

GUIDELINES FOR PREPARING GRADUATE THESES

1. General Document Guidelines

Margins: One and a half inch (4 cm) on left side and one inch (2.5 cm) on all other sides (top, bottom, right)

Font Size and Type: 12-pt in the main text, 14-pt in chapter headings and 10-pt in footnotes. Use Times New Roman, Arial or any standard font throughout the text.

Line Spacing: Double-space or one and a half space throughout the thesis, including, abstract, body of the document, appendixes (except in references). Add space before a paragraph.

Alignment: Left alignment (creating uneven right margin).

Paragraph Indentation: None.

Pagination: The page number is placed in the center at the bottom of the page.

Active voice: As a general rule, use the active voice rather than the passive voice. For example, use “We predicted that ...” rather than “It was predicted that ...”

Order of Pages:

Preliminary Pages

- Blank Page
- Dedication
- Title Page
- Approval Page
- Abstract
- Özet (Turkish translation of the Abstract)
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures

The Main Text

- Introduction
- Main Body
- Conclusion

The Reference Material

- References
- Appendix or Appendixes

2. Preliminary Pages

2.1 Dedication

Dedications are usually brief and need not include the word *dedicated*. To is sufficient:

To Neşe

It is not necessary to identify (or even give the whole name of) the person to whom the work is dedicated or to give such other information as life dates, though both are permissible.

The dedication, typed in uppercase and lowercase, should be centered on the width of a line three inches from the top of the page. There should be no final punctuation. If *To* is used to introduce the dedication, it should begin with a capital. A dedication is not listed in the table of contents. No number appears on its page, and the page is not counted in the pagination of the preliminaries.

2.2 Title Page

The title must be single-spaced, in all capital letters, and should begin at 5 cm (2 inch) from the top of the page. The format of the title page, including spacing and capitalization must be exactly as in the sample title page in Appendix B.

2.3 Approval Page

A sample Approval Page is provided in Appendix C. It is strongly recommended that the approval page of the thesis be signed in blue ink.

2.4 Abstract

The Abstract gives a brief account of the thesis or dissertation, including a statement of the problem, procedure and methods, results, and conclusions. The length of the Abstract is maximum 250 words both for master's theses and Ph.D. dissertations. A sample Abstract is provided in Appendix D. Choose up to 5 keywords.

2.5 Özet

Özet is the Turkish translation of the Abstract. A sample Özet is provided in Appendix E. Choose up to 5 keywords.

2.6 Acknowledgments

In this part the student expresses appreciation for any special assistance to him or her. The heading, ACKNOWLEDGMENTS, appears centered between the text margins without punctuation 5 cm (2 inch) from the top of the page; the text begins at least three spaces below

the heading. It should use the same spacing as the text (that is, double spacing or space and a half). Acknowledgments are optional.

2.7 Table of Contents

The Table of Contents must list the title of each chapter and its parts and sections, bibliography, and appendices. The wording used for all entries in the Table of Contents must match exactly with what is used in the text. Each entry must have leader dots which connect it to its corresponding page number.

The heading, TABLE OF CONTENTS, appears without punctuation centered between the text margins 5 cm (2 inch) from the top of the page. The listing of actual contents begins at the left margin at least three spaces below the heading. Chapter entries are separated by a space of one line. Page numbers are right justified. A sample Table of Contents is provided in Appendix F.

2.8 List of Tables

A list of tables is included for the convenience of the reader. If included, it immediately follows the table of contents on a new page.

The heading, LIST OF TABLES, appears centered between the text margins without punctuation 5 cm (2 inch) from the top of the page; the listing begins at the left margin at least three spaces below the heading.

Each entry should have the same number and the same caption or title used for a table in the text. As in the table of contents, each entry must have leader dots which connect it to its page number. (See Appendix G.)

2.9 List of Figures

If included, these lists must appear on separate pages and are governed by the same rules as the List of Tables. (See Appendix H.)

3. The Main Text

Pagination: Each chapter of the thesis begins on a new page. Subsections do *not* begin on new pages.

