



İSTANBUL ŞEHİR UNIVERSITY

THESIS/DISSERTATION
WRITING MANUAL

İstanbul, 2011

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PREFACE

Istanbul Şehir University aims to be a centre of excellence in research and teaching. This manual has been prepared to match this foundational principle of the university. In order to actualize this, it is necessary that every accepted thesis for a graduate degree should be presented in the most precise and standard method possible. The primary objective of this guideline, hence, is to regulate and ensure that every thesis completed in the Graduate Schools of Istanbul Şehir University (ŞEHİR) shares the same high criteria of presentation. It is also noteworthy to state that this guideline encompasses all theses completed in all graduate programs of ŞEHİR, and that certain departmental policies not stated in this manual will additionally and strictly be applied.

A commission of ŞEHİR professors (Dr. Mustafa Bal, Dr. Hızır Murat Köse, Dr. Gökçen Arkalı Olcay, Dr. Bahadır Tunaboşlu) from various disciplines, experience and expertise has prepared this document by making use of relevant information for the current needs of ŞEHİR students. Revisions and updates will be necessary parallel to the development of the university.

Among many sources consulted for the preparation of this guideline, the commission specifically feels thankful to the guidelines prepared by the Middle East Technical University, University of California, Los Angeles, and Fatih University.

CHAPTER 1

GENERAL GUIDELINES

- Theses should be prepared electronically by making use of an appropriate computer-based software. (example: MS Word)
- Authors are required to submit an electronic copy of their theses to the ŞEHİR Library. The requirements for this process can be found on the website of ŞEHİR graduate schools.
- It is the student's responsibility to accomplish the electronic preparation of their theses, and therefore, it is recommended that students read and understand all contents of this guideline carefully.
- Students should also pay attention to the policy that this and only this guideline (not a previously completed thesis on a library shelf) should be used while preparing their theses.
- For any unspecified or missing point in this guideline, it is advised that students consult with their graduate school and obtain a written approval or clarification about it before continuing with their work.

1.1 Reservation Period on Public Access

Due to various reasons (potentially patentable information, publication of the thesis as a book, etc.), the author of a thesis can appeal for a reservation period during which the work will be inaccessible to outside readers. Unless the author specifically demands a shorter period, a reservation period on public access restricts outside readers to view the contents of the work for one year. Following the author's appeal, the decision of the Executive Committee of the Graduate School can start the period. At the end of the period, the hold on the restriction is off, but following the same procedure each time may successively extend it.

1.2 Plagiarism

Plagiarism is one of the most serious academic crimes as well as being an immoral act. Therefore, being meticulous in referencing the works of others used in any ways (summary, paraphrase, direct quotation, indirect reportage, etc.) in theses is of vital significance.

Detailed information on plagiarism can be found in ŞEHİR Academic Honesty document which can be seen on

http://intranet.sehir.edu.tr/index.php?option=com_docman&task=cat_view&gid=20&Itemid=30&limitstart=15.

Besides, each thesis writer is required to sign a "plagiarism clearance page" that states that all parts of the thesis is prepared according to the academic and ethical conducts, and with proper references and citations. Students have to sign a copy of this page and submit it to their graduate schools before they take the thesis defense jury. See Appendix D for a plagiarism clearance page

CHAPTER 2

FORMAT AND APPEARANCE

Scientific value of knowledge put forth in a thesis reaches to a level of excellence when also the presentation is handled properly. From using the right quality paper to binding all formal components of ŞEHİR theses should have the features stated below.

2.1 Paper

Each page of the thesis should be printed single-sided on good quality white bond paper (of at least 75 grams and in a size of 210mm by 297mm – so called A4).

2.2 Margins

4 cm from the left (binding side), and 2.5 cm for the three other sides should be left as margins on the paper. All margins have to be left absolutely blank. No page numbers, headings, footnotes, text, etc. can appear on the margins.

