



NEAR EAST UNIVERSITY

INSTITUTE OF APPLIED SCIENCES

GRADUATE PROGRAMMES

THESIS MANUAL

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TABLE OF CONTENTS

	Page
1. INTRODUCTION	1
2. GENERAL INFORMATION AND CONTENTS OF THE GUIDE	3
2.1. General Information.....	3
2.2. Copyright.....	3
2.3. References and Plagiarism.....	3
2.4. Contents of the Guide.....	4
3. THESIS FORMAT AND APPEARANCE	5
3.1. Paper Specifications and Print	5
3.2. Page layout.....	5
3.3. Font and Type Size	6
3.4. Spacing	6
3.5. Pagination	6
3.6. Heading and Sub Headings.....	6
3.7. Referencing	7
3.8. Quotations	8
3.9. Appendices.....	8
3.10. Symbols and Abbreviations.....	8
3.11. Making Multiple Volumes	9
3.12. Binding	9
4. ORGANIZATION OF THESIS CONTENTS	10
4.1. Preliminary Pages	10
4.1.1.a. Cover	10
4.1.1.b. Inside Cover Page	10
4.1.2.a. Approval Page	11
4.1.2.b. Declaration Page	11
4.1.3. Abstract and Keywords	11
4.1.4. Abstract (Öz) and Keywords	12
4.1.5. Dedication, Acknowledgement or Presentation.....	12
4.1.6. Table of Contents	12
4.1.7. List of Tables	12
4.1.8. List of Figures	13
4.1.9. List of Abbreviations and Symbols	13
4.1.10. Other Lists	13
4.2. Text	14
4.2.1. Illustrative Materials	14
4.2.2. Equations	16
4.2.3. Explanatory Notes	16
4.3. List of References	17
4.4. Appendices	17
4.5. CV (Only for Ph. D. Theses)	17
5. DETAILS TO BE TAKEN INTO CONSIDERATION DURING THE WRITING OF THE THESIS	18
5.1. Style	18
5.2. Thesis Completion Method.....	18
6. WRITING, PRESENTATION AND DEFENSE OF THESIS	20

6.1. Introduction	20
6.2. Thesis Writing	20
6.2.1. Preparation Stage	20
6.2.2. Writing Stage	21
6.3. Presentation and Defense of Thesis	23
6.3.1. Thesis Presentation	23
6.3.2. Thesis Defense	24
7. LIST OF REFERENCES	26
8. APPENDICES	27
APPENDIX 1.a Cover Sample	28
APPENDIX 1.b Under-Cover Page.....	29
APPENDIX 2. Approval Page Sample.....	30
APPENDIX 3. Declaration Page Sample.....	31
APPENDIX 4. Abstract Sample.....	32
APPENDIX 5. Abstract (Turkish) Sample.....	33
APPENDIX 6. Dedication Page Sample.....	34
APPENDIX 7. Acknowledgement Page Sample.....	35
APPENDIX 8. List of Contents Page Sample.....	36
APPENDIX 9. List of Tables Sample.....	38
APPENDIX 10. List of Figures Sample.....	39
APPENDIX 11. List of References Sample.....	40
APPENDIX 12 APPENDIX Sample	45
APPENDIX 13. CV Sample.....	46

1. INTRODUCTION

Near East University Graduate School of Applied Sciences carries out Graduate (Master's and Ph. D. Programs) education and research activities in various scientific fields such as basic sciences, engineering, architecture, and marine science. The thesis writing guide which has been used until now mainly caters for the Engineering departments. In addition, the current guide takes into consideration only the theses for "Graduate Programs with Thesis" and does not include any guidelines on "Graduate Programs without Thesis" or "Graduation" theses written by undergraduate students. The objective of preparing this guide is to set the basic rules regarding the presentation of graduate and Ph. D. theses prepared in all departments of the Graduate School of Applied Sciences, and ensure that theses comply with scientific presentation standards. One other objective of the guide is to establish the rules for term or graduation projects done in graduate programs that do not require a thesis. Seminars and similar activities carried out as a requirement of the undergraduate programs are covered within the guide.

Another issue that was taken into consideration during the preparation of the guide was its being a stringent guide that must be adhered to rather than making sure it functions as a guide to students preparing a thesis and establishes certain standards that written theses comply with. Given that the disciplines cover a very wide spectrum it is unavoidable that the guide presents a very low level of restriction. Therefore, it is only natural that there will be differences arising from the ways in which disciplines express themselves.

Some of the points that must be taken into consideration when writing a thesis are mentioned below;

- Ethical rules must be followed,
- In order to be able to meet the deadline and requirements set by the Graduate School of Applied Sciences (GSAS), this guide must be carefully read,
- The rules regarding the written work must be closely observed,
- Previously written theses must not be used as an example so as to avoid making the same mistakes,
- The thesis must be written in concise, clear sentences not open to interpretation,
- The content of the thesis must be compatible with the thesis adviser's views,
- In order to avoid difficulties or misunderstandings the GSAS must be contacted.

As the information stated above clearly indicates all Graduate theses written in departments under NEU Graduate School of Applied Sciences must comply with this guide.

It is also a fact that the guide may be lacking or redundant in some respects and should be met with tolerance.

2. GENERAL INFORMATION AND CONTENTS OF THE GUIDE

2.1. General Information

Theses of Graduate School of Applied Sciences programs must be written with appropriate word processing programs in an electronic environment. It is essential that the electronic thesis copies submitted to the University's Grand Library and Graduate School of Applied Sciences be collected in a single file and in PDF format. In this way, the processes of standardizing the theses information in electronic environment and providing readers with access will be shortened.

In the same way, printed and bound copies submitted to the University Grand Library and Graduate School of Applied Sciences must meet certain standards. Information pertaining to these standards is presented in this guide.

It would be useful to say it one more time for those who intend to write a thesis: "Even if they comply with the guidelines presented within this guide, do not take previously written theses as an example". In the case of doing so it is inevitable that the mistakes that went unnoticed in the thesis taken as an example will be repeated. Should you have any doubts regarding the format of the thesis, you can apply to the Head of the Department or the Graduate School of Applied Sciences.

2.2. Copyright

It is essential to respect and comply with copyrights during the preparation of the presented work. If there are any copyright requirements (restricted use of data, patent, industrial applications etc.) and restricted use of data has been demanded, then, upon the joint request of the author of the thesis and the thesis adviser, this request can be fulfilled through a Graduate School of Applied Sciences Board decision. The Board can also set a time limit for data restriction; for example, three months or an acceptable length of time depending on the request.

2.3. References and Plagiarism

Academic ethics, etiquette, tradition and basic rules of ethics dictate that source of reference must be given when using the work of other scientists. The aim of this is to point out the importance of previously done work and at the same time do justice to those who produced the works. It must not be forgotten that your work will also merit reference. Besides all these, being

disrespectful to others' rights is an unscientific behavior. In short, reference must be given for every topic or piece of information that has been cited.

If plagiarism has been determined to have been done in a thesis, the submitted thesis, and if given, any title shall be rendered invalid.

2.4. Contents of the Guide

The general information section of the guide provides the reader with information, in no uncertain terms, on how to prepare the thesis. The following section describes in detail the general format of the thesis. The information presented in this section is more about the physical aspects of the thesis, for example, the quality and type of paper, font size and style, and structure. Consequently, standardization of all theses written under Graduate School of Applied Sciences will be ensured.

The section covering the contents of the guide presents detailed information on the structure, starting from the cover to the last sentence, and binding of the thesis. Of course, while these are explained information is also given regarding the written language and methods of thesis completion.

Taking into consideration the difficulties that Graduate students experience during the thesis completion stage, a section including practical information on Thesis Writing, Presentation and Defense of Thesis has also been included in the guide.

The main sources which were used during the preparation of this guide are listed in the "references" section. However, some of the information given under the Writing, Presentation and Defense of Thesis section is based on experience.

3. THESIS FORMAT AND APPEARANCE

Every thesis must be worthy of carrying the title of Near East University and the official seal of Graduate School of Applied Sciences. This can only be achieved through scientific content, quality written presentation and quality print of a high standard. In order to help achieve the abovementioned features this section of the Guide gives details regarding these issues, and examples where necessary.

3.1. Paper Specifications and Print

All copies to be submitted to the Graduate School of Applied Sciences and the Grand Library must be printed on white A4 size (210 mm x 297 mm) paper and weigh 70 – 100 grams, preferably 75 grams. The complete print must be clean and legible. Unless there is a special reason to do otherwise, all figures, illustrations, tables etc. must be printed according to these specifications.

