

**INSTITUTE OF GRADUATE STUDIES**  
**THESIS WRITING INSTRUCTIONS**  
**(September, 2021)**

Although there are no universal standards with regard to the formatting specifications used in scientific studies, there is a general consensus that the formatting of all scientific studies must be consistent for the ease of organising the content of the text and evaluating academic scales. The sections to which attention must be paid are explained below and a separate template has also been prepared for students to follow.

Prof. Dr. Kemal Hüsnü Can Başer  
on behalf of the Institute of Graduate  
Studies Executive Committee

## **General Guidelines**

The Graduate School of Educational Sciences has taken the APA 7 format as the basis for thesis writing. All thesis must be prepared in an electronic format using MS Office Word program. Please note that the guidelines stated below must be followed completely and copies that do not follow these guidelines will not be accepted by the Graduate School.

Referencing the works of others will strengthen your own work. However, plagiarism, means using the thoughts of others in your own work without stating the real source; this is considered as a violation of ethical principles. Plagiarism will be calculated using software recommended by the Institute and this will need to be within the criteria stipulated by the Near East University (NEU) Regulations for Graduate Education.

The thesis must be printed and bound in order to be submitted to all jury members attending the thesis defence, the graduate school archive, the departmental archives and the library. The outside cover page should be dark blue for master thesis, and burgundy for PhD thesis. The outside cover page has to be clothbound and written with golden ink for the lettering. In addition to the printed and bound thesis, an electronic version of the thesis must be submitted in CD format to the library.

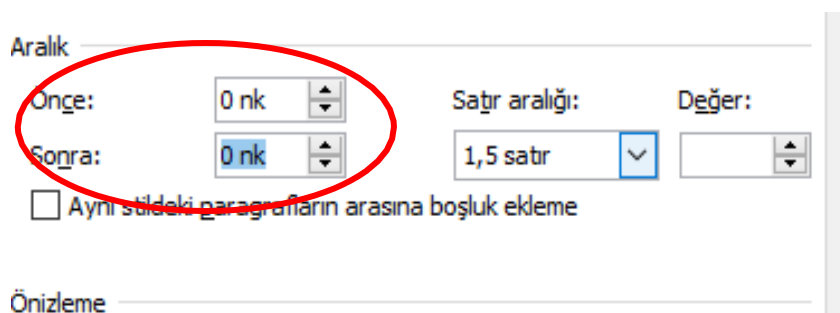
If changes need to be made after the thesis defence, they must be confirmed by the supervisor and then the thesis must be presented to an expert team of lecturers recommended by the Graduate School; after it has been approved that it conforms to the thesis format specifications, it must then be printed and bound. After the final copy of the thesis has been printed and bound, it must be certified and signed by the jury members and the Graduate School.

All rules written below are also valid for end-of-year projects required to complete non-thesis master's programs.

### **General Page Layout**

The general page layout that must be used is as stated below. The majority of the thesis must be printed on high quality, white, A4 paper. All text must be in either Times New Roman or Arial. Apart from the cover page and certain

headings that will be mentioned later in this guide, all sections of the thesis must be aligned to the left and the justified alignment format should not be used. All pages except for the cover page, should be paginated starting from page “1.” When a new paragraph starts, it must be indented by one “Tab.” All headings and texts except for the cover and internal cover page must be formatted with **1.5 line spacing** and a **font size of 12**. Before starting to write, ensure that the specific paragraph dimensions have been reset, which will look like this.



The top, bottom, left and right spacing of the text must be as follows.

Table 1.

*General page dimensions excluding the cover page*

Top margin	2.5cm
Bottom margin	2.5cm
Right margin	2.5cm
Left margin	4cm

Each chapter should start on a new page. The chapter headings (e.g. “CHAPTER I”) must be fully capitalised, while the name of the chapter “Introduction” must be written by capitalising only the first letter of each word, in bold and centred on the page. A short paragraph must be written after each chapter describing the contents of the chapter. Sub-chapter headings must be written in bold, aligned to the left and one line space must be left between the sub heading and the previous sentence. Text must be continued without leaving a space after the sub chapter headings. All pages except for the external and internal cover pages must be numbered consecutively. When numbering, only

numbers must be used and all page numbers must be written in the top right corner.

The headings for the consent page, declaration of conformity with ethical principles, acknowledgements/preface, Turkish and English abstract page, contents, list of tables, list of figures, abbreviations, references, appendices and CVs must be in bold and each word must be capitalised.

