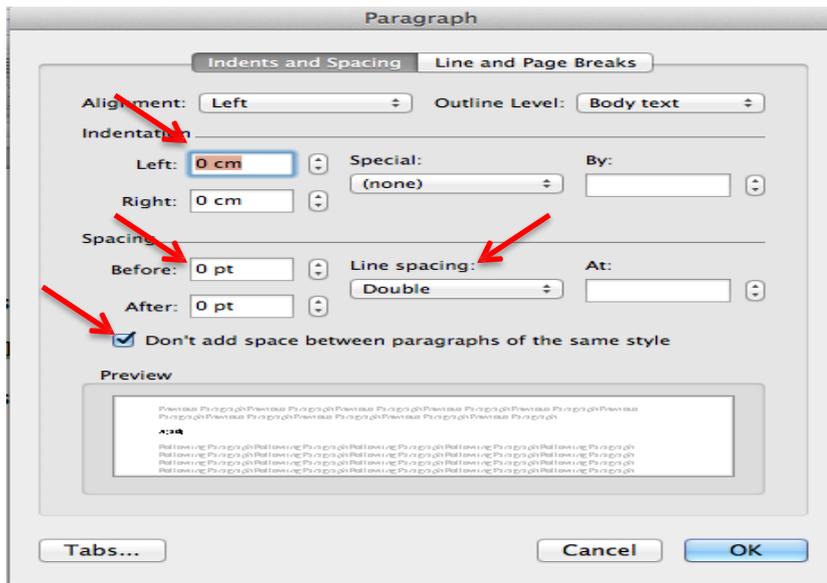
Centering and paragraph indentation

- *Centering*

  - Centering should be applied to text that has <u>not</u> been indented. First ensure that the text to be centered is aligned with the left margin. Applying "center" to indented text results in faulty centering.

  - Do <u>not</u> center manually by repeatedly hitting the space bar or tab key. Use the Word tool for centering.

- *Indenting paragraphs*

  - Paragraphs must be uniformly indented, approximately 1.25–1.50 cm (Microsoft Word uses 1.27cm as the default value.)

  - Do <u>not</u> indent manually by repeatedly hitting the space bar.

  - **Exceptions**: Do not indent the first paragraph of a chapter, the first paragraph of a chapter sub-section, or the continuation of an existing paragraph immediately following a block quote, table or figure.

Pagination

Location: All page numbers are to be positioned at the bottom of the page, centered.

Font: The font should be Times New Roman size 12.

Numerals: Use Roman numerals for the front matter, Arabic numerals for the main text.

- Front matter
    - Use lower-case Roman numerals (e.g. i, ii, iii . . .).
    - The first visible page number must be page iv, on the abstract page (page v for Turkish Language and Literature).
        - The cover page is <u>not</u> counted as a page in the context of the thesis.
        - Pagination starts with the title page and continues to the last page of the thesis.
        - The title page <u>is counted</u> in the pagination, but its page number is "hidden," that is, it does not appear on the page. See the table at the beginning of Part 4 for more details.

- Main text
    - Use Arabic numerals (e.g. 1, 2, 3 . . .), starting with "1". The first page of the first chapter is page 1.
    - All pages are numbered consecutively to the end of the manuscript, including appendices and references.
    - Do not use suffixes on page numbers (e.g. 25a, 25b).

- Back matter
    - Pagination of the back matter is a continuation of the pagination of the main text.
    - Like the main text, the back matter pagination requires Arabic numerals.

Chapter headings – See Samples document S4 & Tips document T9. <u>SEE ALSO Videos V2 & V4.</u>

- The main text of the thesis is normally divided into chapters. First and last chapters may be (but are not necessarily) entitled "Introduction" and "Conclusion". Other chapter titles may be acceptable, depending on the nature of the thesis.

- Each chapter must begin at the top margin of a new page. *Tip*: Insert a page break at the end of each chapter. The next chapter will automatically start on a new page.

- Chapters are to be designated with a number in Arabic numerals (e.g. write Chapter 4, not Chapter IV), followed by the title of the chapter on the next line.

- Chapter headings are to be centered at the top of the page and must be capitalized.

- If the title of the thesis is longer than a single line, the second and subsequent line/s should be parsed in such a way that maintains thought groups. If there is a sub-title, indicated by a colon (:), it is often best to start a new line with the sub-title.

- Multiple lines of a chapter title or appendix title must be double-spaced. For example:

<div align="center">CHAPTER 3</div>

<div align="center">TWIN-CONSTRAINED HAMILTONIAN THRESHOLD GRAPHS:</div>

<div align="center">A POTENTIAL SOLUTION TO THE MINIMUM SCORE SEPARATION PROBLEM</div>

Put <u>two</u> double-spaces after the chapter title to start the first paragraph of the chapter.

Sub-headings

Sub-headings are to be numbered, as shown below. Also see Tips documents T5 & T9.

> 4.1 This is a first-level sub-heading
> 4.1.1 This is a second-level sub-heading
> 4.1.1.1 This is a third-level sub-heading

- **How many levels**? Although there is no strict regulation, it is best to avoid using sub-headings beyond the third level.

- **Spaces**: After the number of each sub-heading designation, put two horizontal spaces (hit the space bar twice) before the text of the sub-heading starts. For example, in the first level sub-heading above, 4.1, there are two spaces between the number and the first word of the sub-heading. Please refer to Samples document S4.

