

**ÇANKAYA UNIVERSITY
GRADUATE SCHOOL OF NATURAL AND
APPLIED SCIENCES**

THESIS MANUAL

CHAPTER 1

GENERAL POLICIES

1.1 INTRODUCTION

The purpose of these guidelines is to ensure that every thesis which is to carry the name of Çankaya University meets the same high standards of presentation. These standards are the standards of the Graduate School of Natural and Applied Sciences and are applied consistently in all departments and programs.

For all cases not covered by the guidelines given in this manual, please obtain the written approval of the Graduate School concerned before presenting the thesis.

1.2 CLASSIFIED MATERIAL

Because all theses are made available to the public, a thesis containing classified material cannot be accepted.

1.3 THESIS CONTAINING POTENTIALLY PATENTABLE INFORMATION

If your thesis contains potentially patentable information, you may request a 90-day hold on the release of your thesis to the public. During this period, the Graduate School will not release your thesis to the public. The hold period begins immediately after the official graduation date.

1.4 REFERENCING THE PREVIOUS WORK OF OTHERS AND PLAGIARISM

In academic writing, referring to works of other authors is a requirement of academic integrity. Referencing is a matter of honesty and crediting others for their previous ideas and work; but it is also a matter of credibility of your work, in other words, an evidence of the fact that you are aware of what was done on the topic you have been dealing with in your thesis.

Using ideas and research findings of others, and yet pretending that they are your own is **plagiarism**, which is not only unethical and immoral but also a **crime**. Therefore, great care must be given to using a proper style in writing your manuscript so that your original work and work of others are clearly distinguishable without any ambiguity, and that all ideas and work of others used in your study are meticulously referenced.

CHAPTER 2

FORMAT AND APPEARANCE

2.1 PAPER AND DUPLICATION

To insure durability all copies must be on good quality white A4 paper. Only single-sided copies will be accepted. Submission of the original copy is not required. Photocopies must be made from the original, and all pages must have high contrast with consistently black print throughout the thesis. The print must be permanent; it must not smudge. All pages must be copied onto acceptable paper, as described above.

2.2 TYPE

The type size should be 10-12 point. Any standard font is acceptable. Do not use script, or ornamental fonts. The typeface and size must be consistent throughout the thesis. Bold face letters and symbols, and italics may be used for special emphasis and foreign words.

In the body of the thesis, different typefaces and sizes may be used to set chapter titles, section headings, footnotes, endnotes, examples, quotations, tables, and charts from the rest of the text, as long as they are easily readable.

No ink corrections, strikeovers, correction fluid or tape, paste-ups, insertions between lines, and letraset are permitted on the final bound copies. If you must make corrections, do them on the original manuscript before it is copied.

2.3 SPACING

The general text of the manuscript must use either double or one and one-half line spacing. Tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.

2.4 MARGINS

The left margin (binding side) must be at least 4 cm wide to allow for binding; the other three margins must be at least 2.5 cm wide. Narrower margins are not acceptable. Slightly larger margins are advisable, to allow for error during reproduction. ***Absolutely nothing must appear in the margins.*** This means that all headings, page numbers, text, tables, illustrations, etc., must be contained completely within the area bounded by the margins. Full justification is recommended.

2.5 CENTERING

All materials must be centered between the text margins rather than between paper edges. After the manuscript is bound, centered material will appear to be centered on the page.

2.6 WORD AND TEXT DIVISIONS

Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word hyphenation. At least two lines of a paragraph must appear together at the top and bottom of every page. A subheading must be followed by at least 2 lines of a paragraph.

2.7 PAGINATION

All page numbers of the thesis or dissertation must appear in the same location on the page. You have two choices for this location: bottom center or bottom right of the page. In any case, page numbers must be at least two single spaces below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and size of the text.

The following pagination plan should be used:

a) For the preliminary pages, use small Roman Numerals (i, ii, iii, iv, etc.). The title page and the approval page do not have numbers but count as actual page, and the numbering should begin with iii on the statement of non-plagiarism page.

b) Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography, appendices, and curriculum vitae. ***All pages must be numbered consecutively, including pages containing chapter pages, illustrations, such as tables, figures, plates, and photographs.***

2.8 MULTIPLE VOLUMES

If your finished manuscript exceeds 5 cm in thickness it must be bound in two or more volumes. Volumes are numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages are identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems begun in Volume I should continue through Volume II. As with the title page of Volume I, that of Volume II is counted among the preliminary pages but does not bear a number. If iv is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page v and will be followed by preliminary pages vi, vii, etc. Each volume contains the Table of Contents.

