



**Istanbul Medipol University**  
School of Engineering and Natural Sciences

**ISTANBUL MEDIPOL UNIVERSITY**

GRADUATE SCHOOL OF

ENGINEERING AND NATURAL SCIENCES

THESIS WRITING GUIDELINE

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## **1. INTRODUCTION**

### **1.1. Objective**

This manual determines the format and order of the MSc and PhD theses prepared within the Institute of Science at Istanbul Medipol University. Guidelines have been prepared in Turkish and English and they must be remarked to form consistency and integrity of the theses produced within the Institute.

### **1.2. Base and Scope**

This guide has been prepared on the basis of Higher Education Regulations of Istanbul Medipol University dated 21 August 2022 and numbered 31930 and approved by university senate. Students who will prepare a MSc or PhD thesis in the departments of the Graduate School of Engineering and Natural Sciences must comply with the procedures and rules specified in this guideline.

## **2. STRUCTURAL FORMAT OF THE THESIS**

### **2.1. Paper Type and Printing**

The thesis must be printed on A4 size (21x29.7 cm), high quality (75-80 g/m<sup>2</sup>) white paper. Prints should be of good quality without any distortion. The page layout should be a single column. All the text in the thesis must be printed one-sided and specified page margins should be applied.

### **2.2. Font Types and Size**

Word processor of choice (Microsoft Word, LibreOffice Writer, Mac Pages, LaTeX, Adobe InDesign) can be used as long as the guideline rules have been met, and a portable document file (PDF) have been provided.

Times New Roman 12 points must be used through all chapters of the thesis/dissertation, styles in the template can be applied for consistency. The main text must be written with regular characters where titles must be written with bold characters. Italic font can be used only when necessary such as when Latin nouns, abbreviations or theory/definition, etc. are used.

Formulas, equations, page numbers, table headings, figure captions, footnotes, long biographical quotes, and extensive quotations should be in the same font and size. After each punctuation mark, one space distance must be placed.

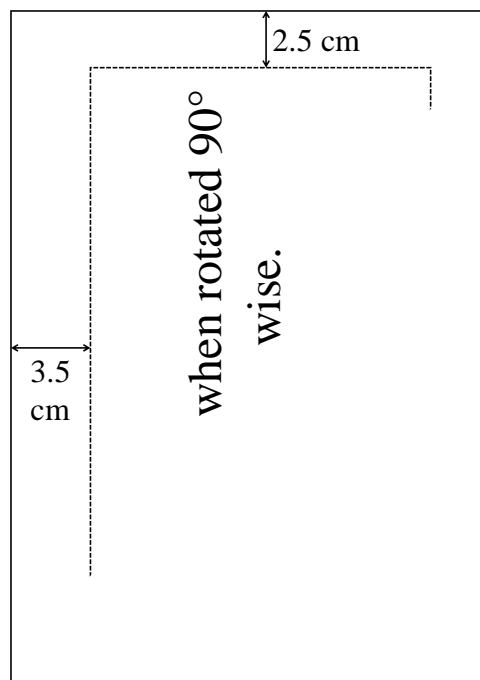
### **2.3. Margins**

To allow for binding and trimming of the printout, all text (including tables, figures, charts, graphs, and drawings) must be kept within the margins of the page as indicated in the following figures. Any type of oversized material should be shrunk to conform to these specifications.

Page margin settings for the main text can be seen in **Figure 2.1**.

**Figure 2.1:** Page margins.

Landscape-oriented pages must be organized to enable reading when rotated 90° clockwise (**Figure 2.2**).



**Figure 2.2:** Margin and text direction setting for landscape-oriented pages.



## 2.4. Line Spacing and Paragraph Format

The distance between lower baselines of two consecutive lines is defined as line spacing and it is set for the main text to be 1.5 line. All text in the paragraphs should be justified, meaning distributed evenly between margins. Before and after each paragraph 6 pt distance must be set.

For the table of contents, list of figures, list of tables, list of symbols, abbreviations, abstract, long indented quotes that are exceeding 40 words, multi-line and sub-level headings, figure and table captions, biography, bibliography, and footnotes must be written in single line spacing. Note: although footnotes and bibliography are single-spaced, between their entries, 8 pt spacing is required after entries.

## 2.5. Page Numbering

Page numbers should be visible through the thesis on each page, except for outer and inner cover pages.

The inner cover as (i) but the page number 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 starting from the first chapter (introduction) till the last chapter (Appendices) and CV must be numbered with Arabic numerals (1, 2, 3, etc.).

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 12 pt for Times New Roman.

## 2.6. Chapter Titles

All chapter titles in the thesis must be **bold**, Times New Roman 12 pt. Titles of summaries in Turkish and English must be centered, whereas all the other titles must be justified.

First level titles must be in capitals and bold, the first line of the first page of a new chapter should start with “CHAPTER” phrase that justifies on the page (Space: 96 pt before, 18 pt after) followed by chapter number and on the second line chapter title is

given with chapter number that is justified on the page (Space: 36 pt before and 18 pt after) as shown below.

## **“CHAPTER 2**

### **2. EXPERIMENTAL PART”**

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**) (Space: 18 pt before, 12 pt after). 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**) (Space: 12 pt before, 6 pt after). Except first level title, all titles should be justified on page. Fifth and further level titles are not numbered and are not included in the table of contents.