## **Layout of Headings and Sub Headings**

**First level heading** must be written in bold, the first letter of each word should be capitalised and it should be centred on the page. For example:

### **Introduction**

**Second level heading** must be written in bold, the first letter of each word should be capitalised and it should be aligned towards the left of the page. For example:

### **Statement of the Problem**

**Third level heading** must be written in bold and italics, the first letter of each word should be capitalised and it should be aligned towards the left of the page. For example:

### ***Sub Problems***

**Fourth level heading** must be written in bold, the first letter of each word should be capitalised and it should be aligned as the beginning of a paragraph. It must be indented one "Tab" (increasing the indentation of the paragraph by one tab makes it 1.27cm indented). Additionally, a full stop must be placed at the end of the heading and the text of the paragraph must continue in the same row with text that is not bold. For example:

**Hypothesis.** Based on the sub problems used in this study, some hypotheses were developed.

**Fifth level heading** must be written in bold and italic type, the first letter of each word should be capitalised and it should be aligned as the beginning of a paragraph. It must be indented one "Tab" (increasing the indentation of the paragraph by one tab makes it 1.27cm). Additionally a full stop must be placed at the end of the heading and the text of the paragraph must continue in the same row. For example:

*Alternative Hypothesis.* Based on the sub problems, two hypotheses have been developed and tested.

## **Chapters of the Thesis**

The contents of theses generally consist of the following:

**Approval**

**Declaration**

**Acknowledgments**

**Abstract**

**Table of Contents**

**List of Appendices**

**List of Tables**

**List of Figures**

**List of Abbreviations**

### **CHAPTER I**

**Introduction**

**Statement of the Problem**

**Purpose of the Study**

**Research Questions/Hypotheses**

**Significance of the Study**

**Limitations**

**Definition of Terms**

### **CHAPTER II**

**Literature Review**

**Theoretical Framework**

**Related Research**

**CHAPTER III****Methodology****Research Design****Participants/Population & the Sample / Study Group****Data Collection Tools / Materials****Data Collection Procedures****Data Analysis Procedures****Reliability & Validity / Trustworthiness****CHAPTER IV****Findings and Discussion**

**Findings: First RQ (these should be designed according to each study)**

..

..

**CHAPTER V****Discussion****CHAPTER VI****Results and Recommendations****Conclusion****Recommendations****REFERENCES****APPENDICES****CV**





## Tables

You must write the number and name of the table in a separate row. You must use italic font for the heading of the table and capitalise each word. No horizontal or vertical lines should be used apart from the top and bottom lines belonging to the first row in which the headings are written and the bottom line of the table. The line spacing within the table must be 1.5. The font size used in the table and the line spacing can be reduced if needed. However, it must still be sufficiently clear to ensure readability.

Table 1.

*Distribution of the Faculty of Education Students According to Demographic Variables*

Demographic Variables		<i>F</i>	%
Gender	Female	123	96.9
	Male	4	3.1

In the case that the table 1 does not fit on the page, it can be continued on the next page. The continuation must be specified as “**Table..(continued)**”

Table 1 (Continued).

Age	18-23	20	15,7
	24-28	40	31,5
	29-34	42	33,1
	35 and above	25	19,7

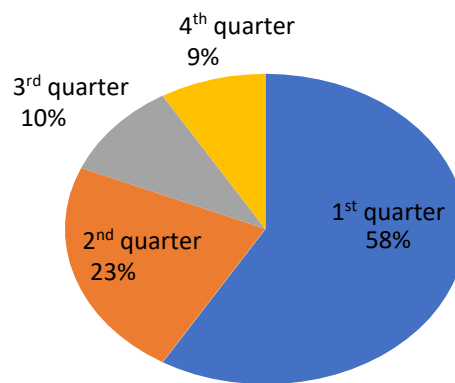
## Figures and Graphs

The number and name of the figure must be written in separate rows above the figure and aligned to the left of the page. The figure number must not be italicised, each word in the title of the figure must be capitalised. If the graphs are

taken from another source, then the reference should be stated after the title of the figure, as shown in the example below. The whole figure must be centred on the page.

Figure 1

*Percentages for the Experience Variable Belonging To The Teachers Filling In The Optic Forms*



See APA7 guide for more information regarding types of figures ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_tables\\_and\\_figures.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html)).