Heading: The heading (CHAPTER 1, CHAPTER 2, and the like) is in all capitals and centered between the text margins 5 cm (2 inches) from the top of the page; the title goes two spaces below. The text begins at least three spaces below.

Title: The title of the chapters is in all capitals and centered. Each chapter title should show clearly what that part is about and it should also reflect that the chapter is a definite and logical division of the thesis as a whole.

Subheadings: There must always be at least two headings at any given level because subdividing a section must logically produce more than one subsection. A successful style of writing usually calls for at least one paragraph between successive headings of different levels.

3.1 Text citations

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas and words of others must be formally acknowledged. The reader can obtain the full source citation from the list of references that follows the body of the paper.

A. When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

- According to the model developed by Felder and Silverman (1988) and later modified (Felder & Soloman, 2004), learning styles may be defined by four scales that identify a student's preference in perceiving, processing and understanding information as well as his or her preference of information input channel.

[Note: *and* is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

B. When the authors of a source are *not* part of the formal structure of the sentence, both the authors and year of publication appear in parentheses. Consider the following example:

- The most common models are the Myers-Briggs Type Indicator (MBTI) (Durling, Cross, & Johnson, 1996; Russ & Weber, 1995), Kolb's Learning Style Inventory (K-LSI) (Carmel-Gilfilen, 2012; Demirbas & Demirkan, 2003, 2007; Demirkan & Demirbas, 2008; Kvan & Yunyan, 2005; Newland, Powell, & Creed, 1987; Tucker, 2007, 2009) and Felder-Soloman's Index of Learning Styles (ILS) (Demirkan & Demirbas, 2010; Felder & Spurlin, 2005; Mostafa & Mostafa, 2010).

[**Note:** & is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

C. When a source that has two authors is cited, both authors are included every time the source is cited.

D. When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

- Visual learners 'provide cognitive-level representations that support memory, language and thought' (Barsalau, Simmons, Barbey, & Wilson, 2003: 85).
Barsalau et al. (2003) showed that.....

E. When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).

F. Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

- Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

G. To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not “recoverable” information, it is not included in the References section. For the text citation, use the following format:

- B. F. Skinner (personal communication, February 12, 1978) claimed ...

H. To cite a Web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use “n.d.” in place of the date. Consider the following examples:

- Degelman (2009) summarizes guidelines for the use of APA writing style. Changes in Americans’ views of gender status differences have been documented (*Gender and Society*, n.d.).

I. To cite an entire website, give the address of the site in the text. Example:

- Eric Chudler’s excellent Neuroscience for Kids (<http://faculty.washington.edu/chudler/neurok.html>) is definitely not only for kids!
- **[Note:** No entry in the References list is needed for the website.]

J. The recommendations in this guide are based on the 6th edition (2009) of the *APA Publication Manual of the American Psychological Association*. For more in-depth explanation of formatting and preparing works cited lists, please consult the 6th edition of the *APA Publication Manual*.

3.2 Quotations

When a direct quotation is used, always include the author, year, and page number as part of the citation.

A. A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Consider the following example:

- Their findings indicated, “that architecture students are predominantly better visual learners than general students, and their visual learning skills increase as they move through the program” (Mostafa & Mostafa, 2010: 313).

B. A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text with single line spacing, in block format, with each line indented five spaces from the left margin.

- One of the most widely accepted definitions was by Foster (1980:26):
A senior center is a facility for older adults, well-staffed, housed, and financed which enjoys broad community support; which is readily accessible to the older people in the community and which is open often enough to fulfill its objectives; which offers a wide ranging program of activities and services designed with a knowledge and understanding of the interests, needs and desires of the older people of its community; and, which provides for the real involvement and participation of its members in the planning, conducting, and evaluation of its program and in the determination of its policies and goals.

4. References

All sources included in the References section must be cited in the body of the text (and all sources cited in the text must be included in the References section).

Pagination: The References section begins on a new page.

