

ISTINYE UNIVERSITY INSTITUTE OF HEALTH SCIENCES

THESIS WRITING GUIDELINES

SENATE ACCEPTANCE INFORMATION

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SECTION 1

MAIN PRINCIPLES

Every thesis at a master's level must be an original study. The study must not only meet the academic standards of the master's program, but its writing also needs to meet the standards of the Istinye University Institute of Health Sciences.

The theses, thesis proposals and projects to be submitted to the Istinye University Institute of Health Sciences, as well as the reports to be submitted to the thesis monitoring committee must be prepared in accordance with the rules stated in these guidelines, to be accepted. The contents of these guidelines include information on the content, writing rules and format features of the Master's and PhD theses to be submitted to the Institute of Health Sciences at the end of the academic research and thesis studies at Istinye University.

1.1 Preparation and Submission of the Thesis

All theses should be prepared in the electronic environment using appropriate software. 3 compact discs including the full text and abstract pages of the thesis, the "Thesis Approval Page", the "Certificate of Authorization for the Reproduction and Publication of Theses", and the "Thesis Data Entry Form" should also be submitted to the Institute while submitting Master's and PhD theses as per the decision of YOK in its General Assembly dated 10.03.2006.

1.2 Theses including Patentable Information

If the thesis includes patentable information, a maximum period of 90 days may be requested before the thesis is made public. If the request is accepted by the Board of Directors of the Institute of Health Sciences, your thesis will not be made public during this period. This period begins on the date of the official graduation.

1.3 Reference to Previous Studies and Plagiarism

The academic ethics rules should be strictly followed during the preparation of the thesis. The student must prepare his/her project or thesis, himself/herself. Referencing and quotation rules should be strictly followed. Research data should be obtained from reliable sources and should not be edited or modified for any reason.

Using the ideas or findings of others as one's own is **plagiarism**. It is not only unethical, but it's also a crime. Therefore, in the original study, the author of the study must write his/her own ideas and work in a way that is clearly distinguishable from those of others.

SECTION 2

GENERAL APPEARANCE AND WRITING RULES

2.1 Paper

Theses should be printed from a computer on only one side of a high-grade white paper in A4 format (21 x 29.7 cm, 80 g/m²), the printouts should be taken from a laser or inkjet printer, they must be reproduced without disrupting their features and the copies must be clean and legible. Deletions, scrapings or manual corrections on the thesis are not accepted.

2.2 Page Structure

In the thesis, the left side of the pages should have a margin of 4 cm, while the other sides of the pages should have a margin of 2.5 cm. All titles, tables with texts, page numbers and footnotes should remain within these limits.

2.3 Font

The thesis should be written in the Times New Roman font with a size of 12. The font size can be reduced to 8 in tables and figures, if required. Dark, italic, bold italic, underlined styles should not be used in the thesis text except where the relevant field of science requires it. The font and its size should be consistent throughout the thesis. A space of one character is left after punctuation.

2.4 Line Spacing

The thesis text shall be written with a 1.5 line spacing by distributing it evenly between the right and left margins. Abbreviations, lists of tables, figures and symbols, names and descriptions of tables and figures in the text, footnotes, preface, abstracts, appendices, and resumes are written with single spacing. In the thesis text, words can be divided at the end of the line and the text is aligned to the left and right borders.

Sub-titles cannot be written as the last line of the page; the heading shall be placed on the next page if at least 2 more lines cannot be fit in the page. The first line of a paragraph cannot be written as the last line of the page and the last line of the paragraph cannot be written as the first line of the page.

2.5 Page Numbering

All pages of the thesis, other than the outer cover, inner cover and the approval page shall be numbered. The table of contents section of the thesis shall be numbered with small Roman numerals (i, ii,...) starting with one, and the main section starting with the introduction shall be numbered with Latin numerals (1, 2,...), with the numbers placed in the middle at the bottom of the page. All page numbers should be in the same size and format.

2.6 Cover and Binding

Outer cover should be a good-quality carton of 200-300 g. The thesis text and its appendices should be properly bound after the exam. All master's theses should be bound in black, while all PhD theses should be bound in burgundy.

SECTION 3

RULES FOR THE THESIS SECTIONS

Two main rules of thesis writing:

- keep the writing style as simple as possible,
- ensure the consistency of the writing style within the entire thesis.

