



SET-UP

- Set the margins
 - Left = 4cm
 - Top, right, bottom = 2.5cm
- Set the line spacing

(Double: with 0 spacing before, 0 spacing after)

ENTERING YOUR DATA

- Type the title.
(use 'title case' — see the guidelines'
(Note: the word limit is 15. All words count.)
- Type the
The thesis of Name Surname
has been approved by:
phrase
- Create the committee member list.
(pay attention to correct order — see the guidelines)
- Enter the month and year of the *approved* defense.

CENTERING

WARNING: Do not center text manually by repeatedly hitting the space bar on your keyboard.

- Select everything above the committee member list and click on the button that looks like this: 
- Do the same for the date at the bottom of the page.

THE LIST OF COMMITTEE MEMBERS

For those with special designations (such as thesis advisor, external member): Use a **single-space between the name and the designation**.

- Select the lines with the name and designation (please check the titles of the professors from <https://akademik.yok.gov.tr/AkademikArama/>, if exist.)
- Go to Format, and change 'double' to 'single' spacing (*with 0 spacing before, 0 spacing after*).
- Do the same for each member with a designation.
- Adjust the layout so that the names are equidistant.



Are the **margins** and **line spacing** correct?

- Does the **parsing** of the title look right?
- Have you listed the committee members in the correct **order**? (*See the guidelines*)
- Have you **spelled** all names correctly?
- Are the **designations** abbreviated correctly?
- Have you modeled the **layout** on the sample approval page? (*See the guidelines.*)
- Titles of "Dr." **should not be written**. For example: not Assoc. Prof. Dr; it should be Assoc. Prof."

SEND

If you answered 'yes' to all the previous questions:

- Send the formatted Word document to the SBE editor. **(No PDF, please.)**
- On the subject line of your email, be sure to include
 - the phrase 'title check'
 - your name