



THESIS/DISSERTATION/GRADUATION PROJECT  
PREPARATION GUIDELINES

Istanbul, 2011

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## PREFACE

İstanbul Şehir University (ŞEHİR) aims to be a center 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 thesis or graduation project accepted as part of a graduate degree program 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 ŞEHİR Graduate School of Humanities and Social Sciences and Graduate School of Business shares the same high criteria of presentation.

While this guideline applies to all theses and projects completed in all graduate programs of ŞEHİR, it should be noted that individual departments may have additional policies for the formatting of their theses that are not stated in this manual.

A commission of ŞEHİR professors (Dr. Mustafa Bal, Dr. Hızır Murat Köse, Dr. Gökçen Arkalı Olcay, and Dr. Bahadır Tunaboşlu) from various disciplines and fields of expertise has prepared this document for the current needs of ŞEHİR students. Revisions and updates will be published on the Graduate Schools' websites.

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 and University of California, Los Angeles.

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## **CHAPTER I GENERAL GUIDELINES**

- Theses and projects should be prepared electronically on appropriate computer-based software (e.g., MS Word or Pages).
- Authors are required to submit an electronic copy of their theses and projects to the ŞEHİR Library. The requirements for this process can be obtained through the Graduate Secretaries.
- Students are responsible for the electronic preparation of their theses and projects, and therefore, it is recommended that students carefully read and understand all contents of this guideline.
- Students should also pay attention to the policy that this and only this guideline (not a previously completed thesis or project on a library shelf) should be used while preparing their theses and projects.
- For any unspecified or missing points in this guideline, it is advised that students consult their Graduate School and obtain written approval or clarification 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 from viewing the contents of the work for three years. Following an author's appeal, the reservation period will begin upon the decision of the Executive Committee of the Graduate School. At the end of the period, the hold on access is off, but an author may repeat the same procedure to extend it thereafter.

### **1.2. Plagiarism**

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

Detailed information on plagiarism can be found in the ŞEHİR Ethics Code which can be found on <http://www.sehir.edu.tr/en/Pages/AboutUs/EthicsCode.aspx>. Each thesis writer is also required to sign a "statement of academic honesty" that states that all parts of the thesis have been prepared according to academic and ethical standards, and with proper references and citations. Students have to sign a copy of this page and submit it to their Graduate Schools before they defend their theses. For graduation projects, the "statement of academic honesty" is to be signed by the author and added to the relevant section in the project. See Appendix I for a sample "statement of academic honesty."

## **CHAPTER 2 FORMAT AND APPEARANCE**

The scientific value of the knowledge put forth in a thesis/project reaches a level of excellence only when its presentation is handled properly. From the paper to the binding, all formal components of ŞEHİR theses/projects should have the features stated below.

### **2.1. Paper**

Pages up to the beginning of INTRODUCTION chapter must be printed single-sided, pages starting from INTRODUCTION chapter must be printed double-sided and on good quality white bond paper of at least 75 grams. Standard A4 paper should be used (210mm by 297mm).

### **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. **Page numbers are aligned at 0.75 cm. from the bottom of the page.** All margins have to be left absolutely blank. No headings, footnotes, text, etc. can appear on the margins.

### **2.3. Font**

The thesis/project must be written using Calibri 12-point font. It is compulsory that the font type and the font size must be consistent throughout the thesis/project. Exceptional parts where font size may differ from the rest of the text are chapter titles, section headings, footnotes, endnotes, indented quotations, and tables and charts. Authors may prefer using bold face letter, symbols, and italics for special emphasis or to signal foreign words.

All theses/projects must be printed using high-quality laser printers. All print must be in permanent black ink.

### **2.4. Spacing**

The general text of the manuscript must use 1.5 spaces, although tables, indented quotations, footnotes, endnotes, bibliographies, and table/figure captions must be single-spaced. Before starting writing, the author must change “pt” value to “0” at page layout tab.

A row is left blank between paragraphs and no indentation is used.

### **2.5. Duplication**

The number of copies to be submitted to the Graduate School differs for theses and projects (see below). The printed version of the thesis/project is considered as the original copy. For the sake of consistency in the quality of the print (such as high contrast pages with consistent dark print, permanency in print), all photocopy or scanned reproductions should be made from 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/projects according to the set standards.

**For MA and PhD theses**, three original printed copies, one of which is for the library, must be submitted to the Graduate School. Three electronic copies (including signed pages and the statement of academic honesty) must be submitted along with original printed copies.