There are three main sections in the entire thesis: the front pages, text and references. The following order should be followed in these sections. Required sections are marked with an asterisk (*).

Front Pages

- * Outer Cover Page
- * Inner Cover Page
- * Approval Page
- * Signed Plagiarism Page
- * Abstract
- * English Abstract Acknowledgements Preface
- * Table of Contents
- * List of Tables
- * List of Figures
- * List of Symbols and Abbreviations

Text

- * Main text

References

- * Biography and Reference Appendices
- * Resume (required for PhD theses)

3.1 Front Pages

3.1.1 Outer Cover

The title shall be single spaced with a size of 12 pt, all of it shall be capitalized and it shall start 6 cm below the top of the page. The outer cover page shall contain the title, the student's name and surname, the university information and the date. (See Appendix 1)

3.1.2. Inner Cover Page

The title shall be single spaced with a size of 12 pt, all of it shall be capitalized and it shall start 6 cm below the top of the page. The inner cover page shall contain the title, the student's name and surname, the university, institute and department information, the master's/PhD degree and the date. (See Appendix 2) If the thesis is supported by TUBITAK or other similar institutions, this should be indicated on the inner cover with the project number.

3.1.3 Approval Page

The date of the thesis committee meeting shall be provided by the Institute of Health Sciences. It should be signed with a blue ink pen. (See Appendix 3)

3.1.4. Plagiarism Page

This page includes the text of the oath signed by the student. (See Appendix 4)

3.1.5 Abstract

The abstract should be written on a separate page. The title shall be single spaced, all of it shall be capitalized and it shall start 2.5 cm below the top of the page. The abstract is a brief summary of the thesis and should consist of three parts: Explanation of the problem, method and procedure, conclusion and interpretation. The abstract should not exceed 350 words and should not include any references or footnotes. 3-5 keywords related to the thesis should be written in bold in the lower part of the abstract. (See Appendix 5)

3.1.6 English Abstract

The English text called Abstract, is the translated version of the Turkish text in the abstract section. (See Appendix 6) In this context, there are no conditions for the number of words. The keywords provided at the bottom of the Turkish abstract should be written in English below the English abstract.

3.1.7 Dedication, Acknowledgments and Preface

Dedication, acknowledgements and preface can be optionally added to the thesis. If a dedication is added it should not be titled, however, acknowledgements and preface should be titled and follow the dedication page. Titles are capitalized and centered, and texts begin at least two lines after the title.

The acknowledgments text consists of the student's thanks to the thesis supervisor, co-advisor, and those who assisted with and provided special contributions to the thesis.

Including the reason of the thesis and so on, the preface shall not include any capital letters other than initials and begin at 6 cm below the top of the page, with its text beginning at 1.5 cm below the title.

3.1.8 List of Contents

Each section and its sub-titles, and the titles of references, biography, etc. should be included in the table of contents. Each main section to be included in this table should be written in bold. Sub-titles shall not be in bold. Sub-titles should be linked to the page numbers which are indicated at the end of the following points. The title of "Table of Contents" shall not include any capital letters other than initials and begin at 6 cm below the top of the page, while section titles shall begin at 1.5 cm below the title. (See Appendix 7)

3.1.9 List of Tables

This should be included on a new page immediately following the table of contents. Its page layout is the same as that of the table of contents. The table numbers and headings in the list should be the same as those in the text. (See Appendix 8)

3.1.10 Lists of Figures/ Pictures etc.

Each of them, if available, should be on separate pages. Their page layout is the same as that of the table of contents and list of tables.

3.1.11 Lists of Abbreviations/ Symbols

Abbreviations or symbols that are acceptable for the relevant discipline must be shown in a separate section in alphabetical order. Abbreviations can be created by using the initials of the terms that frequently appear in the text and consist of more than one word. The abbreviation should be described only once when it is first referred to in the thesis text.

Basic and derived units of the International Unit System, and standard symbols and their examples should be used. There must be a space between the number describing the quantity and its unit (for example, not 1 μ but 1 μ).

3.2 Text

The main body of the thesis should be divided into different sections to facilitate understanding. The titles of the first-level sections (Introduction, Overview, Materials and Methods, Findings, Discussion and Conclusion, References) should be written in 12 pt, with all of them aligned to the left and starting from 6 cm below the top of the page.