## Rules for In-Text Citations

References and footers are necessary for scientific research. References are generally used for:

- a. borrowing a sentence, paragraph or term to state a discussion, criticising or stating a point within a study,
- b. in situations where, rather than taking a specific chapter, sentence, term and so on, from another study, the whole of the study is effective or the whole of the study is criticised or evaluated,
- c. showing the various sections of a study that are evaluated, criticised and so on, in the main parts of the text.

The main aim in referencing is to show the resources that the researcher has used to define, criticise or discuss, and so on, in their own thesis or argument. Two different approaches can be used. The most commonly used approach is as follows:

## Referencing According to the Traditional System

To state a reference at the end of a specific sentence, term or paragraph:

A single author;

..... (Aksal, 2015).

Two authors:

..... (Akçıl & Aksal, 2016).

Three or more authors:

..... (Akçıl et al., 2016).

To state a reference at the beginning of a specific sentence, section or paragraph:

For a single author:

Aksal (2015) .....

Two authors;

Akçıl and Aksal (2016) .....

Three or more authors:

Büyüköztürk et al. (2006) states that .....

The date does not need to be restated in the paragraph after the first citation. The example above shows a reference for one study. However, if the thoughts, works and studies of multiple authors are referenced, then the references must be provided according to the order of their surnames; a semicolon must be used between the names of authors. For example:

..... (Castells, 1983; Giddens, 1996; Habermas, 1996)

For situations where the resource is quoted verbatim or where the whole of a chapter is cited, references less than 40 words must be written in quotation marks. If the reference is in the middle of the sentence in quotation marks, then reference the source in parenthesis where the quotation ends and then continue the sentence. If the sentence does not need additional punctuation, then do not use punctuation. Due to the reference being taken directly from the original text, the page number must be stated within parenthesis. For example:

“Literacy is a term that can differ according to culture, needs, changing conditions and time; that is effected by the methods used to teach reading and writing skills” (Gök, 2013, p. 21).

References **over 40 words** must begin in a new row and the whole of the block must be indented by one “tab” (with a paragraph beginning). As with the rest of the text, the reference must be written with a line spacing of 1.5 and no spacings must be left before or after the reference. The page number must be inserted within parenthesis at the end of the reference. For example:

Yıldırım and Şimşek (2005) summarise qualitative research as follows:

Qualitative research, is a form of research where qualitative data collection methods such as observation, interviewing and document analysis are used to portray cases and situations in a natural setting in a realistic and complete way. (p. 77).

The other general referencing rules must be according to the APA7 format. Do not use a footer at the end of the page for citations. Use “and” to refer to multiple authors in any sentence between each author. Connect the authors with a “&” sign in parenthesis at the end of the text, in tables, headings and in the list of references. For example:

Slife and Williams (1995), states that the general philosophical views accepted by those who prepare a research suggestion or plan have come to light.  
 ..... (Slife & Williams, 1996).

Footnotes are not used in APA 7 format. For more information on the format and referencing the following link can be used:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## References

The books, articles etc. are written in this section. The important points that must be noted when preparing the references section are that the references must be written in **alphabetical order** according to the authors' surnames and that references should not be abbreviated. **APA 7 rules are valid for the referencing section.** The first row beginning with an author's name in the reference begins from the left side and the continuation of the same reference should be indented by "tab" (**hanging** format for paragraph spacing). References should not be justified: all text should be left aligned. For example:

- Büyüköztürk, Ş., Çakmak. E., K., Akgün, Ö., E., Karadeniz, Ş., & Demirel, F. (2018). *Bilimsel araştırma yöntemleri*. Pegem Akademi Yayınları
- Büyüköztürk, Ş. (2002). Factor Analysis: Use in basic terms and developing scale. *Eğitim Yönetimi Dergisi*, 32(1), 470-483. <https://doi.org/10.1080/02626667.2018.1560449>
- Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127>

## Appendices

If you want to provide any additional materials, you can use the appendices section. Before beginning the appendices page, the "APPENDICES" heading must be written in capitals at the beginning of the first appendix. Then, the first appendix can be given under this heading. Each of the following appendices should be then provided on a separate page. The final attachment must be the researcher's CV prepared in the Turkish Higher Education Council's format. When naming the appendices, they must be formatted as follows:

**Appendix A**

**Permission Letter by the Ministry of Education**

**Appendix B**

**Permissions Regarding the Use of Scales**

**Appendix C**

**Turnitin Similarity Report**

**An example showing the layout and general orientation of all chapters is provided in a separate guide.**

-The End-