



T.C. İSTANBUL TİCARET  
ÜNİVERSİTESİ

# INSTITUTE OF SCIENCE

## POSTGRADUATE THESIS WRITING GUIDE

Created by the resolution with the number 137/23 and the date 12.30.2014 of the İstanbul  
University of Commerce Senate

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## **PREFACE**

Postgraduate Thesis Writing Guide is prepared in order to determine the requirements in preparation of the postgraduate thesis which are completed in various Departments of Institute of Science, Istanbul University of Commerce, and to ensure that the formal integrity is in accordance with the standards of scientific presentation. Accordingly, the information required for thesis writing process, is given comprehensively by the examples in and at the end of this guide. It is obligatory for the students which are preparing Postgraduate or Doctorate thesis in our institute, to follow the rules given in this guide.

The new thesis writing guide which will start to be used beginning from the Spring Semester of the Academic Year of 2014-2015, is based on the existing thesis writing guide of our university, and included Sample Templates which are prepared by observing the thesis writing rules used by various institutes, in order to be used as sample and to provide convenience.

The new Institute of Science Postgraduate Thesis Writing Guide accepted by the resolution with the number 137/23 and the date 12.30.2014 of our university.

**Dođan KAYA, Professor Doctor**

**Director, Institute of Science,  
İstanbul University of Commerce**

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## **1. INTRODUCTION**

The main principles of scientific written presentation about the thesis are given laconically with samples in this guide, which aims to fulfill the standards of scientific written presentation principles in postgraduate and doctorate thesis which are completed in various Departments of Institute of Science, Istanbul University of Commerce. The candidates who shall prepare postgraduate and doctorate thesis in various Departments of Institute of Science, Istanbul University of Commerce, must follow the principles about the form and substance determined in this guide, after date of issue.

## **2. LAYOUT OF THESIS WRITING GUIDE**

The context of this guide is given within the layout shown below:

1. The materials which to be used for writing of thesis and the explanations about the writing terminology used in this guide,
2. The explanations about the scientific context and setting of the thesis,
3. The explanations about the formal rules to be followed in the chapters, according to the context order of the thesis,
4. Sample templates about the custom pages of the thesis.

### 3. GENERAL FORMAT AND THE WRITING PLAN

In this chapter, the principles about the quality of paper and writings to be used, the margins and page setup, spacing, numbering of pages, chapter heads and subheads, references, and footnotes are given.

It is recommended to use the templates prepared by the Institute Of Science in order to applying the details about the format easily, which seem complicated. The details about the subject are given in the chapter of Sample Templates.

#### 3.1. Characteristics of the Paper to Be Used

Must be in form of A4, with size (210 mm x 297mm, 75-80 gr./m<sup>2</sup>), high-grade paper pulp white paper, and only one side of the pages must be used.

#### 3.2. Margins

Thesis must have consistent margins of 2,5 cm at the top, bottom and right, and 4 cm at the left edge of the page (0,5 cm of that space is gutter). All lines must have justified alignment. Page numbers must be placed at the middle bottom of the page, out of the text area. (Fig. 1).

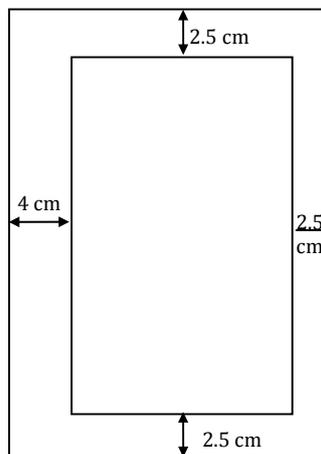


Figure 1. Margins

#### 3.3. Writing Style and Font

A single font must be used throughout the thesis and it must be 12 points in size and Times New Roman, Cambria, Calibri, Tahoma, Verdana, or Arial.