2.3 Font

10-point or slightly larger (up to 13-point) fonts will be acceptable. As a recommendation, it should be remembered by thesis authors that the golden mean for the font size is 12-point. Some fonts (such as Tahoma, Lucida Sans or Verdana) are bigger fonts compared to others. In the case of authors' selection of bigger fonts, font sizes cannot exceed 12-point.

Any standard and easily legible fonts (such as Cambria, Calibri, Constantia, Georgia, Arial, Times New Roman, Platino, Tahoma, Verdana, and Lucida Sans) can be used. It is compulsory that the font type and the font size must be consistent throughout the thesis. Exceptional parts where font size may differ from the rest of the text are chapter titles, section headings, footnotes, endnotes, examples, indented quotations, and tables and charts. Authors may prefer using bold face letter, symbols, and italics for special emphasis or to signal foreign vocabularies.

All theses must be printed using high-quality laser printers. All print must be in permanent black ink and must appear on one side of each page only.

2.4 Spacing

The general text of the manuscript must use 1.5 spacing (department consent can be used for single spacing for large volume theses); although tables, indented quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.

2.5 Duplication

Printed-out version of the thesis is considered as the original copy. It is not required that authors must submit the original copy of their theses to the Graduate School and the library. However, for the sake of consistency in quality of the print (such as high contrast pages with consistent dark print, permanency in print), authors should reproduce their theses each time by using the original copy. In the case of the detection of low standard or low quality duplication, the Graduate School or the library may ask authors to reproduce their theses according to the set standards.

2.6 Corrections

No corrections in any manual methods (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 before it is copied for reproduction.

2.7 Centering

All materials must be centered between the text margins rather than between the paper edges. After the manuscript is bound, the centered material will appear to be centered on the page. In paragraphs, two types of formatting can be used. If spacing between paragraphs is used, then there is no need for indentation. If indentation is used, then no spacing must be used between paragraphs.

2.8 Word and Text Divisions

If any hyphenation is used, words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary (American or British) to determine the correct word division. At least two lines of a paragraph must appear together at the top and bottom of every page. All headings and subheadings must be followed by at least two lines of a paragraph.

2.9 Pagination

All page numbers must appear in the same location. In any case, page numbers must be at least two single spaces above or below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and point size.

The following pagination rules must be used:

- For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The Title page and the Approval page do not have numbers but are counted as pages i and ii, respectively. Page numbers begin to appear as "iii" on the Abstract page.
- Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography, appendices, and vita. All pages

must be numbered consecutively, including pages containing illustrations, tables, figures, plates, and photographs.

2.10 Multiple Volumes

Theses wider than 5 cm in breadth must be divided into two or more volumes. Each volume has to be numbered consecutively by Roman numerals. There should be a title page for each volume, and these pages should give identical information except for the notations like Volume I, Volume II, etc. – expressions to be written right below the theses title on the title page. Roman numerals used to indicate the preliminary pages and the Arabic numerals used in Volume I should continue throughout other volumes. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi", "vii", etc. Each volume must contain a complete Table of Contents.

2.11 Binding

There is color-code for easing the archiving, classification, and accessibility of theses. In this regard, all master's theses are to be bound in black cloth while all doctoral theses are to be bound in red cloth.

See Appendix A for a sample front cover and spine, and Appendix I for the bound.

It is recommended that students consult their graduate schools for a list of recommended binderies.

CHAPTER 3

SPECIFIC GUIDELINES FOR THE MANUSCRIPT

Every thesis manuscript consists of preliminary pages, body text, and bibliography/references. Below is a list of sections that every thesis manuscript should embody following the shown sequence. Required sections are marked with an asterisk.