2.9 BINDING

All master's theses are to be bound in black cloth. All doctoral theses are to be bound in red cloth. Synthetic, leatherette, or similar cloths are not acceptable. A bound copy of the thesis should measure 21.5 by 28.5 cm.

See Appendix A for the front cover and the spine.

CHAPTER 3

SPECIFIC GUIDELINES FOR THE PARTS OF THE THESIS

Two general rules of thumb should govern the presentation of any thesis: keep the format as simple as possible, and be consistent with the format throughout the thesis.

Every thesis has three main parts or divisions: the preliminary pages, the main body and the reference matter. You must follow the order of items within these parts as listed below. Required sections are marked with an asterisk. Further instruction about each section follows this list.

PRELIMINARY PAGES

* Title Page

* Approval Page

* Abstract

* Öz

Acknowledgments

Preface

* Table of Contents

List of Tables

List of Figures

List of Illustrations

List of Symbols and/or Abbreviations

* MAIN BODY

REFERENCE MATTER

* Bibliography or References

Appendices

* Curriculum Vitae (required only of doctoral candidates)

3.1 PRELIMINARY PAGES

3.1.1 Title Page

The title must be single-spaced, all in capital letters, and should begin at 5 cm from the top of the page. The information retrieval systems consulted by many scholars to locate theses and dissertations relating to their own work use the key words in the title. Consequently, ***the title must not contain chemical or mathematical formulas,***

symbols, superscripts, subscripts, Greek letters, or other non-standard abbreviations and characters; words must be substituted for all these.

The format of the title page, including spacing and capitalization, must be exactly as in the sample title page shown in Appendix B.

3.1.2 Approval Page

A sample approval page is provided in Appendix C. It is strongly recommended that the approval page of the thesis be signed in blue ink.

3.1.3. Statement of Nonplagiarism Page

This page includes the statement signed by the author about plagiarism. A sample plagiarism page is provided in Appendix D.

3.1.4 Abstract

The abstract gives a succinct account of the thesis or dissertation, including a statement of the problem, procedure and methods, results, conclusions. It must not exceed 250 words, must not include diagrams, and should not include mathematical formulas unless essential.

A sample abstract page is provided in Appendix E.

3.1.5 Öz

Öz is the Turkish translation of the abstract. A sample Öz is provided in Appendix F.

3.1.6 Acknowledgments And Preface

Acknowledgments and preface are optional. They must have headings and should use the same spacing as in the main body (i.e., double spacing or one space and a half). The heading **ACKNOWLEDGMENTS** or **PREFACE** appears centered between the text margins without punctuation 5 cm from the top of the page; text begins at least three line spaces below the heading.

A sample acknowledgments page is provided in Appendix G.

3.1.7 Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices, and curriculum vitae (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leading dots which connect it to its corresponding page number.

The heading **TABLE OF CONTENTS** appears without punctuation centered between the text margins 5 cm from the top of the page. The listing of actual contents begins at the left margin at least three line spaces below the heading.

A sample table of contents page is provided in Appendix H.

3.1.8 List of Tables

A list of tables should be included for the convenience of the reader if the main body contains tables. If included, it will immediately follow the table of contents on a new page. The heading **LIST OF TABLES** appears centered between the text margins without punctuation 5 cm from the top of the page; the listing begins at the left margin at least three line spaces below the heading.

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leading dots which connect it to its page number.

A sample list of tables is provided in Appendix I.

3.1.9 List of Figures or List of Illustrations

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables. A sample List of Figures is provided in Appendix J.

3.1.10 List of Symbols And/or Abbreviations

If included, you should follow a format consistent with acceptable practices in your discipline.

3.2 THE MAIN BODY

The main body of a thesis, is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. ***All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on the page and kind of type used.*** No headers, giving the titles of chapters or other sections, are allowed at the top of the pages.

Chapters are numbered consecutively in Arabic or Roman numerals and capital letters (CHAPTER I, CHAPTER 2, etc., or CHAPTER I, CHAPTER II, etc.). In addition to general titles like INTRODUCTION, the chapters need substantially descriptive titles as well.

Only chapters should begin with a new page. Within a chapter, the presentation of subsections must be continuous: partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.

