

Guide for Thesis Preparation (Title of the Thesis in English)

Submitted to the Graduate School of Natural and Applied Sciences
in partial fulfillment of the requirements for the degree of

Master of Science / Doctor of Philosophy

in Mmmmm Engineering

by

Aaaaa Author's Name Bbbbb

ORCID 0000-0000-0000-0000

January, 2021

This is to certify that we have read the thesis **Title of the Thesis in English** submitted by **Aaaaa Bbbbb**, and it has been judged to be successful, in scope and in quality, at the defense exam and accepted by our jury as a MASTER'S / DOCTORAL THESIS.

APPROVED BY:

Advisor: **Prof. Dr. Ccccc Ddddd**

İzmir Kâtip Çelebi University

Co-advisor: **Assoc. Prof. Dr. Ccccc Ddddd**

İzmir Kâtip Çelebi University

Committee Members:

Prof. Dr. Ccccc Ddddd

Ddddd University

Assoc. Prof. Dr. Ccccc Ddddd

İzmir Kâtip Çelebi University

Assist. Prof. Dr. Ccccc Ddddd

Eeeee University

Date of Defense: January 02, 2021

Declaration of Authorship

I, **Aaaaa Bbbbb**, declare that this thesis titled **Title of the Thesis in English** and the work presented in it are my own. I confirm that:

- This work was done wholly or mainly while in candidature for the Master's / Doctoral degree at this university.
- Where any part of this thesis has previously been submitted for a degree or any other qualification at this university or any other institution, this has been clearly stated.
- Where I have consulted the published work of others, this is always clearly attributed.
- Where I have quoted from the work of others, the source is always given. This thesis is entirely my own work, with the exception of such quotations.
- I have acknowledged all major sources of assistance.
- Where the thesis is based on work done by myself jointly with others, I have made clear exactly what was done by others and what I have contributed myself.

Signature:

Date: 02.01.2021

Title of the Thesis in English

Abstract

The abstract of the thesis will be written here. No subtitles will be used in the abstract of the thesis. The abstract can be written in a single paragraph or a few paragraphs. A one page abstract is proper, but at maximum it should not exceed two pages. The phrase "**Keywords**" should be written after the abstract, leaving a blank space. Keywords should consist of at least 5 words or phrases and should be written in order of importance. Keywords should be related to the thesis work.

This thesis writing guide can also be used as a template as it is prepared in accordance with all the guidelines stated here. Detailed guidelines are given in the following chapters.

This part can be vertically centered on the page.

Keywords: Engineering, technology, analytical method, sciences, research

Tezin Türkçe Başlığı

ÖZ

Öz (Abstract) of the thesis will be written here in **Turkish**. The Turkish abstract will be an appropriate translation of the English abstract. No subtitles will be used in the abstract of the thesis. The abstract can be written in a single paragraph or a few paragraphs. A one page abstract is proper, but at maximum it should not exceed two pages. The phrase "**Anahtar Kelimeler**" should be written after the abstract, leaving a blank space. Anahtar Kelimeler (Keywords) should consist of at least 5 words or phrases and should be written in order of importance. Keywords should be related to the thesis work.

This thesis writing guide can also be used as a template as it is prepared in accordance with all the guidelines stated here. Detailed guidelines are given in the following chapters.

This part can be vertically centered on the page.

Anahtar Kelimeler: Engineering, technology, analytical method, sciences, research

If the thesis work is to be dedicated to someone (family, spouse, mother and father, etc.), it will be centered here. . . Optional.

Acknowledgment

If people and/or institutions are to be acknowledged for their contribution to the thesis study, they will be written here. An appropriate language should be chosen without using excessive expressions.

This part should be vertically centered on the page.

Table of Contents

Declaration of Authorship	ii
Abstract	iii
Öz	iv
Acknowledgment	vi
List of Figures	x
List of Tables.....	xi
List of Abbreviations.....	xii
List of Symbols	xiii
1 Introduction	1
2 Thesis Style and Format Requirements	3
2.1 Page Layout and Margins	3
2.2 Font, Font Size and Other Text Properties.....	4
2.2.1 Font	4
2.2.2 Font Size and Other Text Properties.....	4
2.2.2.1 Font Size and Other Text Properties in Main Body	4
2.2.2.2 Font Size and Other Text Properties in Headings	4
2.2.2.3 Font Size in Figures and Tables	4
2.2.3 Spacing	5
2.3 Page Numbering.....	6
2.4 Headings	6
2.5 Paper Standards, Binding and Reproduction	7
2.6 Figures and Tables	7

2.6.1	Properties of Figures and Tables	7
2.6.2	Numbering Figures and Tables.....	10
2.7	Equations and Mathematical Expressions	11
2.8	Footnotes.....	12
2.9	References.....	12
2.10	Quotes	13
3	Content of the Thesis.....	15
3.1	Front Cover	15
3.2	Preliminary Pages	15
3.2.1	Title Page.....	15
3.2.2	Approval Page	16
3.2.3	Declaration of Authorship	17
3.2.4	Abstract.....	17
3.2.5	Öz.....	17
3.2.6	Dedication Page.....	17
3.2.7	Acknowledgments Page	17
3.2.8	Table of Contents.....	18
3.2.9	List of Figures.....	18
3.2.10	List of Tables	18
3.2.11	List of Abbreviations	18
3.2.12	List of Symbols.....	19
3.3	Main Body	20
3.4	References.....	20
3.5	Appendices.....	20
3.6	Curriculum Vitae	20
4	Checklist.....	21
	References	22

Appendices	25
Appendix A Placement of Large Scale Visual Materials	26
Appendix B Publications from the Thesis	27
Appendix C Front Cover	28
Curriculum Vitae	32

