

## SPECIAL PROVISIONS FOR TURKISH LANGUAGE AND LITERATURE STUDENTS

### FRONT MATTER: ORDER AND LANGUAGE

To resolve any questions about the language of front matter and of the hard cover, please refer to the table below.

PAGE	LANGUAGE
Hard cover	English
Cover page	English
Title page	English
Title page 2 (if any)	Turkish (This is an additional page, and it counts in the pagination.)
Approval page	English
Declaration of Originality	English
Abstract	English
Özet	Turkish

### EXTENDED ABSTRACT

In addition to the standard English abstract which appears in the front matter, students are required to provide an extended abstract in English.

#### Position

The extended abstract will appear as an appendix (see page 2 of this document for details).

#### Format

The format is similar to that for the standard abstract (see sample on page 2 of this document).

#### Length

For MA theses: 750–1,250 words

For PhD theses: 1,250–2,500 words

#### Reference

After the last sentence of your standard thesis, on a new line, in parentheses, please write the relevant notation:

- If you have only one appendix: (See the Appendix for an extended abstract.)
- If you have more than one appendix: (See Appendix A for an extended abstract.)

This notation will not count as part of the word count for your standard abstract.

#### Table of contents

The title of the extended abstract appendix should be expressed as follows:

EK: UZUN ÖZET (EXTENDED ABSTRACT) — This example assumes a single 'ek'. If you have more than one, this one would be EK A.

**On the appendix page itself**, use the title as shown above. See the example on page 2 of this document.

The text of this sample document contains instructions. Please read them.

EK

## UZUN ÖZET (EXTENDED ABSTRACT)

two  
double-  
spaces



The first line of your extended abstract starts here. Please put two double-spaces between the title of the appendix and the first line of text, as indicated in the margin. In case this is your only appendix, write simply 'EK' as the designation, not 'EK A'. If you have other appendices, your extended abstract will be the first one, that is, EK A. Be sure this included in the table of contents.

The word count for extended abstracts ranges from 750–1,250 words for MA theses and from 1,250–2,500 words for PhD theses. An abstract informs a potential reader about what you did and why your research question is important. You should therefore use the past tense to refer to what was done and what you found in your research, and the present tense to comment on its significance. Avoid overusing passive verbs; do not avoid active verbs.

Look at your extended abstract as having an introduction, a body, and a conclusion (but do not use these labels as headings). In the introduction, identify your project or the problem you researched and explain why you studied it. Provide a bit of background information and explain why your research is important. Give information about the scope of your study.

In the body, describe your methods, the results, and a discussion. The experimental section should be developed sufficiently for the reader to understand what you did and how you did it. Your conclusion can highlight key findings and perhaps compare the results of your study with others if that is appropriate and/or comment on how your study contributes to the field.