#### **2.7. Tables and Figures**

Figures and tables must be placed after their first cited location in the main text as close as possible to the citation. The numbering of the tables and the figures must be such that the first number is the number of the chapter the table/figure is placed under (for appendices, the letter of the appendix), and the second number is the number of appearance. Figure and table’s citations in the text should be formatted bold with table/figure number (i.e. **Figure 1.1** (First figure under Chapter 1) and **Table 2.1** (First table under Chapter 2)). Main text citations of tables and figures should be bold and should indicate only the title text and numbers without the colon (i.e. as seen in **Figure 1.1** lorem ipsum dolor sit, or as seen in **Table 1.1** lorem ipsum dolor sit). 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 main body of the text. A colon is added after the table/figure number followed by the caption. Figures captions should be centered below the figure, the caption for tables should be placed above the table, and the text is justified.

The captions should be formatted in normal text, i.e., only the first letter should be capitalized and the sentence should be followed with a full stop. For table and figure captions single line spacing should be applied. Chapter, table/figure numbers, the words “Table” and “Figure” and colon must be bold (i.e. **Table 1.1: Wave numbers. Figure 2.1:**

Waveforms.). If the figure consists of more than one panel, each panel is indicated on the top left corner of the panel with a lowercase letter starting from “a” and the figure number and colon are followed by panel indicators written in bold lower case (i.e.: **Figure 3.1: a)** caption of the first panel in the figure, **b)** caption of the second panel in the figure). Main text citations of multi-panel figures should be bold and should indicate only the title text, numbers, and panel letter without the colon (i.e. as seen in **Figure 1.1a** lorem ipsum dolor sit).

A table and its caption must be on the same page. Multiple tables and/or figures could be placed on one page, however, table and/or figures spanning more than 4 consecutive pages must be given in appendices rather than the main text body.

The first paragraph following a table must have 12 pt (before) and 6 pt (after) paragraph spacing without applying any change in formatting as previously specified. Footnotes for a table must be written with single line spacing and a font size 2 pt smaller than the main text body. For figure numbers and captions, single line spacing, 6 pt (before) and 12 pt (after) paragraph spacing must be set. Figure captions must be ended with a full stop. A figure and its caption must be on the same page.

## 2.8. Equations

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

Equations must be numbered in parentheses starting with chapter number followed by the number of the equation (i.e. **(1.2)** is the second equation in the first chapter.). The numbers and parentheses should be bold and aligned to the right of the equation on the same line.

If equations are listed in appendices, they should start with capital A to indicate appendix listed equation and should be numbered (i.e. **(A 1.2)** second equation in the first appendix)

## 2.9. Spelling and Punctuation

The spelling and punctuation rules specified in the Spelling Guide and Turkish Dictionary of Turkish Language Association must be used in the thesis. Technical words and phrases, which are not listed in these sources should be explained. Every symbol used

must be identified at its first appearance. Except for the footnotes, first-person perspective must not be used while writing a thesis.

## 2.10. Numerical Values and Units

Throughout all thesis, all numerical values should be given inconsistent significant value. Only SI units, SI units derived units, and those units recognized for use with the SI are used to express the values of quantities through all text. For a detailed list of units and their use Guide for the Use of the International System of Units (SI) by U.S. Department of Commerce, NIST Special Publication 330, 2019 edition can be visited. A small list of the base derived, and recognized units along with prefixes can be seen in the following tables. To be used in correct significant figures numbers can be given with different factors ranging from  $10^{24}$  to  $10^{-24}$  or SI prefixes.

**Table 2.1:** SI base units.

Base quantity		Base unit	
Name	Typical symbol	Name	Symbol
time	t	second	s
length	l, x, r, etc.	meter	m
mass	m	kilogram	kg
electric current	I, i	ampere	A
thermodynamic temperature	T	kelvin	K
amount of substance	n	mole	mol
luminous intensity	I <sub>v</sub>	candela	cd

**Table 2.2:** Some of the SI prefixes.

Factor	Name	Symbol	Factor	Name	Symbol
$10^1$	deka	da	$10^{-1}$	deci	d
$10^2$	hecto	h	$10^{-2}$	centi	c
$10^3$	kilo	k	$10^{-3}$	milli	m
$10^6$	mega	M	$10^{-6}$	micro	$\mu$
$10^9$	giga	G	$10^{-9}$	nano	n

**Table 2.3:** Selected SI units with special names and symbols.

Derived quantity	Special name of unit	Unit expressed in terms of base units	Unit expressed in terms of other SI units
plane angle	radian	rad = m/m	
frequency	hertz	Hz = s <sup>-1</sup>	
force	newton	N = kg m s <sup>-2</sup>	
pressure, stress	pascal	Pa = kg m <sup>-1</sup> s <sup>-2</sup>	

energy, work, amount of heat	joule	$J = \text{kg m}^2 \text{s}^{-2}$	N m
power, radiant flux	watt	$W = \text{kg m}^2 \text{s}^{-3}$	J/s
electric charge	coulomb	$C = A \text{s}$	
electric potential difference	volt	$V = \text{kg m}^2 \text{s}^{-3} \text{A}^{-1}$	W/A
electric resistance	ohm	$\Omega = \text{kg m}^2 \text{s}^{-3} \text{A}^{-2}$	V/A
Celsius temperature	degree Celsius	$^{\circ}\text{C} = \text{K}$	

**Table 2.4:** Non-SI units that are accepted for use with the SI.

Quantity	Name of unit	Symbol for unit	Value in SI units
time	minute	min	1 min = 60 s
	hour	h	1 h = 60 min = 3600 s
	day	d	1 d = 24 h = 86 400 s
length plane and phase angle	degree	$^{\circ}$	$1^{\circ} = (\pi/180) \text{ rad}$
	minute	'	$1' = (1/60)^{\circ} = (\pi/10\,800) \text{ rad}$
	second	"	$1'' = (1/60)' = (\pi/648\,000) \text{ rad}$
area	hectare	ha	$1 \text{ ha} = 1 \text{ hm}^2 = 10^4 \text{ m}^2$
volume	liter	L	$1 \text{ L} = 1 \text{ dm}^3 = 10^3 \text{ cm}^3 = 10^{-3} \text{ m}^3$
energy	electronvolt	eV	$1 \text{ eV} = 1.602\,176\,634 \times 10^{-19} \text{ J}$

## 2.11. Design of the Outer Hard Cover

The cover page of the thesis and abstract pages are going to be stored in Council of Higher Education archives, because of this reason these parts should not include the following elements: tables and figures, graphics, italics, chemical and/or mathematical figures, symbols, subscripts and superscripts, Latin characters, as well as any other non-standard symbols/characters. Cover colors should be PANTONE 2757 C (CMYK: 100, 81, 0, 51, HEX: #001E60, RGB: 0, 30, 96) for MSc thesis and black (Hex: #000000, RGB: 0, 0, 0) for PhD thesis.