Footnotes shall be placed at the bottom of the page and must be **10 points** in size. The font size can be reduced to 8 points in figures and tables when required. Text style must be normal and the titles style must be **bold**. The *italic style can be used only when it is required* (Latin names, abbreviations, theory/description etc.).

### **3.4. Spacing and Paragraph Style**

Table of contents, Summary, Abstract, Acknowledgement, Tables, Figures, Symbols and Abbreviations, the names of figures and tables in the text, footnotes, the texts in the tables, references, appendices, and bibliography shall be written by using **1 (ONE) LINE SPACING**.

Main text of thesis (Introduction, Review of the Literature, Research Findings and Discussion, Conclusions and Implications, and the other given chapter heads) shall be written by using **1.5 (ONE AND HALF) LINE SPACING**.

**SPACING BEFORE AND AFTER THE PARAGRAPHS (not line spacing) shall be 0 point** for whole thesis text.

After each titles and each paragraphs there will be **ONE LINE SPACE** left. There shall be **no INDENTS** at the beginnings of the paragraphs. Main chapters shall start on a **NEW PAGE**.

The titles **cannot be on the last line of the page**, and if **THERE ARE NOT ENOUGH PLACE TO TYPE 2 LINES AFTER THE TITLE**, that title shall be written on the next page.

### **3.5. Numbering of Pages**

Page numbers must be **CENTERED AT THE FOOT OF THE** pages. All pages must be numbered except Outer cover, Inner cover, Acceptance and Confirmation pages, and Declaration of Conformity in Academic and Ethic Codes pages.

The beginning pages including Table of Contents, Summary, Abstract, Acknowledgements, Tables, Figures, Symbols, and Abbreviations must be numbered in lowercase Roman numerals; e.g., **i, ii, iii, iv, v, vii**, etc. The other sections starting with Preface chapter must be numbered with Arabic numerals; e.g., **1, 2, 3**, etc.

**THE PAGE NUMBERS MUST BE IN THE SAME FONT WITH THE TEXT AND WITH 10 POINTS IN SIZE**. There shall be no symbols like “dash” or “bracket” together with the page numbers.

### **3.6. Subheads**

Highest level subheads shall be **BOLT AND ALL LETTERS SHALL BE UPPERCASE**, second level subheads shall be **bolt and The First Letters Of The Words Shall Be Uppercase**, third and fourth and lower level titles shall be **bolt and Only the first letter of the first Word shall be uppercase**, like shown in the example below:

#### **1. HIGHEST LEVEL SUBHEAD**

##### **1.2. Second Level Subhead**

###### **1.2.3. Third level title**

###### **1.2.3.4. Fourth level title**

###### **1.2.3.5. Fifth level title**

First level subheads must be centered, and the other titles must be left aligned. First level subheads must be in 14 points font size and the other titles must be in 12 points font size.

#### **4. PRESENTATION ORDER OF THESIS CHAPTERS**

1. Outer Cover
2. Inner Cover
3. Acceptance and Confirmation Page
4. Declaration Of Conformity in Academic and Ethic Codes
5. Table Of Contents
6. Abstract Pages In English and Turkish
7. Acknowledgement
8. Figures
9. Tables
10. Symbols and Abbreviations List
11. Introduction
12. Review of the Literature
13. Other Chapters (the chapter titles which will be determined like Material and Method, Empirical Study, or Theory, can be used)
14. References
15. Appendices
16. Bibliography

## 5. ARRANGEMENT OF THESIS CONTENT

The rules given in the Spelling Book of Turkish Language Society, and in the Turkish Dictionary will be used for spelling and punctuation. If it is needed to use the words not included in Turkish Dictionary, those words shall be described in the text.

The thesis can be written in English on demand. If so, the spelling and punctuation rules of English language must be followed.

A single unit system must be chosen and used for the thesis.

Each symbol or abbreviation shall be described in the text **WHERE IT IS USED FOR THE FIRST TIME** and then shall be used as **SYMBOL or ABBREVIATION**.