- **Periods**: Put no period after the final digit of the number. Put no period at the end of a sub-heading title.

- **Alignment**: Chapter sub-headings must be aligned with the left margin, not indented or centered. And not bold or underlined.

- **Capitalization**
    - Sub-headings must use sentence-case case (i.e. only the first word and proper nouns are capitalized). See Tips document T8.
    - If there is a sub-title, the first letter of the first word of the sub-title is capitalized. Example: Warner's mass public subject: Identification or alienation?

- **"Stray" sub-headings**

    There must be at least two sub-headings at any given level, based on the principle that you cannot have an A without a B, or a 1 without a 2. For example, in chapter 4, if you have a 4.1 sub-heading, you must have a 4.2 sub-heading.

    Tip: If you find you have only one second-level heading under a given first-level heading, incorporate it into the text. Alternatively, if subdivision is really called for, create another second-level heading.

Footnotes

- **Numbering**: Footnotes are to be signaled in the text by an Arabic number placed as superscript to the text. Numbering must be consecutive throughout the main text, not chapter by chapter.

    Tip: Word's 'insert footnote' tool is recommended.

- **Position**: Footnote numbers should generally be placed at the end of a sentence or at the end of a clause. They normally follow any punctuation mark (except for the dash, which it precedes).

- **Font and spacing**: Footnotes are to be single-spaced. Use Times New Roman size 10.

- **Alignment**: Footnotes should not be justified. They should be aligned with the left margin.

Quotations and in-text citations
How to write quotes

- General

    o Ensure that each quote appears <u>exactly</u> as it appears in the source. This includes the wording, spelling, capitalization, and internal punctuation (except that single quotation marks may be changed to double, and double to single, as the situation requires).

    o Any idiosyncrasy of spelling should be kept. Use "[sic]" immediately following any spelling mistake or misuse of word in the original. This tells the reader that you are aware of the deviation and that you are indeed reproducing the original form.

- Omitting words within a quote

    If you wish to remove words or phrases within a quotation that you think are irrelevant to your argument, replace them with ellipses, a set of three spaced periods. There is a space before and after each period in ellipses.

    Example: "Identifying categories of culture . . . will help us understand how to manage the cultural differences in international business."

- Additions to a quote

    Any addition you make to the original text (e.g. punctuation, words, phrases) should be put in square brackets [ ].
    Example: "Identifying categories of [the local] culture . . . will help us understand how to manage the cultural differences in international business."

- Ensure that the grammar of your quotation is consistent with the grammar of your own sentence, that is, the "host sentence."

    This could mean changing a capital letter to lower case or changing the form of a verb, for example. When you make such a change, use [square brackets] to indicate that you have modified the quote.

- Translated quotes

    o Quotations must appear <u>in English</u> in the main text.

    o If it is simply a term, the original language term can be included in parentheses.

    o Short quotes (fewer than 40 words) may have the original-language text in a footnote. Alternatively, these may be included in an appendix.

    o Quotes of 40 words are called long quotes. If there are numerous long quotes, it may be sensible to have the original-language texts presented in an appendix.

    o See 5.1.2 for more information on quotation placement and details of translated quotes.

Why cite sources

Documenting sources of information is important for several reasons. First of all, academic work normally builds upon previously published research and other resources. Academic researchers make reference to others' theories, formulations, arguments and empirical data. Readers must be able to locate original sources of information in order to judge or confirm your work independently.

In addition, it is necessary to establish what is your own and what comes from others. If you fail to cite your sources, you may be accused of plagiarism, which is a form of stealing and is therefore considered a serious offense. It is thus important to acknowledge other authors' contributions, both from an ethical standpoint as well as from an academic one.

Note: By signing the Declaration of Originality, you are certifying that you have indeed complied with ethical and academic standards. Please note that all theses are run through a plagiarism detection program.

Citing direct quotes in the text – short quotes (under 40 words)

Note the position of the author's name and the page number. Pay attention to correct punctuation, including the position of quotation marks, periods, and commas.

Example A – author is named in a signal phrase:
According to Brown (2010), "Students often underestimate the importance of accurate citation of their sources" (p. 203).

Example B – author is <u>not</u> named in a signal phrase:

One study reported that "students often underestimate the importance of accurate citation of their sources" (Brown, 2010, p. 203).

Citing direct quotes in the text – long quotes (40 words or more)

- Place long direct quotations in a free-standing block, single-spaced. Use no quotation marks, unless these are part of the quote itself. (See example on the next page.)

- The block must be indented — indented to the same place you would begin a new paragraph. The first line of the quote is not indented further.

- Quotation marks: Do not put quotation marks around a long quote. (Indentation takes the place of quotation mark in this case.)

- The citation should come <u>after</u> the closing punctuation mark of the quote.

- No period is used after the closing parentheses containing the page number.

  Example
  Brown's (2010) study reports the following:

  > Students often have difficulty formatting their thesis. This difficulty could feasibly be attributed to the fact that they have not read the guidelines carefully. Some students, however, may have been under the misguided assumption that formatting is not important. (pp. 208-209)

Citing paraphrases

Page numbers are not required for paraphrases, but they are encouraged when available. For more than one author and for subsequent citations, please see the Tips document T3.

  Example

Brown (2010) points out that inexperienced writers often find paraphrasing particularly difficult. For this reason, they tend to rely on too many direct quotes, which can detract from the credibility of the author.

References – See Samples documents S9 & S10. ALSO SEE Videos V3 & V4.