**For graduation projects**, one original printed copy, signed by the project advisor, and one electronic copy of the project (including signed pages and the statement of academic honesty) must be submitted to the Graduate School.

## 2.6. Corrections

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

## 2.7. Page Layout

All materials must be justified inside page margins detailed above rather than actual borders of the printed page. After the manuscript is bound, the centered material will appear to be centered on the page.

## 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 bottom right corner of the page. All page numbers must be in the same font and point size used in the text.

The following pagination rules must be used:

- For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page, approval page and statement of academic honesty do not have numbers but are counted as pages i, ii, and iii, respectively. Page numbers begin to appear as "iv" 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/project, including bibliography, appendices, and vita. **All pages must be numbered consecutively, including pages**

**containing illustrations, tables, figures, plates, and photographs. Appendices outside of the body text and bibliography must be classified under “APPENDICES.”**

### **2.10. Multiple Volumes**

Theses larger than 5 cm. in breadth must be divided into multiple volumes. Each volume has to be numbered consecutively using Roman numerals. There should be a title page for each volume and these pages should give identical information; the one exception is notations like Volume I, Volume II, etc., expressions which are to be written right below the thesis title on the title page. Roman numerals used to indicate the preliminary pages and the Arabic numerals used in Volume I should continue throughout the 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 PhD theses are to be bound in navy blue cloth. All graduation projects must be bound with perfect bounding.

See Appendices A and B for a sample front cover and spine for projects and theses. See Appendix N for the binding of theses and Appendix O for the printing of projects.

## **CHAPTER 3**

### **SPECIFIC GUIDELINES FOR THE MANUSCRIPT**

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

<p><b>PRELIMINARY PAGES</b></p> <ul style="list-style-type: none"><li>* Title</li><li>* Approval Page</li><li>* Statement of Academic Honesty</li><li>* Abstract</li><li>* Öz</li><li>Dedication</li><li>Acknowledgments or Preface</li><li>* Table of Contents</li><li>List of Tables</li><li>List of Figures and Illustrations</li><li>List of Symbols and Abbreviations</li></ul> <p><b>MAIN MANUSCRIPT</b></p> <ul style="list-style-type: none"><li>* Body Text</li></ul> <p><b>REFERENCES</b></p> <ul style="list-style-type: none"><li>* Bibliography or References</li><li>Appendices</li><li>* Vita (for PhD theses)</li></ul>
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### **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 are allowed. The thesis/project title must be written in bold and with 16-point. The rest of the page must be formatted in accordance with the font type and size used for the rest of the manuscript.

See Appendices C, D, and E for the format of the title page. Appropriate appendices must be used for graduation projects, master's theses, and PhD theses.

### **3.1.2. Approval Page**

See Appendices F, G, and H for a sample approval page. It is recommended that blue ink be used for signatures on this page. Whether a thesis has been accepted or rejected must be noted under "decision." The program in which the student is registered should also be written.

### **3.1.3. Statement of Academic Honesty**

See Appendix I for a sample statement of academic honesty. This page must be signed and submitted to the Graduate School before the thesis defense and added to the bound thesis. For graduation projects, it must be signed and added to the printed project.

### **3.1.4. 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. Authors are advised to write their abstracts once they have completed the manuscript of their theses/projects.

The abstract must contain no more than 300 words. A maximum of six keywords must be provided as index terms. See Appendix J for a sample abstract.

### **3.1.5. Öz**

The abstract page is followed by the "Öz" page containing a Turkish translation of the abstract. A sample Öz page is provided in Appendix K.

### **3.1.6. 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 should be centered between the text margins and without punctuation.

### **3.1.7. Table of Contents**

A table of contents page must indicate the general titles and headings of chapters and subsections, as well as 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 the headings of chapters must begin at the left margin. Chapter subsections are indented. See Appendix L for a sample of table of contents.

### **3.1.8. 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.

### **3.1.9. List of Figures and Illustrations**

These lists must appear on separate pages and be formatted in the same way as the list of tables, above.

### **3.1.10. List of Symbols and Abbreviations**

If authors provide a list of symbols and abbreviations, they should follow a format consistent with accepted practice in their field.

## **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 reflecting 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 should be 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 Chapter Number must be on the first line, followed by the Chapter Title on the second line and must be written in bold and capital letters. One row must be left blank after chapter title. The text starts at 1.5 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. All subheadings must start 1.5 spaces below the preceding text.

### **3.2.2. Illustrative Materials: Tables and Figures**

Illustrative materials include tables and figures. Tables present data in a tabular form with 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.

Tables, graphs, and charts cannot be inserted as pictures. The author must create those using appropriate software.