The bound copies submitted to the Graduate School of Applied Sciences and the Grand Library must have print on one side only.

3.2. Page Layout

The paper must be size A4 and the left margin must be 3.0 cm, the right margin 2.5 cm while the top must be 3.0 cm and the bottom must be 2.5 cm wide. The text must be written in block form (justify) and headings start from the left of the line. Explanations to tables and illustrations must be within the text area.

3.3. Font and Type Size

In order to maintain a certain standard the thesis text is written in Times New Roman font and the font (type) size is 12-point. Except for the “Contents” section, headings, and explanations to tables and illustrations, the thesis is written in 12-points. However, as long as it can be read easily and not less than 8 points, smaller font can be used in wide, long and similar tables. The text is written in vertical and normal case. Bold type is used in headings. There must be single-space after punctuation marks (for example comma, full stop et cetera).

Proper nouns in a foreign language (such as Latin names for plants and animals) are referred to with their scientific definitions.

Lower and upper symbols must be written in font size smaller than the thesis text.

3.4. Spacing

The texts within the thesis must be 1.5 (one and a half) spaced. On the other hand, tables, long explanations, marginal notes, endnotes, bibliography, table and illustration notes can be written single-spaced.

The gap required to be left before and/or after headings, figure and table headings, thesis text paragraphs are defined as “space”. Just as the space can be before or after the element in question, spaces before and after can be of different length. Just like line spaces “space” is also a relative distance measurement and its size depends on the type size chosen.

The block format (justify with all sentences ending on the right of the page) is suggested for writing. However, if hyphenation has been avoided spaces between words occur in long, technical texts and such texts are unacceptable. In order to prevent this it is necessary to hyphenate with great care.

3.5. Pagination

Page numbers must be 10-point, at the top right of the page and 2.5 cm from the edge.

The thesis preliminary pages such as the Summary, Abstract, Declaration, Acknowledgement, Dedication, Contents, List of Tables, List of Figures, Symbols and Abbreviations are numbered with lower case Roman numerals "i, ii, iii, iv, v, ...", and the thesis text between the Introduction and Curriculum Vitae is numbered as "1,2,3, ...". A bracket or slash must not be inserted before or after the page number.

3.6. Headings and Sub-headings

Headings must be written in capital letters and the first letter of sub-headings must be written in capital letters except for connectors. Only the first letter of third and lower level headings must be written in capital and connectors such as and/or, with must be written in lower case. All headings must be written in bold.

If there are sub-subheadings between numbered headings and sub-headings they must be in a vertical underlined, *italic* and underlined italic order and any words, sentences or definitions that

need to highlighted can be in *italic*. Regardless of whether it consists of a single word or a sentence or several sentences sub-subheadings must not be written in **bold**.

3.7. Referencing

Including the full list of references used in a thesis is a requisite. The list of references is displayed in full on the list of references page. Depending on the preference of the department under which the thesis is written, the list of references may be at the end of the thesis or after every Chapter in the thesis. The list of references page(s) is numbered according to the pagination of the thesis and not numbered differently.

All referencing within the thesis must be done according to the method explained below.

Referencing is done according to the author's surname. This method is preferred in many disciplines. When referencing according to surname, with single-author references, the author's surname and then the year the source was published must be written; e.g., (Özer, 2001). When referencing two-author references it is important to write both authors' surnames; e.g., (Bahçeci and Özer, 2009). In three or more-author references only the first author's surname is written and the others are referred to with "et al." (Oğuz et al., 2008).

If the document given as reference has been obtained over the Internet from a www (world wide web) site, ftp (file transfer protocol) site or similar link, then depending on the situation, either the name of the author (person/institution) and date of access to the web site, or the link to the www/ftp address are given as reference for the text.

For example: As in Khashman's research.....

(<http://ieeexplore.ieee.org/stamp/stamp.jsp?arnumber=01630100>)

or: As can be seen in the paper of the Near East University pattern group

(<http://eski.neu.edu.tr/main.asp?sayfa=news/YDU%20POLONYA1>)

Each source (reference) must be written in single space but when giving another reference double spacing must be used.

3.8. Quotations

When a text from another source is going to be inserted within the thesis text it should be separated from the last line of the main text by 1.5 spaces and written as a separate paragraph in quotation marks and *single spaced*. When shifting back to the main text, 1.5 double spacing is required.

3.9. Appendices

Explanations that are going to be incorporated separately from the main text must be presented at the end of the thesis (after References) as “Appendices”. The purpose of this is to prevent inundating the main text with details. For example topics such as the detailed figure of a device, the details of a test that was used, all raw data collected, the details of the method used are given as an “Appendix”. The word APPENDIX and its number must be written starting from the top left and 3.5 cm from the top. Page layout, font and other features of the appendices must comply with the specifications of the main text.

As stated above the appendices must appear at the end of the thesis and be numbered as if they are the continuation of the thesis. In addition, a separate list of “Appendices” that includes every appendix must be prepared for the “Contents” page, and a separate explanation should be given for each appendix.

3.10. Symbols and Abbreviations

Symbols and abbreviations can be used in thesis writing. The symbols used in the thesis must be given in alphabetical order under the heading “Symbols”. The symbols must be written one under the other after the left margin. Definitions and explanations must be left-aligned.

The SI is used in theses written in English (if necessary, other common units may be used for branches of Engineering). In Turkish theses the SI unit system known as TS 294-297 in Turkish Standards must be used, and while the same standard is used for the unit symbols, a symbol defining a unit must not be followed by a full stop.

In cases where a term consists of more than one word the term can be abbreviated by using the first letter of each word. Such abbreviations must be given once in parentheses the first time they appear in the thesis. The heading “Symbols and Abbreviations” must be in upper-case, bold and left-aligned in the first line of the text area. The definitions of the symbols are written in the

same font size as the text and are single-spaced. In definitions consisting of more than one line a single-space is used. In this section, all definition sentences after a symbol or abbreviation must start at the same alignment.

3.11. Making Multiple Volumes

If a completed thesis is thicker than 5 cm the thesis it is divided into two smaller volumes, each being under 5 cm and of the same thickness as possible. Each bound copy is arithmetically numbered in upper case; e.g. Volume I, Volume II. Both copies have the same cover except for the number indicating the number of the volume. The same writing criteria and pagination is used in all volumes. However, since they are continuation of the first volume, the cover and contents pages of the subsequent volumes follow on from the previous volume. For example, if the first volume ends with lower case Roman numeral “vi”, enumeration in the subsequent volume must start with “vii”. The “Contents” pages must be complete with all volumes and be given separately in each volume.

3.12. Binding

All Graduate (MSc) theses are to be bound in dark blue cloth or material that looks like cloth and different color or material is unacceptable. All Ph.D. theses are to be bound in maroon (as in the NEU emblem). All script on the cover must be golden yellow and written in compliance with the sample given in Appendix 1. A bound copy of the thesis must measure 21.5 x 28.5 cm.

The binding of the thesis must be done by bookbinders approved by NEU Grand Library.

4. ORGANIZATION OF THESIS CONTENT

The components of graduate theses and the order in which they must appear are given below.

- Cover
- Front (blank) page
- Inside cover page
- Approval page
- Declaration page
- Abstract and keywords
- Abstract (Öz) and keywords
- Dedication and Acknowledgement
- Table of contents
- List of tables
- List of figures
- List of abbreviations and symbols
- Other lists
- Text
- Illustrative Materials
- Equations
- Notes
- List of references
- Appendices
- CV (only for Ph. D. thesis)

Detailed information is given below.

4.1. Preliminary Pages

4.1.1.a. Cover

The thesis title must be printed on hard bound and colored cover, starting 3.5 cm from the top of the page, and be written in upper case and single-spaced. If the title is too long to fit in one line it can continue into the following line(s) without requiring hyphenation. The title must reflect the thesis content in the best way. In addition, since mathematical formulas, chemical equations, symbols and similar non-standard type characters do not appear legible in bound copies, the spoken form must be used instead. The title, author's name, city where the copy was printed and year of print must be written on the cover. On the back of the bound copy the abbreviated name of the university and the author's name must be visible. Hardbound-Cover page must comply with the sample given in Appendix 1.

4.1.1.b. Inside cover page

The inside cover page following the blank page after the cover is the identical print of the thesis cover and is written on the paper that the thesis was written with the same font used in the main text.

4.1.2.a. Approval page

The page which shows that the jury has accepted the thesis, and that the thesis has been approved by the Institute is given in Appendix 2. Preferably, the signatures of the jury members and the Institute Director should be in blue ink.

