FBE THESIS FORMATTING CHECKLIST

Detailed instructions on thesis formatting and a list of commonly seen mistakes that result in rejection of a thesis by the Institute of Graduate Studies in Science and Engineering are provided on the FBE website and can be accessed under the following links:

1.- **FBE Thesis Format** (complete formatting guide with example pages)
http://www.fbe.boun.edu.tr/fbe/sites/default/files/formlar/FBE_Format_2022.pdf

2.- **Equation formatting**
http://www.fbe.boun.edu.tr/fbe/sites/default/files/formlar/FBE_How_To_Write_Equations_Properly.pdf

3.- **Reference formatting**
http://www.fbe.boun.edu.tr/fbe/sites/default/files/formlar/FBE_Reference_Style_Guide.pdf

4.- **Frequently seen mistakes**
http://www.fbe.boun.edu.tr/fbe/sites/default/files/formlar/FBE_Sikca_Gorulen_Yanlislar.pdf

The checklist below includes only the most critical formatting rules that apply to all theses. Additional instructions may apply for more complex layouts that include formal mathematical notation, footnotes, or itemized lists.

Please carefully check your thesis document against each item of the list and indicate that the format of your thesis complies with the specified rules. Note that extensive formatting mistakes and multiple rounds of submission may result in delayed completion of the graduation procedure.

A.	General document format	
1.	**Page format** • A4	☐
2.	**Page margins and indentations** • left: 3.5 cm • right: 2 cm • top: 3.5 cm • bottom: 2 cm • paragraph indentation: 4.5 cm (= + 1cm from left margin)	☐
3.	**Line spacing** • main text: 1.5 lines • footnotes and quotations: 1.0 lines (single)	☐
4.	**Font type** • Times, • Times New Roman, or • Computer Modern	☐
5.	**Font size** • main text: 12 pt • footnotes / quotations: 10 pt	☐
6.	**Centering** • titles, headings (except for second subheadings), figures, figure captions, tables, and table headings should be centered to the main text block between standard margins (left: 3.5, right: 2 cm) without the paragraph indentation (= 112 mm from left edge of the page)	☐
7.	**Pagination** • should occur on all pages except for the Title Page and pages on which Figures /Tables are placed in landscape orientation • Roman numerals (lower case; e.g., i, ii, iii) for preliminary section (Title Page, Table of Contents, List of Figures/Tables, etc.) • Arabic numerals (e.g., 1, 2, 3) for the main text of the thesis • placement: 2 cm from top, 2 cm from right edge of the page	☐
8.	**Paragraphs** • indentation of the first line of each new paragraph by 1 cm • spacing between paragraphs: 1 empty line • avoid extra space in the Format/Paragraph/Spacing/Before or After option in MS Word • paragraphs at the bottom of a page must be at least 2 lines long (otherwise move to next page)	☐

B.	Headings and subheadings	☐
1.	**Main headings** • all capital letters (e.g., **1. INTRODUCTION**) • bold • 14 pt • centered • no period at end of the heading title • main headings always begin a new page • main headings should be numbered 1., 2., …, n. (with period and 2 blank spaces between number and text) • main headings should be followed by 2 empty lines	☐
2.	**Second headings** • title case (e.g., **1.1. Detailed Introduction of the Topic**) • bold, • 12 pt • centered • no period at end of the heading title • headings should be numbered 1.1., 1.2., …, n.n. (with periods and 2 blank spaces between number and title text) • headings should be separated from preceding and subsequent text by 1 empty line	☐
3.	**First subheadings** • title case (e.g., **1.1.1. More Details on the Topic**) • bold, • 12 pt • left aligned • no period at end of heading • headings should be numbered 1.1.1., 1.1.2., …, n.n.n. (with periods and 2 blank spaces between number and title text) • headings should be separated from preceding and subsequent text by 1 empty line	☐
4.	**Second subheadings** • title case (e.g., <u>1.1.1.1. Even More Detail</u>. Main text continues here …) • 12 pt • left aligned (no indentation) • underlined • period at end of heading • headings should be numbered <u>1.1.1.1.</u>, <u>1.1.1.2.</u>, …, <u>n.n.n.n.</u> (with period and 2 blank spaces between number and title text) • headings should be separated from preceding text by 1 empty line • subsequent text should follow the heading after a blank space on the same line	☐

