

## Finalizing your documents for editing

*(format---only checking or format + language editing)*

**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.

### A. Check the language

1. Run an online spelling check and make any necessary corrections.
2. Pay attention to any wavy green lines beneath words or phrases in your text. These indicate a possible grammar problem. Correct it yourself if you can.
3. Make sure that you have not used contractions (e.g. *I'm, can't, doesn't*); contractions are considered conversational and are therefore not suitable for academic writing. Exceptions include direct quotations.

### B. Check the format

4. Check that the format is compliant with all relevant elements of the Institute guidelines, and convert to PDF.
  - a. Include your formatted Approval page and your formatted Declaration of Originality.
  - b. **IMPORTANT:** Include scanned copies of the signed Approval page and the Declaration of Originality in the thesis document.
5. Do a visual check of the PDF to ensure everything looks the way it is supposed to.
  - a. Check each page again for any errors, e.g. make sure margins, images (charts, graphs, pictures, etc.) all display correctly, and that there are no empty pages or wide blank spaces.
  - b. Pay particular attention to “widows and orphans”: Widows and orphans are single lines of text at the top or bottom of a page. See guidelines 1.3 no. 5.

### C. Email the thesis to the editor

6. On the subject line of the email, please write ‘request for format check – [your name]’.  
[boun.sbe.editor@gmail.com](mailto:boun.sbe.editor@gmail.com)

Example: Request for format check – Buse Eren

7. Send your thesis to the editor as both Word and PDF.