In the thesis, **THIRD PERSON NARRATIVE** shall be used except preface and footnotes. First person narrative shall not be used.

Thesis shall be written on computer. The printouts shall be printed out with laser printers. The thesis which are typewritten or printed out with dot matrix printers **SHALL NOT BE ACCEPTED**.

Any corrections done by hand or typewriter, and any deletions, or erasures done on any part of the thesis **WILL NOT BE ACCEPTED**. The tables, figures and formulas shall be prepared on computer. No **MANUAL** additions nor corrections shall **NOT** be done.

### 5.1. Custom Pages

Custom pages includes “Inner Cover”, “Acceptance and Confirmation Page”, “Ethic”, “Abstract In Turkish”, “Abstract”, “Acknowledgement”, “Table of Content” and also includes “Tables”, “Figures”, “Symbols and Abbreviations” pages. The samples of those pages are given in the chapter of Sample Templates. There is no page number on “Inner Cover”, “Acceptance and Confirmation” and “Ethic” pages. The custom pages following those will be numbered with lower case Roman letters, starting with “i” on “Summary” page (ii, iii, iv, ...). All other pages of the thesis, starting with introduction chapter shall be numbered with the numbers (1, 2, 3, ...). The page numbers shall be placed at the lower center of the page. All the page numbers have the same font style with the text and shall have the size of 10 points.

### **5.1.1. Outer Cover and Inner Cover**

Outer and inner cover pages shall be arranged in same style. Cover pages are given in the chapter of Sample Templates.

There shall be no page numbers on the cover pages. The cover pages shall include “the name of the thesis in Turkish and English”, “the name and title of the author, the name of the supervisor”, “the name of co-supervisor (if any) with his/her title”, “the name of department and the type of thesis”, and “the year of confirmation” respectively, in accordance with the samples in Sample Templates chapter.

### **5.1.2. Acceptance and Confirmation Page**

“Acceptance and Confirmation” page shall be prepared in accordance with the sample given in the Sample Template. “ACCEPTANCE AND CONFIRMATION PAGE” title shall be written in upper case and with bold style, centered on the first line of the text area.

### **5.1.3. Declaration of Conformity in Academic and Ethic Codes page**

“Ethic” page shall be prepared in accordance with the sample given in the Sample Template. “ETHIC” title shall be written in upper case and with bold style, centered on the first line of the text area. The author shall sign under the declaration.

### **5.1.4. Table of Contents Page**

Table of Contents page shall be prepared in accordance with the sample given in the Sample Template. “TABLE OF CONTENTS” title shall be written in upper case and with bold style, centered on the first line of the text area.

### **5.1.5. Abstracts in Turkish and English**

The summary must not exceed 300 words. Abstract in English must be given on a separate page. The summary must include the aim and the scope of the thesis, the method(s) used, and the result(s) clearly and sententiously. But it must not include the titles like “aim”, “scope”, method” or “result”, and any reference, figure, table, or formula. It must not include any words about any other studies because it may be published separately. “SUMMARY” and “ABSTRACT” titles shall be written in upper case and with bold style, centered on the first line of the text area. The key words must be 3 to 8, and must be listed alphabetically under the

summary. A stylistic Summary and Abstract page is given as a sample in the chapter of Sample Templates.

#### **5.1.6. Acknowledgement**

The total length of acknowledgement page cannot exceed one page. “ACKNOWLEDGEMENT” title shall be written in uppercase and with bold style, centered on the first line of the text area, in accordance with the sample given in the chapter of Sample Templates.

#### **5.1.7. Figures**

This chapter is optional and shall be decided by the author. If it shall be prepared the numbered figures must be given in the order of the numbers given, and must be prepared in accordance with the sample given in the chapter of Sample Templates. “FIGURES” title shall be written in upper case and with bold style, centered on the first line of the text area.