4.1.2.b. Declaration page

This page is filled in and signed by the person writing the thesis. The purpose is to have the thesis author declare and countersign that there is no plagiarism within the thesis. The declaration page is neither numbered nor listed in the **CONTENTS** page. A declaration page sample is given in Appendix 3.

4.1.3. Abstract and Key-words

The abstract page must be organized as a separate page, independent of the other sections of the thesis, and be numbered “i”. Keywords are given at the end of the abstract. The purpose of keywords is to use these words while the thesis is being catalogued and thus, to enable others to find the work (thesis) by searching with keywords.

The “abstract” is the essence of the thesis, and the information it includes gives the reader a brief account of all the information on the subject and thus, by looking at the information in the abstract the reader should be able to decide whether to read the whole thesis. Therefore, the “Abstract” must start with a sentence that clearly defines the purpose and scope of the thesis. This is followed by the research topic and the method(s) used. Finally, the main findings must be clearly stated but details must be avoided.

References, tables, graphs, figures, maps or illustrations are not incorporated in abstracts.

Normally, the maximum length of the abstract page of a Graduate (Master’s) thesis is 250 words (one page), and of a Ph. D. is 350 words (one and a half pages).

The font type and size and spacing of the abstract must comply with the main text.

A sample abstract page is given in Appendix 4.

4.1.4 Abstract (Öz) and Keywords

This is the Turkish translation of the English abstract page. A sample Turkish abstract (Öz) is given in Appendix 5.

4.1.5. Dedication and Acknowledgement

4.1.5.1. Dedication

If necessary, a dedication page can be incorporated in the thesis. The dedication page does not have a heading but it must be printed on a separate page and a page number should be given. If the thesis is going to be dedicated to anyone, the script should be brief and concise and centered between the text margins. A dedication sample is given in Appendix 6.

4.1.5.2. Acknowledgement

Acknowledgement in a thesis is written on a separate page. People or institutions (such as thesis adviser, institutions that have supported the research) that have made significant contributions to the completion of the thesis are thanked in order and individually. A sample acknowledgement page is given in Appendix 7.

4.1.6. Table of contents

The table of contents page must include the chapters, headings, sub-headings and sub sub-headings written in the main text, and list of references or bibliography, appendices, and if required CV, and other information. First level headings are upper case bold; the first letter of the words of second level headings are upper case and bold and the other letters are lower case bold and typed single-spaced; third and fourth level headings are typed in lower case without spacing. Enumeration of headings must be the same as in the main text.

The “TABLE OF CONTENTS” starts 3.5 cm below the top of the page and is written aligned to the left margin of the page. The font type and size must be the same as that of the main text. Each heading on the table of contents page must be connected to its page number with dot leaders, and the page number of the heading is written at the end of the line.

A table of contents sample is given in Appendix 8.

4.1.7. List of tables

If any tables have been included in the thesis, a list showing the order of table titles and page numbers is prepared for the reader to follow easily. The table number, heading and page number given in the list must be the same as in the thesis text and in ascending order.

The “**TABLE OF CONTENTS**” page must start 3.5 cm from the top of the page and written aligned to the left and listing must start from the left margin. The font and point size must be the same as in the text. Each listed table must be connected to its page number with dot leaders, and the page number of the table must be written at the end of the line.

A sample list of tables is given in Appendix 9.

4.1.8. List of figures

If any figures have been included in the thesis, a list showing the order of figure titles and page numbers is prepared for the reader to follow easily. The figure number, figure footnote and page number given in the list must be the same as in the thesis text and in ascending order.

The “**LIST OF FIGURES**” heading must be bold upper case, start 3.5 cm from the top of the page and written aligned to the left and listing must start from the left margin. The font and point size must be the same as in the text. Each listed figure must be connected to its page number with dot leaders, and the page number of the figure must be written at the end of the line.

A sample list of figures is given in Appendix 10.

4.1.9. List of Abbreviations and Symbols

The “**LIST OF ABBREVIATIONS AND SYMBOLS**” heading must be bold upper case, and written aligned to the left on the first line of the text area. The font and point size of the list must be the same as in the text and typed single-space. The abbreviations and symbols must be compatible with each field of science.

A sample list of Abbreviations and Symbols is given in Appendix 11.

4.1.10. Other Lists

In addition to the items listed above, if, as a necessity of the discipline, any other items such as Appendices, slides, CD et cetera are used in the thesis, these items are presented as a separate list.

4.2. Text

The text constitutes the main structure of the thesis and consists of several chapters. The purpose of the text is to narrate the work to the reader in a thorough, clear and explicit manner. Depending on the discipline and provided that it follows the rules set in this guide, the text comprises an introduction, main chapters, conclusions and/or discussion sections and is written with no page limitations.

If footnotes are to be used, they must be placed at the end of the related page and typed 2 points smaller than the font size of the text. Footnotes must be separated from the text by a thin line. If more than one footnote has been used, 1 space (1 line) must be left between each footnote. As with the other parts of the thesis headers or footers do not appear in the text.

Text chapters are sequentially enumerated with Arabic or Roman numerals (For example: CHAPTER 1, CHAPTER 2 et cetera or CHAPTER I, CHAPTER II et cetera). In addition to the chapter and its number, a brief and informative heading must be written on the content of each chapter, for example: CHAPTER 1, INTRODUCTION. The text starts 2 (two) lines below the heading.

Except for the first and last pages, all pages of the text must have a margin of 3.0 cm at the top and on the left, and a margin of 2.5 cm at the bottom and on the right and must be fully used unless a table, figure et cetera has been incorporated in the page.

If included, elements other than plain text must be organized according to the definitions below.

4.2.1. Illustrative materials

Illustrative materials are tables, figures, graphs, maps, and illustrations et cetera which are necessary to complement the text. The author of the text places these materials in the text where he sees appropriate but as a general rule they must be placed as close as possible to the part

where they are mentioned. The table number and heading is placed one line above the table. On the other hand, the figure number and the figure text are placed one line below the figure.

If the illustrative material fills up half or less of the page then the page may include text as this will fill the page. In such cases 3 lines are left between the text and the illustrative material.

In the case that the figure, table or other illustrative item does not fit into the page because of its width, rotate the item 90 degrees clockwise and place it parallel to the left margin of the page. The number and heading are also rotated 90 degrees and no other text is added to the page, and the page numbers are the same as in the text.

All items under “Illustrative materials”, including Appendices, are put in ascending order starting from 1, e.g. 1, 2, 3, ..., or a decimal system that shows the heading number may be used; for example, for figures and tables 1.1, 1.2, 1.3, ... etc. or for appendices, A.1, A.2, A.3.... .

If the figure, table or appendix continues on subsequent pages there must be a notation at the top of the page indicating that it is continued; e.g. “Table 1 Continued”.

Table and figure numbers and headings must be prepared in the same font and point size used in the text. If different font or point size is going to be used they must be used for all tables and figures. If the font or point size is different from that in the text it must be legible. All characters used in illustrative material such as tables, figures, graphs, illustrations must be clear and easily read. Font or point size that is difficult to read must not be used in order to use up less space.

If colored figures, graphs, maps, illustrations or tables have been used each copy must be the duplicate copy of the original in terms of color, appearance, size, resolution and legibility. Different prints or copies that spoil or deform the layout of the page are not accepted. Copies that might fade, or be affected by heat or light cannot be used in the thesis.

Since DVD, CD and similar supplements are part of the thesis, such material must accompany each copy of the thesis and should also include the thesis title, author’s name and explicitly state the content of the material.

In the case that the tables or figures do not fit into the page because of their width, the item can be rotated 90 degrees anticlockwise and printed lengthways. The number and heading are also rotated 90 degrees. If the number does not fit into the same page with the heading, it should be written on the opposite page and no other text is added to the page.

If a smaller print of a large figure, illustration, table etc. has been produced, the page number and captions must be the same as the original size.

4.2.2 Equations

All kind of formula, equation, et cetera used in the text must be written with appropriate characters and font required by the field of science, and bearing in mind that references may be made in the text, must be numbered in parentheses at the end of the line;

for example,

$$y = ax + b \quad (14)$$

or;



4.2.3 Explanatory Notes

Short and explanatory notes and attention getting notes that do not exceed two or three lines are given in quotation marks within the text. Notes longer than three lines are single-spaced and given at the top or the bottom of the page without quotation marks.

4.3. List of References

Selected list of books, periodicals, papers, and other resources referenced or cited during the research, evaluation of the data, and the writing of the thesis must be presented under the “List of References” heading. Referencing is explained in “Section 3.7.” and all references that comply with this section must be submitted within the text.