**i) Placement of the Illustrative Materials:** It is permissible to place the illustrative materials 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. If the table or figure is placed within the text and its length is less than one page, then it must be separated from any preceding or following text by 1.5 spaces.

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 in the text. Tables and figures, especially 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. 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.

The caption of a table should be placed a single line above the top line of the table. A figure's caption should be placed a 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 can be read from bottom to top, i.e., it must follow 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 the same as those for the rest of the thesis/project.

**iii) Oversized 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. An oversized illustration can be a photo whose scales must be reduced to conform 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 that cannot 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., 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 along with thesis/project.

### **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 them on 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 be identical to 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. The author must use a single 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/project. 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/project 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 thesis 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. Theses/projects writers will choose, in consultation with their advisors, which of these titles (Bibliography, References, or Works Cited) to use 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/project.

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 and conform 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/project 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 thesis/project advisor 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 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.” The appendix pages must be numbered consecutively using the same font style and size used for the pagination of the rest of the thesis/project. 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 PhD theses and graduation projects in MBA Program. 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 experience. 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 spacing) must conform to the rest of the text. A sample vita page is provided in Appendix M of this manual.

## CHAPTER 4 STYLE

A thesis/project 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 thesis/project advisors regarding recommended documentation style manuals. The most recent editions of the recommended style manuals are provided below:

*The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010.

*MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: Modern Language Association of America, 2008.

*Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association, 2009.

APPENDIX A: SAMPLE FRONT COVER AND SPINE FOR GRADUATION PROJECTS

THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED  
ON HIS DIARY

AYŞE ÇİÇEK ÜNAL

İSTANBUL ŞEHİR UNIVERSITY

AUGUST 2015

A. ÇİÇEK ÜNAL

THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED ON HIS DIARY

2015

APPENDIX B: SAMPLE FRONT COVER AND SPINE FOR THESE

THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED  
ON HIS DIARY

AYŞE ÇİÇEK ÜNAL

İSTANBUL ŞEHİR UNIVERSITY

AUGUST 2015

A. ÇİÇEK ÜNAL

THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED ON HIS DIARY

2015

**APPENDIX C: SAMPLE TITLE PAGE FOR GRADUATION PROJECTS**

**THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED  
ON HIS DIARY**

A GRADUATION PROJECT SUBMITTED TO  
THE GRADUATE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES  
OF  
İSTANBUL ŞEHİR UNIVERSITY

BY

AYŞE ÇİÇEK ÜNAL

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR  
THE DEGREE OF MASTER OF ARTS  
IN  
HISTORY

AUGUST 2015

**APPENDIX D: SAMPLE TITLE PAGE FOR MASTER'S THESES**

**THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED  
ON HIS DIARY**

A THESIS SUBMITTED TO  
THE GRADUATE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES  
OF  
İSTANBUL ŞEHİR UNIVERSITY

BY

AYŞE ÇİÇEK ÜNAL

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR  
THE DEGREE OF MASTER OF ARTS  
IN  
HISTORY

AUGUST 2015

APPENDIX E: SAMPLE TITLE PAGE FOR PhD THESES

**THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED  
ON HIS DIARY**

A THESIS SUBMITTED TO  
THE GRADUATE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES  
OF  
İSTANBUL ŞEHİR UNIVERSITY

BY

AYŞE ÇİÇEK ÜNAL

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR  
THE DEGREE OF DOCTOR OF PHILOSOPHY  
IN  
HISTORY

AUGUST 2015

**APPENDIX F: SAMPLE APPROVAL PAGE FOR MA THESES**

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 Arts in .....

Examining Committee Members:

	DECISION	SIGNATURE
(Title and Name) (Thesis Advisor)	_____	_____
(Title and Name)	_____	_____
(Title and Name)	_____	_____
(Title and Name)	_____	_____
(Title and Name)	_____	_____

This is to confirm that this thesis complies with all the standards set by the Graduate School of ..... of İstanbul Şehir University.

Date

Seal/Signature

**APPENDIX G: SAMPLE APPROVAL PAGE FOR PhD THESES**

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 Doctor of Philosophy in .....

Examining Committee Members:

	DECISION	SIGNATURE
(Title and Name) (Thesis Advisor)	_____	_____
(Title and Name)	_____	_____
(Title and Name)	_____	_____
(Title and Name)	_____	_____
(Title and Name)	_____	_____

This is to confirm that this thesis complies with all the standards set by the Graduate School of ..... of İstanbul Şehir University.