The University logo can be obtained from the university's webpage, the logo should be a Turkish or English design depending on the used language in the thesis. The logo that is circular shaped, white background with dark blue letters should be used as the university logo on the cover page. After the logo, the approved title is placed that is concisely and accurately defines your work. Words must be substituted for formulas, superscripts, symbols, and letters other than Roman ones, etc.

Avoid obscure symbols or formulas in title that may prevent researchers from accessing your work. Capitalize the entire title, should be written bold, Times New Roman 12 p size and title of the thesis cannot exceed 3 lines.

The second entry should indicate the type of the thesis (i.e. MSc or PhD Thesis) and should be followed by the full legal name of the thesis writer is placed under the thesis type.

The centered words “Graduate School of Engineering and Natural Sciences” are followed by the graduate program of the student.

As the last entry on the cover page the date which the degree is to be conferred (month, year of defense) is listed, this date is not the date of the submission of the thesis. The outer cover page should not be paginated. All these lines on the title page must be centered on the page, according to the margins.

#### **2.11.1. Margin and space design of the cover page**

Page margins: top & bottom= 3 cm, left & right= 2.5 cm

Font: Times New Roman-12 p, bold

Logo size: Width:5 cm, Height:5 cm

Top to bottom panel positions: 3<sup>rd</sup> cm logo, 11<sup>th</sup> cm thesis title, 15<sup>th</sup> cm thesis type and name, 21<sup>st</sup> cm institute and program, 25<sup>th</sup> cm date.

The outer cover page should be formatted as the template given on the following page.



**THESIS TITLE HERE**

**SECOND LINE IF NECESSARY**

**THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES**

**MSc Thesis**

**Name SURNAME of student**

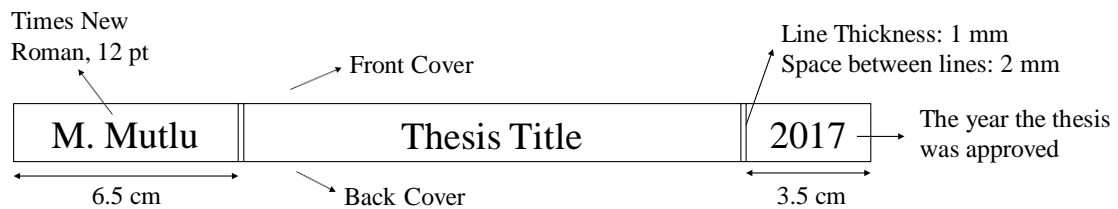
**Graduate School of Engineering and Natural Sciences**

**Graduate Program**

**Month, Year of defense**

## 2.12. Outer Cover Spline Title

In consistency with the cover page, spline must be written in Times New Roman 12 pt. In the first section the spline, the first letter of the author's name and author's surname is placed, followed by the thesis title and in the last section, the year of the thesis approval must be written. Spline is divided into three sections; the first section is 6.5 cm wide; the third section is 3.5 cm wide and the gap between these sections is assigned to the title section. Sections are separated with two parallel lines having a thickness of one mm with a 2 mm gap between them. All text must be horizontally and vertically centered in their sections, if necessary, the font size of the thesis title can be reduced to fit the title.



**Figure 2.3:** Hardcover page spine size and format.

## 2.13. Design of Inner Cover, Margins, and Space

The thesis title with the same rules with the outer cover should be placed on the first page of the thesis. The capitalized centered paragraph below should follow the thesis title and cover arrangement should be identical with the template shown on the next page.

"A thesis submitted to the Graduate School of Engineering and Natural Sciences of Istanbul Medipol University in partial fulfillment of the requirements for the degree of master of science in Electrical, Electronics Engineering and Cyber Systems."

"A dissertation submitted to the Graduate School of Engineering and Natural Sciences of Istanbul Medipol University in partial fulfillment of the requirements for the degree of doctor of philosophy in Biomedical Engineering and Bioinformatics."

The inner cover is the first page of the main text, it is counted in page numbers but not indicated. All the lines must be centered on the page, with respect to page the margins which are the same with the main text (Top, Bottom, Right: 2.5 cm, Left: 3.5 cm). Times New Roman-12 pt, bold & regular text is used, top to bottom panel positions: 5<sup>th</sup> cm thesis title, 11<sup>th</sup> cm thesis type and department, 23<sup>rd</sup> cm name, 25<sup>th</sup> cm date.



**THESIS TITLE HERE**  
**SECOND LINE IF NECESSARY**  
**THIRD LINE IF NECESSARY, FIT TITLE IN THREE LINES**

A DISSERTATION SUBMITTED TO  
THE GRADUATE SCHOOL OF  
ENGINEERING AND NATURAL SCIENCES  
OF ISTANBUL MEDIPOL UNIVERSITY  
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR  
THE DEGREE OF  
DOCTOR OF PHILOSOPHY  
IN  
ELECTRICAL, ELECTRONICS ENGINEERING AND CYBER SYSTEMS

By

Name Last name

Month, Year of defense

### **3. CONTENTS OF THE THESIS, CHAPTERS & OUTLINE**

#### **3.1. Thesis Structure**

The presentation order of thesis chapters must follow the list below.