“**REFERENCES**” must be written 3.5 cm from the top of the page and aligned to the left. The common practice is to place the list of references at the end of the thesis text but in some engineering departments placing the list of references at the end of every chapter is also accepted.

The list of references page is not given a chapter number but it is enumerated and the font and point size must be the same as in the text. Each reference must be single-spaced with double

spacing between each entry. Thesis authors are advised to consult their departments to learn the appropriate and acceptable reference style.

Samples of various reference styles are given in Appendix 11.

4.4. Appendices

If necessary, explanations that the author does not want to incorporate in the text must be presented as “appendices” (after the List of references) at the end of the thesis, as explained in “Section 3.10”.

On each appendix page the heading APPENDIX and its number must be written 3.5 cm from the top of the page and aligned to the left margin; e.g. “APPENDIX 3”. The page layouts, font and other specifications chosen for the appendices must comply with those used throughout the main text. Appendices must be given at the end of the thesis and paginated as they are the continuation of the thesis. Furthermore, a list of “Appendices” that includes each appendix must be included in the “TABLE OF CONTENTS” page, and an explanation must be given for each appendix.

4.5. Curriculum Vitae

A CV should only be presented in PH. D. theses and it should be prepared according to the style determined by the Turkish Higher Education Council (HEC). The Curriculum Vitae comprises the name and surname, birth place and date, details of higher education, scholarships and honors, awards, scientific publications and work experience of the author of the thesis. A sample CV compatible with the HEC style is given in Appendix 13.

5. DETAILS TO BE TAKEN INTO CONSIDERATION DURING THE WRITING OF THE THESIS

5.1. Style

A graduate thesis is a formal presentation of the scientific research carried out and completed within a certain period of time so as to be awarded a title. Besides having to be written according to the requirements of the discipline, the style must be comprehensible, clear and flawless.

Grammar rules must always be fully observed and the “present perfect” must be used; e.g. “The results of the research carried out, has revealed that the structure of housing and the building materials must be suitable to regional geography for air-conditioning”.

If pronouns have to be used in the thesis singular pronouns such as “I, You” must be avoided. Refrain from using negative sentences to achieve positive results.

Refrain from using words or sentences that could have different meanings and avoid complex sentences. Remember “simple is good”.

It is worth repeating that there are variations between the scientific styles of each discipline. Therefore, in order to choose the style appropriate to the discipline you are working in, it is necessary to consult the “Thesis Adviser” and “Department Chair” and get the correct information.

If necessary, thesis writing guidelines published by national and international institutions can also be drawn upon.

5.2. Thesis completion method

After the thesis has been written, the following should be done:

- First, make sure the thesis that has been prepared complies with this guide.
- The department jury proposal and an unbound copy of the thesis must be submitted to the Graduate School of Applied Sciences at least 10 (ten) days before the thesis exam.
- This period is 15 (fifteen) days for Ph. D. students.
- The thesis acceptance form must be signed and submitted to the Graduate School of Applied Sciences in the three days after the thesis exam.

- The changes requested by the thesis jury must be made within 30 (thirty) days after the thesis exam date, and at least two of the bound thesis copies signed by the jury members must be submitted to the Graduate School of Applied Sciences.
- A library approval form must be attached to the copies submitted to the Graduate School of Applied Sciences.
- In order for the Graduate diploma to be prepared an official “Withdrawal from University” document has to be submitted.

6. WRITING, PRESENTATION AND DEFENSE OF THE THESIS

6.1. Introduction

By its very nature, this section is related to the finalization of the research carried out in order to complete the GRADUATE THESIS. The aim is not to inform or lead readers with respect to the research topic, the research methods and devices, or the data evaluation methods. Such issues fall into the domain of experts, and are not among the objectives of this guide. The purpose of the information presented here is to enlighten students of Graduate School Programs about the preparation, writing, presentation and defense stages of the thesis, which they have prepared from the data and findings they have compiled with a great deal of effort to earn a title.

The ideas presented below may be applicable in other disciplines as much as they are in Sciences, but as already pointed out, as different disciplines may have different requirements it is advised that students of Graduate Programs consult the Department Chair or Faculty Chair about the documents they are allowed to use.

The thesis writing stage is usually described as a difficult and tiring phase, but starting with a smile will not only relax the author and make him/her more successful but it will comfort those around him/her.

6.2. Thesis Writing

6.2.1. Preparation Stage

- **Carefully study everything that could be incorporated in the thesis.** Do not try to sort out the data and findings at hand immediately. Analyze each one individually and decide. It is difficult to add a subject after you have left it out but it is easier to eliminate what you believe is to be redundant. Try to be creative during this stage.
- **Write down each of your ideas as a list.** This will give you the opportunity to see your ideas again and again and to evaluate them. Identify the ones you intend to use and mark the weaker points as secondary, but do not hasten to disregard them. Do not hesitate to change or revise your notes.
- **Avoid outside factors.** Do not be influenced by people who have written a thesis, form your own ideas. Do not forget, it is your thesis you are writing.
- **Prepare a realistic study plan.** Determine where and how you will start, how you will develop the thesis, and how you will finish it.

- **Prepare a realistic study schedule that suits you.** A study schedule is important and motivating in terms of achieving the objective in time.
- **If it is going to help, stay away from your work environment, take leave.** The attention of your colleagues and other staff can be time consuming. One way to avoid such waste of time and distraction could be to stay away from the environment where the work is being done.

6.2.2. Writing Stage

Once you have successfully completed the thesis research stage, carried out the plans mentioned above and most importantly have reached agreement with your thesis adviser, you can move on to the thesis writing stage.

- **The first step** might be to look once again at the articles and similar documents that you have made use of most during preparation.
- **Start writing from the part you know best.** Usually, a thesis starts with a “Introduction” and ends with “Conclusions” and depending on the requirements of the discipline consists of three to five chapters. It is very rare for a thesis to be written in the order of the chapters. As you write you will be able to decide better which subjects to include in chapters and which to omit. Taking all of this into consideration, it is best to start writing from the subject you know best. In this way, thesis chapters appropriate to the task will be produced and this will have a motivating impact.
- In order to be able to see the mistakes in each of the chapters written in accordance with the NEU Thesis Writing Guide, it is useful to make **draft copies**. So as to prevent any mix up with the drafts it is a good idea to use different colored paper for each draft. The draft that is read most easily is the easiest one for the jury to read, too.
- It is common practice to use **table and figures** in order to explain the thesis better. Once you have determined the place of the tables and/or figures in the main text write the explanations in detail. Using similar sentences in explanations for similar figures and tables, makes the writing process easier and also saves time so **similar sentences can be used where possible**.
- It is helpful to use **draft tables, figures and graphs** in the draft copies as well. In this way, it is possible to make corrections or amendments on them and a better decision can be made on the final version. One other benefit of using draft copies is that it also facilitates the main objective, which is writing the thesis, instead of spending too much time on the computer trying to achieve the perfect shape.

- Any mistakes made with names, places or other proper nouns must be corrected last. Thus, repeating the same errors after correction will be avoided.
- The titles of institutions and organizations must always be written in the same way. For example, do not write “Near East University” and then “Near East”. The correct form must be written every time.
- **The thesis can be improved with the table of contents page.** The “Table of Contents” page is of great use to the reader. In addition, it is also of great help to the author. By perusing the “Table of Contents” page, the author can see his shortcomings and also study again the topics that affect cohesion, and if necessary change their place within the thesis.
- **Criticism of papers and articles must definitely be taken notice of.** Any criticism made toward a paper that has been presented or an article sent for publication while the research is being done must be taken into consideration. It must not be forgotten that the thesis adviser and jury members will also read the thesis with the same critical eye.
- **The conclusions of the thesis must be genuine.** The reader wants to know what the conclusions are and what purpose they may serve. There is no point in repeating the conclusions in the “Evaluation and Discussion of Data” chapter.
- **The proposed “Prospective Studies”** must be meaningful and be written clearly. One issue that has to be taken into consideration is to avoid making proposals that have been excluded from the thesis or that will have no consequence. If the proposals are meaningless, it is better not to make them at all.
- **The “Introduction” to the thesis should be written last.** Following a careful analysis of what has been said so far, the “Introduction” must be written. Traditionally, the purpose and scope of theses are described in the “Introduction”. Before starting to write, if you have compiled what you intend to do as a “Research Proposal”, and your thesis adviser has accepted this, then the “Introduction”, which is the first part of the thesis, can be written easily. All you have to do is change the future tense in the “Introduction” of the “Research Proposal” to simple past tense, and **adapt** it to the work you have done. While adapting changes that have occurred in the meantime and the findings of the research must be taken into consideration.