References must follow the formatting rules of the APA style guide. (Students in History, please refer to Field-specific document FS2.)

- **Start a new page** for the list of references.

- **Page heading**: The word "References" must appear as the page heading, all in capital letters at the top of the page, centered.

- **Spacing**
  - Two double-spaces should separate the page heading from the first entry (as with the chapter headings).
  - Individual entries must be single-spaced, with a double space between entries.

- **Indent** the second and subsequent lines of each entry.
  - Use a "hanging indent" for ease of formatting. [Google "how to create hanging indent" for your version of Word.]
  - Do **not** indent manually by using the tab or by pressing the spacebar multiple times. This will only cause problems when/if you need to revise or correct.]

Tables and figures See Tips document T7 for important information on numbering and ordering.

- **What to include and exclude**
  - Only include tables and figures (defined as diagrams, maps, tables or other images) that are NECESSARY.
  - Do not put images in your thesis for decoration or to lengthen your thesis: they should contribute something or support your discussion and analysis.

- **Designation and labeling**
  - All illustrative (i.e. non-continuous text) items must be designated either as a table or a figure. No other labels (e.g. 'images' or 'documents' 'maps') are acceptable.
  - Table columns: A table, by definition, has more than one column. Simply using Word's table tool does not mean that you have created a table.
  - A figure is defined as a chart, drawing, graph, map, photograph or any other image. (These words are not acceptable as labels, however.)
  - Titles and captions: Tables have *titles;* figures have *captions*.
    - The titles and captions must clearly identify the content of the table or figure.
    - Each table and figure must be intelligible on its own, that is, without the reader having to refer to the text.

- **Color**: Figures and tables in the text that are in color must also be in color in the printed and bound copy that you turn in to the SBE.

- **Bold**: Do not use bold in your tables. To differentiate header rows or certain columns, consider using a light shading.

- **Numbering**
  - Each table and each figure must be numbered consecutively with Arabic numerals, starting with 1 and continuing in whole numbers through the text, reflecting the order in which they are mentioned in the text.
  - The number series for figures is separate from the number series for tables, i.e. the first table is Table 1; the first figure is Figure 1.

- **Mentions in the text**
  - All tables and figures must be referred to in the text <u>before</u> they are displayed, using their table number or figure number (e.g. " . . . as shown in Table 8, the responses were provided by children with pre-training . . . ").
  - Do <u>not</u> refer to them using only phrases such as "the following table" or "the figure below", or "the table on page 32".
  - A table or figure should be placed as soon as possible after its first mention in the main text, but not necessarily directly after it. (If a table or figure does not fit on the page where it is mentioned, put in on the text page. But do not leave a wide gap on the page where it is mentioned; continue your text on that page.)

- **Sources**: If the information in tables or figures is not the product of the student's own original work, the <u>source must be cited</u>.
  - For figures, indicate the source beneath the caption, e.g. Source: [name of the source, date of the source]
  - For tables, indicate the source beneath the table.

- **Notes**: In case you want to add brief note about a table or figure, or explanations of abbreviations (with the exception of the standard statistical symbols and abbreviations), put it in a note immediately below the table or figure.

- **Continuous text** in individual cells should generally not be centered.

- **Line spacing**: Text in the table can be either single- or double-spaced. Single-spacing is usually better.

- **Size**: If a table is too big to fit on a single page, it should be placed in an appendix. See Tips document T7 for further information.

Format and positioning of tables and figures

- **Margins**: Pages with tables and figures must not extend into the margins. They must meet the same margin and pagination requirements as the general text.

  Tip: When using a landscape orientation, the <u>top</u> margin of the landscape page should be 4cm (with the other margins at 2.5cm). This accounts for the fact that, when the page in landscape orientation is printed and bound, the top will become the 'left' margin.

- **Position**: Tables and figures should appear as soon as possible after their first mention in the text, but not necessarily directly after it. (Sometimes "as soon as possible" is immediately after the mention; sometimes it is on the next page.)

  - Tables and figures must start and finish on the same page. That is, they must not break across pages. If a table does not fit on the page where it is introduced in the text, it should be placed on the next page or in an appendix. In some cases, reducing the size of the text in the table will make it fit on one page.

    Tip: In case there is not enough space on page X for the entire table but it will fit on the next page, do not leave a big gap (a wide empty space) on the page where it would ordinarily have started; use that space to the continue the text.

  - If an image has been scanned, be sure any text on it is big enough to be readable.

  - Landscape orientation may be used, but only if absolutely necessary. Wide tables or figures in landscape orientation must be placed on a separate page or in an appendix.

- **Spacing**
    - A table that appears in the main text must have one double-space above the title of the table and a double-space below the table.
    - A figure that appears in the main text must have one double-space above the figure and a double-space below the caption.
    - Table titles and figure captions: If a table title or a figure caption is longer than one line, it should be single-spaced.
- **Font**
    - Use Times New Roman. The size may be reduced from size 12 to make a table fit on the page. Do not use less than size 8.
    - The font size used in tables should be <u>consistent throughout the thesis</u> unless there is a compelling reason to do otherwise. That is, if you use size 10 for Table 1, for example, you should also use size 10 for all the other tables.

Labeling of tables — See Tips document T4.

