



INSTITUTE OF HEALTH SCIENCES THESIS WRITING GUIDE

**NICOSIA
2018**

NEAR EAST UNIVERSITY
INSTITUTE OF HEALTH SCIENCES
MASTERS AND POSTGRADUATE
THESIS WRITING GUIDE

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1. INTRODUCTION

1.1. Aims and Scope

The aim of this guide is to provide a standard in compliance with the scientific writing rules in masters and postgraduate thesis prepared in the departments of Near East University Health Sciences Institute. This guide has been accepted by the decision of the Board of the Institute dated **November06th 2018**. The candidates who will prepare masters and postgraduate thesis are obliged to comply with the standards stated in this guide.

2. FORMAT AND WRITING STANDARDS

2.1. Paper

Thesis text has to be written on high grade paper of 70-100 g with A4 (21x29.7 cm) dimensions.

2.2. Writing Medium

Thesis has to be written using word processor package software (Microsoft Office etc.). Print has to be taken on one side or both sides of the paper (both sided) by using a printer of good quality.

2.3. Writing

“Times New Roman” with font size of 12 has to be used in the main text. Font size of 10 or less can be used in the annotations, charts and tables so as to fit to page. All

writings have to be in black color. No inter-space has to be left before punctuation marks and a space of one character has to be left after punctuation marks.

2.4. Writing area and Justification

In writing, 4 cm in the left margin, 2,5 cm in the right margin and 3 cm in upper and lower margins should be left, and the writings should not go out of this frame (Figure 1.1). The words at the end of the line should not be divided. At least writing of two lines has to be present after the headings or subheadings which come to the ends of the pages. The text has to be justified in left and right sides.

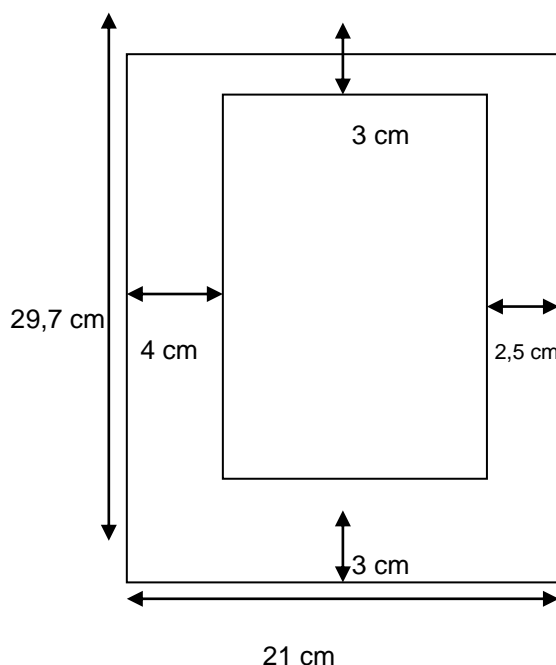


Figure 1.1. Paper size and margins of the paper on which the thesis will be written.

2.5. Line Spacing and Paragraphs

Standard line spacing to be used in writing the text must be 1,5. In the citations and footnotes, and figures, pictures and tables full spacing of 1 must be used. The lines except the date and abbreviations for institutes should not begin with numbers, signs and symbols. In writing the numbers greater than four digits one letter space should be left for distributing into number groups of three, punctuation marks such as full stop or comma should not be used (For example: 3 102 500). In decimal numbers, comma should be put in the beginning of decimal point (For example: 0,3 instead of 0.3).

Paragraphs should start from the inside at a distance of 0.75 cm. Spacing of half line (0.5 cm) has to be left between the paragraphs.

2.6. Main Heading and Subheadings

Thesis should be divided into main headings as thesis approval, statement, preface and/or acknowledgement, contents, Turkish summary, English summary, introduction and aim, general information, material and method, findings, discussion and result, references and curriculum vitae. Each chapter should start at a separate page; spacing of 2 should be left after the headings. Main heading and subheadings should start at the carriage returns. All of the main headings, first letter of all words in the first subheadings, first letter of only the first word in the second subheadings should be written in capital letters and conjunctions such as “and”, “with” in the subheadings should be completely written in lower case. Chapter headings should be in 14 font size, and all of the other headings should be bold and in 12 font size. Main heading and subheadings should be enumerated according to the following example and in accordance with the decimal system, and a full point should be put after each number. For example:

1. MAIN HEADING

1.1. First subheading

1.1.1 Second subheading

1.1.2

2.7. Wording

Those to be explained should be expressed clearly with scientific Turkish, the sentences should be in compliance with the Turkish grammar rules and should be short, plain, clear, understandable and coherent intellectually, and punctuation marks should be used properly. Connection between the sentences and paragraphs should be made appropriately, and connection with extraneous expressions should not be broken.