The heading CHAPTER I in all capitals is centered between the text margins 5 cm from the top of the page; the title goes two line spaces below. The text begins at least three line spaces below.

In many cases, the main body of the thesis will include certain materials other than ordinary text, such as illustrations, formulas, quotations, footnotes, and endnotes. In such cases, the following guidelines should be observed.

3.2.1 Illustrative Material

Illustrations include drawings, charts, figures, tables, diagrams, plates and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, they should appear as near as possible to the part of the text relating to them.

Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below by triple line spacing illustrations longer than one-half page are better placed on a separate sheet.

Illustrations that are too large to be placed sideways between the left- and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page.

The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

Illustrations of any kind must be numbered consecutively. This includes appendices, if you have them. You may follow a straight sequence (1, 2, 3, etc.) or use a decimal approach (1.1, 1.2, 1.3, etc., A.1, A.2, A.3, etc.) where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number). Illustrations may run longer than one page. In such cases all subsequent pages of the illustration must include at least the illustration number and the notation that it is continued, e.g., "Table 1 (cont.);" or "Table 1(continued)."

All headings and captions must be prepared either in the same typeface and point size used for the text, or in the same typeface and point size as every other heading and caption. Choose a point size that can be read easily, especially for tables.

Table numbers and captions are placed one space above the top line of the illustration figure numbers and captions are placed one space below the last line of the illustration.

Authors may treat oversized materials in one of the following three ways:

a) Captions may be placed on a separate page, facing the illustration. Consequently, it is the right margin of a facing page, not the left, that must be at least 4 cm for binding purposes. If an oversized illustration is rotated and the caption appears on a facing page, the caption must also be rotated.

b) An illustration may be photo-reduced, but its page number and caption must be the same size and typeface as in the rest of the illustrations.

c) An illustration may be folded and inserted in either of the following ways:

i) Fold the illustration and insert it in a white or manila envelope no larger than 16.5 by 24 cm, which may be mounted on paper of the proper weight for inclusion in the thesis. Each page enclosed in the envelope must be included in the pagination of the thesis; the page on which the envelope is mounted should have a single page number or inclusive page numbers, as needed.

ii) Fold the illustration and mount it on 21 by 29.7 cm sheet (A-4).

3.2.2 Formulas

Mathematical and chemical formulas, equations and expressions should be printed. If reference is made to them, they must carry numerical identification.

3.2.3 Quotations

Direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines

should be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin, with no quotation marks at beginning or end.

3.2.4 Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography.

Footnotes and endnotes should be single-space within, and double-space between, each listing. If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the foot note and must be written using a smaller font size.

Arabic numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parenthesis even with the line.

3.3 LIST OF REFERENCES

The reference material consists of a bibliography or references, which is required, and appendices, which are optional.

3.3.1 References

1- References are given with the pages numbered in the order of R1, R2, R3,... and in alphabetical order. All references including books, articles, lectures, web sites etc. are to be given in the bibliography. If the author is not indicated, the name of the affiliated organization should be given.

Format of references:

A. Books:

a. one author

ALLPORT, G.W. (1973), *Pattern and Growth in Personality*, Holt, Reinhardt Winston, New York.

b. two authors

Ogden, C.K., RICHARDS, I.A.(1923), *The Meaning of Meaning*, Harcourt Brace, New York.

c. more than three authors

DUTCHER, G.M. et. al. (1931), *Guide to Historical Literature*, Macmillan New York.

d. no author

The lottery (1923), J.Watts, London.

e. translation

BILLINGTON, D.P. (1965), *Concrete Shell Structures, Betonarme Kabuk Yapılar*, trans. H. Kabataş and M.Pultar (1975) İTÜ Mimarlık Fakültesi Yayınları, İstanbul.

f. edited works

YAVUZ , E., UĞUREL, Ü.N. Eds. (1984), *Tarih İçinde Ankara, Seminer Bildileri* (28-30 Eylül 1981) Mimarlık Fakültesi, ODTÜ, Ankara.

g. published or written by an organization

DİE (1972), 1970 *Binalar Sayımı*, yayın no.647 Devlet İstatistik Enstitüsü Matbaası, Ankara.

h. article in edited book

YAVUZ Y. (1984), 1923-1928 Ankara'sında Konut Sorunu ve Konut Gelişmesi, *Tarih İçinde Ankara*, Seminer Bildirileri (28-30 Eylül 1981) Eds.E. Yavuz, Ü.N. Uğurel, Mimarlık Fakültesi, ODTÜ, Ankara 235-256.