- Each table must be identified using an Arabic numeral (for example: Table 3), followed by a title that describes the contents of the table.
    - Titles must appear immediately <u>above</u> the table, aligned to the left.
    - Put a period (not a colon) after the table number.
    - Put two spaces after the table number, before the title begins.
    - Do not put a period at the end of the title.
- Table titles must use <u>title case</u>. Please refer to Tips document T8 for details.

    Example

    Table 4. Mean Performance Scores of Students with Different Majors

Labeling of figures — See Tips document T4.

- Each figure must be numbered. Use Arabic numerals
- Each figure must be captioned. (A caption is a brief title under a photo or other image.)

    Captions must appear immediately <u>below</u> the figure.

- Put two spaces after the figure number, before the caption begins.
- Put a period after the figure number, but none at the end of the caption.
- Use <u>sentence case</u>. Please refer to Tips document T8 for details.

    Example

    Figure 2. Entrance exam scores of Boğaziçi University students in 2025

PART 4: PAGE LAYOUT – FRONT MATTER

Start a new page for each element of the front matter (see below). SEE Videos V3 & V4.

Each will have its own descriptive heading at the top of the page (page heading), all capitalized, and centered. Font size is the standard size 12. Pagination is in lower-case Roman numerals in the front matter. Page headings and pagination should be as follows:

	Page order	*	Page heading	Page no.
1	Cover page	R	–	–
2	Title page	R	–	(hidden)
3	Approval page	R	–	(hidden)
4	Declaration of originality	R	DECLARATION OF ORIGINALITY	(hidden)
5	English abstract	R	ABSTRACT	iv
6	Turkish abstract	R	ÖZET	v
7	Curriculum vitae (CV)	(PhD)	CURRICULUM VITAE	vi
8	Acknowledgments		ACKNOWLEDGMENTS	vii
9	Dedication		DEDICATION (This heading is optional.)	viii
10	Table of contents	R	TABLE OF CONTENTS	ix
11	List of tables		LIST OF TABLES	x
12	List of figures		LIST OF FIGURES	xi
13	List of abbreviations		ABBREVIATIONS	xii
14	Glossary of non-English terms		GLOSSARY	xiii
15	Notes on spelling and transliteration		NOTES ON SPELLING AND TRANSLITERATION	xiv
16	Chronology		CHRONOLOGY	xv
17	Preface		PREFACE	xvi

*R = required. Also see Part 2.1.

Cover page — See Samples document S5. ALSO SEE Video V5.

- Capitalization: All text on the cover page must be in capital letters.

- Font: Times New Roman size 12.

- Line spacing: Everything on the cover page must be double-spaced.

- Layout: The sample page (S5) shows content, vertical spacing and layout.

- Each element on the page must be centered horizontally.

- Name: Use your full legal name as it appears at the registrar's office.

- Date: The date on the cover page is the year the degree is to be conferred, normally the year of defense.

- Note that the white spaces before and after the student's name are approximately the same.

- Note that the white space before the title and after the date are approximately the same.

Title page — See Samples document S12. ALSO SEE Video V6.

- Capitalization: Use capital letters only for the thesis title.

- Degree: The degree designation should read "Master of Arts" for MA candidates and "Doctor of Philosophy" for PhD candidates.

- Layout: Each element on the title page must be centered horizontally. Please refer to the sample page (S12) for content and layout.

- Name: Use your full legal name as it appears at the registrar's office.

- Date: The date shown on the title page is the year the degree is conferred.

- Turkish Language and Literature students, please see Field-specific document FS4.

Approval page — See Samples document S3 and the PDF tutorial: Formatting the Approval Page.
ALSO SEE Video V1.

> **N O T E** (u p d a t e d J u n e 2 0 2 0)
>
> The Approval page in the digital copy (PDF) that you turn in to the Institute must not show signatures.
>
> **IMPORTANT**: The highlighted text above reflects a recent directive by YÖK: The Approval page in the PDF that accompanies your hard copy must not show signatures on the Approval page.
>
> **However**, the Approval page in the printed and bound copy that you turn in to the Institute must have original signatures (*ıslak imza*).

The approval page is the most important page for the thesis

to be accepted by the Institute, and it must be error-free.

- **Title check:** Please see details in the *Note* box on page 6 of this document.

- **Signatures**: Committee members' names, followed by lines for signatures on the same line, must be listed in a single column, with the thesis advisor's name at the top of the list. (If there is a co-advisor, that person's name will appear immediately under the name of the advisor, designated 'Thesis Co-Advisor'. Otherwise, proceed with the order outlined on the next page.)

- **Committee member order/grouping/designations**

  1. Thesis Advisor (with this designation)

  2. Thesis Co-Advisor (if any – use this designation)

  3. Internal Members (no special designation)

  4. External Members (with this designation) – Do not name the university.

- **Order of names within a group**

  o List the names of *internal* members first in order of academic rank, and then in alphabetical order according to surname.

  o List the names of *external* members first in order of academic rank, and then in alphabetical order according to surname.

- **Titles:** The professional titles of committee members are to be designated as shown in the following examples:

  > Prof. John Smith (<u>not</u> Prof. Dr. John Smith)
  >
  > Assoc. Prof. Mary Brown (<u>not</u> Assoc. Prof. Dr. Mary Brown)
  >
  > Assist. Prof. Alex Miller (<u>not</u> Assist. Prof. Dr. Alex Miller)

  o Capitalize only the first letter of the entire surname (e.g. Lindsay Taylor, not Lindsay TAYLOR).

  o Make sure to put a space after each period, e.g. after each Prof., Assoc., Assist.