<p style="text-align: center;">PRELIMINARY PAGES</p> <ul style="list-style-type: none"> * Title * Approval Page * Plagiarism Clearance Page * Abstract * Öz <li style="padding-left: 20px;">Dedication <li style="padding-left: 20px;">Acknowledgments or Preface * Table of Contents <li style="padding-left: 20px;">List of Tables <li style="padding-left: 20px;">List of Figures and Illustrations <li style="padding-left: 20px;">List of Symbols and Abbreviations <p style="text-align: center;">MAIN MANUSCRIPT</p> <ul style="list-style-type: none"> * Body Text <p style="text-align: center;">REFERENCES</p> <ul style="list-style-type: none"> * Bibliography or References <li style="padding-left: 20px;">Appendices * Vita (for doctoral theses)

3.1 Preliminary Pages

3.1.1 Title Page

The title should begin at 3.5 cm (minimum) from the top of the page and be typed single-spaced and in capital letters. Words used in the title should be complete words; no abbreviations or formulas.

See Appendix B for the format of the title page.

3.1.2 Approval Page

See Appendix C for a sample approval page. It is recommended that blue ink be used for signatures on this page.

3.1.3 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. Authors are advised to write their abstracts once they have completed the manuscript of their theses.

The abstract must contain no more than 300 words. Maximum six keywords must be provided as index terms. See Appendix E for a sample abstract.

3.1.4 Öz

The abstract page is followed by the “Öz” page. Öz means the Turkish translation of the abstract. A sample Öz page is provided in Appendix F.

3.1.5 Dedication and Acknowledgments

Both of these items are optional. If the author adds these pages, they must be on separate pages and have separate page numbers.

There is no need for a title on the dedication page while the latter should be titled with ACKNOWLEDGMENTS or PREFACE. The title appears centered between text margins, without punctuation, and 3.5 cm from the top of the page.

3.1.6 Table of Contents

A table of contents page must indicate general titles and headings of chapters, their subsections, references, appendices, and vita. All entries in the table of contents must show corresponding page numbers. The term Table of Contents itself should be centered on the page and entries must begin at the left margin. See Appendix G for a sample of table of contents.

3.1.7 List of Tables

A list of tables must be placed immediately after the table of contents page, if necessary.

The term List of Tables itself should be centered on the page and entries must begin at the left margin. All entries in the list of tables must show corresponding page numbers.

3.1.8 List of Figures and Illustrations

These lists must appear on separate pages.

3.1.9 List of Symbols and Abbreviations

If authors provide a list of symbols and abbreviations, they should follow a format consistent with acceptable practice in the field of the subject matter.

3.2 The Body Text

3.2.1 Structure of the Body Text

The body text must be divided into as many chapters as necessary. Chapters may be numbered using Arabic or Roman numerals and must be written in capital letters (e.g. CHAPTER 4 or CHAPTER IV). Each chapter must have a short title, which reflects the content of the chapter. If the thesis is based on a single project/paper, then the headings such as “INTRODUCTION” and “DISCUSSION AND CONCLUSIONS” can be treated as separate chapters. If multiple projects or papers form the thesis, then each project is treated as a separate chapter with its own subtitles such as introduction, methods, implementation, discussion, and conclusions embedded inside the chapter.

A new chapter must begin on a new page. Chapter captions must be centered at 3.5 cm from the top of the page. The text starts at two single line spaces below the chapter title. The formatting of the headings and subheadings of all chapters must be consistent in terms of style and size across all chapters.

3.2.2 Illustrative Materials: Tables and Figures

Illustrative materials include tables and figures. Tables present the data in tabular forms by listing the numbers and/or text in labeled rows and columns. All other visual illustrations including maps, diagrams, graphs, charts, photographs, drawings, and schematics can be classified under figures.

i) Placement of the Illustrative Materials: It is permissible to place the illustrative materials in any place in the text but the general rule of thumb is to place them as near as possible to the part of the text, which refers to them. If the table or figure is placed within the text and its length is less than one page, then it must be separated from the text by two single lines from both the top and the bottom.

