

**ANKARA SCIENCE UNIVERSITY GRADUATE SCHOOL OF STUDIES**

**GUIDELINE FOR WRITING A THESIS**

**Purpose and Scope**

The purpose of this guideline is to regulate the principles regarding the writing and printing of theses prepared at Ankara Science University Graduate School of Studies in accordance with Ankara Science University’s Regulation on Education and Examination.

**List of Abbreviations**

 The abbreviations used in this guideline have the following definitions:

 a) **Institute:** Graduate School of Studies

 b) **Senate:** Ankara Science University Senate

 c) **Department:** Department that has a graduate program in the institute

 d) **Thesis:** Master's or PhD thesis



Ankara Science University Graduate School of Studies

[Department]

[Division of Science]

**[THESIS TITLE]**

[Student’s Name, SURNAME]

[Thesis Type]

Ankara, [Year]

[THESIS TITLE]

[Student’s Name, SURNAME]

Ankara Science University Graduate School of Studies

[Department]

[Division of Science]

[Thesis Type]

Ankara, [Year]

**APPROVAL OF THE GRADUATE SCHOOL**

This study titled "[Title of Thesis]" prepared by [Student's Name and Surname] has been found successful as a result of the defense exam held on [Date of Defense Examination] and accepted as [Type of Thesis] by our jury.

[Title, Name Surname] (Director)

[Title, Name Surname] (Advisor)

[Title, Name Surname] (Member)

[Title, Name Surname] (Member)

[Title, Name Surname] (Member)

In this thesis, (Title, Name and Surname) has contributed as the Co-Advisor.

I confirm that the above signatures belong to the aforementioned faculty members.

Dr. Handan AKKAŞ

Deputy Director of The Institute

**DECLARATION OF PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS**

I hereby declare that I have given Ankara Science University permission to archive all or any part of my graduate thesis approved by the Institute, in printed (paper) and electronic format, and make it available for use under the conditions given below. All my intellectual property rights other than the usage rights granted to the University with this permission will remain with me, and the rights to use all or part of my thesis in future studies (articles, books, licenses and patents, etc.) will belong to me.

I declare and undertake that the thesis is my own original work, that I have not violated the rights of others and that I am the sole authorized owner of my thesis. I undertake that I have used the copyrighted texts in my thesis, which must be used with written permission from their owners, and I undertake to submit copies to the University when requested.

Within the scope of the ***"Directive on Collecting, Organizing and Making Access to Graduate Theses in Electronic Environment***" published by the Council of Higher Education, my thesis will be made available in the YÖK National Thesis Center / Ankara Science University Library Open Access System, except for the conditions stated below.

* With the decision of the Institute / Faculty Board of Directors, the access to my thesis has been postponed for 2 years from my graduation date. (1)
* With the justified decision of the Institute / Faculty Board of Directors, the access to my thesis has been postponed for …. months from my graduation date. (2)
* A confidentiality decision has been made regarding my thesis. (3)

 ……/………/……

 **[Signature]**

 **[Student’s Name SURNAME]**

 *"Directive on Collecting, Organizing and Making Access to Graduate Theses in Electronic Environment”*

1. *Article 6. 1. In the event that a patent application is made for the graduate thesis or the patenting process continues, the institute or faculty board of directors may decide to postpone the accessibility of the thesis for two years, upon the recommendation of the thesis advisor and the approval of the institute department.*
2. *Article 6. 2. The thesis advisor's proposal and the institute's department's proposal about the theses that contain information and findings that use new techniques, materials and methods, that have not yet been converted into articles or that have not been protected by methods such as patents and that, if shared over the internet, may create an opportunity for unfair gain to third parties or institutions. Upon the approval of the institute or faculty administrative board, the thesis may be blocked from being made accessible for a period not exceeding six months.*
3. *Article 7. 1. Confidentiality decision regarding graduate theses related to national interests or security is given by the institution where the thesis is made. The confidentiality decision regarding the graduate theses prepared within the framework of the cooperation protocol with institutions and organizations is made by the university administrative board upon the recommendation of the relevant institution and organization and the approval of the institute or faculty. Theses that are given a confidentiality decision are reported to the Council of Higher Educationl.*
4. *Article 7.2. The theses for which the confidentiality decision is given are kept by the institute or faculty within the framework of confidentiality rules, and uploaded to the Thesis Automation System in case the confidentiality decision is removed.*

***\* It is decided by the institute*** *or* ***faculty board of directors*** *upon the recommendation of* ***the thesis advisor*** *and the approval of* ***the institute department.***

**ETHICAL STATEMENT**

I hereby declare that I have obtained all the information and documents in this study within the framework of academic rules, that I have presented all visual, audio and written information and results in accordance with the rules of scientific ethics, that I have not falsified any of the data I have used, that I have cited the sources I have used in accordance with scientific norms, that my thesis is original except where references are cited, that it was produced by me under the supervision of **The title, Name and Surname of the Thesis Advisor** and that it was written in accordance with the Thesis Writing Directive of Ankara Science University Graduate School of Studies.