- **Date**: The date at the bottom of the page is the month and year of the thesis defense.

- **Page layout**: Please refer to Samples document S3.

- **Margins:** Be sure to set the margins and the line spacing before you start. Ensure there are no indents (right or left) in the settings.

- **Signatures:** Please have the committee sign the approval page by hand in **blue** ink. Electronic signatures are not acceptable.

Declaration of Originality — **See Forms document F1.**

All theses must include a signed Declaration of Originality form, by which students affirm that the work presented in the thesis is indeed their own and that they have documented external sources.
Please download the template, fill in the details, and then print and sign the document in **blue** ink.
(You should write the date of submission to the Institute.)

> **N O T E**
> Sign only the printed version that you will submit to the Institute. The PDF version, which will be included on the CD, must not contain a signature.

Abstract — **See Samples document S1.**

An abstract is a concise summary of the thesis, intended to inform prospective readers about its content. It usually includes a brief description of the research (what you did), the procedures or methods (how you did it), and the results or conclusions (what you found out). An abstract should not include sub-headings or footnotes; citations are generally not used.

- **Two abstracts** are required – one in English, with a maximum of 250 words, and an equivalent one in Turkish. The Turkish abstract ("Özet") must reflect the content and approximate length of the English abstract.

- **Headings**: The abstract page headings are to be "Abstract" and "Özet" (not Thesis Abstract or Tez Özeti), centered at the top of the page, all capitalized.

- **Thesis title**

  o The Abstract and Özet page headings include the title of the thesis, also centered, using title case.

  o As with the chapter sub-headings, one double-space separates the heading and the title.

  o Two double-spaces occur between the heading and the first line of the abstract. Please refer to the sample page. *Tip: Position your cursor at the end of the last word of the title and hit 'Enter' twice. This will give you the second double-space.*

  o If the title of the thesis is longer than a single line, the second and subsequent line/s should be parsed in such a way that maintains thought groups. If there is a sub-title, indicated by a colon (:), it is often best to start a new line with the sub-title.

<div align="center">

This is Only a Dummy Thesis Title, Not a Real One:

Capitalize Your Own Title in the Same Way

An Exploratory Study of the Progressive '-ing'

in a Turkish Academic Context from an ELF Perspective

</div>

- **The text** of the abstract is to be double-spaced. Normally it will consist of a single paragraph, not indented, with text aligned to the left margin (i.e. not justified). In the event it consists of more than a single paragraph, the second and subsequent paragraphs are indented.

Curriculum vitae (CV) — See Samples document S6.

Required of PhD candidates only. The CV is a summary of the candidate's academic career, not an autobiography. It should include the following:

- Candidate's name as it appears at the registrar's office.

- Degrees awarded, <u>including the one you are about to receive</u>, listed in reverse chronological order. Include the name of the awarding university.

- Areas of special interest or expertise. Any relevant professional experience. Awards and honors, if any. Grants and scholarships, if any.

- Publications: A master's thesis is considered a publication for the purposes of this CV.

Acknowledgments (optional)

- An acknowledgments page can be used to recognize those who have provided special guidance or support during your research.

- Be sure to acknowledge all organizations that have provided financial support.

- Acknowledgments should be expressed simply, preferably on a single page, double-spaced.

- Title should be Acknowledgments **not** Acknowledgements.

Dedication (optional)

A dedication page is a short tribute to a special person or group. Many students use the heading "DEDICATION", but a page heading is optional. See the table at the beginning of Part 4. Italics may be used for the dedication statement, if desired.

Table of contents — See Samples document S11.

"Table of Contents" must appear as the page heading, centered, and all in capital letters.

Starting with the first chapter, all chapters of the main text and all sections of the back matter (references and any appendices) are included in the table of contents.

- What to include: Only main headings (e.g. chapters, appendices, references, etc.) and first-level chapter sub-headings should be shown in the table of contents. No sub-headings beyond first-level sub-headings are allowed in the table of contents.

- All elements must appear <u>exactly</u> as they appear in the main text.

- Page numbers in the table of contents must reflect the actual pages in the text and must be precisely aligned with the right margin.

Tip: Microsoft Word has a table of contents tool that gives the page numbers correctly and aligns them properly. Please check example:
https://sbe.bogazici.edu.tr/sites/bsbe.bogazici.edu.tr/files/s11_table_of_contents.pdf

Lists of tables, figures — See Samples documents S7 & S8.
Also see Tips document T7 for important information on lists of tables and figures.
The list of tables and list of figures are needed **only if** the thesis contains 5 or more tables or 5 or more figures.

- Create a separate page for each list: tables, figures.

- The phrase "List of Tables" (or "List of Figures") must appear as the page heading, all in capital letters, centered.

- Use double-spacing.

- List the table or figure numbers, their title or caption, and the page number where each occurs in the text.
- Align all page numbers to the right, with dotted lines extending from the end of the last word to the page number
- Also,if you have 5 or more appendix tables (figures), you need to show these in a List of Appendix Tables (Figures
- Create two lists of tables (figures).

    • The first is the usual 'List of Tables' (for tables that are presented in the main text).

    • A second list will be created: 'List of Appendix Tables (Figures)'. o In case you have only a few regular tables and a few appendix tables (figures), you might combine these on a single page, as shown on page 4 of this document.

        o Take care to have two separate headings if you use a single page. (See the example page 4 of this document.)

        o If the two lists do not fit on a single page, create a new page for the list of appendix tables (figures).