In order not to interrupt the flow of the text, the author can also group all the tables and/or figures of a chapter at the end of that chapter. In that case, the tables precede the figures. All tables, figures and other illustrative materials must be referred to from the text. Tables and figures, especially the oversized illustrative materials should be prepared to facilitate the binding

and preservation. Pages that contain illustrative materials should have a page number and be listed in the table of contents with the associated page number.

ii) Numbering and Captions: 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. 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 according to this scheme. 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.

The caption of a table should be placed at one single line above the top line of the table. A figure's caption should be placed at one single line below the bottom line of the figure. Table and figure captions should not be written in bold text. The size and style of the caption fonts must be the same as the style and size used for the rest of the text. The author must select a font size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams.

For illustrations that require more than one page, the subsequent pages of the illustration should be labeled using the same caption indicating that is the continuation of that illustration. For example, the second page of Figure 2.1 should be labeled as "Figure 2.1 (continued)".

An illustration can be placed sideways by rotating the illustration 90 degrees counterclockwise from its original position. In the case of horizontal (landscape) layouts, the caption of a figure/table must be oriented in such a way that it would be read from bottom to top, i.e., it must be in the same orientation as the figure/table. For horizontal layouts, the whole page must be reserved only for that table/figure. The requirements for margins and page numbers are same as the rest of the thesis.

iii) Oversized Materials: Oversized illustrative materials may be reduced to fit into one page by conforming to the margin and pagination specifications that are provided in this booklet only if the reduction does not degrade the readability or visibility of the original illustrative material. An oversized illustration can be a photo whose scales must be reduced for conforming to the font style and size that has been used in the rest of the text. The oversized illustration should conform to the prescribed margins, too.

Oversized illustrations, which cannot be reduced to fit into 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 a way so that it does not get 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., videotape, DVD, etc.) is needed to accompany and supplement the text, it should be referred to in the text and this material must be submitted only with the departmental copy.

An electronic copy of the thesis (see the Graduate Institute web site for possible forms of submission) must be submitted along with the hard copy of the thesis. Computer printouts must be of high quality and must be copied on thesis-quality paper.

3.2.3 Formulas and Expressions

An equation editor must be used for mathematical formulas, equations and expressions. Any references to them must carry a numerical identification in parentheses that must be provided next to the right margin of the page.

3.2.4 Quotations

Quotations of four lines or less should be incorporated into the text, surrounded by double quotation marks. Longer quotations that exceed four lines should be taken out of the text, indented, and single-spaced. These quotations are also referred to as block quotations. Do not use quotation marks for block quotations. Quotations must appear identically the same with the original and the sources of quotations must be cited precisely. Fragments of computer codes can be treated as quotations, too.

3.2.5 Footnotes and Endnotes

Footnotes are placed at the bottom of a page separated from the text by a complete horizontal line. Use double space to differentiate between different footnotes in a page. A footnote can be divided and continued in the footnote area of the next page. In that case, the author does not need to mention that it is the continuation of the footnote from the previous page. The footnotes must be numbered consecutively using Arabic numerals. The numbering can be specific to each chapter or it can be continuous through the entire thesis. The notes can be written in the same font used for the text but the size of the font must be smaller than that of the font used in the body text.

Alternatively, endnotes can also be used. Endnotes may follow each chapter or may be placed at the end of the thesis before the bibliography. If an endnote follows a chapter, it should begin on a separate page following the chapter that it belongs to. Authors should consult with their academic advisors since footnoting practices differ widely among publications across different disciplines.

3.3 The Reference Material

The reference material consists of two components: bibliography and appendices (optional).

3.3.1 Bibliography/References/Works Cited

Bibliography/References/Works Cited 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. These writers will choose consulting with their supervisors which of these titles (Bibliography, References, or Works Cited) to be used in their work. The list must be prepared in an alphabetical order by author's last name.

All of the materials can be listed in a single section, in which case the section follows the "Appendices" (if any). In certain scientific and engineering disciplines, the references can be listed at the end of the each chapter instead of at the end of the thesis.