The first letter of each word in the second-level sub-titles should be capitalized and the other letters should be written in lowercase. If there are connectors such as “and/or/with” in second-level titles, they should be written in lower case. The first letter of the first word in the third-level titles should be capitalized and all other words should be written in lower case. Titles with levels that are lower than the third level should not be used, if possible. If the author would like to include sub-titles in a section, the number of sub-titles must be at least two. All section titles should be written in bold. All section and subsection titles are written as aligned to the left in the text.

The first letters of the Latin names of the stocks of plants and animals in the title should be capitalized, while the first letter of the species names should be written in lowercase and italics.

3.2.1. Introduction

In this section, the subject and significance of the study should be clearly explained. A summary of the main ideas and if required, the methods and results of the studies which were effective in establishing the purpose of the study, is provided. Providing unrelated general information and reference information should be avoided and books should not be used much as references. This section should include the most recent research on the topic rather than classical information. In the introduction section, information on the same topic should be included in one paragraph instead of multiple ones, as interrelated sentences following an order. At the end of the introduction section, the objective(s) of the study should be written briefly and clearly, and the hypothesis to be emphasized should be clearly stated. The scientific contributions of the thesis and the innovations that it will offer in terms of method should be clearly stated.

3.2.2. Overview

In this section, basic and classical information that will contribute to the understanding of the reference information, methods to be used and other aspects of the topic should be provided briefly and clearly. Information that is used in the materials and methods, findings, and discussion and conclusion sections should strictly be excluded. In this section, general information that is not directly related to the topic should be avoided.

3.2.3. Materials and Methods

In this section, the materials and methods that are used for the thesis study should be explained in detail. The brands and origins of the used instruments should be provided. Any research on live material should be authorized by the relevant ethics committees and the authorization number should be provided in this section.

3.2.4. Findings

In this section, the findings and results obtained from the research should be stated. Findings should be presented in a sequence and order that is appropriate for the plan of the study. In this section, findings must be provided by making use of tables and figures which should be referred to, where necessary (such as Figure 1 or Table 1), and interpreted in an order. The P value should be clearly provided in the results of statistical analysis.

3.2.5. Discussion and Conclusion

In this section, the findings and the outputs based on the findings are discussed by comparing them with other studies. The results that match and don't match the findings and the relevant reasons should be compared based on scientific interpretation.

At the end of the section, conclusions that are reached in light of the information obtained from the thesis study should be written briefly and clearly as a paragraph. The extent to which the targeted goal and hypotheses are achieved, the opinions on the scientific significance and applicability of the findings and recommendations for future research are set out in this section.

3.2.6. Visual Materials

These are placed in the main body of the thesis where the author deems necessary. As a general rule, they should be placed as close to the relevant text as possible. The table numbers and the numbers of pictures and photographs should be centered above the table and below the relevant image, respectively with an indentation of 8 mm. Images with a size of up to half a page can be on the same page as the text and at a distance of 1.5 cm from the text. Images which are very wide for the page are turned 90 degrees clockwise to be placed on the page. The locations of the page borders and page numbers remain the same. The images are numbered consecutively based on the sections they are included in. Table titles and image captions should either have the same font as that of the text, or be consistently written in the same font size. In case of insufficient space, the size of the letters can be reduced to a minimum of 8 points. Images can be colored, provided that all copies are the same. Images must either be original or very good copies of the originals. Standard photocopies are not accepted. Where materials such as video, audio recordings, etc. need to be included in addition to pictures and photos, the relevant descriptions should be provided in the text.

3.2.7. Formulas

If scientific formulas are used, they should be written through the appropriate notations of the science they are used in. If a reference will be provided for the formula/equation, the formula/equation must be numbered and included in the text in parentheses and aligned to the right.

3.2.8. Direct Quotations

Purposeful direct quotations which are three lines or less should be included in the text in italics with double quotation marks (“italics”). Quotations that are longer than 3 lines should be excluded from the text and written as a single-spaced block of text with an indentation of 1 cm on the left.

3.2.10. Footnotes and Quotations

Footnotes (descriptive notes) and quotations are numbered and written at the bottom of the page with single spacing by leaving a double space between individual footnotes. Footnotes and quotations should be separated from the text by a horizontal line placed on top with a single line spacing. Numbers should be used for footnotes and citations.

