

## 1. FREQUENTLY SEEN MISTAKES

- 1) Please read the Format booklet. It will be the most important step to speed up your and other students' processes. Also the Equations document and the Institute Decision About Image Permissions (which is in the Announcements section of the web page) are another must-read documents.
- 2) Thesis title must be all uppercase including the Turkish and English versions, everywhere in the thesis.
- 3) Please double check all page margins, especially in the sections before Introduction.
- 4) Please double check that everything is totally in accordance with the Format booklet, especially in the sections before Introduction.
- 5) All surnames must be written with uppercase first letters only.
- 6) There should be no "Dr." but "Ph.D." in the approval page. Correct example is in the "Format.pdf". There should not be any "Dr." with English academic titles.
- 7) In the approval page, there should be a space after the dot of the academic titles.
- 8) In the approval page, jury members' other roles except for "Advisor" and "Co-advisor" should not be mentioned.
- 9) You should pay attention not to use abbreviations "Assist." and "Assoc." in any other version.

- 10) Alignment and spacing between elements is very important in the contents page. Text should not be over till the page numbers.
- 11) In the List of Symbols the order must be “Latin-Greek-Others”. There should be spacing not between every symbol, but between languages.
- 12) In the List of Abbrev. there should be an alphabetic order with numbers first.
- 13) In all these lists elements with two lines may cause the spacing to go lower in general. You should give a spacing manually with a spacing command (such as `\vspace`) to standardize the spacing in the page.
- 14) In the List of Abbrev. first letters of the explanations must be capitalized.
- 15) There should be one line of spacing between every element in the List of Figures/Tables.
- 16) The dots on the Contents page must be aligned.
- 17) All primary level headings must be completely uppercase. There should be two lines of spacing after them. Every other level headings must be first-letter-uppercase.
- 18) Some extra packages may disrupt the margins, you should always check. Here are the correct margins.
  - (a) For page numbers, top margin 2 cm.
  - (b) For text, top margin 3.5 cm.
  - (c) For text, right margin 2 cm.
  - (d) For text, bottom margin 2 cm.
  - (e) For text, left margin 3.5 cm.

- 19) There can be a slight and hard to see overflow at the right margin of the Turkish summary. You should check in detail.
- 20) Rules of spacing during the thesis are given below:
- Two lines of spacing after every primary level heading.
  - One line of spacing for any other type of heading.
  - One line of spacing after paragraphs.
  - One line of spacing before figures.
  - One line of spacing between figure and its caption (This process is sometimes automatic and sometimes not in the template).
  - One line of spacing after the figure's caption (This process is sometimes automatic and sometimes not in the template).
  - One line of spacing between table caption. (Don't forget that table captions are on top of the tables.)
  - Half a line of spacing after table caption.
  - One line of spacing after table itself. (This process is sometimes automatic and sometimes not in the template).
- 21) No "Fig." or "Sec." kind of abbreviations are allowed. Please check the format booklet for the correct referencing.
- 22) Please double check the table margins as they tend to slightly overfit the page.
- 23) There can be no continuing line left at the bottom of a page. You should pass it no the next page. You can use the "clearpage" command for this purpose. As it is a stubborn mistake, it is always better to check it again before sending your thesis. Same situation applies for the top of a page. There can't be any "one and only line" continuing from the previous page. You should either finish the paragraph in the previous page or arrange the text so that there will be more than one line of text in the following page.

- 24) No bold text is allowed within the text.
- 25) Even though the page only contains a figure or a table you cannot put it into the middle of the page. Every page should start from the topmost line. No empty lines in the beginning of a page is allowed.
- 26) If there is still space at the end of a page, the text should continue. New page can only be started for a primary level heading.
- 27) There should be no page numbers in lateral pages. Lateral pages should also be carefully checked for margin breaches as they are more susceptible.
- 28) There should be no websites in the text itself. In the references, double check that the website does not cause a margin breach.
- 29) There should be a dot at the end of every caption.
- 30) You should not use the term “Algorithm” in the captions, they are figures.
- 31) For tables which do not fit into one page, you can continue the table in the following page(s) with using (cont.) in the caption and not changing the table number.
- 32) Every equation must be a part of a sentence. Details about equations are given in “Format.pdf”. There is even example code for using correct spacing. No extra spacing must be used in equations. Equation template is highly advised.
- 33) Citations to equations must be in parentheses.
- 34) There shouldn't be any paragraphs containing only one line, especially in between the equations.

- 35) You should not give the names or numbers of the equations before the equation itself.
- 36) Examples of referencing styles are given in “Format.pdf”. The format is neither the same with APA nor IEEE. It is modified from both of them and two types of styles are allowed (Alphabetical or Numerical). Please use with caution.
- 37) Important points about references are given below:
- All your references must be ordered in the order of occurrence within the text (discard the list of figures. Also double check to cite every reference.
  - No double commas “,” are allowed.
  - Page number is an easily forgettable info. You should add the page number information except for books and nearly all. Pay attention not to have any missing info in your references.
  - The expressions like “,IEEE,” and “,ACM,” are not allowed because they are organizations, not publishers.
  - No abbreviations are allowed in publishers, names of articles, etc. (For example “Biol. Chap.”)
  - There should not be more than one year info, even if it is in the name of a conference.
  - No et. al. is allowed within the references section. Every author must be written
  - Every word except for conjunctions and prepositions, must have its first letter be uppercase.
  - No doi is allowed.
  - The website info should not be present if the reference is not a web source itself.
  - Please double check the website references from the format.pdf.
  - No all uppercase words are allowed except if it is in the title of the reference.
  - No month info is allowed except for website references.

38) Please use the following rule for quotation marks within  $\text{\LaTeX}$  file:

- Input:

Double quote: ‘‘double quote’’

- Output:

Double quote: “double quote”

- Input:

Single quote: ‘single quote’

- Output:

Single quote: ‘single quote’

39) Additional  $\text{\LaTeX}$  packages can be used, however some packages may cause errors and alignment problems in List of Figures/Tables. Examples for a correct and wrong List of Figures are given at the end of the document.

<b>LIST OF FIGURES</b>	
1.1	Primal and dual block angular problem structures [1]. . . . .
3.1	Common Network Topologies . . . . .
3.2	Structure and information exchange scheme for existing de cision methods . . . . .
3.3	Structure and information exchange scheme for proposed
4.1	Pseudo-code for Decentralized Benders Decomposition Al
4.2	Pseudo-code for GETCUT Function . . . . .

Figure 1.1. Wrong Figure List.

**LIST OF FIGURES**

Figure 1.1. Primal and dual block angular problem structures [13]. . . . .

Figure 3.1. Common Network Topologies. . . . .

Figure 3.2. Structure and information exchange scheme for existing decomposition methods. . . . .

Figure 3.3. Structure and information exchange scheme for proposed method. . . . .

Figure 1.2. Correct Figure List.