List of Figures

Figure 2.1 Paragraph and line spacings in the body text	5
Figure 2.2 Paragraph and line spacings in the headings	5
Figure 2.3 Paragraph and line spacings in figure and table captions.....	5
Figure 2.4 Hanging tab value in tertiary subsection heading	7
Figure 2.5 Map of Turkey.....	9
Figure 2.6 Centering text vertically in a table	10
Figure 2.7 Two different linear functions, (a) Constant-valued, (b) Decreasing	11
Figure 3.1 Spacings in the title page.....	16
Figure 4.1 Lorem Ipsum, figure caption here	18
Figure 4.2 Lorem Ipsum, figure caption here	19
Figure 4.3 Lorem Ipsum, figure caption here	20

List of Tables

Table 2.1 Sample table showing the number of students according to the entrance years of the three departments..... 10

Table 2.2 Lorem Ipsum, table caption here..... 91

Table 2.3 Lorem Ipsum, table caption here..... 92

Table 2.4 Lorem Ipsum, table caption here..... 93

Table 3.1 Lorem Ipsum, table caption here..... 95

Table 4.1 Lorem Ipsum, table caption here..... 97

Table 4.2 Lorem Ipsum, table caption here..... 98

List of Abbreviations

ASELSAN	Askerî Elektronik Sanayi
FBE	Fen Bilimleri Enstitüsü
İKÇÜ	İzmir Kâtip Çelebi University
Mg	Magnesium
ORCID	Open Researcher and Contributor ID
TÜBİTAK	Türkiye Bilimsel ve Teknolojik Araştırma Kurumu

List of Symbols

ε_t	Total strain
μ	Friction coefficient
σ_0	Initial stress [MPa]
ω	Angular velocity [rad/s]
F	Force [N]
m	Mass [kg]

Chapter 1

Introduction

The purpose of this “**Guide for Thesis Preparation**” is to determine the standards to be followed in the preparation, editing, writing and printing stages of master's and doctoral theses submitted to The Graduate School of Natural and Applied Sciences, Izmir Kâtip Çelebi University. This guide is valid for theses submitted to our institute from the year 2021 on. All theses to be prepared at the postgraduate level must comply with the standards specified in this guide.

Postgraduate theses must be written electronically using appropriate computer-based software (MS Word, Latex, etc.). It is the student's responsibility to prepare the thesis in accordance with the rules specified in this guide. Therefore, students should read the entire contents of the guide carefully.

This guide for thesis preparation can also be used as a template as it is prepared in accordance with all the writing rules stated here. Care has been taken to make the guide easy and practical to use.

Since different guides for theses preparation and writing have been used in our institute, it is important to use this guide as the basis for thesis writing, not the theses written before.

The thesis must be written in concise, clear, and grammatically correct English. Any author who is not fluent in idiomatic English is advised to gain assistance with manuscript preparation. Reviewers are not expected to look for grammatical errors in the thesis and correct them. A simple and easy to understand way of expression should be followed as much as possible, and short and concise sentences should be used. In general, verb tense consistency should be maintained; i.e., unless you have to tell in a

different tense, the tense should be the same throughout the text. In cases where the action is desired to be emphasized, a passive verb (such as done, seen, explained ...) can be used. Attention should be paid to the accuracy and consistency of terms in the thesis. This consistency of terms is one of the most important concepts in technical writing, where effort is expended to use the same word throughout the thesis instead of slightly different ones to refer to the same thing.

Plagiarism, which is defined as taking sentences or parts of the writings of others and making them appear as your own, is one of the most serious academic crimes as well as an unethical act. For this reason, the sources that will be used in academic studies in any way (summary, explanation, direct quotation, indirect expression, etc.) should be appropriately referenced and the academic procedures and principles on this issue should be followed.

For the points that are not clearly stated or not included in this guide, our students should consult our institute and obtain written approval and explanation before continuing their studies.

In the preparation of this Guide for Thesis Preparation, the guidelines and templates of various universities in Turkey and other countries were used and efforts were made to create an up-to-date and aesthetic thesis template. There are several chapters in this guide after the introduction. In the second chapter, there are requirements about the format, appearance, etc. In the third chapter, the main sections that make up the content of the thesis are mentioned. The fourth chapter presents a final checklist for the thesis. In the last part, a general evaluation is made. In the final chapter, a general discussion is presented.

Chapter 2

Thesis Style and Format Requirements

In this chapter, thesis style and format requirements and other related features are listed. These are given in the following sections.

2.1 Page Layout and Margins

For the entire thesis, the left margin should be 4.00 cm, and top, right and bottom margins should be 2.50 cm. If the page is to be used in landscape orientation, the margins must be the same. All text, including tables and figures, must be fully within the specified margins. The thesis must be printed one-sided on good quality white paper. Throughout the thesis, widow/orphan control should be turned on; i.e., single line of a paragraph from being left alone at the top or bottom of a page should be prevented. Thus, at least two lines of the paragraph should appear at the top or bottom of a page.

New chapters must start on a new page. All headings and subheadings must be followed by at least two lines of a paragraph. Otherwise, the heading or subheading must be pushed onto the next page.

The main body text should be justified, all headings in the main body should be left-aligned. The headings on the preliminary pages should be formatted as illustrated in the preliminary pages of this guide.

2.2 Font, Font Size and Other Text Properties

2.2.1 Font

Times New Roman font should be used throughout the entire thesis, including text, captions, references, labels and headings. Paragraph indent will not be used in headings and body texts.

2.2.2 Font Size and Other Text Properties

2.2.2.1 Font Size and Other Text Properties in Main Body

Font size should be 12 points for main body texts. The font size for the references must be the same as used in the main body. Sub and superscripts must be smaller than the text case (e.g. H₂O, x²). Use the default superscript/subscript font size of your word processor. In the main body text, **bold** or *italic* fonts can be used, if necessary. All page numbers must be 12 points.