3.3 References

3.3.1. Referencing

3.3.1.1. In-Text Referencing

Any reference in the thesis should be included in the REFERENCES section of the thesis based on alphabetical order. A source should be cited in the thesis by stating the author's surname and the date of the source. All provided references should be included in the thesis.

Examples:

It was identified that.... (Cannon et al., 2005).

Cannon et al. (2005) identified that....

If figures, tables or other similar narrative tools taken from a different source will be used, the source must be indicated in descriptions such as the figure caption below the figure or the table caption above the table.

If a reference is made to a source by two authors, both their surnames should be written with the “and” separator (for example, Kidder and Mhawi, 2002). If the source has more than two authors, the surname of the first one should be written and the other authors should be indicated by the “et al.” abbreviation (for example, Cannon et al., 2005).

If more than one source is referenced at the same time, they should be sorted by their date of publication, from the oldest to the newest and the publications should be separated by semicolons (for example, Burchett et al., 1999; Sipos et al., 2002; Persani et al., 2010).

If several works of the same author or group of authors, which are published in the same year are cited in the thesis text, they should be cited based on the order in the references section, and letters should be written next to the reference years as a, b,....etc. (for example, Burchett et al., 1999a and Burchett et al., 1999b).

If the calculation and analysis procedures used in the thesis study are carried out through a computer software (*program*), this software should be referenced in the thesis text just like a book or article and listed in the references section. If its creator is unknown, the name of the company or organization which has the copyright of the software should be written.

3.3.1.1. End of Text Referencing

All references should be listed under the “References” title at the end of the thesis. All quotations in the text should be listed in the references section. The references section is not numbered with a chapter number, but its pages are numbered. The references title should be centered, starting 6 cm below the top of the page, and the list should begin 1.5 cm below this title. The entry to be made for each reference should have a single line spacing, with a double line spacing between two entries.

Referencing a Book:

Watson, M., Taylor, J. G., Buhara, U. A. (1991). *Basic Neuropharmacology. 2nd edition*, Boston: Elsevier Press, pp: 24-63..

Translated Book:

Guyton, A. C. (1998). *Textbook of Medical Physiology (Tibbi Fizyoloji)*. A. Çavuşoğlu (translator), Istanbul: Nobel Yayınevi, p: 1101-1108.

Chapter from an Edited Book:

Ojeda, S. R. (2000). Female Reproductive Function. G. Jeasro (Ed.). *Textbook of Endocrine Physiology*. Fourth Edition, New York: Oxford University Press, pp: 215-216.

Periodicals:

Jost, A. (1970). General outline about reproductive physiology and its developmental background. *Mammalian Reproduction*, 87, 218-225.

Anand, P., Bley, K. (2011). Topical capsaicin for pain management: therapeutic potential and mechanisms of action of the new high-concentration capsaicin 8% patch. *British Journal of Anaesthesia*, 107, 490-502.

Goldmann, W., Hunter, N., Foster, J. D., Salbaum, J. M., Beyreuther, K., Hope, J. (1990). Alleles of a neural protein gene linked to scrapie in sheep. *Proceedings of the National Academy of Sciences*, 87, 2476-2480.

If the source is an article in print:

The rules are the same as the "published article". After the name of the journal, the word "baskıda" and the word "in press" is written in parentheses for Turkish publications and foreign publications, respectively.

Richards, J. S. (2016). Estradiol receptor content in rat granulosa cells during follicular development. *Science* (in press).

Internet Quotation from the Website of an Organization:

MEB. (2003). Yıllık Rapor. <http://www.meb.gov.tr> (10 Ocak 2005).

3.4 Appendices

Some authors may want to attach test forms, detailed descriptions, tables, computer programs, etc. in the thesis. Where more than one list of appendices is required, lists may be created as Appendix A, Appendix B. The appendices title should be centered, start 6 cm below the top of the page and have a descriptive title. Its font and font size should be the same as those of the other section titles. Each appendix list must be indicated separately in the table of contents, being treated as different sections. The pages of each appendix list should be numbered according to the format.

3.4.1 Ethics Committee Approval

A copy of the ethics committee decision is attached in studies where such decision is required. If the author is successful in the thesis exam, this page should be scanned and placed in its proper location in the thesis in the digital environment.