#### **5.1.8. Tables**

This chapter is optional and shall be decided by the author. If it shall be prepared the numbered tables must be given in the order of the numbers given, and must be prepared in accordance with the sample given in the chapter of Sample Templates. “TABLES” title shall be written in upper case and with bold style, centered on the first line of the text area.

#### **5.1.9. Symbols and Abbreviations**

The description sentences given after the symbols of abbreviations in this chapter must be aligned vertically and shall be prepared in accordance with the sample given in the chapter of Sample Templates. “SYMBOLS AND ABBREVIATIONS” title shall be written in upper case and with bold style, centered on the first line of the text area.

### **5.2. Thesis Text Chapters**

The specifications of the material used for the study, the usage of that material, etc., must be given in this section. Also the method(s) used must be explained here, clear and understandable.

In the main text of thesis the designations and usage of the title(s) are the choice of the author, except Introduction, Review of the Literature, Research Findings and Discussion, and

Conclusions and Implications. The applicable chapter titles can be chosen. Also, **Material and Method, Empirical Study, Theory**, etc., can be chosen as chapter titles.

Thesis text consists of “Chapters” and “Subchapters”. It starts with “INTRODUCTION” chapter and ends with “CONCLUSIONS AND DISCUSSION” chapter. The other chapters approved by the author and supervisor according to the aim and scope of the thesis shall be placed between these two chapters in the designated expression plan. “REFERENCES” and “APPENDICES” (if needed) chapters shall be placed after “CONCLUSIONS AND DISCUSSION” chapter. A logical chaptering system must be followed without dealing with unnecessary details while specifying the chapters and subchapters of the thesis, and the precedence of the chapters and subchapters must be minded according to their contents.

The equalities must be numbered only if they will be used again in the text. The equations and formulas must be left aligned, their numbers must be right aligned for the whole text.

### **5.2.1. Introduction**

The aim of the first chapter “1. INTRODUCTION” of the thesis, is to prepare the reader for the information given in the following chapters of the thesis. This chapter shall include the necessary information briefly for preparing the reader for the subject, such as the aim and the scope (what studies included in the thesis according to the aim) of the thesis, research method(s), and previous studies, and the other information shall be given as paragraphs.

If there are any extraordinary and/or contradictive denotation, classification or conception used in the study or writing of the thesis, the explanations of those must be given here also.

### **5.2.2. Review of the Literature**

This is the chapter for the short summaries of previous studies on the subject. The references on the same subject must be mentioned chronologically.

### **5.2.3. Other Chapters**

All chapters between “Review of the Literature” and “Research Findings and Discussion” are described as “OTHER CHAPTERS”. This part must consist of the information such as the specifications of the material used for the study, and usage. Additionally the method(s) must be described here clearly.

The title(s) in this chapter are the choice of the author. But “Other Chapters” shall not be used as a title. Instead, the titles such as “Material and Method”, “Calculative Studies”, “Empirical

Studies”, “Theory and Applications” can be used in accordance with the property of the subject, the details of the study, and the content of the thesis. Fourth level subchapters shall not be used if not really needed. The new chapters can be created in various layouts, referring to the type of the study, the phrase of the author, and the customs of the related discipline.

The tables and the figures can be used in these chapters. There shall be titles and serial numbers for each chapter like “Table 1.1.”, “Table 1.2.” over the tables. There shall be titles and serial numbers for each chapter like “Figure 2.1.”, “Figure 2.2.” below the figures. The tables and the figures must be centered and prepared in accordance with the sample given in the Sample Templates.

#### **5.2.4. Research Findings and Discussion**

The findings of the thesis study shall be given clearly in this chapter, and the chapter must include the Discussion section. The comparison of the findings with the studies in the literature shall be given in this chapter with the comments of the author.

#### **5.2.5. Conclusions and Implications**

The conclusions of the thesis research and the implications related with those conclusions must be given clearly in this chapter.