- *Note*• If you have fewer than 5 appendix tables (figures), you need not create a list for that particular series.). Please check Tips document T7.
- Example:

LIST OF TABLES

LIST OF APPENDIX TABLES

List of abbreviations

- Only if 5 or more abbreviations in the thesis

- Heading should be uppercase, ABBREVIATIONS.

- Put two double spaces between the title of ABBREVIATIONS and the first abbreviations and their explanations.

- There is no need to put a colon after the abbreviation.

- First, type the abbreviation, then use the tab key to leave enough space (for example, below the ABBREVIATIONS heading), and then type the explanation.

- List the abbreviations in alphabetical order, ensuring that each abbreviation and its explanation appear on the same line.

- Define abbreviations by writing out the name in full on the first use, and then put the abbreviation in parentheses. Example: "...School of Social Work (SSW) ..."

- Once defined, you must use the abbreviation for all subsequent references; no flip-flopping!

- Use abbreviations sparingly. (Tip: Most readers can keep track of only 4 to 5 unfamiliar abbreviations.)

PART 5: PAGE LAYOUT – MAIN TEXT AND BACK MATTER

Main text

- **Pagination**: Page 1 is the first page of chapter 1. Use Arabic numerals. (*Tip*: Be sure to use Times New Roman size 12 for the page numbers throughout the thesis.)

- **New page**: Each chapter must begin on a new page, starting with the chapter designation (e.g. Chapter 3) and the chapter title all in capital letters, centered. The designation and the title must be on separate lines. Please see section 3.6 of this document and Samples document S4.

- **Spacing**: Put two double-spaces between the chapter title and the first paragraph of the chapter. (See Samples document S4.) *Tip: Position your cursor at the end of the last word of the title and hit 'Enter' twice. This will give you the second double-space.*

- **Indentation**: The first paragraph of a chapter or a sub-section is not indented. Subsequent paragraphs must receive standard indentation.

- **Lists**: Items in a paragraph that are listed without headings may, for clarity, be designated by bullets such as •, or indicated by lower-case Roman numerals in cases where the order is significant.

Quotations

Placement of quotations: Where you position a quotation in the text depends on its length.

- Short quotations (under 40 words) should appear in the normal flow of the text, enclosed in double quotation marks. Use single quotation marks to set off material that was enclosed in quotation marks in the original source.

- Longer quotations: A quote of 40 words or more is set in a freestanding block of text, without quotation marks.

   o Double-space before starting the block quotation on a new line.

   o Indent the entire block from the left margin.

   o If the block quotation contains more than one paragraph, indent the first line of the second and any subsequent paragraphs. Please refer to the example in section 3.9.4 of this document.

Translated quotes

- Translate into English quotes from other languages. (Linguistics students please see Field-specific document FS3.)

   Example: According to Dag Østerberg (1996), "many of our actions involve changing the materials which surround us: building roads, houses, equipment, signs, weapons, etc." (p. 136, own translation)

- Any quote of 40 or more words (long quote) that has been translated into English must have the text in its original language text presented in an appendix, not in the main text or a footnote. Linguistics students please see Field-specific document F2.

- When an appendix consists of a series of long quotes, it is recommended that, for ease of reference, each should be labeled with a number in the order in which they appear in the text. The text reference might read like this: (see Appendix B, 12).

Back matter

The back matter includes appendices, if any, and the list of references.

Appendices – See Samples document S2.

Detailed raw data, quoted material that is too long for the text, procedural explanations, questionnaires, or other material that is pertinent may be placed in an appendix.

- **New page**: Each appendix must start at the top of a new page. Each appendix must have its own designation (e.g. Appendix A, Appendix B) and its own title. *Tip*: These page headings should be formatted just like the chapter headings.

- Do not create a superordinate "Appendices" page or heading.

- **Designation**

  o If there is a single appendix, the designation is simply "Appendix" (not Appendix A).

  o If there is more than one appendix, each is designated by a letter (e.g. Appendix A, Appendix B, Appendix C . . . , not Appendix 1, Appendix 2, Appendix 3 or Appendix I, Appendix II, or Appendix III). *Tip*: All appendices must be mentioned in consecutive order in the main text.

- **The appendix title** appears on the line below the designation.

  o Put the usual double-space between the designation and the title. (*Tip*: *Assuming your line spacing is set to "double", place your cursor at the end of the last word of the title and hit 'Enter' twice. This will give you two double-spaces.*)

  o Put two double-spaces after the title. (See the *Tip* above.)

  o All elements of the designation and title are to be centered and capitalized.

> **Example** (Please **READ AND HEED** the instructions in this example.)
>
>
> APPENDIX B
>
> INSTRUCTIONS FOR LINE SPACING
>
>
> This is the first line of text of Appendix B. The line spacing is double. After writing "Appendix B,"
>
> put your cursor next to the B and hit Enter once (giving you one double-space). After you write the
>
> title, put your cursor at the end of the last word. Then hit 'enter' twice (result: two double-spaces).

- **Pagination**: All appendices receive pagination in continuation from the main text.

> **IMPORTANT NOTE**
> **ABOUT ETHICS COMMITTEE APPROVAL**
>
> If Ethics Committee approval was required for your thesis research, you must include a copy of the approval document as an appendix. It is not necessary to translate this document into English.

Reference list – See Samples documents S9 & S10. SEE ALSO Video V4.