Comprehension of the thesis as a whole can be achieved with a successful and coherent INTRODUCTION.

- **During the writing stage refrain from distributing the thesis to the jury members to get their opinion!** The thesis is a matter between the student and the adviser, or if there

is one, the second thesis adviser. The thesis adviser is always the first authority to comment on the proficiency of the thesis.

- **The written “Thesis” must be checked again!** Do not rush to your thesis adviser thinking “the thesis is finished”. It is useful to read it one last time and check for errors.

6.3. Presentation and Defense of the Thesis

- The draft thesis has to go through a few more stages before it is complete. Naturally, the writing stage is followed by the presentation and defense of the thesis and is perceived to be the most important stage. On the other hand, the word “Defense” is disconcerting enough. The presentation and defense of the thesis is done in the presence of jury members and quite often an audience. The main purpose of this stage is to understand how well the thesis has been prepared and that it serves science. Sometimes, due to misunderstanding of this stage it is perceived as the examination of the thesis author.

A successful presentation and defense can be achieved more easily with the suggestions made below:

- It is always a good idea to attend and carefully watch presentations and defenses of theses done at the department, faculty or similar places before it is your turn. This will give an idea as to how to deliver a presentation. It will also give a more realistic idea with respect to the communication between the jury members-thesis adviser and the student and their point of interest.
- Talk to your friends and when the opportunity presents itself to other interested parties about the research topic and the work you have covered, and explain what has been done. Listen to the criticism and questions carefully, and determine the missing or extra points in your presentation. It is always a useful method to find the opportunity to deliver the 15-20-minute presentation to your friends in an informal environment and try to understand whether it is comprehensible.

6.3.1. Presentation of Thesis

The presentation of the thesis is a 15-20 minute summary of the completed work, which is delivered, depending on the choice and skills of the person who will deliver the presentation, with the use of the devices they prefer (*such as* overhead projector, video projector etc.). Since the presentation summarizes and explains the completed work to the audience it must be complete, clear and comprehensible, thus, paving the way for only scientific discussions. In short, the presentation must be planned as an educative, concise lesson.

Remember, the work belongs to you and you are the person who knows the content best.

6.3.2. Defense of Thesis

“Defense of Thesis” and “Presentation of Thesis” go hand in hand, and the presentation is the first step of both stages and requires teamwork. The team consists of the author of the thesis and the thesis adviser. Some of the points that must be taken into consideration at this stage are listed below:

- Although it is called “Defense of Thesis”, do not see yourself in defense and do not try to defend your view and ideas. Try to do better by EXPLAINING AND ELABORATING. Jury members usually confront you with new views and ideas so instead of ignoring or counter arguing these views and ideas it is always useful to point out their significance and say that they will be taken into consideration.
- Carefully listening and responding to each criticism, question or view put forward by jury members, or, if allowed, by the audience during the question and answer or discussion stage of the defense of the thesis always increases the bonus points. At this point it is best to act, so to say, like a voice recorder.
- It is useful to have a written copy of the thesis results at hand as it would avoid the probability of forgetting due to being nervous.
- Refrain from giving speculative responses on subjects you do not know well. Saying “I do not know” does not mean it will count as a minus.
- Trying to remember every single criticism made during the defense may result in making bigger mistakes. As a result, attempts to write down the warnings made by the jury members for errors regarding the text and their suggestions for changes in the thesis are a waste of time and a guarantee of a correct final version.
- If it has not been already done and if the thesis author intends to write a paper on the findings of the research, it would be appropriate do so immediately since the defense of the thesis is done and the thesis has been accepted.

There are many sources both in Turkish and foreign languages that can be referred to regarding writing, presentation and defense of thesis. Such information is available on the websites of almost all Turkish Universities. Apart from these, other resources claimed to be useful are listed below.

- Bektaş, Ş., Mamedov, F., and Khashman, A., (2001), Graduate Studies: A complete Reference, Near East University Press, Nicosia. ISBN 8359-06-01

- S. Joseph Levine, Ph.D., Michigan State University, East Lansing, Michigan USA,
(levine@msu.edu) , <http://www.learnerassociates.net/dissthes/#37>,
- <http://www.tele.sunyit.edu/ThesisHandbook.html>
- <http://www.cs.purdue.edu/homes/dec/essay.dissertation.html>
- <http://www.phys.unsw.edu.au/~jw/thesis.html>
- <http://www.umi.com/hp/Products/Dissertations.html>
- <http://www.collectionscanada.ca/thesescanada>
- <http://www.cs.indiana.edu/how.2b/how.2b.html>
- <http://www.sce.carleton.ca/faculty/chinneck/thesis.html>
- <http://final-year-projects.com/>
- http://john.regehr.org/reading_list/proposal.html
- <http://www.writing.ku.edu/students/docs/original.shtml>
- <http://gsep.pepperdine.edu/studentsservices/dissertation/education/>
- <http://LearnerAssociates.net/dissthes/results.htm>

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- Arıkan, Rauf (2004), Araştırma teknikleri ve rapor hazırlama, Arıkan, Rauf . Asil Yayın Dağıtım, ISBN: 9758784358
- Bektaş, Ş., Mamedov, F. and Khashman, A., (2001), Graduate Studies: A complete Reference, Near East University Press, Nicosia. ISBN 8359-06-01
- Daly Janesse (1996), *Ethical Intersections*, Allen & Unwin, ISBN: 1864480505
- Gibaldi Joseph, (1999), MLA handbook for writers of research papers Modern Language Association of America, ISBN: 0873529758
- Heritage Katharine (1999), Bir Haftada Başarılı Rapor Yazma, Dünya Yayıncılık, ISBN: 9753040261
- Instructions for Preparation of Thesis, Middle East Technical University, January 2004, http://www.fbe.metu.edu.tr/tez/thesis_manual.pdf
- Karasar Niyazi (2004), Araştırmalarda rapor hazırlama, Nobel yayın dağıtım, ISBN: 9759543206
- Kulaksız Seyfi, Hacettepe Üniversitesi, Fen Bilimleri Enstitüsü, Tez Yazım Kılavuz Yönergesi, Nisan 2001, <http://www.fenbilimleri.hacettepe.edu.tr/>
- S. Joseph Levine, Ph.D., Michigan State University, East Lansing, Michigan USA, (levine@msu.edu) , <http://www.learnerassociates.net/dissthes/#37>,

APPENDICES

APPENDIX 1.a

**HARMONIC ANALYSIS OF
NON-CONVENTIONAL HVDC SYSTEM**

**A THESIS SUBMITTED TO
THE GRADUATE SCHOOL OF APPLIED SCIENCES
OF
NEAR EAST UNIVERSITY**

by

SERCAN GÜNDEŞ

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF MASTER OF SCIENCE/ DOCTOR OF
PHILOSOPHY
IN ELECTRICAL AND ELECTRONIC ENGINEERING**

NICOSIA 2009

APENDIX 1.b

**HARMONIC ANALYSIS OF
NON-CONVENTIONAL HVDC SYSTEM**

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in
Electrical and Electronic Engineering**

NICOSIA 2009

APPENDIX 2

Sercan Gündes : HARMONIC ANALYSIS OF NON-CONVENTIONAL HVDC SYSTEM

Approval of Director of Graduate School of Applied Sciences

Prof. Dr. İlkey SALİHOĞLU

**We certify this thesis is satisfactory for the award of the degree of Masters of Science in
Electrical and Electronic Engineering**

Examining Committee in Charge:

Prof.Dr.Sezai Dinçer,	Committee Chairman, Electrical and Electronic Engineering Department, NEU
Assist.Prof.Dr. Ali Oylum	Electrical & Electronic Engineering Department, NC.
Assist.Prof.Dr.Erkut İnan	Faculty of Engineering NEU
Prof. Dr. Şenol Bektaş	Co-supervisor Electrical & Electronic Engineering Department, NEU
Prof. Dr. Özgür Özerdem	Supervisor Electrical & Electronic Engineering Department, NEU
Prof. Dr. Şenol Bektaş	Cahirman of Electrical & Electronic Engineering

APPENDIX 3

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.

Name, Last name :

Signature :

Date:

APPENDIX 4.

