**KADİR HAS UNIVERSITY**

**SCHOOL OF GRADUATE STUDIES**

**THESIS AND DISSERTATION WRITING GUIDE**

**FOR POST GRADUATE PROGRAMS**

**PURPOSE AND SCOPE**

Kadir Has University Thesis and Dissertation Writing Guide regulates the principles regarding writing and publishing thesis and dissertations prepared in the programs affiliated to the Kadir Has University Institute of Post Graduate Education pursuant to Kadir Has University Regulation Governing Post Graduate Education and Training.

**ABBREVIATIONS AND DEFINITIONS**

The abbreviations used in this manual hereinafter shall refer to their meanings specified below:

1. **Institute:** Institute of Post Graduate Education
2. **Senate:** The Senate of Kadir Has University.
3. **Department/Art Major:** The department(s)/art major offering an academic program in the institute.
4. **Thesis:** Master's degree thesis, PhD thesis or proficiency in art thesis.
5. **Dissertation:** Dissertations required in Non-thesis Master’s Degree Programs.

**PAPER SPECIFICATIONS**

Theses and dissertations should be printed/reproduced on 80 g/m2 white A4 (21x29.7 cm) size paper without deteriorating their properties, and copies should be clear and legible.

**PRESENTATION OF THESES/DISSERTATIONS**

The order/presentation of the sections and pages of theses and dissertations should be as follows:

1. **Outer (Front) Cover:** The front cover should display the block consisting of the logo, the names of the university, institute and department/art major, the title of the thesis/dissertation, the student's name and surname, the advisor's title, name and surname, the type of the thesis/dissertation, the place and the year of publication respectively. 3 cm margins should be left both on the left and right sides of the page and 2 cm margins should be left both on the top and bottom edges. The logo should be 2.5 cm in diameter. All the text on this page should be set in the center. The title of the thesis/dissertation should be placed 10 cm below the top of the page; it should be typed in 16 pt, all in capital letters and bold, while the other texts should be typed in 12 pt font, all in capital letters and however plain. The name and surname of the student should be placed 14 cm below the top of the page. **(Please See** Thesis/Dissertation Template page 1).
2. **Inner Cover:** The inner cover should display the title of the thesis/dissertation, the student's name and surname, the advisor's title, name and surname, the type of the thesis/dissertation, the place and the year of publication and the block consisting of the names of the university, institute and department/art major respectively. All the text on this page should be set in the center. The title of the thesis/dissertation should be typed in 16 pt, all in capital letters and bold, while the other texts should be typed in 12 pt font, all in capital letters and however plain.The title should be placed 4 cm below the top of the page. The name and surname of the student should be placed 8 cm below the top of the page. **(Please See Thesis/Dissertation Template page 3).**
3. *Notification Page*: This is the page that expresses the sophistication of the prepared thesis/dissertation and regulates the means it is disclosed to public. **(Please See Thesis/Dissertation Template page 4)**
4. *Acceptance and Approval Page*: This is the page containing the information and signatures of the advisor, co-advisor and jury members (University, institution/organization). Academic titles should be specified as Prof. Dr., Assoc. Prof., Asst. Prof. or Faculty Member Dr. For PhD and Master Degree Theses, the Thesis/Dissertation Template on page 5 and 6; for Dissertations, the Thesis/Dissertation Template on page 7 should be used.
5. *Table of Contents*: The custom Table of Contents format provided in the Thesis/Dissertation Template should be followed. The Table of Contents should be updated at the end of the thesis/dissertation and should be edited in accordance with the appropriate spelling rules. The title of the Table of Contents should be aligned in the center, typed in 14-pt font, all in capital letters, bold and without using any punctuation, and a 1.5-line (18 pt) spacing should be left between the list. All chapter/section titles and bibliography (appendices as well, if any) should be must be displayed in the table of contents of the thesis/dissertation. The table of contents should be written with 1.5-line spacing. All first-order titles in the table of contents should be typed in capital letters and bold, the second-order titles should be typed using capital letters in the first letter of each word and for the third and fourth-order titles only the first letter should be capitalized. The space between all chapter/section titles and page numbers should be filled in with dots. **(Please See Thesis/Dissertation Template page 8)**
6. **The Index of Tables (Charts) / Figures / Images / Symbols / Abbreviations:** If available, these indexes should be displayed on separate pages. These indexes shall be subject to the same rules as the tables (charts) index. The Tables (Charts) Index should be aligned in the center, typed in 14-pt font, bold and without using any punctuation. The content should be typed starting from the left and should begin at least 1.5 lines (18 pt) below the title. These indexes should be typed with 1.5 line spacing. As the list of catalogs, periodicals, electronic sources, personal interviews will be cited in the bibliography section, they should not be listed as a separate index in the thesis. **(Please See Thesis/Dissertation Template page 9, 10)**
7. *Abbreviations:* Abbreviations referred to in the thesis or dissertation should be displayed in the Abbreviations list in alphabetical order, together with its explanation/definition. Abbreviations should be used and typed taking into account the principles set out by the Turkish Language Association (TDK). **(Please See Thesis/Dissertation Template page 11)**
8. *Abstract in English*: The first line of the abstract page should specify the title of the thesis/dissertation in 12 pt font, with all capital letters and should be aligned to the center. The text following the title should be typed after leaving two lines of space, in 14 pt font, with all capital and bold letters, leaving the abstract title in the center. The purpose, scope, research method and conclusions of the thesis should be clearly and concisely indicated. Abstract should not exceed 300 words. A 1.5-line (18 pt) spacing should be left between the abstract text and the title. The whole text should be typed with 1.5 line spacing. Under the abstract text, a keywords subtitle should be placed in bold indicating a maximum of 10 key words. **(Please See Thesis/Dissertation Template page 12).**
9. ***Abstract in Turkish:*** It is prepared just like the abstract in English, the abstract word should be replaced with “Özet”, and keywords should be replaced with “Anahtar Kelimeler”, typed in bold (Please See Thesis/Dissertation Template page 13).
10. ***Acknowledgments Page:***This section is where the author thanks those who have helped and supported him/her during the research and writing process of the thesis/dissertation. Acknowledgments title should be aligned in the center, typed in 14-pt font, all in capital letters, bold and without using any punctuation. The text should begin at least 1.5 lines (18 pt) below the title and should be typed in 12 pt font and with 1.5-line spacing. **(Please See Thesis/Dissertation Template page 14).**
11. ***Dedication Page:*** This optional part of the thesis/dissertation is used to offer the gratefulness of the author towards any other person, should not specify a title as “Dedication” on the page but should be referred to in the Table of Contents.**(Please See Thesis/Dissertation Template page 15).**
12. **The Main Text of the Thesis/Dissertation:** The thesis/dissertation should include both an introduction and a conclusion section. In case the language of the thesis is Turkish, the rules on spelling and punctuation specified in the Spelling Guide and Turkish Dictionary published by the Turkish Language Association (TDK) should be followed. Should any words and phrases that are not covered in the TDK dictionary are used, the meaning should be clarified. The thesis/dissertation together with the integral tables, figures and formulas should be prepared using a computer and printed out from laser or inkjet printers. Corrections, deletions or scrapings treated in any part of the thesis/dissertation by any means shall not be allowed.
13. *Bibliography*:Each reference cited in the thesis/dissertation should be listed in the bibliography section. The bibliography will only include the works cited in the text, either published or accepted for publication. Personal interviews and unpublished works should only be mentioned in the text. References cited in the theses should be listed alphabetically in accordance with the surname of the Author. References cited with the numbering method should be listed in the bibliography in accordance with the order with which they are included in the thesis/dissertation. References should be listed alphabetically by author's surname followed by the publication year. In case multiple works of the same author are cited in the thesis/dissertation, these works should be sorted in the bibliography in accordance with the year of publication. References should be listed using 1 line spacing. There should be 1.5 lines (12 pt) space left between two references. The format stipulated by the Department regarding the references and citations may also be used **(Please See Thesis/Dissertation Template page 19)**
14. *Appendix*:Each appendix is ​​displayed on a new page and is numbered such as Appendix A, Appendix B ....; the title is aligned at the center, typed in 14-pt font, bold and without using any punctuation. Equations referred to in the annexes should be provided only as (A.1), (A.2),… (B.1) regardless of the number of sections in that annex. **(Please See Thesis/Dissertation Template page 20)**
15. *Curriculum Vitae*: Name, surname, bachelor’s degree and post graduate academic education (dated) information should be specified. Photo, place and date of birth, address, e-mail address, professional experience, awards, publications, patents can be provided optionally. "Publications/presentations derived from the thesis", if any, should be listed at the end of the CV under the heading of the list of publications and presentations derived from the thesis in accordance with the spelling rules of the bibliography. **(Please See Thesis/Dissertation Template page 21)**