Passive sentences stating the third person (it was done, seen, etc) in place of the active sentences expressing the first person (I did, I saw, in our research, etc) should be preferred in the explanation.

Use of alien words which are not commonly accepted in Turkish should be avoided as much as possible.

In order to provide national and international uniformity, basic units (such as mol/L, mmol/L or $\mu\text{mol/L}$) known as “International System of Units” should be used in

expressing the weight, time, length and volume measures known as metric system as far as possible.

(<http://www.unc.edu/~rowlett/units/sipm.html>, <http://physics.nist.gov/cuu/Units/units.html>,

Accession date: 09 January 2014).

In writing, the last edition of the Turkish Language Association Spelling Book should be taken as basis.

(<http://www.tdk.gov.tr>, Accession date: 09 January 2014).

2.8. Abbreviations and Symbols

Terms which consist of more than one word and used frequently should be abbreviated by using the initials thereof, and in abbreviations, full stop after the first letter of each word should be put. In this case, the abbreviation should be stated in parenthesis after full name is written at where the term is stated for the first time and thereafter, only the abbreviation should be used every time the term is stated. Established standard abbreviations like TÜBİTAK, AIDS, HIV, ACTH, cm, kg should be used as they are without making any explanation.

The following references can be used for standard abbreviations:

- “Measurement and Gauge Law” with number 3516, published in the Official Gazette on 21.1.1989 with number 20056

(<http://www.sanayi.gov.tr/Files/Mevzuat/olculer-ve-ayar-kanunu-35-15092010153647.pdf>, Accession date: 09 January 2014).

- “Regulations regarding with International Units System” published in the Official Gazette on 21.6.2002 with number 24792.

<http://www.sanayi.gov.tr/Files/Mevzuat/uluslararasi-birimler-sis-15092010152754.pdf>, Accession date: 09 January 2014).

Latest edition of the Turkish Language Association Spelling Book
(<http://www.tdk.gov.tr>, Accession date: 09 January 2014).

Terms with abbreviations should be listed alphabetically in “Abbreviations and Signs List”.

Among the symbols, for the letters found in Greek alphabet such as α , β , λ , τ, these letters should be listed in places where their equivalents in Latin alphabet can be found (for example, where α , λ , and τ , can be found in a, l and t respectively).

2.9. Figures, Pictures and Tables

All kinds of graphics, drawings, charts, diagrams, schemes are designated as “Figure” whereas only photographs are called as “Picture”. Figures, pictures and tables should be present in the text on the page it is first stated or on the following page without ruining the page layout; the size thereof should not go out of the frame of the text block. Those which are narrower than the text block should be placed so as to set in the mid of the text block.

Figures, pictures and tables should be enumerated individually, sub groups belonging to each other should be generated if necessary (Example: such as Figure 1, Figure 1a). Enumeration should be made with Arabic numerals. Headings of the figures, pictures and tables should be in the same font and size. The heading should be brief, figure / picture / table should reflect its content. The numbers, names and explanations of the figures and pictures should be written starting from the left lower side level and one line under the lower side while the numbers, names and explanations of the tables should be written starting from the left upper side and one line over the upper side. In the figures / pictures / tables occupying more place than one page, numbers and explanations of the figures / pictures / tables should be put on each page and (continued) phrase in parenthesis should be added.

Writings in the tables may be smaller than the text writing. Cells should be separated by vertical lines but only horizontal lines may take part. Horizontal lines should exist in the beginning and at the end of the table and in separating the table headings from the table theme. Each line in the table does not have to be separated with a drawing. Sections to be clarified in the table may be marked with asterisk or symbols, and the explanation may be present as a footnote under the last line of the table.

In the photographs used the identity of the patient should not be revealed. All photographs to be taken from the patients after written consents are obtained and should be presented after their faces are appropriately taped. Photographs should be placed in the text by scanning.

In the figures, pictures and tables which are prepared by taking directly from other references or utilizing other authors conceptually, references must be absolutely stated and should be in Turkish. The reference used should be written starting from the left bottom corner and one line under the lower side of the figure and/or picture and/or table.

2.10. Citations

Citations occupying less than three lines may be written using the same font as the text. Citations with more than three lines may be written with smaller fonts than the main text. Quotation from another reference is shown in quotation mark “....”.