Heading: "References" (centered on the first line in all capital letters)

Format: The references (with hanging indent) begin on the line following the References heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have the following components:

- **Authors:** Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are eight or more authors, list the first six authors followed by three ellipses (...) and then the final author. If no author is identified, the title of the document begins the reference.
- **Year of Publication:** In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.
- **Source Reference:** Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books and titles of journals.
- **Electronic Retrieval Information:** Electronic retrieval information may include digital object identifiers (DOIs) or uniform resource locators (URLs). DOIs are unique alphanumeric identifiers that lead users to digital source material. To

learn whether an article has been assigned a DOI, go to <http://www.crossref.org/questquery/>.

Examples of sources

1. Journal article with DOI

Afacan, Y., & Demirkan, H. (2010). A priority-based approach for satisfying the diverse users' needs, capabilities and expectations: A universal kitchen design case, *Journal of Engineering Design*, 21(2), 315 – 343. doi: 10.1080/09544820903303423

2. Journal article without DOI, print version

Horn, D., & Salvendy, G. (2009). Measuring consumer perception of product creativity: Impact on satisfaction and purchasability. *Human Factors and Ergonomics in Manufacturing & Service Industries*, 19(3), 223-240.

3. Journal article without DOI, retrieved online [Note: For articles retrieved from databases, include the URL of the journal home page. Database information is not needed. Do not include the date of retrieval.]

Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice*, 41,425-427. Retrieved from <http://www.rcgp.org.uk/publications/bjgp.aspx>

4. Book

Ching, F. (2007). *Architecture: Form, space, and order* (4th ed.). New Jersey: John Wiley & Sons.

5. Article or chapter in an edited book

Demirkan, H. (2015). Frameworks for Decision-Making in Design for the Aging. In J.A. Asher, N.H. Blossom (Eds.), *The Handbook of Interior Design*, (pp. 212-225). West Sussex, UK: Wiley Blackwell Publishers.

6. Unpublished work as proceeding

Durling, D., Cross, N., & Johnson, J. (1996). Personality and learning preferences of students in design and design-related disciplines. In Proceedings of the International Design and Technology Educational Research and Curriculum Development Conference, IDATER 96. Loughborough: Loughborough University. Available online. <http://www.lboro.ac.uk/idater/downloads96/durling96.pdf>.

7. Informally published Web document

Joreskog, K. G., & Sorbom, D. (2011). LISREL 8.80. Retrieved from <http://www.ssicentral.com/lisrel/index.html>.

8. Informally published Web document (no date)

Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved from <http://www.psywww.com/psyreliq/psyrelpr.htm>

9. Informally published Web document (no author, no date)

Gender and society. (n.d.). Retrieved from <http://www.trinity.edu/~mkearl/gender.html>

5. Tables

The word "Table" should designate tabulated information or numerical data used in the main body of the text or in the Appendices.

Heading: Table 1 (or 2 or 3, etc.) is typed left aligned and immediately followed on the same line by the caption (which should be a brief descriptive phrase).

Numbering: Each Table is numbered with consecutive Arabic numerals for the whole thesis.

If any Table continues to the following or subsequent pages, the top line on the subsequent page should read, "Table 3 (cont'd)," without quotation marks. The caption is not repeated.

Only horizontal lines are permitted. Tables should not involve any vertical lines.

6. Figures

A common use of Figures is to present graphs, photographs, or other illustrations (other than tables).

Figure Caption: "Figure 1." (or 2 or 3, etc.) is typed left aligned and immediately followed on the same line by the caption (which should be a brief descriptive phrase).

Numbering: Each Figure is numbered with consecutive Arabic numerals for the whole thesis.

7. Appendix or Appendices

An appendix contains test forms, detailed statistical description, extensive tables of raw data, computer programs, and the like.

Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

Pagination: Each Appendix begins on a separate page.

Heading: If there is only one appendix, "Appendix" is centered between the text margins 5 cm from the top of the page. If there is more than one appendix, use Appendix A (or B or C, etc.). Double-space or one and a half space and type the appendix title in capital letters.

Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

8. Binding

All master's theses and doctoral dissertations are to be bound in **DARK BLUE CLOTH**. A bound copy of the thesis should measure 21cm by 29.7 cm (A4 format). The marker ribbon of the thesis should be red. See Appendix A for the front cover and the spine.