ABSTRACT

This work compares the harmonic outputs of the HVDC systems build by conventional converters and star-delta converters. PSCAD/EMTDC software is used in simulation of the output harmonics of the mentioned inverters. Results shows that the system build by star-delta converters gives similar output harmonic behavior like the conventional converters. The practical analysis is done by a prototype of the system with star-delta converters and the result compared with the simulation.

Key words: harmonic output, conventiona converters, star-delta converters, simulation.

APPENDIX 5.

Özet

Yerleşim stratejilerini belirlememiş ülkelerde, toplumun ekonomik iyileşmesine bağlı olarak plansız-programsız gelişen inşaat sektörü, doğal olarak kırsal alanı da kapsamaktadır. Merkezi yönetimlerin bu tür gelişmelere hazırlıksız yakalanması durumunda hem konut sektörü ve hem de ekolojik çevre hasar görmektedir. Plansız gelişme sonucu ortaya çıkan sorunların önlenmesi amacı ile bir “Kırsal Alan Konut Modeli” geliştirilmiş ve sunulan bu çalışmada modelin elemanları ayrı ayrı açıklanmıştır. Model, ülke imar işleri ve inşaat sektörünün gelişiminde, stratejik planlama yapan, karar alan ve uygulamada söz sahibi olan merkezi yönetim organlarının işlerini kolaylaştırması ve yol gösterici olması bakımından önem arz etmektedir.

Anahtar sözcükler: Konut üretimi, Kırsal alan, Model, Yapı üretimi , Merkezi yönetim, Yerleşim stratejisi.

APPENDIX 6

Anneme, Babama ve Eşime

To my parents and my Wife

APPENDIX 7

ACKNOWLEDGEMENTS

First and foremost I would like to thank my supervisor Dr.Özgür Özerdem and who has shown plenty of encouragement, patience, and support as he guided me through this endeavor fostering my development as a graduate student and scientist. Dr.Özerdem was also very generous in providing opportunities for travels to national and international meetings and cruises which is gratefully acknowledged. My co-supervisor Prof.Şenol Bektaş deserves special thanks for his constant motivation throughout this thesis. I am also thankful for the contributions and comments the teaching staff of the Department of Electric and Electronic Engineering, especially Prof.S.Dinçer for his kind helps.

I am especially grateful to Drs Kadri Bürüncük and Erkut İnan for being a constant source of encouragement and helped me gain the self confidence. Here also I would like to thank to my colleagues and friends at the Department of Electric and Electronic Engineering who helped me one way or the other.

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APPENDIX 8

CONTENTS

ABSTRACT	<u>ii</u>
ÖZ	<u>iii</u>
CONTENTS	<u>iv</u>
ACKNOWLEDGEMENTS	<u>v</u>
LIST OF TABLES	<u>vi</u>
LIST OF FIGURES	<u>vii</u>
ABBREVIATIONS USED.....	<u>viii</u>
LIST OF SYMBOLS	<u>ix</u>
LIST OF CHARTS.....	<u>xii</u>
CHAPTER 1, INTRODUCTION	<u>1</u>
CHAPTER 2, THE SUN	<u>3</u>
2.1 Solar Radiation	<u>3</u>
2.2 Introduction to Solar Power System Design TE	<u>4</u>
CHAPTER 3, CLIMATE	<u>7</u>
3.1 Climate Sensible Buildings	<u>7</u>
3.1.1 The Building Envelope and Passive Design for Perth’s Temperate Climate	<u>7</u>
3.1.1.1 The Orientation	<u>7</u>
3.1.1.2 The Sun Angle Chart for Perth.....	<u>9</u>
3.1.1.3 Using Sun Angles	<u>10</u>
CHAPTER 4, SOLAR HOUSES	<u>29</u>
4.1 The Mittal Residence	<u>29</u>
4.1.1 Design Development.....	<u>29</u>
4.1.2 Parametric Analysis	<u>30</u>
4.1.3 Thermal Storage Subsystem.....	<u>33</u>
4.1.4 Diurnal Performance	<u>34</u>
4.2 A Retrofit for Energy Conservation Using Transparent Insulation.....	<u>35</u>
4.2.1 Project Summary	<u>35</u>
CHAPTER 5, EXPERIMENTAL STUDY	<u>64</u>
5.1 Heat Insulation Materials Used	<u>64</u>
5.1.1 Glass Wool Batts	<u>64</u>
5.1.2 OSB (Oriented Standard Boards)	<u>65</u>
5.1.3 Polystyrene Foam Board	<u>67</u>
5.2 Water Insulation Materials Used	<u>67</u>
5.2.1 Yalteks POLISER 200-C	<u>68</u>
5.3 Experimental Procedure.....	<u>69</u>
5.3.1 The First Stage	<u>70</u>
5.3.2 The Second Stage	<u>67</u>
5.3.7 Second Stage of Experimental Study.....	<u>80</u>
CHAPTER 6, RESULTS and DISCUSSION.....	<u>81</u>
6.1 Discussions	<u>82</u>
6.2 The Comments for Charts.....	<u>83</u>
6.2.1 The Comments for Charts of First Stage and Second Stage	<u>83</u>
6.2.2 The Average of First Stage and Second Stage Chart	<u>83</u>
6.2.3 Chart of Sunrise to Sunset and Sunset to Sunrise Average for the	<u>84</u>
6.2.4 Chart of Sunrise to Sunset and Sunset to Sunrise Average for the.....	<u>84</u>
CHAPTER 7, CONCLUSIONS	<u>93</u>

REFERENCES	95
APPENDIX First and Second Stage Daily Charts	99
Appendix 1.1 Chart for 18-12-2008 at the First Stage	<u>100</u>
Appendix 1.2 Chart for 20-12-2008 at the First Stage	<u>101</u>
Appendix 1.3 Chart for 21-12-2008 at the First Stage	<u>102</u>
Appendix 1.4 Chart for 22-12-2008 at the First Stage	<u>103</u>
Appendix 1.5 Chart for 23-12-2008 at the First Stage	<u>104</u>
Appendix 1.6 Chart for 24-12-2008 at the first stage.....	<u>105</u>
Appendix 1.7 Chart for 25-12-2008 at the first stage.....	<u>106</u>
Appendix 1.8 Chart for 26-12-2008 at the First Stage	<u>107</u>
Appendix 1.9 Chart for 27-12-2008 at the First Stage	<u>108</u>
Appendix 1.10 Chart for 28-12-2008 at the first stage.....	<u>109</u>
Appendix 1.11 Chart for 08-01-2009 at the Second Stage.....	<u>110</u>
Appendix 1.12 Chart for 09-01-2009 at the Second Stage.....	<u>111</u>

-

APPENDIX 9

LIST OF TABLES

Table 1.1 Harmonic Spectrum of Distribution Transformer	Hata!	Yer	işareti
tanımlanmamış.			
Table 1.2 Current Harmonic Spectrum of Magnetic Ballast Fluorescent Lamp	Hata!	Yer	işareti
tanımlanmamış.			
Table 1.3 Current Distortion Limits for Distribution Systems	Hata!	Yer	işareti
tanımlanmamış.			
Table 1.4 Maximum Voltage Distortions According to IEEE	Hata!	Yer	işareti
tanımlanmamış.			
Table 1.5 Comparison of Active and Passive Filters	Hata!	Yer	işareti
tanımlanmamış.			
Table 5.1 Conventional Based HVDC System THD _v PSCAD Simulation Results	Hata!	Yer	işareti
tanımlanmamış.			
Table 5.2 Star-Delta Based HVDC System THD _v PSCAD Simulation Results	Hata!	Yer	işareti
tanımlanmamış.			
Table 5.3 Star-Delta Based HVDC System THD _v Experimental Results	Hata!	Yer	işareti
tanımlanmamış.			