2.2.2.2 Font Size and Other Text Properties in Headings

Chapter headings must be 26 points, primary subheadings (e.g. 2.2 Font, Font Size and Other Text Properties) 18 points, secondary subheadings (e.g. 2.2.1 Font) 16 points and tertiary subheadings (e.g. 2.2.2.1 Font Size and Other Text Properties in Main Body) 14 points. **None of the titles are bold.** No subheadings should not be used after the tertiary subheadings. Bullets can be used, if necessary. All headings and subheadings must be followed by at least two lines of a paragraph.

2.2.2.3 Font Size in Figures and Tables

The captions of the figures and tables must be 12 points and centered. The texts in the figures and tables should be Times New Roman 12 points; however, if necessary, the font size should be adjusted in accordance with the figure and table.

2.2.3 Spacing

Throughout the thesis, in the **body text**, paragraph spacing must be “Before: 12 pt, After: 12 pt”; and, “Line spacing: 1.5 lines” (see Figure 2.1).

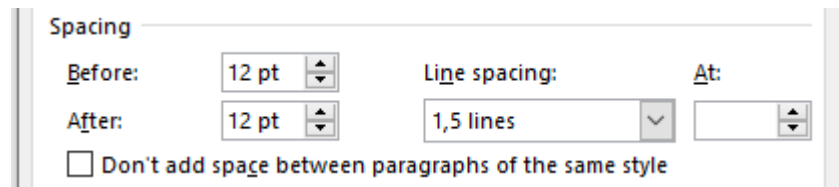


Figure 2.1: Paragraph and line spacings in the body text

Throughout the thesis, in the **headings**, paragraph spacing must be “Before: 18 pt, After: 12 pt”; and, “Line spacing: 1.5 lines” (see Figure 2.2).

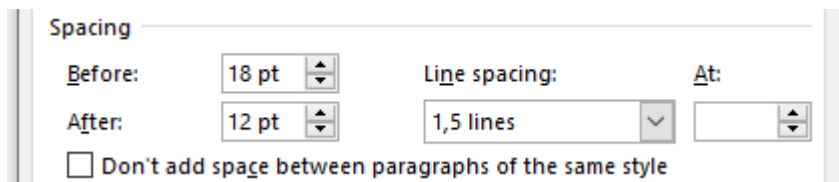


Figure 2.2: Paragraph and line spacings in the headings

In figure and table captions, paragraph spacing must be “Before: 6 pt, After: 6 pt”; and, “Line spacing: Single” (see Figure 2.3).

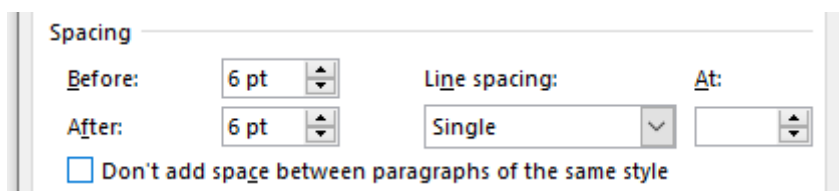


Figure 2.3: Paragraph and line spacings in figure and table captions

The **figures** must be placed *In Line with Text*; paragraph spacing must be “Before: 0 pt, After: 0 pt”; “Line spacing: Single”.

2.3 Page Numbering

The cover page does not use a page number and is **not** “counted” in the page numbering. Preliminary pages, from the approval page up to Chapter 1, are numbered consecutively in lowercase Roman numerals (i, ii, iii, iv, v, vi, ...). Text, beginning from Chapter 1, all reference pages, including appendices and vita, are numbered consecutively in Arabic numerals (1, 2, 3, ...). The approval page counts as page i, but the number does not appear. Therefore, the first page showing a number will be the “Declaration of Authorship” page with ii at the bottom. Center all page numbers at the bottom of the page, 0.8 cm from the bottom edge. All page numbers must be Times New Roman, 12 pt.

2.4 Headings

Chapter headings must be Times New Roman, 26 pt. Chapters start with a blank line, as illustrated in this guide, then comes a line showing the chapter number, like “Chapter 1”, etc., followed by the heading of the chapter.

The headings of the subsections under the chapter should be numbered as follows:

- 1.1 Primary Subsection Heading
 - 1.1.1 Secondary Subsection Heading
 - 1.1.1.1 Tertiary Subsection Heading
 - 1.1.1.2 Tertiary Subsection Heading

The headings of all chapters, sections and subsections should be left-aligned. The subsection heading texts must begin after the heading numbers at the hanging tabs 1.3 cm, 1.6 cm and 1.9 cm from the left margin, respectively (see Figure 2.4).

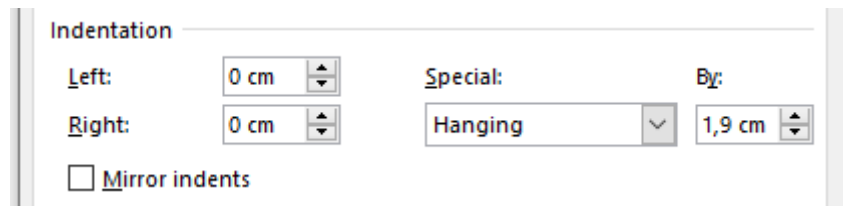


Figure 2.4: Hanging tab value in tertiary subsection heading

2.5 Paper Standards, Binding and Reproduction

Standard A4 (210 x 297 mm) paper size must be used in preparing the thesis. All copies of thesis must be printed single-sided on good quality white bond paper of at least 80 gr/m². Color pages must also be printed out in color. Master's theses must be bound in a dark blue leather-like hard cover; and doctoral theses in a burgundy leather-like hard cover.

No corrections by hand (such as ink corrections, strikeouts, correction fluid, correction tape, paste-up, insertion between lines, or typeset) can be accepted once the thesis is bound. Corrections can only be made on the electronic version of the work.