References indicate the sources of information used in the study of your topic. They recognize the work of others and provide a reliable way for readers to locate them. Do not include sources that are not mentioned in the main text.

- **Style**: All theses are expected to use the last/current version of APA for in-text citations and the references. For detailed information, you may wish to consult a hard copy in your department or at the Boğaziçi University Library. There are also useful resources available online. Please refer to 2.3.2 under Resources, examples, and tools.

- **Start a new page** for the list of references.

- **Heading**: The heading "References" must appear all in capital letters at the top of the first page of the references section, centered.

- **Spacing**
   - Leave two double-spaces after the page heading.
   - Individual entries are single-spaced, with a double-space between entries.

- **Indentation**: Indent the second and subsequent lines of each reference. Use a hanging indent. (Google "how to create hanging indent" to learn how to do this.)

- **Order**: All documents cited in your thesis must appear in the References section, listed alphabetically according to the surname of the first author, or by title if no author is given.

- **Authors**
   - Invert all authors' names, that is, give the last name first.
   - Give surnames and initials, in line with APA style (e.g. Surname, A. A., Surname, B. B., & Surname, C. C.). For example, the 2009 book by two authors, John R. Miller and Michael Weiler, would be represented as follows:

   Miller, J. R., & Weiler, M. (2009) — note the spacing after each punctuation mark.

- **Order of names**: Authors' names are to be listed in the order in which they appear on the source document. Do not rearrange the names of the authors of a multi-authored work into alphabetical order.

- **Group/organization as author:** Write out the name of the group author in full, e.g. UNHCR should be written out as United Nations High Commission for Refugees.

   Tip for *A/An/The***:** When alphabetizing entries or group names as authors, disregard *a*, *an*, *the*, etc. Alphabetize according to the first significant word.

- **Book titles**
  - Use <u>sentence case</u>. Please refer to Tips document T8 for details.

- **Journal titles**
  - Use <u>title case</u>. Please refer to Tips document T8 for details.
  - Journal titles must be *italicized*.

    Example:

    Journal of Multilingual and Multicultural Development

  - Write the <u>full name</u> of the journal; do not abbreviate.
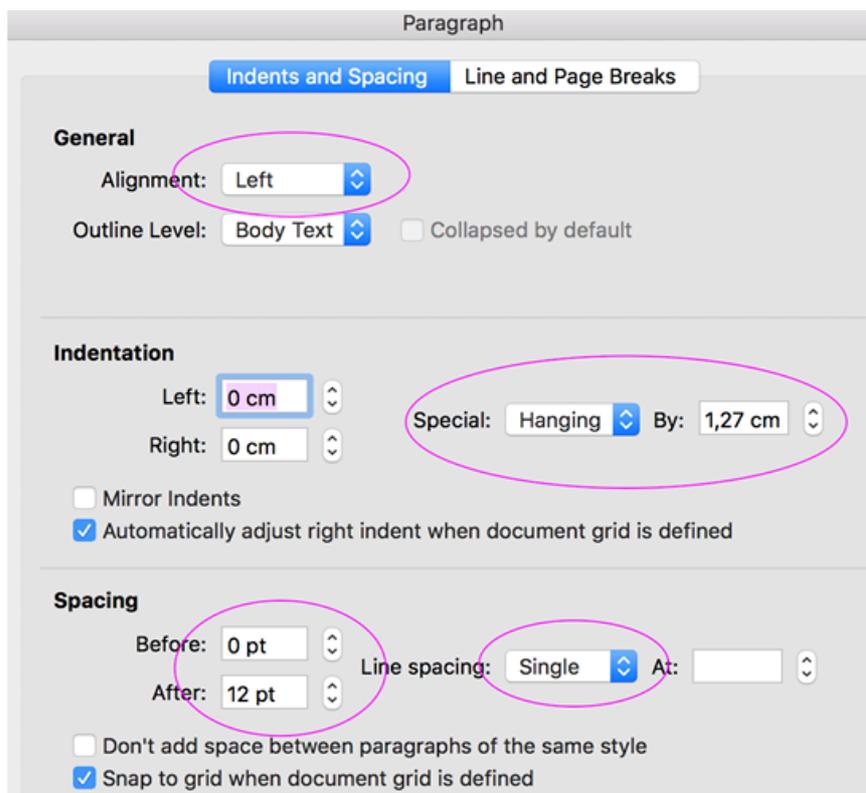
    Example:

    International Journal of Applied Linguistics (not *IJAL*).

    <u>Remember</u>
    - *Sentence case* for book titles and article titles.
    - *Title case* for journal titles.
    - *Italics* for book titles and journal titles.

- **URLs:** All URLs in the reference list must be <u>un</u>linked (as in the rest of the thesis).

PART 6: PREPARATION OF BOUND COPIES

Paper quality

The hard copy must be printed on 75- or 80-gram A4-size white paper.

Printer

Printer settings must comply with A4-size paper and must be arranged so that the page is not resized in printing.

Reproduction

- With the exception of the signed Approval page and the Declaration of Originality, photocopy reproduction is acceptable for all parts of the bound copy submitted to the Institute.

- The Approval page and the Declaration of Originality must bear original signatures (*ıslak imza*).

> **I M P O R T A N T   T I P**
>
> Deliver your thesis to the copy shop in PDF format ONLY, not Word. Printing from a Word document risks unwanted format changes.

Binding

- The thesis must be bound in a dark blue hard cover. The final bound size of the thesis should conform to A4 size.