### **5.3. References**

The “REFERENCES” chapter comes after “CONCLUSIONS AND IMPLICATIONS” in the thesis text. The rules about the references are given on the samples below. “REFERENCES” title shall be written in uppercase and with bold style, centered on the first line of the text area, in accordance with the sample given in the chapter of Sample Templates.

#### **5.3.1. Citation in Text**

Every reference given in the text must be listed in the REFERENCES chapter.

The reference must be given with the surname of the author (First letter in uppercase, other letters in lowercase) the year released. There must be a **comma** after the surname of the author.

Hardy and Rellich type inequalities on Riemannian manifold are examined (Kömbe, 2009).

This difference is related to the BCS energy gap reducing because of the potential obstruction at the particle limit (Chaudhari, 1990).

The references with no author (a report, standard, etc., prepared by an institution) will be given as “Anonym” and year, if it is in Turkish.

The interest on the science is rising up in Turkey. (Anonym, 2014).

For **REFERENCES WITH TWO AUTHORS** the conjunction **and** shall be use between the surnames of the authors.

**(“And” SHALL NOT BE USED at the References list in the end of the thesis)**

This result shows that COP value increased with its evaporator temperature (Kizilkan and Kabul, 2011).

For references with **MORE THAN TWO** authors the **abbreviation et al.** which means “and the others” shall be used after the surname of the first author.

Çakar et al. (1997), showed in their article that some poles of resolving sets of L is not the self-value of the operator.

If more than one reference will be referred, they shall be sorted by the date of issues, starting with the oldest one, and semicolons (;) shall be used after the dates. Citation shall be in accordance with the samples below:

Kazein has different molecules and phsico-chemical characteristics (Fox, 1982; Uraz and Yıldırım, 1988; Walstra et al., 1999; Fox and McSweeney, 2004).

If the reference is referred in another publication, firstly that publication shall be referred and then the name of author of that publication shall be mentioned in brackets.

... Giglio (1958) showed that the octahedron around the sodium ion is quiet faulty (Kaptanoğlu, 1987).

.... It is known that Giglio showed the octahedron around the sodium ion is quiet faulty (Kaptanoğlu, 1987).

If many publications of an author shall be referred for one topic, they shall be sorted by the date of issues, starting with the oldest one, and semicolons (;) shall be used after the dates.

(Özden, 2013; 2014)

If the referred publications of an author was published in the same year, they shall be sorted with the letters a,b,c after the date of issue.

(Cengiz, 2012a, b)

If a figure or a table from another publication shall be used, it must be referred in the description of figure or table also.

Figure 2.2. Schematic drawing of Rankine cycle (Bağdatlı, 2014)

### **5.3.2. Preparing Reference List**

The referred references shall be listed alphabetically by the **SURNAMES OF THE AUTHORS** at the end of thesis. Different publications of an author must be listed in date order, starting with the **FIRST** publication. The publications of an author was published in the same year, shall be sorted with the letters a,b,c.

The first line must be aligned left and **the others (IF ANY) must be aligned with 1,25 cm margin from the left.**

The author names mentioned with **et al.** in the text must be **MENTIONED FULLY ON THE REFERENCE LIST.**

#### **Book**

**Author, A., Author, B.C., Year. The name of the book. Publishers Name, Page Count, Publishing Place.**

Turanlı, M., 2012. Temel İstatistik. Ders Yayınları, 815, İstanbul

Jaeger, J.C., Cook, N.G.W., 1979. Fundamentals of Rock Mechanics. Chapman and Hall, 593p, London.

#### **Translated book**

**Author, A., Author, B., Year. The name of the book. Translated. Translator, C. Publishers Name, Page Count, Publishing Place.**

Cimbala, J.M., 2015, Akışkanlar Mekaniği Temelleri ve Uygulamaları, Çev. Çengel, Y. Güven, 938, İzmir

Benjamin, W., 1995. Pasajlar. Çev. Cemal, A. Yapı Kredi Yayınları, 52s, İstanbul.