1. Inner Cover
2. Approval Page
3. Declaration of Ethical Conduct
4. Acknowledgment
5. Contents List
6. List of Figures
7. List of Tables
8. List of Symbols
9. Abbreviations
10. Abstract (Turkish)
11. Abstract (English)
12. Main Text
13. Bibliography
14. Footnotes
15. Appendices
16. CV

#### **3.2. Submissions/Approval Page (Required)**

All theses must include a submission or approval page which must also be submitted to the Council of Higher Education. This page, which follows the inner cover page, must include wet-ink signatures of the thesis committee and/or the jury members.

The first entry of the page is the capitalized thesis title, the bottom line is the first and last name, followed by the day, month, and year that the thesis was accepted by the committee. 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, names and signatures should be centered on the page. Above each name, there should be space for the signature of each examiner. At least 3 committee members are required for an MSc thesis and at least 5 members are required for a PhD defense.

### **3.3. Declaration of Ethical Conduct**

The declaration page includes the statement signed by the author about plagiarism and ethical conduct. The following text should be declared on this page and signed by the author.

“I hereby declare that all information in this document has been obtained and presented in accordance with the 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.”

### **3.4. Acknowledgment**

The acknowledgments must be given in this section. The acknowledgment text is followed by the name of the author, and the date (as the month, year) must be written, name and date lines must be aligned to the right of the page. Single line spacing must be set and it must not exceed 2 pages.

### **3.5. Table of Contents**

The expression **Page** is aligned to the right to indicate page numbers and “Page” text is underlined and the page numbers are aligned under the text. For the table of contents, single line spacing must be set, and the first element listed must be the acknowledgment.

First level titles must be bold and in capitals, whereas only the 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 the table of contents.

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

### **3.6. List of Figures, List of Tables, List of Symbols and Abbreviations**

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

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

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

### **3.7. Summary in Turkish And English**

The thesis must include one Turkish summary and an English summary. The summaries must have 300 words minimum and a span maximum of 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 Summaries.

Above the summary, the thesis title in first-level title format (i.e., 72 pt before and 18 pt after paragraph spacing, and single line spacing) must be placed. Below the title, the expression ÖZET (for the summary in Turkish) or ABSTRACT (for the summary in English) must be written horizontally centered, followed by name and surname, department, thesis advisor, month, and date of submission should be written each in a new line and should be written with single line spacing.

The keywords must be presented both for Turkish and English summaries at the end of the summary.

### **3.8. Main Text**

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

#### **3.8.1. Chapter 1: Introduction**

In this chapter main ideas, aims, and scope of the study, problems, and solutions, the main theory of the study should be explained briefly.

### **3.8.2. Chapter 2: Theoretical part**

The theoretical information required to understand by a reader, the purpose of the thesis, the methods used, the results expressed, the solution that is achieved in the light of the previous studies and the actions required in further studies should be explained in this section in depth. Theories based on the methods used are explained and supported by the necessary literature research.

### **3.8.3. Chapter 3: Experimental part**

This chapter describe the experimental work of the thesis. It contains methods used during experimental work, describes the data generation methods, and outlines data analysis. Materials, chemicals, components, equipment, analysis devices, and software specifics should be listed.

### **3.8.4. Chapter 4: Results and discussion**

In this chapter results from the experiments and analysis should be presented. Depending on the generated data tables and/or figures should be used to illustrate numeric information, present the collected data, and statistics. Results should be related to the research questions and aims and should be discussed to support and prove the hypothesis, it should contain relations to the literature and comparison.

### **3.8.5. Chapter 5: Additional chapter (not compulsory)**

This chapter meant to be used in case of necessity. If there is a content that can not be listed under previous chapters it can be named as needed and included in thesis, otherwise it is not required. Following chapter numbers should be changed depending on use of this chapter.

### **3.8.6. Chapter 6: Conclusion and future work**

The final chapter should answer the main goal of the thesis, clearly state conclusions and implications. Limitations of the work can be mentioned and future work to improve the research on the thesis topic should be included.

## **3.9. References**

The rules specified below must be followed for citing/referencing literature. All references that have been used in the text should be listed by using IEEE Reference Style.

References and bibliography can be managed easily by using a reference manager such as Mendeley, Zotero, and Endnote. “IEEE Editorial Style Manual for Authors” or “IEEE Reference Guide” can be consulted for more details.

### **3.9.1. References in text**

References in the text are cited by numbers in square brackets, on the line, and inside punctuation, one space should be placed before the first bracket. References should be numbered based on their appearance in the text, the first reference cited in the thesis is numbered as [1]. Repeated use of the same reference should be used with the same number, no increase or additional citation needed. If multiples sources are used at once list each number separately, in its brackets, using a comma or dash between numbers, as such: [1], [3], [5] or [1] - [5].

It is not necessary to mention an author's name, pages used, or date of publication in the in-text citation, samples below can be used as the reference point. If three or more author names are given for a citation only the first author should be addressed with *et al.* addition.

“as shown by Brown [4], [5]; as mentioned earlier [2], [4]-[7], [9]; Smith [4] and Brown and Jones [5]; Wood *et al.* [7]”

### **3.9.2. Listing of references**

All references cited in a thesis must be listed in the “Bibliography” section. References must be numbered and listed in numeric order, according to the order of appearance in the main text. There must be only one reference with each number.

Reference numbers are set to flush left, hanging out beyond the body of the reference. The reference numbers written are on the first line of the reference, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial name only and precedes the last name. In case of six or more authors' names are listed, use the primary author’s name followed by *et al.* Following samples can be used as reference points.