2.6 Figures and Tables

2.6.1 Properties of Figures and Tables

All kinds of illustrations, including graphs, chart, pictures, maps, diagrams, photographs, drawings, and schematics, other than "Table" are called "Figure". All figures and tables (illustrative materials) must be cited in the text. It is permissible to place the figures and tables anywhere in the text, but the general rule of thumb is to place them as near as possible to the part of the text that refers to them. All figures and tables must be added to the thesis text in digital form. The caption of a figure or table should contain a concise description of the illustrative material allowing a reader to understand it easily. Captions must be written as shown in the examples in this guide. There is no period at the end of the caption. In cases that require explanation, the explanation sentence ends with a period.

Tables and figures taken directly from other sources must be duly cited.

All tables and figures, including their captions, must conform to margin requirements. Oversized illustrative materials may be reduced to fit onto one page. An illustration can be placed sideways by rotating the illustration 90 degrees counterclockwise from its original position. In the case of landscape (horizontal) layouts, the caption of the figure/table must follow the same orientation as the figure/table. For landscape layouts, the whole page must be reserved only for that figure/table. The requirements for margins and page numbers are the same as those for the rest of the thesis (see Figure 2.5). A figure or table requiring more than one page may not be placed on a page with text. When a figure or table continues to a second page, the number and the word “continued” are placed above the table or below the figure; e.g. “Figure 6.1 (continued)”. On continued tables, column heads should also be repeated. See Appendix A for oversized illustrations that cannot be reduced to fit onto one page or multiple pages even by splitting.

All figures, tables and their captions must be centered on the page. All symbols, marks, numbers and words on figures and tables must be added digitally and should be easily readable.

Separate figures and tables from the rest of the text with one line break (vertical blank spacing) placed both above the table caption and figure, and below the figure caption and table. An example is given in Table 2.1.

Generally, vertical lines are not necessary in a table. Tables and figures should not be enclosed in thick-lined boxes. Spacing between entries in a table is dependent on the best method of presenting the material. A horizontal line should only be used to separate the beginning and end of the table, and the column header. Font and font size in the table should be in Times New Roman 12 pt.; however, the author might select a font size that is easy to read. Text in tables should have single line spacing and zero paragraph spacing. Table row height should be at least 0.8 cm and increased when necessary. The texts in the cell must be vertically centered as described in Figure 2.6.

The **caption of a table** should be placed above the table and the **caption of a figure** should be placed below the figure.

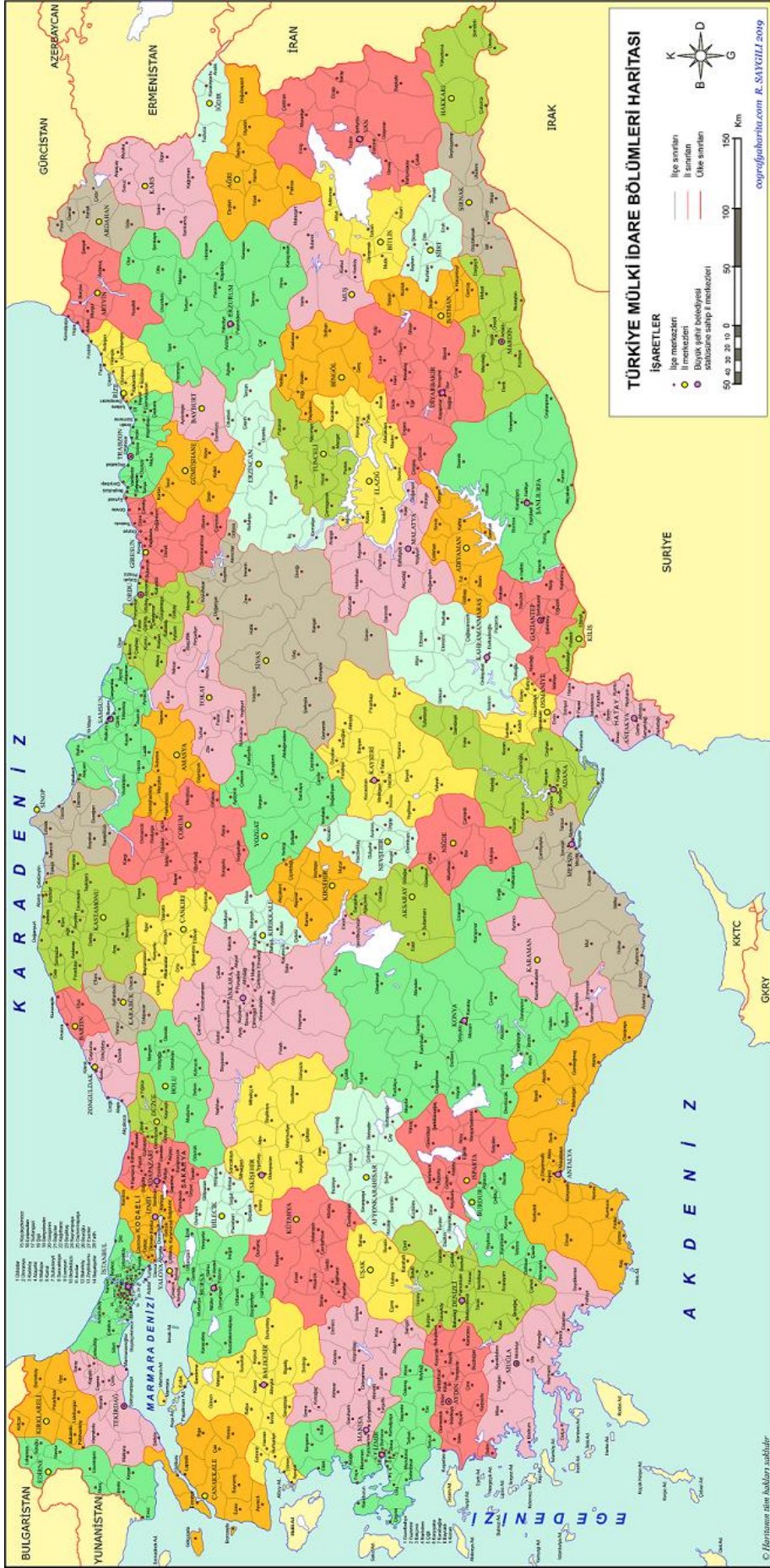


Figure 2.5: Map of Turkey

Table 2.1: Sample table showing the number of students according to the entrance years of the three departments

