# Istanbul Medipol UniversitY

GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

### THESIS AND DISSERTATION WRITING FORMAT

Master's thesis and Ph.D. dissertations submitted to IMU Graduate School of Engineering and Natural sciences must be written in accordance with the format stated in this guideline. LaTeX templates have been created to make it easy to prepare your thesis. Please check the Graduate School of Engineering and Natural Sciences Website for the templates.

# Format

## Paper Type

Thesis must be printed on white, high quality A4 paper (75-80 gr/m2).

## *Fonts*

IMU recognizes the use of Times New Roman 12-pt or Arial 11-pt font for the thesis/dissertation. Formulas, equations, page numbering, table headings, figure captions, footnotes, long biographical quotes, and extensive quotations should be in the same font. Nine-point (9) font should be used in superscripts and subscripts.

## Margins

To allow for binding and trimming, all text (including tables, figures, charts, graphs, and drawings) must be kept within the margins of the thesis as follows: 3.5 cm at the left, and 2.5 cm at the right, top and bottom. The text should be „justified‟, i.e., block. Any type of oversized material should be shrunk to conform to these specifications.

## Spacing

One and a half (1.5) spacing is preferred throughout the thesis. Single spacing is used for long indented quotes (exceeding 40 words), abstract, multi-line and sub-level headings, figure and table captions as well as the content of figures and tables, biography, bibliography, and footnotes. Note: although footnotes and bibliography are single spaced, between their entries, one and a half spacing is required.

Chapters have six single spaces above them; between chapter number and title is a double space; quadruple space below a chapter title; centered headings have triple spaces above and below; subordinate headings flush with the left margin are triple spaced above and double spaced below.

## Page Numbering

All of the pages within the thesis, except for outer and inner cover pages and their backsides, must be numbered.

Inner cover and its backside must be numbered as (i) and (ii), but the page numbers must not be shown. All pages starting from the approval page to the main text body must be numbered uninterruptedly with lowercase Roman numbers. The main text body (Introduction and the other chapters, Results and/or Discussion, References, Appendices) must be numbered with Arabic (1, 2, 3, etc.) numbers.

Page numbers must be placed at the bottom center and 1.5 cm above the bottom of the page, in the direction of reading.

The font style used throughout the thesis must be used for page numbers, and the font size must be 11 pt for Times New Roman and 10 pt for Arial.

## Tables and Figures

Tables and figures must be placed after they are first cited, but must be as close as possible where they are cited. All tables and figures must be horizontally centered on the page.

The drawings, graphs, etc. should be prepared in contrasting colors, preferably in black and white. Tables and figures should be numbered consecutively throughout the text. The first letter of the Table or the Figure should be capitalized. Tables, figures, and their captions should be centered. The captions should be formatted as normal text, i.e., only the first letter should be capitalized.

## Equations

Equations must be written with 1.5 line spacing. 6 pt paragraph spacing must be set before and after equations.

# Outline

All chapter titles in the thesis must be **bold**. Titles of summaries in Turkish and English must be centered, whereas all the other titles must be justified aligned.

First level titles must be in capitals and bold (i.e. **1. INTRODUCTION**). Second level titles must be bold and the first letter of each word in the title must be capital (i.e. **2.1 Wireless Communication**). Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Antenna Design**). Fifth and further level titles are not numbered and are not included in Table of Contents.

## Title Page

Since thesis title and abstract pages are to be placed in the YÖK Archives, these texts should not possess the following: tables and figures, graphics, italics, chemical and/or mathematical figures, symbols, subscripts and superscripts, Greek characters, as well as any other non-standard symbols/characters.

See the Appendix for a sample title page. Center the following information for the title page:

**First Entry**

A title that concisely and accurately defines your work increases its online accessibility. Words must be substituted for formulas, superscripts, symbols and letters other than Roman ones, etc.

Avoid obscure symbols or formulas that may prevent fellow scholars from accessing your work. Capitalize the entire title.

**Second Entry**

The full legal name of the thesis writer is placed under the title and introduced with the lower-case word "by."

**Third Entry**

The centered words: "Submitted to the Graduate School of Engineering and Natural Sciences in partial fulfillment of the requirements for the degree of Doctor of Philosophy (or Master's in the appropriate field)."

**Fourth Entry**

The name of our university (Istanbul Medipol University) and the date which the degree is to be conferred (month and year) are listed, not the date of the submission of the thesis.

Remember, although the title page is the first page of the thesis, it is not paginated.

## Submissions/Approval Page (required)

All theses must include a submissions or approval page which must also be submitted to YÖK. This page, which follows the title page, must include original signatures of the thesis committee and/or the jury members.

The title of the thesis in capitals will appear as the first entry. The names and titles of the members of the examination committee will be listed, one on each line in alphabetical order, except for the Thesis Supervisor's, whose name will be at the top of the list. Next to each name, there should be space for the signature of each examiner. The date at the bottom of the page is the date of the thesis’s approval by the committee. At least 3 committee members are required for master thesis and at least 5 members are required for Ph.D. dissertation.

## Copyright Page (required)

This page is placed immediately after the submissions page, and like the Title Page, is counted but not numbered. The date of degree conferral, with the full legal name of the author, and the words, "ALL RIGHTS RESERVED" are the three entries at the lower third of the page. The copyright symbol © is included.

## Acknowledgement

1 line spacing must be set and it must not exceed 2 pages. The acknowledgements must be given in this section.