#### Periodicals:

- [1] E. Demirel, E. Karaca, and Y. Yuksel Durmaz, “Effective PEGylation method to improve biocompatibility of graphene derivatives,” *Eur. Polym. J.*, vol. 124, no. January, p. 109504, Feb. 2020, doi: 10.1016/j.eurpolymj.2020.109504.

#### Book:

- [1] M. Brittberg and A. Lindahl, “Tissue engineering of cartilage,” in *Tissue Engineering*, vol. 4, no. 1, Elsevier, 2008, pp. 533–557.

#### Conference Paper:

- [1] W. Li, K. L. Chung, R. Liu, and C. Zhang, “A Zhong-Shaped Patch Antenna,” in *2018 IEEE International Conference on Signal Processing, Communications and Computing (ICSPCC)*, 2018, pp. 1–4, doi: 10.1109/ICSPCC.2018.8567793.

#### Software Manuals:

- [1] *RCA Receiving Tube Manual*, Radio Corp. of America, Electronic Components and Devices, Harrison, NJ, USA, Tech. Ser. RC23, 1992.

#### Patent:

- [1] T. Mei and T. Yang, “Circuit and method for average-current regulation of light-emitting diodes,” U.S. Patent 7 898 187 B1, 2011, Mar. 1, 2012.

#### Thesis:

- [1] J. M. Hamamreh, “Advanced Cross-Layer Secure Communication Designs for Future Wireless Systems,” Ph.D. dissertation, Dept. Elect., Electron. Eng. And Cyber Syst., Istanbul Medipol University, Istanbul, Turkey, 2018.

### **3.10. 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 subscript<sup>1</sup>, 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.

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

### **3.11. 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 the appendix. Tables and figures given in appendices must be numbered with the number of the appendix they are in, type, number, and colon should be in bold and followed by regular letters ( i.e. **Table A.1:** Table in the appendix, **Figure A.1:** Figure in the appendix.).

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 the 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).

### **3.12. Curriculum Vitae**

The CV should be formatted according to the rules indicated in this section and the following template page.

Name, surname, information, and dates on B.Sc. and M.Sc. education must be written, photograph, E-Mail and Place, and Date of Birth information are optional. Photo



should be placed on the top right corner of the page and height of the image should be set to be 4 cm.

Publications, presentations, and patents that are generated from the thesis should be listed under “PUBLICATIONS, PRESENTATIONS AND PATENTS ON THE THESIS” and other papers can be listed under “OTHER PUBLICATIONS, PRESENTATIONS AND PATENTS” in IEEE reference style in accordance with the references section.

## **CURRICULUM VITAE**

Name Surname :

Place and Date of Birth :

E-Mail :

Photo

## **EDUCATION:**

B.Sc. : Graduation year, University, Faculty, Department

M.Sc. (If exists) : Graduation year, University, Faculty, Department

## **PROFESSIONAL EXPERIENCE AND REWARDS:**

- 2015, Best Oral Presentation at Important Conference, Istanbul
- 2015-2016 Fall Semester, Honorary Student, Istanbul Medipol University

## **PUBLICATIONS, PRESENTATIONS, AND PATENTS ON THE THESIS:**

- M. Brittberg and A. Lindahl, "Tissue engineering of cartilage," in *Tissue Engineering*, vol. 4, no. 1, Elsevier, 2008, pp. 533–557.
- D. Caratelli, M. C. Viganó, G. Toso, and P. Angeletti, "Analytical placement technique for sparse arrays," presented at the 32nd ESA Antenna Workshop, Noordwijk, The Netherlands, Oct. 5–8, 2010.

## **OTHER PUBLICATIONS, PRESENTATIONS, AND PATENTS:**

## **4. SUBMISSION OF THE THESIS TO THE INSTITUTE**

### **4.1. Report of Originality**

The thesis prepared according to the rules specified in this guideline is delivered to the Institute Directorate in PDF format for the purpose of a plagiarism scan. All sections of the thesis, starting from the “Abstract” section to the “Bibliography” section, are screened with the plagiarism software, and theses that show more than 15% similarities are not processed with the grounds of ethical violations. In some programs of the Graduate School of Science and Engineering, this ratio should not be more than 20% in theses prepared to contain laws, regulations, and directives. The results section of the thesis must be purely researcher-specific, and no quotes have been made from any other work. Quotations in the results section are the reason for the rejection of the thesis. The page that shows the percentage of similarity of the originality report must be added to the final page of the printed and PDF format versions of the thesis, before delivery to the institute.

### **4.2. PhD Publication Information Form**

Ph.D. students, who have successfully completed their thesis work, to defend their thesis in front of the jury, need to fulfill the publication requirement either producing publications, useful models, and/or patents during their Ph.D. according to the regulations set by University Senate. The Senate regulations can be found GSENS webpage or on the “legislation” tab on the University’s webpage. Students should fill the “Ph.D. Publication Information Form (Appendix-1)” and get it approved by the Head of the Department and deliver the form to the Institute Directorate with a PDF format sample of the relevant publication.

### **4.3. Submission of the Printed Thesis to the Institute**

The thesis sample prepared according to the rules that are specified in the guideline which fulfills the requirements listed in the Thesis Submission Checklist (Appendix-2) is delivered to the Head of the Department by the advisor, with the forms specified on the

Institute web page (Application to Take Thesis Defense Exam Form (Appendix-3), Thesis Plagiarism Report Form (Appendix-4), Thesis Exam Committee and Defense Date Form (Appendix-5), Thesis Submission Form (Appendix-6)). The Head of the Department shall submit the approved form by the thesis sample to the Institute Directorate to be carried out. The Institute Directorate checks the thesis in terms of form and gives approval on the date and time of the proposed thesis defense exam and the suitability of the jury. The thesis is handed over to the jury members in exchange for their signature on the thesis delivery report, and the signed report by the jury members is forwarded to the Institute. If requested by the jury members, the thesis can be printed, spiral-bound, and delivered as a hard copy, otherwise, it can be delivered as an electronic copy. Dissertation delivery to the jury members must be at least 15 days prior to the exam date. The thesis defense exam must be conducted within a month following the delivery of the thesis to the jury members.