C.	Figures and figure legends	☐
1.	**Margins, spacing, and alignment** • same margins as for the main text without indentation (left: 3.5 cm, right: 2 cm) • centered • figures can be smaller, but not wider, than the surrounding text block • if figures occur at the top of the page, they should be aligned to the top margin • if figures occur in landscape orientation on a single page, they should be aligned to the left margin without indentation • figures should be separated from the preceding text and the figure legend by 1 empty line	☐
2.	**Figure captions/legends** • should be named and numbered according to section (e.g., Figure 1.1. Something. , Figure 4.3. Something else.; with periods) • no abbreviation, (e.g., Fig. 1.1) • below figure (separated by 1 line) • centered • max. 5 lines • no title case • period at the end of the caption/legend • indication of subsections should be referred to as (a), (b), …(n), with double parenthesis • figure legends should be separated from the subsequent text by 1 empty line	☐
3.	**Placement** • figures should be placed between paragraphs • figures should not split continuing text of paragraphs	☐

D.	Tables and table headers	
1.	**Margins and spacing** • same margins as for the main text without indentation (left: 3.5 cm, right: 2 cm) • centered • if tables occur at the top of the page, they should be aligned to the top margin • if tables occur in landscape orientation on a single page, they should be aligned to the left margin without indentation • should be separated from the subsequent text by 1 empty line • framed with single line	☐
2.	**Table headers** • should be named and numbered according to section (e.g., Table 1.1. Something., Table 4.3. Something else.; with periods) • no abbreviation, e.g., Tbl. 1.1. • above table (separated by 0.5 lines) • centered • max. 5 lines • no title case • period at the end of the table header	☐
3.	**Placement** • tables should be placed between paragraphs • tables should not split continuing text of paragraphs	☐

E.	References	
1.	**Citations in the main text** • either numerical referencing or citations by first author name can be used (but not both) Numerical references: • should be numbered in their order of appearance in the main text • general format: [6], [6,7], or [6-12] but [6], [8-12], [17] **not** [6,8-12, 17] First author references: • general format: (Doe, 1999), (Doe and Miller, 2012), (Doe et al., 2023; if more than two authors) • should be ordered according to publication year, separated by semicolon (Doe 1999; Doe and Miller, 2012)	☐
2.	**Reference list** • pay close attention to spacing, case usage, punctuation, and use of italics, which is different for different bibliographical sources • no use of abbreviations	☐
3.	**Resource** • Formatting rules and guidelines can be found under: http://www.fbe.boun.edu.tr/fbe/sites/default/files/formlar/FBE_Reference_Style_Guide.pdf	☐

F.	Equations	
1.	**General aspects** • all equations should be part of the text and sentence structure with appropriate punctuation • equations should not occur as stand-alone or floating objects • equations should be written with the same line spacing as the main text • there should be no additional empty lines before and after equations, except if a new paragraph follows	☐
2.	**Resource** • Formatting rules and guidelines can be found under: http://www.fbe.boun.edu.tr/fbe/sites/default/files/formlar/FBE_How_To_Write_Equations_Properly.pdf	☐

G.	Special pages	
1.	**Title page** • No page number, but the page counts as page i • only previously earned academic degrees should be listed but not the degree that will be earned through submission of the thesis	

1.	**Signature page** • Only Assist. Prof, Assoc. Prof. and Prof. should be used (not Dr.) • Jury members should be listed in the order. 1. Thesis supervisor, 2. BU internal jury (alphabetical), 3. External jury members (alphabetical)	☐
2.	**Table of Contents** • special care should be given to the alignments of section numbers, text, and page numbers • text and leading dots should be aligned as 'justified' and not extend into the page numbers	☐
3.	**List of Symbols** • should be given in the order: Roman, Greek, others, separated by an empty line between categories • should be given in alphabetical order within each category	☐
4.	**List of Abbreviations** • should be given in alphabetical order, numbers first	☐
5.	**List of Figures / Tables** • should be formatted as follows: Figure number (space) Legend/Caption leading dots (space) page number Figure 1.1.　　Lots of colors and lines. ……………………………………………… 23 Figure 1.2.　　More colors and lines. ……………………………………….... 47 　　　　　　　　　　←——— justified alignment ———→ Note that the text of the legend/caption (including the leading dots) should be aligned 'justified' between the Figure number and the page number • individual entries (e.g. Figure 4.1. …, Figure 4.2. … should be spaced by 1 empty line	☐
6.	**Abstract / Özet** • maximum length: 1 page	☐
7.	**Pages in landscape format** • no page number • same margins as the rest of the thesis	☐

Thesis title: _____

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Submitted by: **Approval of the Thesis Advisor**:

Name: _____   Name: _____

Date: _____   Date: _____

Signature: _____   Signature: _____