	Number of Students		
	2016	2017	2018
Mechanical Engineering	20	22	21
Civil engineering	18	24	20
Electrical-Electronics Engineering	17	20	22
Total	55	66	63

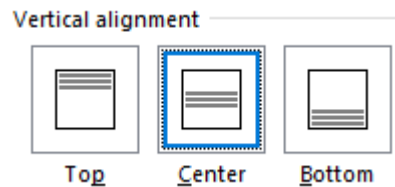


Figure 2.6: Centering text vertically in a table

2.6.2 Numbering Figures and Tables

Figures and tables must be numbered in the sequence that they appear in the text. The number of a figure/table should match the chapter (or appendix) number (or letter) that it belongs to. The numbering is done in two digits. The first digit represents the chapter or the appendix and the second digit represents the order of the figure or the table within that chapter or appendix. Accordingly, the first table of Chapter 1 would be labeled as Table 1.1.; likewise the first figure of Chapter 2 would be labeled as Figure 2.1. In a similar manner the first table in the first appendix should be numbered as Table A.1.; whereas the first table in the second appendix should be numbered as Table B.1. A figure with parts needs a general caption covering all parts; then an explanation of individual parts follows. Parts must be labeled as (a), (b), (c), ..., respectively. Figure captions must be in one consistent format throughout the manuscript. An example of this is shown in Figure 2.7.

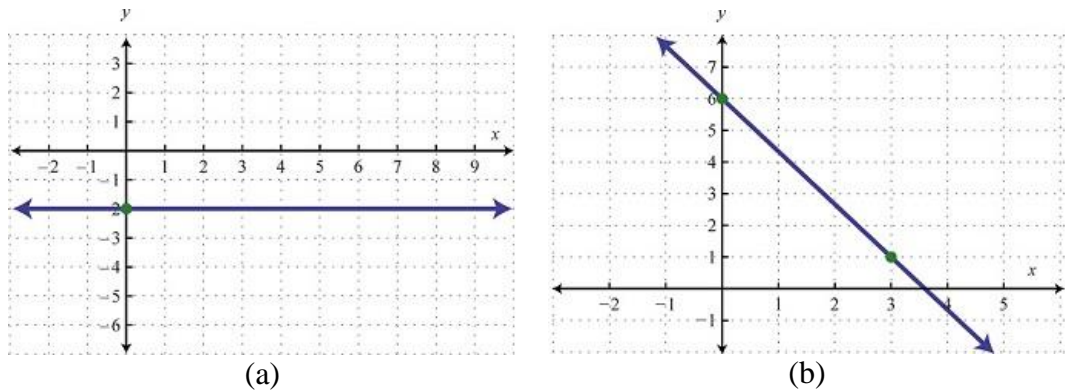


Figure 2.7: Two different linear functions, (a) Constant-valued, (b) Decreasing.

2.7 Equations and Mathematical Expressions

An equation editor must be used for mathematical formulas, equations, and expressions. Every equation needs to be indicated by a number on the right side, similar to the numbering of tables and figures. Use tables with no visible borders to ensure that the equations are neatly placed. The leftmost column of these three-column tables is left blank, the equation is written centered in the middle column, the equation number is written in brackets in the rightmost column. Equation (2.1) is given as an example.

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) + \int_{-1}^1 x dx \quad (2.1)$$

The row height of these tables to be used for writing equations must be at least 1.6 cm. No blank lines are left before or after the equations.

In these written in English, a small dot is used to separate the whole number part from the fractional part of the number. Example: in the number 15.2 the point separates the 15 (the whole number part) from the 2 (the fractional part, which really means 2 tenths). So 15.2 is 15 and two tenths. Another example: 5.26 is 5 and 26 hundredths.

2.8 Footnotes

Footnotes¹ should be created using the automatic command of the software used to write the thesis, and placed at the bottom of the page with automatic numbering. Footnotes are separated from the text by a solid line. Single line spacing is used to separate different footnotes on one page. A footnote can be split automatically by the word processor and continue in the footnote part of the next page. In this case, the author does not need to indicate that this is a continuation of the footnote on the previous page. Footnotes should be numbered consecutively using Arabic numerals. The numbering can be specific to each chapter or it can be continued throughout the thesis. Footnotes should be written in Times New Roman font used in the text, but font size should be smaller than the size used in the main text.

Endnotes should not be used where the notes are listed at the end of the chapter or the thesis.

2.9 References

References should include all materials (books, periodicals, manuscripts, internet-based sources, etc.) that have been consulted in the course of conducting the research and writing the text.

Resources will be arranged according to the Vancouver (numbered) system. In this system, the first reference in the thesis text is numbered as [1], the second [2] and so on. The number is given in square brackets [] where the reference is mentioned in the sentence or at the end of the sentence. Examples of citing references in different ways are shown below.

- References with one or two authors can be given as follows. İlhan [1] and Gürbüz and Özdemir [2] obtained significant results for this problem.

¹ Sample footnote is given here.