#### **4.4. Procedures to be Made After the Thesis Defense**

The students who have passed the thesis defense exam should deliver the Exam Result form (Appendix-7) that is signed by the jury members to the Institute Directorate within 3 days. By making final corrections on the thesis after the defense, printed, hardcover bound thesis following the rules defined in the guidelines has to be delivered within a month to the Institute. The guide on what the student who is successful in the thesis defense exam should do can be found on the GSENS webpage with the file name "Procedures That Needs to be Done After the Thesis Defense".

#### **4.5. Binding the Hard Cover Thesis**

At this stage, the thesis's compliance with the Thesis Submission Checklist is controlled again by the Institute. For this purpose student delivers an electronic copy and the thesis as print out that is going to be used as hard cover thesis. After the final examinations of the exam forms and the thesis have been carried out, the outer and inner cover of the thesis along with the spline of the thesis are printed in accordance with the guideline, and the thesis is bound and prepared for delivery to the Institute Directorate, submitted thesis is approved by the Director of the GSENS. Since the page layout can change on different printers, it is recommended that the final print of the thesis is either taken from the same printer or that the thesis is converted to PDF format before printing.

#### **4.6. Final Delivery**

Two copies of the printed and bound thesis should be submitted to the Institute Directorate with Thesis Data Entry Form and a CD that are prepared under the regulations listed in “Lisansüstü Tezlerin Elektronik Ortamda Toplanması, Düzenlenmesi ve Erişime Açılmasına İlişkin Yönerge”. To ensure that the documents sent to the National Thesis Center are free from defects, students have to carefully review the mentioned regulations. Students are responsible for possible delays and problems.

## APPENDICES

### Appendix-1: PhD Publication Information Form



FEN BİLİMLERİ ENSTİTÜSÜ / GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

Doktora Yayın Bilgi Formu/PhD Publication Information Form

Fen Bilimleri Enstitüsü..... Anabilim Dalı, Doktora Programı öğrencilerinden  
.....'ın tezinden üretilen yayının bilgileri aşağıda sunulmuştur.

Bilgilerinizi ve gereğini arz ederim.

The information of the publication that is produced from the thesis of..... ,  
whom is a student of the Graduate School of Natural Sciences,..... PhD  
program is presented below.

Adı-Soyadı/Name Surname

Anabilim Dalı Başkanı/Head of Department

İmza/Signature

<b>Yayın Türü:</b> Publication Type:	<input type="checkbox"/> <b>Patent</b> /Patent <input type="checkbox"/> <b>Makale</b> /Journal Paper
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#### Yayın Bilgisi

<b>Yayın Başlığı:</b> Title of The Paper:			
<b>Yazar Listesi (Sıralı Şekilde):</b> Writer List (In Order):			
<b>Derginin Adı:</b> Name of the Journal:			
<b>Yayın Yılı:</b> Publication Year:			
<b>DOI Numarası:</b> DOI Numeber:			
<b>Derginin Q Değeri:</b> Q Index of the Journal:	<input type="checkbox"/> Q1	<input type="checkbox"/> Q2	<input type="checkbox"/> Q3
<b>WO Numarası:</b> WO Number:			
<b>Derginin Tarandığı İndeks:</b> Journal Index:	<input type="checkbox"/> WOS	<input type="checkbox"/> SCOPUS	<input type="checkbox"/> ULAKBİM*
<b>Danışmanın Adı Soyadı:</b> Name Surname of Advisor:			İmza/Signature
<b>Öğrencinin Adı Soyadı:</b> Name Surname of Student:			İmza/Signature

\*Sadece İnşaat Yönetimi ve Hukuku Programı İçin / Only for Construction Management and Law Program

\*\*Birden fazla yayın olması durumunda aynı bilgileri her bir yayın için sütun ekleyerek yazınız. / If there is more than one publication, write the same information by adding columns for each publication.

## Appendix-2: Thesis Submission Checklist

		Yes	No
1.	Is the title of the thesis the same as Thesis Proposal Form and Ethical Report?		
2.	Was Times New Roman font used in writing the thesis?		
3.	Was the font size used as 12 points throughout the thesis or 11 points, when necessary, in the footnotes?		
4.	Were the correct margins set on each page (Left: 3.5 cm, Top, Bottom, and Right = 2.5 cm)?		
5.	Were line spacing standards listed in guidelines complied with chapter titles, main text, figure and table titles?		
6.	Were the page numbers added in the correct location on page?		
7.	Were the titles written with the appropriate font specifications?		
8.	Was the Submissions/Approval Page prepared correctly?		
9.	Was the declaration of ethical conduct included and signed?		
10.	Was the acknowledgment section prepared without exceeding 2 pages?		
11.	Have the table of contents, figures, tables, symbols and abbreviations been properly prepared?		
12.	Was Turkish and English abstracts given in the correct format?		
13.	Were Turkish and English abstracts prepared in accordance with the word and page limit?		
14.	Were Turkish and English abstracts compatible with each other?		
15.	Were the figures and tables used in appropriate sizes?		
16.	Were the captions of figures and tables prepared in accordance with the guideline rules?		
17.	Were the footnotes written correctly? (If exists)		
18.	Were the appendices written and listed correctly? (If exists)		
19.	Were numerical values written in SI units?		
20.	Was the thesis prepared at the correct order of presentation?		
21.	Were the references used correctly in the text?		
22.	Was the bibliography written in accordance with the IEEE reference style?		
23.	Was the CV prepared in the appropriate format and added to the end of the thesis?		
24.	Was the originality report included as the last page of the thesis?		
25.	Is the thesis bound in the appropriate color?		
26.	Was the outer cover prepared in accordance with the guideline?		
27.	Was the thesis spine prepared in accordance with the guideline?		
28.	Was the inner cover designed in accordance with the guideline?		
29.	Was the thesis printed on one side of the paper?		
30.	Was the thesis printed on A4 sized high quality paper?		