The caption of the section does not include a chapter number. The heading must be centered at 3.5 cm from the top of the page conforming to the formatting of the chapter captions and page margins throughout the text. The references list starts two single line spaces below the heading. The lines are single spaced within each bibliographic entry and double-spaced between each entry through the list. The page numbers of the references section must also conform to the pagination of the thesis in terms of both font size and style.

The style of listing and citing the sources in terms of font, ordering, and punctuation varies widely across different academic disciplines. Therefore, the author should consult with his/her academic department and follow a scholarly bibliographical style that is accepted by the department.

The author should indicate the following items when electronic resources are referenced:

- The title of the web site
- The URL address of the web site
- The owner of the web site (person, group, organization etc.)
- The date the information was put on the web site
- The date the information was retrieved from the web site.

3.3.2 Appendices

Additional materials that are relevant to the text but include very detailed information or data can be placed in a separate section. The appendices (or appendix if there is only one) may include various materials such as computer printouts and programs, raw data, procedural explanations and survey instruments. Photocopied materials should be in letter quality and oversized materials can be included as a foldout page or pocket material as explained in the previous section (see "Oversized Materials" above).

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 that is 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”. The appendix pages must be numbered consecutively using the same font style and size used for pagination of the rest of the thesis. The spacing of the text does not need to be the same across all appendices as some materials may be single-spaced.

3.3.3 Vita (Curriculum Vitae - CV)

A vita must be placed at the end of doctoral theses. It is a brief biographical sketch of the author, which usually includes the date and place of birth, schools and colleges attended (after high school), degrees awarded, publications, and teaching and professional experiences. The vita must be written in third person and must be listed in the table of contents as the last item. The formatting of the page (page margins, size and style of the font, and numbering) must conform to the rest of the text. A sample vita page is provided in Appendix H of this manual.

CHAPTER 4

STYLE

A thesis is a product of a research carried out by formal methods, and therefore, it is a formal document. It should be written in a formal, impartial, and impersonal style. Academic writing requires the use of a standard language. Authors should avoid colloquial, redundant, and slang expressions.

Since conventions relating to documentation styles differ across various disciplines, authors should consult with their supervisors and/or the graduate student coordinator regarding recommended documentation style manuals. The most recent editions of the recommended style manuals are provided below:

The Chicago Manual of Style, 16th Ed., University of Chicago Press, Chicago, 2010.

Campbell, W.G., Ballou, S.V., and Slade, C., Form and Style: Theses, Reports, Term Papers, 8th Ed., Houghton Mifflin Co., Boston, 1990.

Dodd, J.S., Ed., The ACS Style Guide: A Manual for Authors and Editors, 2nd Ed., American Chemical Society, Washington, 1997.

Kovac, Jeffrey., The ACS Style Guide: Effective Communication of Scientific Information, 3rd Ed., Oxford University Press, New York, 2006.

Gibaldi, J., MLA Style Manual and Guide to Scholarly Publishing, 7th Ed., Modern Language Association of America, New York, 2009.

Iverson, Cheryl., AMA manual of style: a guide for authors and editors, American Medical Association - Oxford University Press 2007.

Publication Manual, 6th Ed., American Psychological Association, Washington, 2010.

Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th Ed., Cambridge University Press, New York, 1994.

Turabian, K.L., (revised by Bennett, A.), A Manual for Writers of Term Papers, Theses and Dissertations, 6th Ed., University of Chicago Press, Chicago, 1996.

Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers, 7th Ed., Reston, VA : Council of Science Editors in cooperation with the Rockefeller University Press, 2006

Appendix A: Sample Front Cover and Spine

D. ÇOKYAZAR

ISTANBUL: A KALEIDOSCOPE OF CULTURES

2012

ISTANBUL: A KALEIDOSCOPE OF CULTURES

EMRAN ÇOKYAZAR

İSTANBUL ŞEHİR UNIVERSITY

JANUARY 2012

Appendix B: Sample Title Page

ISTANBUL: A KALEIDOSCOPE OF CULTURES

A THESIS SUBMITTED TO
THE GRADUATE SCHOOL OF SOCIAL SCIENCES
OF
ISTANBUL ŐEHİR UNIVERSITY

BY

İMİRAN OKYAZAR

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR
THE DEGREE OF MASTER OF SCIENCE/ DOCTOR OF PHILOSOPHY
IN
SOCIOLOGY

JANUARY 2012

Appendix C: Sample Approval Page

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of Master of Science/Arts/Doctor of Philosophy in Discipline.