1. **BRONTON, P.** (1969), Behavior, Body Mechanics and Discomfort, *Sitting Posture*, ed. E. Grandjean, Taylor and Francis, London, 315-332.

i. reports

STONE, P.T., THOMSON, G.S. (1970), *Seating for Motor Vehicles*, Report no: MVR-3, Loughborough College of Technology, Loughborough.

j. theses

FRIEDMAN, S.M. (1969), *Relationship Between Cognitive Complexity, Interpersonal Dimensions and Spatial Preferences and Properties*, unpublished Ph.D. Dissertation, University of California, Berkeley.

BEKTÖRE, İ.S. (1986), *Formation of Apartment Blocks in Squatter Areas as a Distinct Aspect of Unauthorized Urban Housing Stock*, yayımlanmamış Yüksek Lisans Tezi, Şehir ve Bölge Planlama Bölümü, ODTÜ, Ankara.

B. Periodicals:

standard

BARAKAT, H. (1969) A Process of Encounter between Utopia and Reality, *The British Journal of Sociology*, 1-10. Vol. 20.

2- Do not give the list of references a chapter number, but it must have page numbers written in the same typeface and size used for pagination throughout the thesis.

3- The heading list of references is centered between the text margins without punctuation 5 cm from the top of the page; the list begins four spaces below.

4- Each reference entry should be single-spaced with double spacing between entries.

3.3.2 Appendices

Some authors may desire to include certain materials of the thesis in an appendix rather than in the main body. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

a) If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.). The heading APPENDIX A should appear centered between the text margins 5 cm from the top of the page. The typeface and size should be those used for chapter titles.

b) Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the main body.

c) Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

- d) All appendices must have page numbers written in the same typeface and size used for pagination throughout the thesis.
- e) If an appendix contains photocopied material, the photocopies should be of appropriate quality.

3.3.3 Curriculum Vitae (CV)

The curriculum vitae is required only for doctoral theses. It is a professional biography of the candidate which includes date and place of birth, educational institutions attended (after high school), degrees and honors won, titles of publications, and teaching and professional experience.

- a) Do not give the CV a chapter number, but it must have page numbers and be included as the last item in the table of contents.
- b) The CV must be in the same typeface and size as the rest of the thesis.
- d) A sample CV is provided in Appendix K.

CHAPTER 4

SUPPLEMENTARY INFORMATION

4.1 STYLE

A thesis is a formal research presentation. Hence it should be written in a formal style appropriate to the discipline (e.g., active voice, impersonal style). For example, adopt the past tense throughout ("Results of the experiment demonstrated that. . .") and avoid slang and colloquialisms. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well.

4.1.1 Style Manuals

Because stylistic conventions vary greatly from one discipline to another, you should consult with your supervisor and/or graduate coordinator regarding recommended style manuals.

S. ALKAN

Appendix A: Sample Front Cover and Spine

ANSWERING THAT PROVERBIAL QUESTION:
"HOW MUCH LONGER WILL YOU BE IN SCHOOL?"

SİNAN ALKAN

SEPTEMBER, 2005

ÇANKAYA UNIVERSITY

Appendix B: Sample Title Page

ANSWERING THAT PROVERBIAL QUESTION:
"HOW MUCH LONGER WILL YOU BE IN SCHOOL?"

A THESIS SUBMITTED TO
THE GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES
OF
ÇANKAYA UNIVERSITY

BY

SİNAN ALKAN

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR
THE DEGREE OF MASTER OF SCIENCE
IN
INDUSTRIAL ENGINEERING

SEPTEMBER 2005

Appendix C: Sample Approval Page

Title of the Thesis : **Garden Designing**

Submitted by **Okan Aksu**

Approval of the Graduate School of **Natural and Applied Sciences, Çankaya University**

(Title and Name)
Director

I certify that this thesis satisfies all the requirements as a thesis for the degree of **Master of Science/Arts / Doctor of Philosophy**.

(Title and Name)
Head of Department

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of **Master of Science/Arts/Doctor of Philosophy**.