Signature

Date:

Name Surname of the Writer

Signature

Date:

Checked by: Name Surname

### Appendix-3: Application to Take Thesis Defense Exam Form

	<p style="text-align: center;"><b>T.C.</b> <b>İSTANBUL MEDİPOL ÜNİVERSİTESİ</b> <b>FEN BİLİMLERİ ENSTİTÜSÜ</b> <b>Tez Savunma Sınavı Başvuru Formu</b> <b>ISTANBUL MEDIPOL UNIVERSITY</b> <b>GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES</b> <b>Application to Take Thesis Defense Exam Form</b></p>	
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**İstanbul Medipol Üniversitesi, Fen Bilimleri Enstitüsü Müdürlüğü'ne;**

İstanbul Medipol Üniversitesi Lisansüstü Eğitim-Öğretim Yönetmeliği'ne göre Yüksek Lisans/Doktora Tez Savunma Sınavı'na girebilmem için gerekli işlemlerin yapılmasını saygılarımla arz ederim.

**To Istanbul Medipol University, Graduate School of Engineering and Natural Sciences;**


I am requesting to take the MSc/PhD Thesis Defense Exam according to the rules established in the Graduate Education and Examination Regulations of Istanbul Medipol University.

<b>Öğrenci Adı-Soyadı:</b> Student Name-Surname:	
<b>Öğrenci Numarası:</b> Student ID:	
<b>Programı:</b> Program:	
<b>Programa Başlama Dönemi:</b> Registration Date to the Program	
<b>Tez Danışmanı:</b> Thesis Advisor:	
<b>Eş-Danışman (varsa):</b> Co-Advisor (if any):	

<b>Öğrencinin Adı Soyadı</b> <b>Name Surname of Student</b>	<b>Tarih/Date</b>	<b>İmza/Signature</b>



#### Appendix-4: Thesis Plagiarism Report Form

	<p style="text-align: center;"><b>T.C.</b> <b>İSTANBUL MEDİPOL ÜNİVERSİTESİ</b> <b>FEN BİLİMLERİ ENSTİTÜSÜ</b> <b>Tez İntihal Raporu Formu</b> <b>ISTANBUL MEDIPOL UNIVERSITY</b> <b>GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES</b> <b>Thesis Plagiarism Report Form</b></p>	
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<b>Öğrenci Adı-Soyadı:</b> Student Name-Surname:	
<b>Öğrenci Numarası:</b> Student ID:	
<b>Enstitü Anabilim Dalı:</b> Institute Department:	
<b>Programı:</b> Program:	
<b>Tez Danışmanı:</b> Thesis Advisor:	
<b>Tez Başlığı:</b> Thesis Title:	

#### FEN BİLİMLERİ ENSTİTÜSÜ MÜDÜRLÜĞÜNE

Yukarıda başlığı belirtilen tez çalışmama ait, .../...../..... tarihinde Fen Bilimleri Enstitüsü tarafından TURNITIN adlı benzerlik tespit programından alınmış orijinallik raporu incelenmiştir.

Lisansüstü tez çalışmamın herhangi bir intihal içermediğini; aksinin tespit edileceği muhtemel durumda doğabilecek her türlü hukuki sorumluluğu kabul ettiğimi ve yukarıda vermiş olduğum bilgilerin doğru olduğunu beyan ederim.

Gereğini saygılarımla arz ederim.

I hereby, declare that the originality report of my thesis was obtained using TURNITIN web platform and it was reviewed and approved by the Graduate School of Engineering and Natural Sciences.

I also declare that the information provided above is true and this thesis contains no material previously published or written by any other person except where due reference is made in the text of the thesis. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Öğrenci Adı-Soyadı

Student Name-Surname

İmza/Signature

Tez Danışmanı

Thesis Advisor



İmza/Signature

Anabilim Dalı Başkanı

Head of Department

İmza/Signature

**Appendix-5: Thesis Exam Committee and Defense Date Form**

	<p style="text-align: center;"><b>T.C.</b> <b>İSTANBUL MEDİPOL ÜNİVERSİTESİ</b> <b>FEN BİLİMLERİ ENSTİTÜSÜ</b> <b>Tez Savunma Jürisi ve Savunma Tarihi Formu</b> <b>ISTANBUL MEDIPOL UNIVERSITY</b> <b>GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES</b> <b>Thesis Exam Committee and Defense Date Form</b></p>	
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<b>Öğrenci Adı-Soyadı:</b> Student Name-Surname:		
<b>Programın Adı:</b> Program Name:	<input type="checkbox"/> <b>Elektrik-Elektronik Müh. ve Siber Sistemler</b> Electrical-Electronics Eng. and Cyber Systems <input type="checkbox"/> <b>Biyomedikal Müh. ve Biyoenformatik</b> Biomedical Eng. and Bioinformatics <input type="checkbox"/> <b>Bilgisayar Mühendisliği</b> Computer Engineering <input type="checkbox"/> <b>İnşaat Mühendisliği</b> Civilng Engineering <input type="checkbox"/> <b>İnşaat Yönetimi ve Hukuku</b> Construction Management and Law <input type="checkbox"/> <b>Sağlık Sistemleri Mühendisliği</b> Healthcare Systems Engineering	<input type="checkbox"/> Yüksek Lisans MS <input type="checkbox"/> Doktora PhD
<b>Tez Danışmanı:</b> Thesis Advisor:		
<b>Eş Danışman (varsa):</b> Co-Advisor (if any):		