APPENDIX 10

LIST OF FIGURES

- Figure 1.1** Active and reactive power phasor diagram **Hata! Yer işareti tanımlanmamış.**
- Figure 1.2** Parallel resonance **Hata! Yer işareti tanımlanmamış.**
- Figure 2.1** Star-delta converter complete configuration **Hata! Yer işareti tanımlanmamış.**
- Figure 2.2** Star-delta converter (hexahedron design) **Hata! Yer işareti tanımlanmamış.**
- Figure 2.3** Star-Delta inverter applied to PSCAD for current harmonics **Hata! Yer işareti tanımlanmamış.**
- Figure 2.4** Phase 1 harmonic current output **Hata! Yer işareti tanımlanmamış.**
- Figure 2.5** Phase 1 harmonic current output after triggering of thyristors **Hata! Yer işareti tanımlanmamış.**
- Figure 2.6** Phase 2 harmonic current output **Hata! Yer işareti tanımlanmamış.**
- Figure 2.7** Phase 2 harmonic current output after triggering of thyristors **Hata! Yer işareti tanımlanmamış.**
- Figure 3.1** Conventional inverter applied to PSCAD for current harmonics **Hata! Yer işareti tanımlanmamış.**
- Figure 3.2** Phase 1 current output..... **Hata! Yer işareti tanımlanmamış.**
- Figure 3.3** Phase 1 current output after triggering of thyristors **Hata! Yer işareti tanımlanmamış.**
- Figure 3.4** Phase 2 current output..... **Hata! Yer işareti tanımlanmamış.**
- Figure 3.5** Phase 2 current output after triggering of thyristors **Hata! Yer işareti tanımlanmamış.**
- Figure 3.6** Phase 3 current output..... **Hata! Yer işareti tanımlanmamış.**
- Figure 3.7** Phase 3 current output after triggering of thyristors **Hata! Yer işareti tanımlanmamış.**
- Figure 4.1** Picture of star-delta prototype **Hata! Yer işareti tanımlanmamış.**
- Figure 4.2** Picture of experimental voltage harmonic analysis of star-delta prototype with FLUKE 43B power quality analyzer **Hata! Yer işareti tanımlanmamış.**

APPENDIX 11

APA Reference methods

(Adopted from <http://www.library.mun.ca/guides/howto/apa.php>)

Reference: When information is quoted or referred to in a paper, a text citation is used to identify the source of the information. Text citations briefly identify the source and allow the reader to locate the full citation in your reference list.

Reference List: A reference list is a list of works quoted or referred to in the paper (while a bibliography provides the reader with further material worth consulting). The reference list, and, if included, the bibliography, is arranged in alphabetical order by the surname of the first author, or by title, if there is no author.

Books

Book, 1 author

Reference List

Cone, J. D. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Toronto, Ontario, Canada: Bleaker Press.

In Text

Entire source: (Cone, 1993) **OR** Cone (1993)

Specific quote: (Cone, 1993, p. 31) **OR** Cone (1993, p. 31)

Book, 2 authors

Reference List

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

In Text

(Beck & Sales, 2001) **OR** Beck and Sales (2001)

Book, 3-5 authors

Reference List

List all authors.

In Text

First citation: name all authors

All other citations: name first author followed by "et al".

Book, 6+authors

Reference List

List the six authors, then add "et al" to indicate remaining authors.

In Text

(Kosslyn et al., 1996, p.9) **OR** Kosslyn et al. (1996, p. 9)

Edited book**Reference List**

Gibbs, J. T. (Ed.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

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(Kosslyn, 1996) **OR** Kosslyn (1996)

Chapter, or article, in book**Reference List**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.). *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

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O'Keefe, E.(1999). *Egoism & the crisis in Western values*. Available from <http://www.onlineoriginals.com/showitem.asp?itemID=135>

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Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

In Text

(Sadie, 1980) **OR** Sadie (1980)

Online Encyclopedia**Reference List**

Graham, G. (2005). Behaviourism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy*. Retrieved January 28, 2007, from <http://plato.stanford.edu>

In Text

(Graham, 2005) **OR** Graham (2005)

Online dictionary**Reference List**

Heuristic. (2004). In *Merriam-Webster's online dictionary*. Retrieved October 20, 2005, from <http://www.m-w.com/dictionary/>

In Text

(Heuristic, 2004)

Articles

Journal article, 2 authors

Reference List

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

In Text

Include both names in all in-text citations.

(Klimoski & Palmer, 1993) **OR** Klimoski and Palmer (1993)

Journal article, 3-5 authors

Reference List

List all authors

In Text

First citation: name all authors

All other citations: name first author followed by "et al".

Article, 6+ authors

Reference List

List the 6 authors, then add "et al" to indicate remaining authors.

In Text

(Doyle et al., 2000, p. 321) **OR** Doyle et al. (2000, p. 321)

Magazine article

Reference List

Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

In Text

(Henry, 1990) **OR** Henry (1990)

Newspaper article

Reference List

Bruni, F. (2003, December 26). Pope pleads for end to terrorism and war. *New York Times*, p. A21.

In Text

(Bruni, 2003), or if necessary, (Bruni, 2003, December 26)

Online article, DOI given

Reference List

Stultz, J. (2006). Intergrating exposure therapy and analytic therapy in trauma treatment. *American Journal of Orthopsychiatry*, 76(4), 482-488. doi:10.1037/0002-9432.76.4.482

No database name or URL is needed because the DOI functions as the connection to the item. Since the final version of the item is being referenced, there is no need to include the retrieval date.

In Text

(Stultz, 2006, p.486) **OR** Stultz (2006, p.486)

Online article, no DOI given

Reference List

Hager, M.H.(2007). Therapeutic diet order writing: Current issues and considerations. *Topics in Clinical Nutrition*, 22(1), 28-36. Retrieved from <http://topics.inclinicalnutrition.com>

If no DOI is given, give the URL of the journal home page (if item is accessed by subscription) or the exact URL (if item is freely available online). Since the final version of the item is being referenced, there is no need to include the retrieval date. **It is no longer necessary to include the database name unless the item is extremely difficult to locate.**

In Text

(Hager, 2007, p.32) **OR** Hager (2007, p.32)

Internet & other

Nonperiodical document, no date

Reference List

Meyers, A. S. (n.d.). *Memories of a time gone by*. Retrieved February 6, 1996, from <http://www.oldtimes.com/~meyers/memories.html>

In Text

For electronic sources that don't give page numbers, use the paragraph number (if given), preceded by the ¶ symbol (or the abbreviation para). If neither are given, cite the heading and the number of the paragraph. (Myers, 2000, ¶ 5) **OR** (Beutler, 2000, conclusion section, para. 1)

Lecture notes

Reference List

Brieger, B. (2005). *Lecture 3: Recruitment and involvement of trainees* [PowerPoint slides]. Retrieved from Johns Hopkins Bloomberg School of Public Health OpenCourseWare Web site: <http://ocw.jhsph.edu/courses/TrainingMethodsContinuingEducation/lectureNotes.cfm>

In Text

(Brieger, 2005) **OR** Brieger (2005)

Presentation slides

Reference List

Columbia University, Teachers College, Institute for Learning Technologies. (2000). *Smart cities: New York: Electronic education for the new millennium of trainees* [PowerPoint slides]. Retrieved from <http://www.ilt.columbia.edu/publications/index.html>

In Text

(Columbia, 2000)

Course lecture, speech, or academic talk**Reference List**

Woodward, A. (2004, April 14). Course lecture. University of Chicago. Chicago, IL.

In Text

(Woodward, 2004) **OR** Woodward (2004)

Personal Communication**Reference List**

Do not include this in the bibliography if the information cannot be retrieved by the reader.

In Text

(T. Lutes, personal communication, May 6, 2005) **OR** T. Lutes (personal communication, May 6, 2005)

Book review**Reference List**

Schatz, B. R. (2000, March 3). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290, 1304.

In Text

(Schatz, 2000) **OR** Schatz (2000)

General Information

No author: Place the title in the author position

Oil discovered off Newfoundland. (1982, April 6) *Evening Telegram*, p. A1.

No title: Use square brackets to indicate that the "title" is a description of the content, not a true title.

Bordi, F. (1993). [Laboratory results from a study of rats]. Unpublished raw data.

No date: If no date is available, write (n.d.).