Date

Seal/Signature

**APPENDIX H: SAMPLE APPROVAL PAGE FOR MA GRADUATION PROJECTS**

This is to certify that I have read this project and that in my opinion it is fully adequate, in scope and quality, as a thesis for the degree of Master of Arts in .....

(Title and Name)

(Project Advisor)

\_\_\_\_\_

This is to confirm that this thesis complies with all the standards set by the Graduate School of ..... of İstanbul Şehir University.

Date

Seal/Signature

## **APPENDIX I: SAMPLE STATEMENT OF ACADEMIC HONESTY**

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

First Name, Last Name:

Signature:

## APPENDIX J: SAMPLE ABSTRACT

### ABSTRACT

THE FIRST SPANISH AMBASSADOR TO THE SUBLIME PORTE:  
JUAN DE BOULIGNY AND HIS EARLY ACTIVITIES IN ISTANBUL, BASED ON HIS DIARY

Çiçek Ünal, Ayşe.

MA/PhD in .....

Thesis Advisor: Assoc. Prof. Nurullah Ardıç

(if any) Thesis Co-Advisor: Prof. Ferhat Kentel

August 2015, 156 pages

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

Keywords: Istanbul, multiculturalism, social movements

## APPENDIX K: SAMPLE ÖZ

ÖZ

BAB-I ALİ'DE İLK İSPANYOL ELÇİSİ:  
JUAN DE BOULIGNY VE ONUN GÜNLÜĞÜ ÜZERİNDEN BAB-I ALİ'DEKİ FAALİYETLERİ

Çiçek Ünal, Ayşe.

..... Yüksek Lisans/Doktora Programı

Tez Danışmanı: Doç. Dr. Nurullah Ardıç

(varsa) İkinci Tez Danışmanı: Prof. Dr. Ferhat Kentel

Ağustos 2015, 156 sayfa

(300 kelimeyi geçmeyen bir öz buraya konulacaktır.)

Anahtar Kelimeler: İstanbul, çok kültürlülük, toplumsal hareketler

## APPENDIX L: SAMPLE TABLE OF CONTENTS

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## APPENDIX M: SAMPLE VITA

### CURRICULUM VITAE

#### Personal Information:

First Name & Last Name:

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E-mail (2): firstnamelastname@gmail.com

#### Education:

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

2010 – 2012 ..... MA in History, İstanbul Şehir University, Turkey

#### Work Experience:

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

2010 – 2012 ..... Graduate Assistant at İstanbul Şehir University

#### Publications (if any):

1.

2.

## APPENDIX N: PROPERTIES OF THE THESIS BOUND

### RULES TO FOLLOW IN THE BINDING OF THE MA AND PhD THESES

1. MA theses must be bound in black cloth; PhD theses must be bound in navy blue cloth.
2. 1.8 mm. cardboard must be used in the covers of the bindings, and 2.5 mm. cardboard in the spine.
3. The paper and the cardboard dimensions must be as follows:
  - Paper dimensions: 20 x 29 cm.
  - Cardboard dimensions: 20.5 x 29.5 cm.
4. The spine must be flat and the dimension of the spine must be 5 mm. larger than the covers.
5. The binding cloth must be cut straight and the inner face of the covers must be covered with domestic Bristol (180 grams).
6. The cloth of the spine (*şiraze*) and the ribbon must be red.
7. A white blank page must be placed after the front and before the back covers.
8. Main text must be printed double-sided starting from the INTRODUCTION chapter.
9. 16-point MS font must be used for the letter font on the front cover, and 12-point MS font for the spine of the binding. A blank space of 2 cm. must be left at both ends of the spine. For long thesis titles, only first part of the title may be written on the spine. The writing must be printed with the debossing machine.

## **APPENDIX O: PROPERTIES OF THE PROJECT PRINTED**

### **RULES TO FOLLOW IN THE PRINTING OF MA GRADUATION PROJECTS**

1. In the printing of MA graduation projects, perfect binding (white cardboard) must be used.
2. Projects must be covered with domestic Bristol (180 grams).
3. The paper and the cardboard dimensions must be as follows:
  - Paper dimensions: 20 x 29 cm.
  - Cardboard dimensions: 20.5 x 29.5 cm.
4. The spine must be flat.
5. Main text must be printed double-sided starting from the INTRODUCTION chapter.
6. 16-point MS font must be used for the letter font on the front cover, and 12-point MS font for the spine of the binding. A blank space of 2 cm. must be left at both ends of the spine. For long project titles, only first part of the title may be written on the spine.