**Sınav Yeri ve Tarihi/Exam Place and Date**

<b>Sınav Yeri:</b> Exam Place:	
<b>Gün/Ay/Yıl:</b> Day/Month/Year:	
<b>Saat:</b> Time:	



**Jüri Üyeleri/Jury Members**

Adı Soyadı/Name Surname	Bölüm/Departmet	İmza/Signature

**Yedek Üyeler/Substitute Members**

Adı Soyadı/Name Surname	Bölüm/Departmet	İmza/Signature

**Appendix-6: Thesis Submission Form**

	<p style="text-align: center;"><b>T.C.</b> <b>İSTANBUL MEDİPOL ÜNİVERSİTESİ</b> <b>FEN BİLİMLERİ ENSTİTÜSÜ</b> <b>Tez Teslim Tutanağı</b> <b>ISTANBUL MEDIPOL UNIVERSITY</b> <b>GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES</b> <b>Thesis Submission Form</b></p>	
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<b>Öğrenci Adı-Soyadı:</b> Student Name-Surname:		
<b>Öğrenci Numarası:</b> Student ID:		
<b>Programın Adı:</b> Program Name:	<input type="checkbox"/> <b>Elektrik-Elektronik Müh. ve Siber Sistemler</b> Electrical-Electronics Eng. and Cyber Systems <input type="checkbox"/> <b>Biyomedikal Müh. ve Biyoenformatik</b> Biomedical Eng. and Bioinformatics <input type="checkbox"/> <b>Bilgisayar Mühendisliği</b> Computer Engineering <input type="checkbox"/> <b>İnşaat Mühendisliği</b> Civilng Engineering <input type="checkbox"/> <b>İnşaat Yönetimi ve Hukuku</b> Construction Management and Law <input type="checkbox"/> <b>Sağlık Sistemleri Mühendisliği</b> Healthcare Systems Engineering	<input type="checkbox"/> Yüksek Lisans MS <input type="checkbox"/> Doktora PhD
<b>Tez Danışmanı:</b> Thesis Advisor:		
<b>Eş Danışman (varsa):</b> Co-Advisor (if any):		

**Öğrenci/Student**

Adı Soyadı/Name Surname	Tarih/Date	İmza/Signature



**Jüri Üyeleri/Jury Members**

Adı Soyadı/Name Surname	Tarih/Date	İmza/Signature

**Yedek Üyeler/Substitute Members**

Adı Soyadı/Name Surname	Tarih/Date	İmza/Signature

## Appendix-7: Exam Result

		<p style="text-align: center;"><b>T.C.</b>  <b>İSTANBUL MEDİPOL ÜNİVERSİTESİ</b>  <b>FEN BİLİMLERİ ENSTİTÜSÜ</b>  <b>Sınav Tutanağı</b>  <b>ISTANBUL MEDIPOL UNIVERSITY</b>  <b>GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES</b>  <b>Exam Result</b></p>			
<b>Sınavın Adı:</b> Exam Name:		<input type="checkbox"/> <b>Yüksek Lisans Tez Savunması/MS Thesis Defense</b> <input type="checkbox"/> <b>Doktora Tez Savunması/PhD Thesis Defense</b> <input type="checkbox"/> <b>Doktora Tez Önerisi Savunması/PhD Thesis Proposal Defense</b> <input type="checkbox"/> <b>Doktora Tez İlerleme Raporu/PhD Thesis Progress Report 1</b> <input type="checkbox"/> 2 <input type="checkbox"/> 3			
<b>Programın Adı:</b> Program Name:		<input type="checkbox"/> <b>Elektrik-Elektronik Müh. ve Siber Sistemler</b> Electrical-Electronics Eng. and Cyber Systems <input type="checkbox"/> <b>Biyomedikal Müh. ve Biyoenformatik</b> Biomedical Eng. and Bioinformatics <input type="checkbox"/> <b>Bilgisayar Mühendisliği</b> Computer Engineering <input type="checkbox"/> <b>İnşaat Mühendisliği</b> Civilng Engineering <input type="checkbox"/> <b>İnşaat Yönetimi ve Hukuku</b> Construction Management and Law <input type="checkbox"/> <b>Sağlık Sistemleri Mühendisliği</b> Healthcare Systems Engineering		<input type="checkbox"/> Yüksek Lisans MS <input type="checkbox"/> Doktora PhD	
<b>Sınavın Tarihi ve Saati:</b> Exam Date and Time:					
<b>Öğrenci Adı-Soyadı:</b> Student Name:					
<b>Tez Danışmanı:</b> Thesis Advisor:					
<b>Eş Danışman (varsa):</b> Co-Advisor (if any):					

### Sonuç/Result

<input type="checkbox"/> BAŞARILI - Oy Birliğiyle / PASS – Unanimous vote
<input type="checkbox"/> BAŞARILI - Oy Çokluğuyla / PASS – Majority vote
<input type="checkbox"/> BAŞARISIZ - Oy Birliğiyle / FAIL – Unanimous vote
<input type="checkbox"/> BAŞARISIZ - Oy Çokluğuyla / FAIL – Majority vote
<input type="checkbox"/> DÜZELTME – CORRECTION

### Jüri Üyeleri/Jury Members

Adı Soyadı/Name Surname	Bölüm/Departmet	Tarih/Date	İmza/Signature

### Yedek Üyeler/Substitute Members

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