**WORD COUNT RULES (Main Text between the introduction and conclusion sections):**

Students should comply with the word count rules set out by the Institute. In this regard:

1. **Master Degree theses** should include a minimum of 15,000 words.

Theses on subjects that can only be researched based on an application, related to the student's focus area (acting, directing, dramatic writing, production etc.) that require mixed studies (film, design, script, theater play, etc.) in which practice and theory are conducted together should include a minimum of 10,000 words and should consist of the following parts:

a) The theoretical introduction section explaining the relationship, purpose and scope of the research and the relevant application with existing studies,

b) A section that explains theoretically why practice is mandatory for research,

c) A section that describes how the application is structured and explains the rationale,

d) An application part with content such as play, movie, performance, dramatic text, production file and documented with recording,

e) A conclusion section containing evaluations and results on the application.

1. **PhD theses** should include a minimum of 50,000 words.
2. **Non-thesis Master Degree dissertations** should include a minimum of 5,000 words.

Applications with content such as plays, films, performances, dramatic texts, production files **varying based on the student's area of focus (acting, directing, dramatic writing, production, etc.)** and documented with records, with sufficient quality and quantity are also considered as dissertations. These students are expected to submit a written report of at least 4,000 words, in accordance with the rules of this Thesis Writing Guide, describing the development process of the application and its conclusions.

**PAGE LAYOUT**

1. **Using the Pages:** Only one side of the paper should be used.
2. **Margins:** Except for the outer (front) cover page of the Thesis/ Dissertation, all pages should comply with the margin rule of 4 cm from the left, 3 cm from the top and bottom and 2 cm from the right.
3. **Page Numbers:** Page numbers should be placed 1.5 lines (18 pt.) below the last row of the paper, in the lower right corner of the text frame, without using any signs such as brackets, lines, etc. Inner cover, acceptance and approval page and notification pages should not be marked with page numbers.
4. **Numbering:**Page numbers should be placed on all pages following the inner cover. Pages up to the introduction should be numbered with lowercase Roman numerals (i, ii, iii, iv, vii ...), while the other pages starting with the introduction should be numbered with Latin numerals (1, 2, 3, 4 ...).
5. **Font and Size:**Times New Roman font should be used in 12 pt size. 10 pt font can be used in footnotes, justified quotations, figures and tables.
6. **Line Spacing:**1.5 lines (18 pt.) of space should be left between the rows throughout the text whereas 1 line (12 pt.) of space should be left in footnotes, justified quotations and explanations of figures and tables.
7. **Paragraphs:**All text, including headings, should be typed left and right-aligned and justified. The first line of the paragraphs should also be left-aligned, not indented. For justified quotations, 1 cm indents should be left from both left and right. 1.5 lines (18 pt) of space should be left between the paragraphs. In case a paragraph is split into two pages, at least two lines of the paragraph should appear at the top or bottom of a page. All headings and subheadings should be followed by at least two lines of a paragraph before the end of the page. Algorithm definitions (pseudo-codes, software codes) should be typed as single-spaced, in a separate paragraph using a single-space font and indented 1 cm from the left margin completely.

**CHAPTER/SECTION TITLES**

1. Titles should be numbered up to the third order. However, titles may also be numbered in line with the relevant Department’s/Mayor’s instructions.
2. First order titles such as Chapters/Sections start on a new page and all words should be typed in capital letters, bold and with a 14 pt font size; the title is aligned at the center.
3. All words of second order titles should be typed in capital letters and bold, the title is aligned on the left.
4. First letters of all words of third order titles should be capitalized, the remaining letters should be typed in small letters, all words should be bold and the title is aligned on the left.
5. First letters of all words of fourth and higher order titles should be capitalized, the remaining letter should be typed in small letters, all words should be bold and the title is aligned on the left.
6. All titles should be numbered and placed after a 2-line (24 pt) spacing and are followed by a 1.5-line (18 pt) spacing.