2.11. Annotations

Descriptions which may digress or prevent continuity of reading when written in the text on any of the pages of the thesis, are given as annotations under the page briefly. For this, first of all * is typed at the end of the sentence to be explained within the text as a superscript and the end of the relevant page is separated with a drawing with half length of the line. Then, * is put under this line and the explanations are written with type size 9-10 and one line spacing. If more than one annotation will be used on the same page, footnotes should be given with numbers starting with 1 according to the order of specifying.

2.12. Citation in the Text

References within the text should be written in parenthesis indicating the author’s surname and publication year.

Giving reference with one author: Başer, 2014

Giving reference with two authors: Çalış and Başer, 2014

Giving reference with three or more authors: Başer et al., 2014

Giving more than one reference: Başer, 2014; Çalış and Başer, 2014; Başer et al., 2014

Laws and Regulations published at Official Gazette

Laws and Regulations published at Official Gazette should be written with the date (in day, month and year) and number it was published in T.R. Official Gazette (Example, T.R. Official Gazette, January 21st 1989, number: 3516).

Verbal, written or electronic mail communications

While verbal, written or electronic mail communications are shown as reference, the initial of the name and surname of the person met, date and type of the communication should be stated and if necessary, the contact address of the reference person should be

given as a footnote but should not be present in the verbal or written communications list (For example, G Fişek 2003, verbal communication; G Fişek 2003, written communication).

Web pages

The addresses of the web pages used as reference should be given in the text with the accession date (as day, month, year) and the latest updating date of the page should be written (For example, <http://www.tdk.gov.tr>, Accession date: 9 January 2014). Web pages except electronic magazines should not exist in the reference list.

Unique computer programs

If any unique licensed computer program is addressed to the name and release (version) date of the software should be stated in parenthesis.

2.13. Page Numbering

Page numbers should be written on the bottom side of the page, located in the middle of the text block. Numbering should start by the “Summary” section and Arabic letters (as 1, 2, 3, and 4) should be used. In the pages of Preface / Acknowledgement, Contents, List of Table, List of Figures, List of Pictures, List of Abbreviations and Symbols small Roman numbers (as i, ii, iii, iv) should be used. Pages of the inner cover and thesis approval should not be numbered.

3. CONTENT STANDARDS

3. 1. FRONT PAGES

3.1.1. Thesis Cover Page

The outer cover of the thesis should be at least 160 g bristol (chrome-plated) PhD thesis cover should be **claret red** and MSc thesis cover should be **blue** board with A4 (21x29.7 cm) size. Cover page should be full-compatible to the order and measures of the sample given in Enc. 1. Accordingly, logo of Near East University should be present in the upper middle section of the cover. Logo can be downloaded from the web page of our institute (<https://neu.edu.tr/about-near-east/university-logo/>). Name of the institute, name of the thesis, name of the researcher, masters/postgraduate thesis, name of the department where the thesis is prepared, title and name of the mentor/mentors, city and year should exist under the logo. Thesis title should be written in “Times New Roman”

in bold with font size of 14 and limited to 20 words. All other writings on the cover page should be in font size of 12. All writings except the titles and name of the mentor should be written with capital letters. The initials of the titles and the initials of the name and surname of the mentor should be in capital letters, the following letters should be lower-case letters.

A full empty page between the outer front page of the thesis and the inner cover page should be left. Inner cover page should be printed on the paper used in thesis writing; should be completely identical with the outer front cover page in content and order. A full empty page should be left before the outer back cover page, and back cover and front cover should be made of the same cardboard.

3.1.2. Thesis Approval

Thesis Approval page prepared in accordance with the markup language of the thesis (<https://neu.edu.tr/akademik/enstituler/saglik-bilimleri-nstitusu/formlar/?lang=tr>) should be present after the inner cover page.

3.1.3. Statement

“Statement writing” which is prepared in the same language in which language the thesis was written (Turkish or English) should be taken from the web page and signed by the researcher, and placed at the back of the “Thesis Approval” page.

3.1.4. Acknowledgement

Researcher may thank to persons or institutions who contribute in executing and preparing the thesis. The title, name, surname of the persons thanked (if any), name of the institution where he/she works and his/her contribution to the research should be stated briefly.

If the thesis study is performed within the context of a project the name of the project and related institution should be stated along with the project number (Example: This thesis was supported with the project with..... number by Near East University Presidency of the Scientific Research Projects Commission).

3.1.5. Contents

Contents page should be present after the acknowledgement page. In this section, only the main headings among the main headings and subheadings should be in bold and

numbered as written within the text. Abbreviations, symbols, lists of the figures, pictures and tables and list of enclosures should exist in this section. Each of them should be prepared as to be in separate pages and by adding the page numbers correspondingly.