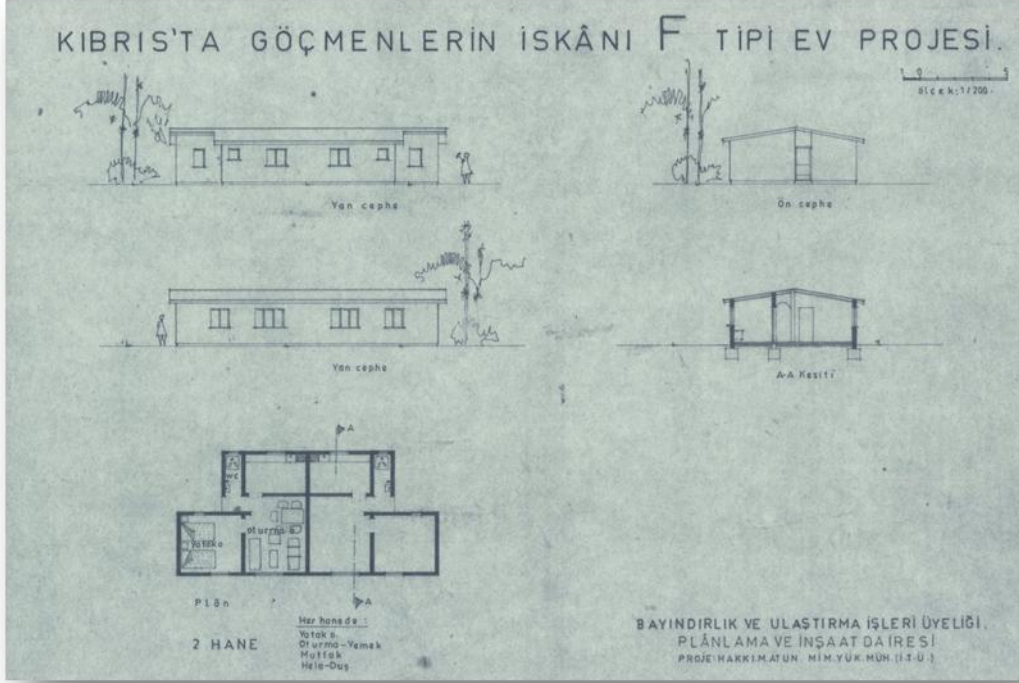
Deutsch, F. M.(n.d.). *Husbands at home: Survival techniques*. Boston: Scribners.

No place of publication and/or no publisher: If there is no place of publication and/or no publisher, write n.p. [Note: APA makes no suggestion for this situation - this is purely our suggestion].

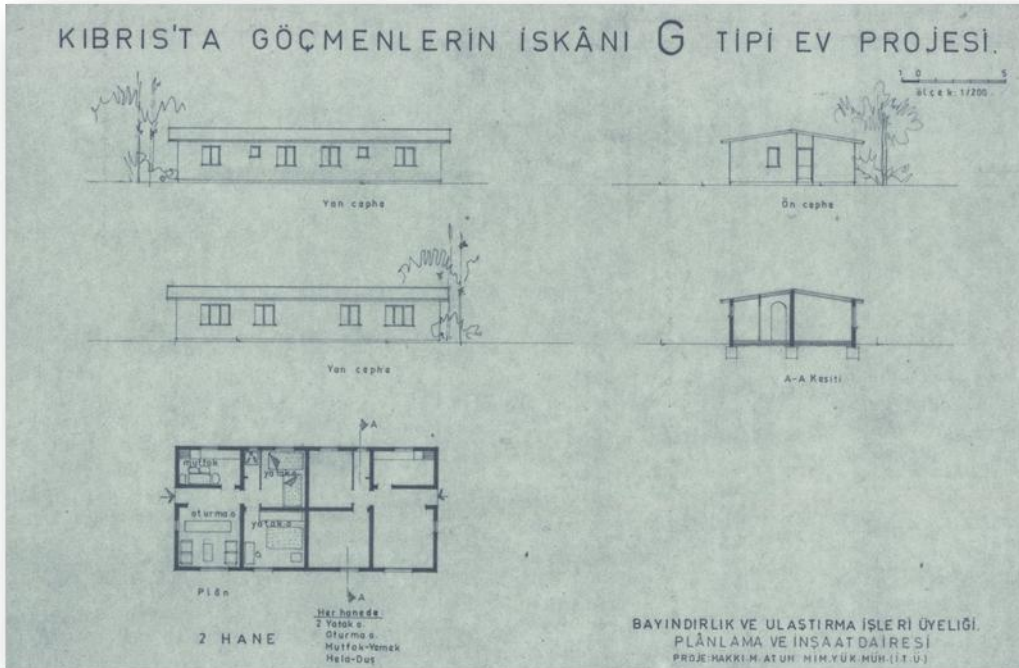
Jones, S.A. (1807). *Lost and Found: The personal memoirs of a born again Christian*. n.p.

APPENDIX 12 APPENDIX Sample

Appendix 5. F type housing project



Appendix 6. G type housing project



APPENDIX 13

CV in the format of Turkish Higher Educational Board (YOK)

ÖZGEÇMİŞ

Adı Soyadı: Cxxxxx Nxxxxxxxx

Doğum Tarihi: 29 Ekim 19xx

Öğrenim Durumu:

Derece	Bölüm/Program	Üniversite	Yıl
Lisans	Xxxxxxxxxx	Xxxxxxxxxxxxxx Üniversitesi	19xx
Y. Lisans	Xxxxxxxxxx	Xxxxxxxxxxxxxx University	19xx
Doktora/S.Yeterlik/ Tıpta Uzmanlık	Xxxxxxxxxx	Xxxxxxxxxxxxxx Xxxxxxxxxx	19xx
Doc. / Prof.	Xxxxxxxxxx	Xxxxxxxxxxxxxx Xxxxxxxxxx	19xx

Yüksek Lisans Tez Başlığı (özeti ekte) ve Tez Danışman(lar)ı :

Doktora Tezi/S.Yeterlik Çalışması/Tıpta Uzmanlık Tezi Başlığı (özeti ekte) ve Danışman(lar)ı :

Görevler:

Görev Unvanı	Görev Yeri	Yıl
Ar.Gör.	Xxx FakültesiXxxxxxxxxxxxxx Üniversitesi	19xx-19xx
Dr.Ar.Gör.	Xxxxxxxxxxxxxx Xxxxxxxxxxxxxx University	19xx-19xx
Xxxx	Xxxx Kurumu	19xx-19xx
Yar.Doç.	Xxxxxxxxxxxxxx Xxxxxxxxxxxxxx Xxxxxxxxxx	xxxx- xxxx

Yönetilen Yüksek Lisans Tezleri :

Sert, T., "Gözenekli Ortamlarda Isı Transferi", Atatürk Üniversitesi, 1990.

Yönetilen Doktora Tezleri/Sanatta Yeterlik Çalışmaları :

Mert, K., "Ayrı Merkezli Borularda Akış ve Isı Transferi", Gaziantep Üniversitesi, 1995.

Projelerde Yaptığı Görevler :

Ayrı Merkezli Borularda Akış ve Isı Transferi, TÜBİTAK Projesi, MAG-188, **Proje Yöneticisi**, 1990.

İdari Görevler :

Bölüm Başkan Yrd. Xxxxxxxxxx Üniversitesi xxxx Bölümü 19xx-19xx

Bilimsel Kuruluşlara Üyelikler :

Ödüller :

Son iki yılda verdiği lisans ve lisansüstü düzeydeki dersler (Açılmışsa, yaz döneminde verilen dersler de tabloya ilave edilecektir):

Akademik Yıl	Dönem	Dersin Adı	Haftalık Saati		Öğrenci Sayısı
			Teorik	Uygulama	
19xx-xxxx	Güz				
	İlkbahar				
20xx-xxxx	Güz				
	İlkbahar				

ESERLER

A. Uluslararası hakemli dergilerde yayımlanan makaleler :

A1. Sert, M. ve C. Txxxxxx, "A Heat Transfer Correlation for Solid-Liquid Flows in Horizontal Pipes," *Int. J. Heat Mass Transfer*, **54**, 778-786 (1997).

A2. xxxxxxxx

B. Uluslararası bilimsel toplantılarda sunulan ve bildiri kitabında (Proceedings) basılan bildiriler :

B1. Txxxxxx, C., Z. Mxxx ve H. G. Kemal, "Boundary Vorticity Method for Convective Heat Transfer with Secondary Flow," *Proc. 4th Int. Heat Transfer Conference*, Paris, Vol. IV, 851-877, Elsevier, Amsterdam, 1994.

B2. xxxxxxxx

C. Yazılan uluslararası kitaplar veya kitaplarda bölümler :

C1. Txxxxxx, C., *Principles of Heat Transfer in Porous Media*, Springer-Verlag, New York, 1991.

C2. Txxxxxx, C. ve L. Gümüş, "Convective and Radiative Heat Transfer in Porous Media", *Advances in Applied Mechanics*, ed. J.W. Hutchinson and T.Y. Wu, Vol. 27, 225-281, Academic Press, Boston, 1989.

D. Ulusal hakemli dergilerde yayımlanan makaleler :

D1. Sert, T. ve C. Txxxxxx, "Gözenekli Ortamlarda Isı Transferi", *Isı Bilimi ve Tekniği*, **5**, 23-28 (1981).

E. Ulusal bilimsel toplantılarda sunulan ve bildiri kitaplarında basılan bildiriler:

E1. Txxxxxx, C., "Isı Pompalarının Ekserji Analizi", 2. *Ulusal Termodinamik Kongresi*, Cilt I, 17-25, Antalya, 1989.

F. Diğer yayınlar :