(Title and Name)
Co-Supervisor

(Title and Name)
Supervisor

Examination Date : _____

Examining Committee Members (first name belongs to the chairperson of the jury and the second name belongs to supervisor)

Prof. Dr. Emine Selbasar (METU) _____

Assoc. Prof. Dr. İpeksu Yıldırım (Çankaya Univ.) _____

Prof. Dr. Gözde Kaya (Çankaya Univ.) _____

Yıldırım Gürler (M.S.) (ASELSAN) _____

Ekrem Gür (Çankaya Üniv.) _____

Appendix D. Statement of Non-plagiarism Page

I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.

Name, Last Name :

Signature :

Date :

Appendix E: Sample Abstract

ABSTRACT

THE AGONY OF THESIS WRITING: A HISTORY

Alkan, Sinan

M.S.c., Department of Computer Engineering

Supervisor : Prof. Dr. Mehmet Saygılı

Co-Supervisor: Prof. Dr. Şükran Eş

September 2005, 56 pages

This thesis analyzes the process of writing a thesis in a historical context. Neck cramps, writer's block, frustration and hysteria will be discussed alongside inspired prose, and completed final drafts. The thesis will also trace the history of doctoral requirements and will seek to answer questions such as why we need A4-size paper, who first set the left margin at four centimeters, and the origins of the abstract itself.

Keywords: Thesis Writing, Thesis Format

Appendix F: Sample Öz

ÖZ

TEZ YAZMANIN IZDIRABI: BİR TARİHÇE

Alkan, Sinan

Yükseklisans, Bilgisayar Mühendisliği Anabilim Dalı

Tez Yöneticisi : Prof. Dr. Mehmet Saygılı

Ortak Tez Yöneticisi: Prof. Dr. Şükran Eş

Eylül 2005, 56 sayfa

Bu çalışma, tez yazım sürecini tarihsel bir çerçeve içinde incelemiştir. Tezin, boyun ağrıları, geçici zihin kaybı, umutsuzluk ve sinir krizlerinin yanı sıra, ilham perisinin katkılarıyla ortaya çıkan son taslağı tartışılmıştır. Bu çalışma, doktora derecesi için gerekli koşulların tarihsel sürecini araştırmış, neden A4 boyutlu kağıt kullanıldığı, sol marjinin ilk kez kimin tarafından 4 cm olarak belirlendiği ve özet sayfasının kökeni gibi sorulara yanıtlanmaya çalışılmıştır.

Anahtar Kelimeler: Tez Yazımı, Tez Formatı

Appendix G: Sample Acknowledgments Page

ACKNOWLEDGMENTS

The author wishes to express his deepest gratitude to his supervisor Prof. Dr. Mehmet Saygılı and co-supervisor Prof. Dr. Şükran Eş for their guidance, advice, criticism, encouragements and insight throughout the research.

The author would also like to thank Assoc. Prof. Dr. Işık Türkoğlu for his suggestions and comments.

The technical assistance of Mr. Ufuk Demir, Mr. Bahadır Çömlekçi and Ms. Melek Uzca are gratefully acknowledged.

This study was supported by the State Planning Organization (DPT) Grant No: BAP-09-11-DPT-2002K125/510.

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Appendix K: Sample Curriculum Vitae

CURRICULUM VITAE

PERSONAL INFORMATION

Surname, Name: Yalçın, Dağ
Nationality: Turkish (TC)
Date and Place of Birth: 1 April 1976 , Afyon
Marital Status: Single
Phone: +90 312 284 45 00/343
Fax: +90 312 284 45 00/354
email: fbe@cankaya.edu.tr

EDUCATION

Degree	Institution	Year of Graduation
MS	Çankaya Univ.Computer Engineering	1999
BS	METU Computer Engineering	1996
High School	Atatürk Anadolu High School, Ankara	1992

WORK EXPERIENCE

Year	Place	Enrollment
2003- Present	Vaksis	Control Chief
1997-2003	Çankaya Univ. Department of Industrial Engineering	Research Assistant
1995 July	FMC Nurool	Intern Engineering Student
1994 August	Profilo	Intern Engineering Student

FOREIGN LANGUAGES

Advanced English, Fluent German

PUBLICATIONS

1. Eryaman Y., Savucu S. and Mert M. "Model Predictive Control of a CSTR for Boric Acid Production", Control Journal, 5(12), 225-228 (2004)
2. Eryaman Y., Mert M. "Borik Asit Üretilen Bir Karıştırılmalı Tepkime Kabının Model Öngörülen Denetim", TÜBİTAK DOĞA Dergisi, 12(3), 121-125 (2003)

HOBBIES

Tennis, Scuba diving, Movies, Motor Sports.