- On the spine must be printed the name of the candidate as it appears on the title page, the degree awarded (M.A. or Ph.D.), and the year of graduation.

- When the thesis is placed with the front facing up cover up, the text on the spine should read from left to right.

- IMPORTANT: When collecting the printed and bound thesis from the copy shop, students should check everything is in order, including the spelling of the title and the student's name. (If there is a problem, it can be corrected immediately. Do not rely on the copy shop to check; this is the responsibility of the student.)

PART 7: MECHANICS

Numbers

- **Numbers 10 and higher** should generally appear as numerals; nine and below are written out. Exceptions include precise elements of time, age, distance, ratios, and percentages: These always appear as numerals unless they are at the start of a sentence.

- **Numbers at the beginning of a sentence** must be spelled out in full (e.g. "Thirty-eight students were recruited for the study", not "38 students were recruited for the study."

- **Century numbers**: Always spell out centuries in full (e.g. the nineteenth century; twentieth-century fashion).

- **Ordinal numbers:** Generally avoid using ordinal markers (e.g. write out "first", not "1st").

- **Fractions**: Use words, not numbers (e.g. four-fifths of the participants; a two-thirds majority).

- **Decimals** should be indicated with a period, not a comma (e.g. 7.5 not 7,5).

- **The percent sign** (%) must come after the number, not before it (e.g. 40%, not %40), with no space between the number and the percent sign.

Statistics

- Put a space before and after the following:
  - equal signs (=)
  - greater/less than signs (> , <)
  - periods in ellipses (. . .)

Dates

- Always spell out centuries in full (e.g. the nineteenth century; twentieth-century fashion).

- There are two styles for presenting dates in academic writing:
  - mm/dd/yyyy (e.g. June 28, 2005)
  - dd/mm/yyyy (e.g. 28 June 2005)

  Decide your preference and then be consistent throughout the thesis.

- Do not use ordinal markers in dates (e.g. "st" in July 1st, "nd" in 2nd , "rd" in 3rd) unless the month is implied in the same paragraph and the date appears alone.

  > **Example of exception**:
  >
  > The school year always begins in September. This year school will begin on the 15th.

  In such cases, you may use these ordinal markers in superscript (1st, 2nd, 3rd); most word processors do it automatically as you type. As usual, consistency is essential.

URLs: Please unlink all URLs wherever they occur in the thesis, including the References section.

Capitalization

- **Job and position titles**: Do not capitalize job and position titles unless they immediately precede a person's name (e.g. "the superintendent", but "Superintendent Williams"; "the vice president of the school board", but "Vice President Jones").

- **Theories, models, conditions, or diseases** are generally not capitalized.

- **Book titles** <u>in the body of the thesis</u> (not in the References section, however):

  - Use title case: Capitalize all words of four letters or more.
    - When a capitalized word is a hyphenated compound, capitalize both words.
    - Also, capitalize the first word after a colon or a dash in a title.

    Example A: *Theory and Problems of Statistics: A Historical Perspective*

    Example B: *Stock Trading Throughout the Twentieth Century*

- **Names**: Names, both first and last, appear in the standard form, that is, neither capitalized nor bold.

  Example: Marie Curie, not Marie CURIE.

Some punctuation points

- Spacing after punctuation

  - Put <u>one</u> space after periods, commas, colons (:) and other punctuation marks.

  - Do <u>not</u> put a space before a colon, but do put a space after it.

- Do not put any punctuation at the end of a heading or sub-heading.

- Put a space <u>before and after</u> the following:

  - equal signs (=)

  - greater/less than signs (> , <)

  - periods in ellipses (. . .)

- "**et al**" requires a period after "al", but no period after "et". The correct form is "et al."

- **Ampersand (&)**: Avoid using ampersand in titles and in the text. Use "and" instead. *Note*, however, that in common abbreviations such as R&D (for Research and Development), the ampersand is acceptable. Check online identities to be sure.

Special terminology

To introduce a new technical or key term, you may use italics only the first time it is used. Do <u>not</u> italicize it after the initial occurrence. Please see Tips document T1 for more details about the use of italics.

Using non-English words and phrases

- Non-English words that appear in English dictionaries need not be translated, and italics are not used. Examples: de facto, a priori, de jure.

- Make sure that the meanings of all non-English names and terms are clear to the non-specialist. Translate all terminology and names of organizations. Give the English first, followed by the original in parentheses, italicized.

Defining words with no English equivalent

Sometimes it is necessary to use a non-English term to refer to an event or concept because an equivalent does not exist in English.

Gecekondu, for example, could be translated as "slum" or "squatter settlement," but these terms fall short of capturing the essence of *gecekondu*, as some of these settlements are relatively luxurious and meant to be permanent structures. The two examples below show how to use the foreign term; the first time it is used, an explanation or approximate translation is required in parentheses.

Example A

Huge numbers of people migrated to Istanbul, Ankara, Izmir and Adana. There, the squatter towns of *gecekondu* ("built overnight") dwellings soon assumed gigantic proportions and their growth has continued. Today, over half of the built-up surface of Ankara, the capital, consists of *gecekondu*s [note that the 's' to indicate plural in English is not italicized].

Example B

In 1864, a new law on provincial organization introduced a complete hierarchical system of provincial organization and subdivisions, from the *vilayet* (province) through the *sancak* (county) and *kaza* (district) to the *nahiye* (rural community) and the *kariye* (village).