### **Edited book**

**Editor, E. (Ed.), Year. The name of the book. Publishers Name, Page Count, Publishing Place.**

Goldstein, W.M., Hogarth, R. (Ed.), 1997. Research on Judgement and Decision Making. Longman Press, 245p, Cambridge.

### **Chapter from an edited book**

**Author, A., Year. The name of the chapter. Editor, F. (Ed.), the name of the book (starting and ending pages of the chapter), Publishers Name, Page Count, Publishing Place.**

Kaya, D., 2012. Partial Differential Equations that Lead to Solitons. Meyers, R.A. (Ed.), Encyclopedia of Complexity and Systems Science, (1205-1211), Springer, Berlin.

### **Article**

**Author, A., Year. Name of the article. Name of the bulletin, Volume (number), Starting and ending pages.**

Baz, İ., Geymen, A., Nogay, S., 2010. Development and Application of GIS Based Analysis/Synthesis Modelling Techniques For Urban Planning of İstanbul Metropolitan Area, Advances in Engineering Software, 41(2), 406-406.

Kalyon, M., Alnassar, Y. N., Pakdemirli, M., (2007), Stability analysis of rotating blade vibration due to torsional excitation, Journal of Vibration And Control, 13(9-10), 1379-1391.

Savaş, E., 2015. Generalized statistical convergence in intuitionistic fuzzy 2-normed space, Appl. Math. Inf. Sci., 9 (1L), 59-63.

Zaim A. H., 2005. Design of a Test Suite for the Jumpstart Just-in-Time Signaling Protocol, Optica Applicata, 35(2), 333-345.

**The article to be published (must be accepted by the bulletin)**

Jenkins, D.P., Tucker, R., Rawlings, R.L., 2012. Modelling the Carbon-Saving Performance of Domestic Ground-Source Heat Pumps. Energy and Buildings, In Press.

Yakut, A.K., 2012. Isı Transferi Hesaplamalarında Kullanılan Yöntemler. Isı Bilimi ve Tekniği Dergisi, Basımda.

Corlu, M. S., Capraro, R., Çorlu, M. A., (2017), Investigating the Mental Readiness of PreService Teachers for Integrated Teaching, International Online Journal of Educational Sciences, Basımda.

### **Thesis**

**Author, A., Year. Name of Thesis. University, Institute, Postgraduate/Doctorate Thesis, Page Count, Place.**

Jarayaman, N.I., 1970. An Investigation of Experimental Techniques for Determining the Strength Properties of Rocks. The Pennsylvania State University, M.Sc. Thesis, 108p, Pennsylvania.

Kontlar, F., 2013. Bazı Uzaylardaki Operatörlerin Spektral Davranışları, İstanbul Ticaret Üniversitesi, Fen Bilimleri Enstitüsü, Yüksek Lisans Tezi, 96, İstanbul

### **Declarations from symposium and congress**

**Author, A., Year. Declaration Name. Symposium Name, Symposium date, Symposium Place, Starting and ending pages.**

Yener, A., 2014. Nonlinear Degenerate Parabolic Partial Differential Equations on Heisenberg Group, 3rd International Eurasian Conference on Mathematical Sciences and Applications, Viyana, 25-28 Ağustos, 152-153.

If the declaration is on a CD or memory stick and the pages are numbered, the rules above will be followed. If the pages are not numbered on the CD or memory stick, then it must be referred like shown below:

**Author, A., Year. Declaration name. Symposium name, Symposium date, Symposium place, (CD-ROM).**

Abrahart, R.J., See, L., 1998. Modelling of Constructing. GeoComputation Conference, 17– 19 April 1998, Bristol, United Kingdom, (CD-ROM). (Or Memory Stick)

## **Technical Report**

**Author, A., Year. Name of Report. Number of report, Page Count.**

Meşhur, M., Yoldemir, O., 1983. Köyceğiz, Datça Arasında Kalan Alanın Jeolojisi. TPAO Rapor No: 1732, 185s.