- A reference with more than two authors can be given as: Şen et al. [3] performed a similar work. In the **References** chapter, for references with one to six authors, the names of all authors should be included, and for those with more than six authors, “et al.” should be written after typing the six names.
- References can be given also without specifying the author names. Analytical and numerical studies have been done on the subject [4, 5].
- In case of more than two consecutive reference numbers, use hyphen, e.g. [6-10].

All references used in the thesis should be given in the **References** chapter at the end of the thesis; all references listed in the **References** chapter should be cited in the thesis. When you are referencing the same source once more, the same reference number will be used. Recommendations for referencing journals, books, book chapters, official reports, etc. in the References chapter is given at the References of this Guide. The Digital Object Identifier (doi) number of the reference can be given if available [1].

In the References chapter, the names of the journals can be written either in full or abbreviated. Journal name abbreviations should be those found in the NCBI - NLM databases catalog. (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) If abbreviations of some journal names are used, all journal names should be abbreviated in the **References**; otherwise, all journal names should be written in full.

2.10 Quotes

To quote is to repeat the exact words of another with the acknowledgement of the source. In this case, a blank line spacing is left after the last paragraph, then the quotation is placed as a separate paragraph, written in italic letters, and enclosed in quotation marks "...". The quoted text should be aligned on both sides (right and left), 1 cm inside the margins. Leave a blank line after the last line of the quotation.

“The methods of production, the types, and the characteristics of lightweight aggregates used for structural purposes are presented. Production and main properties of concrete made of these aggregates are surveyed. The unit price of this concrete is higher than that of normal weight concrete; however, the structures employing structural lightweight aggregate concrete may be economical if its advantages are fully utilized. [9]”

An example of a quotation from [9] is seen above.

Chapter 3

Content of the Thesis

Each thesis includes the front cover, preliminary pages, main body text, references and appendices; there may also be other parts. This chapter mentions these parts respectively.

3.1 Front Cover

The front cover is the front face of the thesis' leather-like hard cover. Master's theses must be bound in a dark blue leather-like hard cover; and doctoral theses in a burgundy leather-like hard cover. See Appendix C for a sample master's thesis front cover.

The spine of the thesis should have the SURNAME of the author, the title of the thesis, the phrase "Master's / Doctorate Thesis" and the year of defense; from bottom to top. If the title of the thesis is too lengthy to fit here, it should be abbreviated. The font size is chosen accordingly to fill the space. In the thesis title, only the first letters of the words are capitalized. The author's SURNAME and MASTER'S / DOCTORAL THESIS are all written in capital letters.

A blank page is left after the front cover of the thesis; next comes the title page.

3.2 Preliminary Pages

3.2.1 Title Page

Title page of this guide should be considered as a template for the title page of the thesis. At the top will be the unified logo of our university and institute. Then leave

two line spaces and write the title of thesis Times New Roman 26 capitalizing only the first letters. Then leave two line spaces again. Then write the department and Master's Thesis / Doctoral Thesis with Times New Roman 16 pt. and leave line space. Next comes the author's full name and Orcid number. Then continue with Times New Roman 14 pt., leave two line spaces, write the name of the thesis advisor; leave at least one line space, write the defense month and year on the bottom line of the page. All ranges on this page are shown in Figure 3.1. All the spacings in this page should be as seen in Figure 3.1.

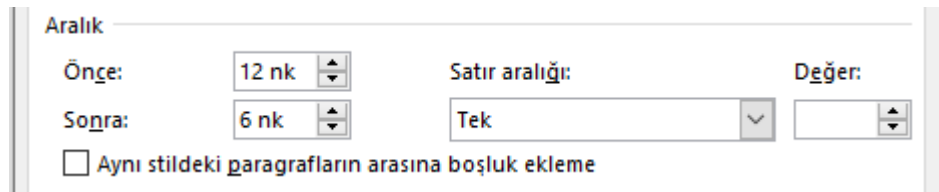


Figure 3.1: Spacings in the title page

3.2.2 Approval Page

Approval page comes after the title page. Use the approval page of this guide as a template.

Leave one line space on top of the page and then write the following paragraph with 1.5 line spacing:

This is to certify that we have read the thesis **Title of the Thesis in English** submitted by **Aaaaa Bbbbb**, and it has been judged to be successful, in scope and in quality, at the defense exam and accepted by our jury as a MASTER'S / DOCTORAL THESIS.

The rest of the page is arranged with single line spacing. This page is written in Times New Roman 12 pt.; some words should be bold as seen in the template. The number of this page is i; however, it is not displayed on the page. Then come two line spaces, and the full names and signatures of the thesis advisor, co-advisor, if any, and defense jury members. Blue ink should be used for signatures on this page. Finally, write the

Defense Date. The signatures in the submitted thesis must be 'wet' signatures, i.e. signed in ink; photocopied signatures are not accepted.

3.2.3 Declaration of Authorship

The purpose of this declaration is to remind you that all work you submit must be your own work and must not be plagiarized from other sources. At the bottom of the page is the date with the signature of the author. The number of this page is ii. Use the **Declaration of Authorship** page of this guide as a template.

3.2.4 Abstract

An abstract is a self-contained document, which usually starts with a statement of the objectives for the study undertaken. It also concisely expresses the methodology, results, important conclusions, and final recommendations of the work. On this page, first write the “**Title of the Thesis in English**” in 18 pt. Leave one line space, write the heading “**Abstract**” in 26 pt, and then the abstract text in 12 pt. The abstract must be no longer than two pages. Abstract is followed by a list of keywords.

3.2.5 Öz

The abstract page is followed by the “Öz” page containing a Turkish translation of the abstract. A sample **Öz** page is provided on page **iv** of this guide.

3.2.6 Dedication Page

If the thesis work is to be dedicated to a person (family, spouse, mother and father, etc.), it is written here. This page is optional. Dedication should be centered vertically on the page and written in *Times New Roman, 12 pt, italics*.