Examining Committee Members :

(Title and Name) (Affiliation) _____

(Title and Name) (Affiliation) _____

(Title and Name) (Affiliation) _____

(Title and Name) (Affiliation) _____

(Title and Name) (Affiliation) _____

This is to confirm that this thesis complies with all the standards set by the Graduate School of Social Sciences/Natural Sciences of Istanbul Şehir University :

Date

Seal/Signature

Appendix D: Sample Plagiarism Clearance Page^{*}

I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.

First Name, Last name :

Signature :

* Students have to sign a copy of this page and submit it to their graduate schools before they take the thesis defense jury

Appendix E: Sample Abstract

ABSTRACT

ISTANBUL: A KALEIDOSCOPE OF CULTURES

Çokyazar, İmran.

MA, Department of Sociology

Supervisor : Yar. Doç. Dr. Nurullah Ardıç

Co-Supervisor: Doç. Dr. Ferhat Kentel

January 2012, 156 pages

(Abstract no more than 300 words will appear here.)

Keywords: Istanbul, multiculturalism, social movements

Appendix F: Sample Öz

ÖZ

KÜLTÜRLER MOZAIĞI BİR ŞEHİR: İSTANBUL

Çokyazar, İmran.

MA, Sosyoloji Bölümü

Tez Danışmanı : Yar. Doç. Dr. Nurullah Ardıç

Ortak Tez Danışmanı: Doç. Dr. Ferhat Kentel

Ocak 2012, 156 sayfa

(300 kelimeyi geçmeyen bir öz buraya konulacaktır.)

Anahtar Kelimeler: İstanbul, çok kültürlülük, toplumsal hareketler

Appendix G: Sample Table of Contents

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Appendix H: Sample Vita

CURRICULUM VITAE

Personal Information:

Name: İmran Çokyazar

E-mail: imrancokyazar@sehir.edu.tr

Education:

2006 – 2010 BA in History, George Mason University, USA

2010 – 2012 MA in Sociology, Istanbul Şehir University, Turkiye

Work Experience:

July to September, 2008 Assistant in Prof. Collins' project about "History Today in the USA"

2010 – 2012 Graduate Assistant at Istanbul Şehir University

Publications (if any):

1.

2.

Appendix I: Properties of the Thesis Bound

RULES TO FOLLOW IN THE BINDING OF THE MASTER OF SCIENCE THESES AND DOCTOR OF PHILOSOPHY THESES

1. In the bound of the Master of Science theses, black bound cloth and in the bound of the Doctor of Philosophy theses, red bound cloth must be used.
2. In the covers of the bindings, 1.8 mm cardboard and in the spine 2.5 mm cardboard must be used.
3. The bindings must be stitched by drilling 5 holes with a 2 mm drill. The spine must be drilled together with the binding cloth and then stitched.
4. The paper and the cardboard dimensions must be as follows;

Paper dimensions : 20 x29 cm
Cardboard dimensions: 20.5x 29.5 cm
5. The spine must be flat and the dimension of the spine must be 5 mm larger than the covers.
6. The binding cloth must be cut straight and the inner face of the covers must be covered with domestic Bristol (180 grams).
7. Spine cloth (Şiraze) and the ribbon must be red.
8. A white blank page must be placed after the front and before the back covers.
9. For the letter font on the front cover 15-point Trebuchet MS font and the spine of the binding, 13-point Trebuchet MS font must be used. The writing must be printed with the stamping type writing machine.