## **Standards**

**Standard Number, Year. Standard Name. Foundation, Place.**

TS EN 27574-2, 1996. Akustik-Makine ve teçhizatın belirtilen gürültü emisyon değerlerini tespit etmek ve doğrulamak için istatistiksel metotlar. Mentioning in the text: (TS EN, 1996)

ASTM 907, 1982. Standart Definitions of Terms Relation to Adhesives. ASTM, Philadelphia. Mentioning in the text: (ASTM, 1982)

## **Internet references**

**The article published on internet:**

**Author, A., Year. Article Name. Date accessed: XX.YY.ZZZZ. Web address.**

Ören, T. 1998. Bilişimde Özenli Türkçe. Date accesses: 23.05.2012.  
<http://www.site.uottawa.ca/~oren/pubs/pubs-1998/pubs-1998-03-BOT.pdf>

Mentioning in the text: (Ören, 1998)

If the publishing date is not available, date of Access shall be mentioned as publishing date.

## **Citation from the web pages of Government Agencies**

**Devlet Meteoroloji İşleri Genel Müdürlüğü (DMİGM), 2009. İl ve İlçelerimize Ait İstatistiki Veriler. Date Accessed: 03.04.2009.  
<http://www.dmi.gov.tr/veridegerlendirme/il-ve-ilceler-istatistik.aspx>**

Mentioning in the text: (Meteoroloji İşleri Genel Müdürlüğü, 2009) or (DMİGM, 2009)

İstanbul Ticaret Üniversitesi, 2014. Öğretim Üyeliği Kadrolarına Başvurma, Atama, Yükseltme ve Değerlendirme Kriterleri. Date Accessed: 01.01.2015.

<http://www.ticaret.edu.tr/tr/Sayfa/Universitemiz/Mevzuat/UniversitemizMevzuati/Yonergeler/OgretimElemaniKadrolarinaBasvurmaAtamaVeYukseltmeIlkeleriYonergesi>

Mentioning in the text: (İstanbul Ticaret Üniversitesi, 2014)

### **Citation from the web pages of the companies**

Benton Foundation, 1998. Barriers to Closing the Gap. In *Losing Ground Bit by Bit: Low Income Communities in the Information Age* (chap. 2). Date Accessed: 25.06.2008.  
<http://www.benton.org/Library/Low-Income/two.html>

Mentioning in the text: (Benton Foundation, 1998) veya (Benton, 1998)

Dupont CO, 2011. Date Accessed: 14.02.2011. <http://www.dupont.ca>

Mentioning in the text: (Dupont, 2011)

## **5.4. Appendices**

The appendices shall be named by the letters. (Example: Appendix A, Appendix B, Appendix C). For the sub chapters of the appendices the chapter names like Appendix A1, Appendix A2, Appendix B1, and Appendix B2 might be used.

Each appendix shall be started with the number and name. **Appendix A.** Name of the appendix ..., etc.

The tables and figures given in an appendix shall be numbered under the name of related appendix. (Example: Table A.1, Table A.2, Figure A.1, Figure A.2). The equations given in an appendix shall be numbered under the name of related chapter. (Example: (A 1.1))

The pages bigger than the size of A4 page (maps, etc.) shall be given in Appendices chapter. Also, the lists like Index, Dictionary, etc., shall be given in the appendices chapter.

The appendix CDs shall be placed in an envelope stacked on the inner face of the back cover, with the appendix number and the name of thesis author on it. The appendix number of the CD shall be written on the cover page of the Appendices Chapter. (Example: Appendix C. Software CD)

## **5.5. Bibliography**

The author shall prepare his/her bibliography in accordance with the sample given in Sample Templates. And this page shall be the last page of the thesis book. It is not mandatory to put photograph on bibliography.

## **6. SAMPLE TEMPLATES**

Thesis template available on our web page can be accessed from the relevant template file:

**Institute of Science and Technology Thesis Template**