3.2.7 Acknowledgments Page

The acknowledgments section is where you thank the person and/or institution who have helped and supported you during the research and writing process. Express your appreciation in a concise manner and avoid strong emotive language.

This section should be vertically centered on the page. The heading should be centered in 26 pt Times New Roman, the text justified in 12 pt Times New Roman.

3.2.8 Table of Contents

All material starting from “Declaration of Authorship” on page ii till the end of the thesis –including preliminary pages, main body, references, appendices and vita– should be listed in the Table of Contents. Only the chapter headings are in bold, all other headings are regular, in Times New Roman, 12 pt. Headings must be worded exactly as they appear in the body of your thesis. When listing the sections, list the same levels of headings and subheadings consistently for each chapter. The left indentations are arranged according to the Table of Contents of this guide. The heading **Table of Contents** is left aligned, written in Times New Roman 26 pt, after one line space below the top. Dotted leaders are required between headings and page numbers. Each appendix must be numbered separately

The Table of Contents can be created automatically with the word processor used to write the thesis. In any case, the style must conform to the rules of this guide.

3.2.9 List of Figures

This page should list the name of each figure that is included in the body of your thesis and then give the number of the page that it appears on. Use the “List of Figures” of this guide as template.

3.2.10 List of Tables

This page should list the name of each table that is included in the body of your thesis and then give the number of the page that it appears on. Use the “List of Tables” of this guide as template.

3.2.11 List of Abbreviations

The list of abbreviations has to contain all abbreviations used in alphabetical order. Small letters precede capital ones; letters with subscript indices precede letters

with superscript ones, and sorting within these letters is again alphabetical. The first time you use an abbreviation in the text, the abbreviated word has to be written out in full. Behind the full word you show the abbreviation in parentheses. When the full version of a term appears for the first time in a heading, do not define the abbreviation in the heading; instead define the abbreviation when the full version next appears. Use abbreviations in headings only if the abbreviations have been previously defined in the text or if they are listed as terms in the dictionary. After you define an abbreviation, use only the abbreviation. Do not alternate between spelling out the term and abbreviating it. Use the "List of Abbreviations" of this guide as template. The list of abbreviations should contain abbreviations which are common in the field. If the abbreviation used has a unit, it is shown in square brackets []. Established standard abbreviations (such as TÜBİTAK, NATO, MTA, EEC, UNESCO, cm, kg, mm Hg) should be written without explanation and no dots should be placed between letters.

The **List of Abbreviations** is optional. If used, avoid both the overuse and underuse of abbreviations. If you abbreviate a term, use the abbreviation at least three times in a paper. However, a standard abbreviation for a long, familiar term is clearer and more concise even if it is used fewer than three times.

The List of Abbreviations can be organized as a table with invisible lines, as seen in the example at the top of this guide. The SI metric system should be used for units of measure (weight, length, volume, etc.). Abbreviations should be singular and should not be followed by a full point.

3.2.12 List of Symbols

Repeatedly occurring symbols should be listed in the List of Symbols, if necessary. Listing is done with Greek letters (α , β , Φ , Ψ , ...) followed by Latin letters (a, b, H, h, ...). This list should be organized using the "Symbols List" of the guide as a template. If the symbol used has a unit, it is shown in square brackets [].

The List of Symbols is optional; if there are not many symbols used in the thesis, then such a list is not needed. If the number of abbreviations or symbols in the thesis is not too many, the two lists can be combined and given as "List of Abbreviations and Symbols". In this case, the ordering is done as above.

The List of Symbols can be organized as a table with invisible lines, as seen in the example at the top of this guide.

3.3 Main Body

The main body text of the thesis starts as Chapter 1; this chapter is usually called Introduction, but not compulsorily. It serves to introduce the entire work including the subject, scope and contents of the thesis. This chapter is followed by others such as "material and method", "results", "discussion", and "conclusion". However, there is no general rule about what the chapters would be, they are determined by the thesis author and the advisor.

3.4 References

A numbered list of references must be provided at the end of the thesis. The references consulted during the course of your research are entered according to the rules given in section 2.9 of this guide. Reference entries must not be divided between pages.

3.5 Appendices

Appendices are not necessarily part of every thesis. Appendices are used for supplementary material, original data, computer programs, and other material not necessarily appropriate for inclusion within the text of your thesis. If there is more than one appendix, then appendices should be designated as A, B, C, etc. The heading of the appendix should follow the same formatting as that used for other chapter headings within the text. Similarly, the margins are the same as for the rest of the text. The title of each appendix should be listed in the table of contents as a separate entry under the main heading "Appendices."

3.6 Curriculum Vitae

The curriculum vitae of the thesis author is given in accordance with the format at the end of this guide.

Chapter 4

Checklist

This Checklist was prepared as a final reminder for you to comply with the Guide for Thesis Preparation. Read each item in the checklist carefully.

- Table of Contents is checked for correct titles and page numbers.
- Lists of Figures and List of Tables are checked for correct titles and page numbers.
- References cited in the text are identified by numbers in square brackets, starting from [1], and are consistent with those in the References at the end of the thesis. A reference editor may be used for this purpose. In any case, the consistency between the in-text citations and reference list is checked.
- Check that the references are written according to the style specified in this guide.
- Check that all fractions in decimal numbers are separated by points.
- There are no widow or orphan lines.
- There are no hand written text or hand corrections in the thesis; everything except signatures should be prepared by the computer software.
- Check the page margins.
- Check the publications from the thesis and Vita.

References

Journal article with one author & doi:

- [1] İlhan D. Edremit Körfezi'nde dağılım gösteren beş Kırlangıç Balığı (Triglidae) türünün besin tercihleri. *Acta Aquatica Turcica* 2019; 15(3): 347-353.
doi.org:10.22392/actaquatr.529907

Journal article with two authors & No doi:

- [2] Gürbüz M, Özdemir ME. On some inequalities for product of different kinds of convex functions. *Turkish Journal of Science* 2020; 5(1): 23-27.