## Table of Contents

For the table of contents, 1 line spacing must be set, and the first element listed must be the foreword.

First level titles must be bold and in capitals, whereas only first letters of words in second level titles, and the first letter of the first word of third level titles must be in capitals in table of contents.

The space between all titles and their relevant page numbers must be filled with dots.

## Abbreviations, Lists of Tables, Figures, and Symbols

The abbreviations, tables, figures and symbols must be listed individually. For these lists, 1 line spacing and 6 pt (before) and 6 pt (after) paragraph spacing must be set.

Lists of catalogues, periodicals, electronic references, and personal communications must be listed within the references section and not separately.

## Summary in Turkish and English

Thesis must include one Turkish summary and on English summary. The must the summaries must have 300 words minimum and span maximum 3 pages. A summary must briefly mention the subject of the thesis, the method(s) used and the conclusions derived.

References, figures and tables must not be given in Summary.

Above the Summary, the thesis title in first level title format (i.e., 72 pt before and 18pt after paragraph spacing, and 1 line spacing) must be placed. Below the title, the expression **ÖZET** (for summary in Turkish) and **SUMMARY** (for summary in English) must be written horizontally centered.

The keywords must be presented both for Turkish and English summaries.

## Text Body

Thesis structure must be as follow:

Cover

Title Page

Inner Pages

Approval Page

Foreword

Copyright Page

Acknowledgement

Index

List of Figures

List of Tables

List of Symbols

Abbreviations

Abstract (Turkish)

Abstract

Main Text

Introduction

Other Sections

Conclusions and Future Work

Last Pages

References

Appendix

The main text body consists of the sections (with no limit for the number of pages) specified below:

Introduction

Other sections (Materials and Methods, Results and Discussion, etc.)

Conclusions and Future Work.

Sections such as indexes or dictionaries must be given in appendices.

## Citing (indication of references in main text body)

References are cited by numbering and indicating the number in square brackets ([]) in the main text body. The first reference cited in a thesis is numbered [1] and the following references are numbered according to the order of appearance.

In the main text body, references must be cited as specified below:

[1] Reference no. 1

[1-3] References from no.1 to 3 (thus, references 1,2 and 3)

[1,3] References no. 1 and 3

[1,3,8] References no.1, 3 and 8

[1,3-8] References no.1, and from no.3 to 8 (thus, references 1, 3, 4, 5, 6, 7 and 8)

Different volumes of a reference must be cited and numbered individually.

## Listing of references

All references cited in a thesis must be listed in the “References” section.

References cited according to surname of author must be listed alphabetically according to the surname of author. References cited according to order of appearance must be numbered and listed in numeric order, according to the order of appearance.

Publications of the same author published in different years must be listed starting from the older to the more recent. Publications of the same author published in the same year are listed alphabetically according to their titles. In order to provide distinction, the year specified for such references must be succeeded with a letter starting from a.

One-author publications of an author must be listed before that author's multi-author publications. The surname of the second author must be taken into account for alphabetical listing for multi-author publications of the same author. In case the surnames of second authors are the same, the surnames of third authors are taken into account.

Publications of different authors with the same surname must be listed according to the title of the publication.

In case the author of a publication is a corporation, the name of the corporation is regarded as the author, and must be listed in references according to this name.

In case an author or editor is not specified for a reference, the citing tag must be defined according to its title. In references section, listing of such references must be done according to the title. In case the title begins with a number, the reading of that number is taken into account for listing.

For references section, 72 pt before, 18 pt after paragraph spacing and 1 line spacing must be set.

## Footnotes

Footnotes could be used in theses to add content-expanding, content-enhancing, or additional information.

Footnote numbers must be placed directly after a quotation. In case the quotation is a paragraph, the footnote numbers must be placed directly after the last word of the paragraph (as superscript). In case the quotation is a concept or a noun, footnote numbers must be placed directly after that concept or noun (as superscript).

Footnote numbers in the main text body must be indicated as subscript1, as shown. A punctuation mark must not be placed after the number.

Footnotes must be written with a font size 2 pt smaller than the main text body font size.

1 space must be set between footnote line and footnote number, 1/2 space must be set between footnote number and the first line of the footnote. Footnotes must be separated from the main text body with a thin horizontal line.

Detailed information on footnotes could be found on the websites of Graduate Schools and associated links.

## Appendices

Appendices must be numbered using letters (i.e. Appendix A, Appendix B, Appendix C, etc.). Subsections of appendices could be numbered as Appendix A1, Appendix A2, Appendix B1, Appendix B2.

Every appendix section must start with its number and name, i.e. **Appendix A** Name of appendix. Tables and figures given in appendices must be numbered with the number of the appendix they are in ( i.e. **Table A.1**, **Table A.2**, **Figure A.1**, **Figure A.2**).

Equations given in appendices must be numbered with the number of the appendix they are in ( i.e. **(A 1.1)**, **(A 1.2)**). Related material larger than A4 paper-size (such as maps) must be given in appendices, not in the main text body.

Sections such as indexes and dictionaries must be given in appendices. Additional material on storage media (CD, DVD etc.) must be placed in an envelope attached to the inner side of the back cover of the thesis. The name of the author of thesis and the appendix number must be specified on such additional material. Also, the number and name of such material must be listed on the appendices cover page (**Appendix C** Computer program codes CD).