**[*Signature]***

**[*Student's Title (if any). Name Surname*]**

**ÖZET**

[Yazarın SOYADI, Adı]. *[Tezin Adı]*, [Tezin Türü], Ankara, [Yılı].

***(En fazla 300 kelime)***

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**Anahtar Sözcükler *(En az 3, en fazla 7 kelime)***

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# ABSTRACT

[SURNAME, Name]. *[Thesis Title]*, [Thesis Type], Ankara, [Year].

***(Maximum 300 words)***

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**Keywords *(Minimum 3, maximum 7 words)***

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# INTRODUCTION

This section is an example of how to organize the text of the thesis. The instructions are written in the proper thesis layout.

**SECTION 1:**

**PAGE LAYOUT**

* 1. **USE OF PAGES:** A4 (21 x 29,7 mm) paper of at least 80g/m2 must be used. Only one side of the paper should be used. For theses of more than 500 pages, two sides of the paper can be used.
	2. **MARGINS:** The left margin of the page should be 4 cm, the top and bottom margins should be 3 cm, and the right margin should be 2 cm.
	3. **PAGE NUMBERS:** Page numbers should be written 1.5 cm below the top edge of the paper, in the upper right corner of the writing frame, without using parentheses, lines, etc.
	4. **NUMBERING:** All pages after the inner cover are numbered. The pages up to the Introduction should be numbered with lowercase Roman numerals (i, ii, iii, iv, vi …), and the other pages starting with the Introduction should be numbered (1, 2, 3, 4 …).

***IMPORTANT NOTE: The INNER COVER, ACCEPTANCE AND APPROVAL PAGE, DECLARATION OF PUBLICATION AND INTELLECTUAL PROPERTY RIGHTS and ETHICS STATEMENT page are not numbered!***

***However, the Acceptance and Approval page, the Declaration of Publication and Intellectual Property Rights and the Ethics Statement page are considered to be numbered, and the following page is continued with the number “iv”. In the Table of Contents, page numbers not written on the page are shown as “i” for the Acceptance and Approval page, "ii" for the Declaration of Publication and Intellectual Property Rights, and “iii” for the Ethical Statement.***

* 1. **TYPE AND SIZE:** Times New Roman or Arial font size 11-12 pt should be used. In footnotes, block quotations, drawings and tables, 9-11 pt font size can be used.
	2. **LINE SPACING:** In the text, 1.5 lines (18 pt) should be left between the lines, and 1 line (12 pt) should be left in footnotes or blocked quotations.
	3. **PARAGRAPHS:** All text, including headings, should be written in blocked alignment from left and right. The first line of the paragraphs should also be aligned from the left and should not be indented. Blocked quotations should be indented 1 cm from left and right. Leave 2 line spaces between paragraphs.

\*It was adopted at the Senate session held on ...........

**SECTION 2:**

**CHAPTER HEADINGS**

* 1. **CHAPTER HEADINGS**: New chapter headings start on a new page and all words should be capitalized, bold and in 13-14 pt font size, and the text should be centered.
	2. **FIRST LEVEL HEADINGS:** All words are capitalized and bold, aligned 1 cm from the left margin.
	3. **SECOND LEVEL HEADINGS:** The first letters of all words are capitalized, the others are lowercase and bold, aligned 1 cm from the left margin.
	4. **HEADINGS AT THIRD LEVEL AND BELOW:** Capitalize the first letters of all words, lowercase the others, and align on the left margin.

All headings are numbered and are preceded by 2 lines (24 pt) and followed by 1.5 lines (18 pt).

**EXAMPLE:**

**CHAPTER MAIN TITLE**

* 1. **FIRST LEVEL HEADING**
		1. **Second Level Heading**

1.1.1.1. Third and Lower Level Heading

**3. SECTION 3:**

**THESIS ORGANIZATION**

**3.1. ORDER OF PAGES**

The order of the chapters and pages of the thesis should be as follows:

**3.1.1. Cover Page**: The front cover consists of the Logo, University, Institute and Department block, Title of Thesis, Name and Surname of the Candidate, Type of Thesis, Place and Year of Publication. There is a 3 cm margin on the left and right edges of the page and a 2 cm margin on the top and bottom edges. It is printed on Bristol cardboard weighing at least 160 g/m2. The height of the logo should be 10 mm. All text is centered. The title should be 14-18 pt, all capital letters and bold, and other text should be 12 pt and normal. The type of the thesis should *be Master’s Thesis* or *Doctoral Thesis*.

**3.1.2.** **Blank Page**: In order to protect the thesis and the binding, a blank page is inserted from the paper on which the thesis is printed. It should be ensured that this blank page is made by the people responsible for printing the thesis while having it bound. A blank page must be added between the front cover and the inner cover during the printing process.

**3.1.3.** **Inner Cover:** The inner cover consists of the Title of the Thesis, Name and Surname of the Candidate, Type of Thesis, University, Institute and Department, Place and Year of Publication and is written in the same font size used in the text part of the thesis, with 1 line spacing. The title of the thesis is written in all capital letters, and the other text on the page is written with the first letters capitalized and the others in lower case.