**TABLES (CHARTS) AND FIGURES**

Tables (Charts) and Figures should be placed as close as possible to the first mention in the text, provided that they comply with the principles of page layout Each table and figure should be mentioned in the text before they are placed. All figures. tables and their explanations should be aligned at the center compared to the text block. Tables and figures should be numbered, where the first number indicating the chapter/section (letter in case of the annexes), the second number indicating the sequence number of the table (or figure) within the chapter/section. (For example: Table 1.2, Table 3.5, Table A.1, Figure B.5). As in the example, the words “table and figure” as well as the numbers should be all typed in bold letters. The number and explanation of each figure are typed below the figure, whereas the number and explanation of each table are typed on top of the table, aligned at the center.

**ABBREVIATIONS**

Abbreviations referred to in the thesis or dissertation should be displayed in the Abbreviations list in alphabetical order, together with its explanation/definition. Abbreviations should be used and typed taking into account the principles set out by the Turkish Language Association (TDK).

**QUOTES**

Quotations shorter than three lines or sixty words should be given in quotation marks. At the end of the quotation, the relevant source is cited and followed by a full stop. Quotations longer than sixty words are not displayed within quotation marks. Long quotations should be indented 1 tab (1.27 cm) from the left. Indented long quotations should be typed with 2 pt. smaller fonts. However, it is recommended to avoid using too long quotations frequently. Unlike short quotations, punctuation is used before the citation.

**EQUATIONS**

Equations should be typed using the equation editor and in accordance with the compulsory rules. Equations should be typed with 1.5-line spacing. 6 pt spacing is left both before and after the equations. No blank lines should be left before and after the equations. In this case, 12 pt spacing is left between the equations and the text both on top and at the bottom. Equations should be aligned at the center of the text block. Equations should be numbered sequentially starting from 1, provided that the first number indicates the chapter/section and the second number indicating the sequence number. These numbers are typed plain (not 'bold') and, for example as (1.1), (1.2) in the first chapter/section, (2.1), (2.2) in the second chapter/section; if necessary, sub-expressions of the same equation (1.1a) and (1.1b) should be typed to the far right of the row where the equation is located. The equations provided in the appendix section should be numbered specifying their appendix. (For example: A.1.1, A.1.2).

**FOOTNOTES**

Theses/dissertations may include content-expanding, strengthening or additional information (content footnote). Footnote numbers are placed right after the quote. If the quote is a paragraph, the footnote number should be placed on the last word of the paragraph; if the quote is a concept or a name, this time it is written just above the concept or name. Footnote number in the text should be visible as 1 above the line alignment. No punctuation marks should be placed after the footnote number. The footnote should be typed at the bottom of the page with 2 pt smaller fonts than the text font. One line spacing should be left between the footnote line and the footnote number; half line spacing should be left between the footnote number and the first line of the footnote. Footnotes should be separated from the text by a thin horizontal line.

**REFERENCES AND BIBLIOGRAPHY**

The citation in the text and the way the references are organized in the bibliography should comply with the rules determined by the relevant Department, provided that it is a consistent system with an international validity such as APA, Chicago, Harvard and MLA. For the programs of Faculty of Law, it may be possible to apply the rules that have become customary regarding the numbering of the titles, the organization of the bibliography and the citation rules. **Otherwise, the Harvard system will be used.**

**COVER AND BOOK BINDING**

All Master's degree theses should have a **blue cover**. All PhD theses should have a **black cover**. Dissertations should have a **white cardboard** cover. Synthetic, leather-derived and similar fabric covers shall not be allowed. The size of the bound book version of the thesis should be 215 by 285 mm. At the top of the cover, the student's name and surname, in the middle of the cover the type of academic degree (M.S., M.A. or Ph.D.) received and at the bottom the year of the thesis/dissertation is placed.

**CD/DVD Copies**

One hard copy of the thesis should be submitted together with two electronic copies of the thesis in CD/DVD.

"Theses should be typed with a professional word processor or typesetting program (MS-WORD or LaTeX, etc.)."

All students should refer to the **"CD/DVD cover and content preparation guide"** on the Institute website.