Journal article with three authors:

- [3] Koçyiğit Ö, Tekin E, Arslan G. Avalanche research studies at Bozdağ. *Disaster Science and Engineering* 2016; 2(2): 40-45.

Journal article with more than six authors:

- [4] Şen İ, Seki Y, Sarıkanat M, Çetin L, Gürses BO, Özdemir O, *et al.* Electroactive behavior of graphene nanoplatelets loaded cellulose composite actuators. *Composites Part B: Engineering* 2015; 69: 369-377.
doi.org/10.1016/j.compositesb.2014.10.016

Book with one author:

- [5] İnan M. *Cisimlerin Mukavemeti*, 9. baskı. İTÜ Vakfı Yayınları; 2015.

Book with multiple authors:

- [6] Beer FP, Johnston ER, DeWolf JT, Mazurek DF. *Mechanics of Materials*, 8th ed. McGraw-Hill; 2020.

Edited book:

- [7] Grote K-H, Hefazi H. (Ed.) Springer Handbook of Mechanical Engineering, 2nd ed. Springer; 2021.

Article or chapter in an edited book:

- [8] Yalamaç E, Sütçü M, Baştürk SB. Ceramic fibers. Ed.: Seydibeyoğlu MÖ, Amar KH, Misra M. Fiber Technology for Fiber-Reinforced Composites. Woodhead Publishing; 2017. 187-207.

Master's thesis:

- [9] Çevik, M. Structural lightweight aggregate concrete (master's thesis). İstanbul: Bosphorus University; 1993. <https://tez.yok.gov.tr/>

Doctoral thesis:

- [10] Çakmakçı, M. Mechatronic design for component-swapping modularity using bi-directional communications in networked control systems (doctoral thesis). Michigan: University of Michigan; 2009.

Conference papers and proceedings - published:

- [11] Khalifa ME, Elmessiry HM, ElBahnasy KM, Ramadan HMM. Medical image registration using mutual information similarity measure. In: Lim CT, Goh JCH, editors. ICBME2008: Proceedings of the 13th International Conference on Biomedical Engineering; 2008 Dec 3-6; Singapore. Springer; 2009. 151-155.

Conference papers found online:

- [12] Nyame AG, Bombar G. Aynı hizadaki iki dairesel kesitli köprü ayağının etrafında oluşan oyulma üzerine deneysel bir çalışma. ISSC2019: Proceedings of the 3rd International Students Science Congress; 2019 Mayıs 3-4; İzmir, Türkiye. 180-185. <https://sciencecon.org/2019-proceedingsbook>.

Documents from websites:

- [13] T.C. Enerji ve Tabii Kaynaklar Bakanlıđı. Uranyum ve Toryum [İnternet]. Ankara; 2020 [eriřim tarihi 08.09.2020]. <https://enerji.gov.tr/bilgi-merkezi-tabii-kaynaklar-uranyum-ve-toryum>.

Appendices

Appendix A

Placement of Oversized Illustrated Materials

Oversized illustrative materials may be reduced to fit onto one page —conforming to the margin and pagination specifications that are provided in this guide— only if the reduction does not degrade the readability or intelligibility of the original illustrative material. Oversized illustrations that cannot still be reduced to fit onto one page can be handled in the following manner:

- i. As a pocket material: Oversized materials can be folded and put into a pocket that can be attached to the inside back cover of the thesis. The illustrative material should be numbered and put in an envelope and the pages should be listed in the list of tables or figures wherever is appropriate. The oversized material can itself be classified as an appendix, in which case it should be listed in the table of contents under Appendices.
- ii. As a foldout page: Oversized materials can also be folded and mounted in a page. The material must be folded in such a way that it will not be cut by the trimming at the binder..

Photographic illustrations must be originals or high quality photographic copies of the originals. Photocopies of photographs are not acceptable. Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy. If an audio/visual material (e.g., CD, DVD, etc.) is needed to accompany and supplement the text, it should be referred to in the text and this material must be submitted along with thesis.

Appendix B

Publications from the Thesis

Conference Papers

1. Paper 1
2. Paper 2

Journal Articles

1. Article 1
2. Article 2

Projects

1. Project 1
2. Projects 2

Awards

1. Award 1
2. Award 2

Appendix C

Front Cover

Samples of front cover and the spine of the thesis are shown below.

The spine of the thesis should have the surname of the author, the title of the thesis, the phrase “Master’s / Doctorate Thesis” and the year of defense; from bottom to top. If the title of the thesis is too lengthy to fit here, it should be abbreviated. The font size is chosen accordingly to fill the space. In the thesis title, only the first letters of the words are capitalized. The author's SURNAME and MASTER'S / DOCTORAL THESIS are all written in capital letters.

Republic of Turkey
İzmir Kâtip Çelebi University
Graduate School of Natural and Applied Sciences

Title of the Thesis in English
XXXXX XXXXX

Department of Mmmmm Engineering
Master's / Doctoral Thesis

Aaaaa Author's Name Bbbbb
ORCID 0000-0000-0000-0000

Thesis Advisor: Prof. Dr. Ccccc Ddddd

January 2021

SURNAME

Title of the Thesis in English

MASTER'S THESIS

2020

Curriculum Vitae

Name Surname : Aaaaa Bbbbb

E-mail (1) : name.surname@ikcu.edu.tr

E-mail (2) : name.surname@gmail.com

Education:

2014–2018 İzmir Kâtip Çelebi University, Dept. of Mmmmm Eng.

2018–2020 İzmir Kâtip Çelebi University, Dept. of Mmmmm Eng.

Work Experience:

2019 – 2020 Xxxxx A.Ş

Publications (if any):

- 1.
- 2.