3.1.6. Abbreviations and Symbols List

This list should contain the abbreviations and symbols and their complete wordings used in the thesis.

3.2. THESIS TEXT

3.2.1. Turkish Summary

In the beginning of this page, name of the student, his/her mentor and Department has to be stated. Summary (including aim, material and method, findings and results, subheadings) which is structured following two lines space should be written without making indent in a manner not to exceed 250 words and 1 page. At the end of this section heading of “Key Words” and 5 key words should be present.

3.2.2. English Summary

Should be prepared by obeying all the rules stated for the Turkish summary in English.

3.2.3. Introduction and Aim

In this section, direct information about the thesis subject should be given, consequently the aim and the importance of the thesis, reasons of working the subject, contribution to science and/or what kind of innovations it aims in view of the method should be written. Information should be supported by the references and presented without any comments.

3.2.4. General Information

The aim of this section is to give up-to-date literature information which will avail the comprehensibility of the thesis study. Literature studies related with the theoretical and practical foundations of the thesis subject should be summarized in a certain order and systematically, and detailed information using subheadings should be given when required. Subheadings should be in accordance with the overall flow of the subject, and

the subject should be brought to the thesis study by proceeding from the general to the specific.

3.2.5. Material and Method

In this section, the place and date of the thesis study, type of the research, its nature and sample, sampling method, research hypothesis if any, variables, variable definitions and measurement units, data collecting means, data collecting method, data analysis format, if necessary limitations and difficulties faced should be explained. Material and method section should be so detailed that it makes other researchers to repeat the study with the same method. If the material and method used was used and published by other researchers previously, these references should be cited, and if available, the sections changed should be stated in detail. In terms of convenience for the reader, material and method can be divided into subheadings.

As certain ethic rules have to be obeyed in all kinds of research to be made by performing an application on living creatures, permission document should be taken from the relevant ethical committee in mandatory circumstances before starting the research, and in this section, it should be stated that ethical permission was taken, ethical committee approval should exist in the enclosures section at the end of the thesis text. **The name of the thesis on the cover page of the thesis should be the same with the thesis name approved by the ethical committee to be present at the end of the thesis text.**

3.2.6. Findings

All findings which are examined for the purposes and provide an insight to problem solving should be presented. Significance levels obtained by the results of the study, statistical method used and analysis of the results should be stated in this section. In the presentation of the findings, expression tools like table, graphic, figure and picture should be utilized. However, same findings should not be expressed by two different methods (such as table and graphic).

3.2.7. Discussion and Result

Discussion section is the interpretation part of the thesis. The findings obtained should be compared with other studies performed in this subject, similar and different aspects should be revealed, the results which are fitted to or not should be discussed along with their probable reasons and the meaning of the findings should be interpreted. It should be stated whether the obtained results support the proposed hypothesis or not/the hypothesis is verified or not.

Discussion should be made according to the presentation order of the findings. In order not to repeat the findings in the discussion part, citation to the tables and figures may be made in some data. While discussion is made, repetition of the information disclosed in the “introduction and aim” and “general information” parts of the thesis should be avoided; only the references related with the obtained data should be mentioned.

The results attained in the light of the information obtained from the research should be written in a clear, short and understandable manner at the end of the discussion part, it should be stated how much the goal of the research is accomplished and the suggestions of the researcher, if any, should be stated. Suggestions should be directly associated with the aim and results of the research.

3.2.8. References

Published reports, publications, summaries, works in press, lecture notes and personal opinions cannot be presented as reference. Verbal and personal communications should not appear in the reference list but can be stated as footnote within the thesis. The addresses of the Web pages used as reference except electronic magazines should be presented with the accession date within the text, and should not exist in the reference list. All of the references used in the thesis should be present alphabetically at the end of the thesis and a space of one line should be left between the references. References used within the text should be listed in accordance with the following examples. Verification of the abbreviation of magazine name should be controlled from the web page.

3.2.8.1.Presentation of the References in the List

Original article:

Karolewicz B, Maciag D, O'Dwyer G, Stockmeier CA, Feyissa AM, Rajkowska G. Reduced level of glutamic acid decarboxylase-67 kDa in the prefrontal cortex in major depression. *Int J Neuropsychopharmacol.* 2010;13: 411-420.

Book:

Underwood LE, Van Wyk JJ. Normal and aberrant growth. In: Wilson JD, Foster DW, eds. *Williams' Textbook of Endocrinology*. 1st ed. Philadelphia: WB Saunders; 1992,p:1079-1138.