**3.1.4.** **Acceptance and Approval Page**

**3.1.5. Declaration of Publication and Intellectual Property Rights**

**3.1.6. Ethical Statement**

**3.1.7. Dedication Page**: The candidate can dedicate his/her thesis to any person or persons of his/her choice.

**3.1.8.** **Acknowledgment Page**: It can be added if desired.

**3.1.9.** **English Abstract Page**: On the abstract page, the title ABSTRACT is used in bold letters, centered on the abstract page, and after the title of the thesis is stated in the first line, the purpose, scope, methods used and conclusions of the thesis study should be written clearly and concisely. The abstract should not exceed 300 words. The phrase “keywords” should be written under the abstract text and minimum 7 keywords should be specified.

**3.1.10.** **Turkish Abstract Page**: It is prepared like the English abstract page.

**3.1.11.** **Table of Contents***:* All chapter heading in the thesis text and the References (Appendices, if any) page must be shown in the Table of Contents.

**3.1.12.** **Index of Symbols and Abbreviations**

**3.1.13.** **List of Tables**

They are numbered in the text, starting from Table 1, regardless of the chapter.

**3.1.14.** **List of Figures**

They are numbered in the text, starting from Figure 1, regardless of the chapter.

**3.1.15.** **Preface**: A preface is optional. However, if the thesis is prepared within the scope of a project, the name of the project and the related organization should be mentioned in this section.

**3.1.16.** **Text Section of the Thesis**

**3.1.17.** **Bibliography**: The lines after the author names are indented by 1 cm.

**3.1.18.** **Appendices**: Each appendix starts on a new page and is numbered as Appendix 1, Appendix 2 ... and the title is written centered.

**ETHICS BOARD/COMMISSION PERMISSON or EXEMPTION FORM ORIGINALITY REPORT IS ATTACHED**

**3.1.19.** **Curriculum Vitae**: Optional.

**3.1.20.** **Blank Page**: In order to protect the thesis and the binding, a blank page is inserted from the paper on which the thesis is printed.

**3.1.21. Back Cover**: It should be made of cardboard of the same quality as the front cover and should not have any writing on it.

**3.2. BINDING THE THESİS**

***Spine writing:***The name of the thesis, the name of the author, and the year the thesis was accepted are written on the spine of the thesis. If it does not fit on the spine, the name of the thesis may be abbreviated accordingly. The spine text cannot be larger than the character size used on the outer cover. The title of the thesis is written left aligned with 2 cm margin from the top. There should also be a 2 cm space between the date and the bottom margin. Other spaces are arranged equally.

**3.3. THESES PREPARED IN A FOREIGN LANGUAGE**

The spelling rules of that language are followed in the writing of the titles. If desired, an abstract page in the language in which the thesis is written can be added after the English abstract page.

**3.4. CITATION SYSTEM**

Citing references in the text and the way they are organized in the bibliography are determined by the Department/Associate Department, provided that it is a consistent system with international validity such as APA and MLA.

**3.5. OTHER ISSUES**

In matters not specified in this directive, the decisions of the Institute Administrative Board shall be followed.

**3.6. ENFORCEMENT**

This directive comes into force as of the ... Academic Year ... Semester of the Academic Year.

**3.7. EXECUTION**

This directive is executed by the Director of the Institute.

**CONCLUSION**

**BIBLIOGRAPHY**

**For information on writing references, please see:** Ankara Science University Principles of Citing References in Scientific Publications (.. date and .. number)

**For the most up-to-date APA and MLA information, you can use the following internet addresses:**

 **APA:**

<http://owl.english.purdue.edu/owl/resource/560/01/>

**MLA:**

<http://owl.english.purdue.edu/owl/resource/747/01/>

**APPENDIX 1. Originality Report**

The Thesis Originality Report, which can be found at <https://ankarabilim.edu.tr/sayfa/lisansustu> – forms and petitions section, will be included. It can be a scanned copy.

**APPENDIX 2. Ethics Committee/Commission Permission or Exemption Form**

Whichever of the Ethics Committee/Commission Permission or Exemption Reports filled out by accessing <https://ankarabilim.edu.tr/sayfa/lisansustu> for the thesis must be added to this part of the thesis. If permission has been obtained from the Ethics Committee/Commission, The Ethics Committee/Commission approval letter must be attached. If not, it is sufficient to attach the Ethics Committee/Commission Exemption form. It can be scanned copy.

**CURRICULUM VITAE**

|  |  |
| --- | --- |
| **Personal Information** |  |
| Name Surname | : |
| Place and Date of Birth | : |
| **Education Status** |  |
| Undergraduate Education | : |
| Master’s Degree | : |
| Foreign Languages | : |
| Scientific Activities | : |
| **Work Experiences** |  |
| Internships | : |
| Projects | : |
| Institutions worked so far | : |
|  |  |
| **Contact** |  |
| E-Mail Address | : |
|  |  |
| **Date** | : Jury Date |

**Binding Spine Sample**

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| --- |
| **[TITLE OF THESIS]** |
| [Student’s Name Surname] |
| [Year] |

 | Ankara Science University Graduate School of Studies [Department] [Division of Science]**[TITLE OF THESIS]**[Student’s Name SURNAME][Thesis Type]Ankara, [Year] |