Translation book:

Guyton AC, Hall JE. *Textbook of Medical Physiology* Translator: Çavuşoğlu H. Tıbbi Fizyoloji. 9. Edition, Nobel Tıp Kitabevleri Ltd. Şti., Istanbul; 1996, s: 1079-1138.

Magazine supplements (Supplement):

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache* 2002;42 (Suppl 2):93-99.

Thesis:

Ogunjesa B.A. Comparison and Utilization of Univariate and Multivariate Statistical models on non-small cell-lung cancer (NSCLC). NEU Health Sciences Institute, Masters Thesis, 2018, Nicosia (Mantor: Ass.Prof. Dr. ÖTosun).

Law and Regulations published in the Official Gazette:

T.R. Official Gazette. Measurement and Gauge Law. 21 January 1989. Number: 3516, Başbakanlık Basımevi, Ankara.

3.2.9. Enclosures

Information and documents such as explanations, exemplary calculations, derivation, comprehensive and detailed experimental data, questionnaire forms, additional charts, thesis study permission papers, ethical committee approval writing etc. which may digress and prevent continuity in reading and perception, and so long not to be

presented as footnote in case they exist in the thesis text should be presented in this section. Each enclosure should be presented on a separate page as Enc. 1, Enc. 2, Enc. 3 according to the order within the text. A copy of the publication (congress proceedings, international and national article) which the student produced from the thesis study should be added to the end of this section.

3.2.10. Curriculum vitae

Brief curriculum vitae of the masters or postgraduate student preparing the thesis should be prepared in accordance with the “CURRICULUM VITAE” format presented in the ENCLOSURES section.

NAME, SURNAME
NEAR EAST UNIVERSITY HEALTH SCIENCES
MASTERS/ POSTGRADUATE THESIS
NICOSIA-2018

← Write your name and surname

Book-back writing on fixed binding made after the thesis is accepted should be written according to this template. Writings should be single line and the direction of the writings on the binding back should be from top to bottom (likewise the one on the left side).



← If the thesis is a masters, MASTERS THESIS; if it is postgraduate DOCTORAL THESIS expression should stay.

← The year when the Thesis Examination was made should be written.



TURKISH REPUBLIC OF NORTH CYPRUS
NEAR EAST UNIVERSITY
HEALTH SCIENCES INSTITUTE

**THESIS TITLE (14 FONT SIZE, TIMES NEW ROMAN, BOLD,
CAPITAL LETTER, maximum 20 words)**

STUDENT'S NAME AND SURNAME (CAPITAL LETTER, 12 FONT SIZE, TIMES
NEW ROMAN)

MASTERS/ POSTGRADUATE (CAPITAL LETTER, 12 FONT SIZE, TIMES NEW
ROMAN)

NAME OF THE DEPARTMENT WHERE THE THESIS IS STUDIED (CAPITAL
LETTER, 12 FONT SIZE, TIMES NEW ROMAN)

MENTOR

MENTOR'S NAME AND SURNAME (CAPITAL LETTER, 12 FONT SIZE, TIMES
NEW ROMAN)

YEAR THE THESIS PREPARED-NICOSIA (12 FONT SIZE, TIMES NEW
ROMAN)

(Left: 4 cm, Right: 2.5 cm, Upper: 3 cm, Bottom: 3 cm)

Heading of the thesis should be written bold.

Name of the student:
Mentor:
Department:

1. SUMMARY

Aim:

Material and Method:

Findings:

Results:

Key Words:

STATEMENT (DECLARATION)

Hereby I declare that this thesis study is my own study, I had no unethical behavior in all stages from planning of the thesis until writing thereof, I obtained all the information in this thesis in academic and ethical rules, I provided reference to all of the information and comments which could not be obtained by this thesis study and took these references into the reference list and had no behavior of breaching patent rights and copyright infringement during the study and writing of this thesis.

Name and Surname of the Student

Signature

CURRICULUM VITAE

Name		Surname	
Place of Birth		Date of Birth	
Nationality		Tel	
E-mail			

Educational Level

	Name of the Institution where he/she was graduated	Graduation year
Postgraduate/Specialization		
Masters		
Undergraduate		
High school		

Job Experience

	Duty	Institution	Duration (Year - Year)

Foreign Languages	Reading comprehension	Speaking*	Writing*

Foreign Language Examination Grade[#]								
YDS	ÜDS	IELTS	TOEFL IBT	TOEFL PBT	TOEFL CBT	FCE	CAE	CPE

	Math	Equally weighted	Non-math
ALES Grade			
(Other) Grade			

Computer Knowledge

Program	Use proficiency

*Evaluate as very good, good, moderate, poor.

ENCLOSURE:Other scientific activities (publication, congress proceedingsetc.)