3.4.2 Authorization of Patent Rights

If the study requires a patent right to be authorized, a copy of the authorization should be included. If the author is successful in the thesis exam, this page should be scanned and placed in its proper location in the thesis in the digital environment.

3.4.3 Authorization of Copyright

If the study requires a copyright to be authorized while it's being written, a copy of the authorization should be included. If the author is successful in the thesis exam, this page should be scanned and placed in its proper location in the thesis in the digital environment.

3.4.5 Resume

Resume is only mandatory for PhD theses. This is an article with one or two paragraphs, which includes a short background information, educational background, schools that are graduated from, grades and achievements, and professional experience in teaching. It should be brief, clear and written in the third-person singular form. The resume is not given a section number, but is given a page number and is included in the table of contents. It is written in the same font and font size as the thesis.

APPENDICES

NAME & SURNAME

ISU 2018

**APPENDIX 1:
OUTER COVER**

THESIS
TITLE

NAME &
SURNAME

THESIS ADVISOR

2018

APPENDIX 2: INNER COVER

THESIS TITLE

ISTINYE UNIVERSITY
INSTITUTE OF HEALTH SCIENCES

NAME & SURNAME

This thesis is presented for the Master's/PhD degree of the Department (Department name) of Istinye University.

2018

20

APPENDIX 3: APPROVAL PAGE
ISTINYE UNIVERSITY
APPROVAL OF THE INSTITUTE OF HEALTH SCIENCES

[Title and Name & Surname of the Institute Manager]

I certify that this thesis meets all the requirements for a Master's/PhD degree.

Head of the Department
[Title and Name/Surname]

I certify that this thesis meets all the requirements for a Master's/PhD degree.

[Title Name and Surname]
Co-Advisor (if available)

[Title Name and Surname]
Advisor

We declare that this thesis, which we read and listened to, provides all the scope and quality requirements for a Master's/PhD degree.

Committee Members (The first name belongs to the committee president, and the second name belongs to the advisor)

[Title name and surname of the committee president] [Institution]

[Title name and surname of the advisor] [Institution]

[Title name and surname of the committee member] [Institution]

[Title name and surname of the committee member]
(In a PhD Thesis) [Institution]

[Title name and surname of the committee member]
(In a PhD Thesis) [Institution]

Appendix 4. Plagiarism Page
ISTINYE UNIVERSITY
INSTITUTE OF HEALTH SCIENCES

THE ETHICS DECLARATION

I hereby declare and acknowledge that the study with the title
“.....”
.....”, which I presented as a Master’s/PhD thesis was prepared in
accordance with the scientific ethics rules in all the processes from the project phase
to the conclusion and that the sources I used consist of those listed in the references
section.

Name & Surname

Date and Signature

APPENDIX 5: ABSTRACT

THESIS TITLE

Name & Surname
Department
Advisor: Name & Surname
Co-Advisor: Name & Surname

2018

Abstract...

,

Keywords:

APPENDIX 6: English Abstract
ABSTRACT

THESIS TITLE

Department
Advisor: Surname, Name
Co-Advisor: Surname, Name

2018

Abstract.....

,

Keywords:

APPENDIX 7: LIST OF CONTENTS

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APPENDIX 8: REFERENCES

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- American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed, text rev). Washington, DC: Author.
- Axelrod, S. R., Widiger, T. A., Trull, T. J., & Corbitt, E. M. (1997). Relations of five-factor model antagonism facets with personality disorder symptomatology. *Journal of Personality Assessment*, *69*(2), 297-313.
- Babgy, R. M., Costa, P. T., Widiger, T. A., Ryder, A. G., & Marshall, M. (2005). DSM-IV personality disorders and the five-factor model of personality: A multi-method examination of domain- and facet-level predictions. *European Journal of Personality*, *19*, 307–324.
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- Berking, M., Wupperman, P., Reichardt, A., Pejic, T., Dippel, A., & Znoj, H. (2008). Emotion-regulation skills as a treatment target in psychotherapy. *Behaviour Research and Therapy*, *46*, 1230–1237.
- Çakmak, A. F., & Çevik, E. I. (2010). Cognitive Emotion Regulation Questionnaire: Development of Turkish version of 18-item short form. *African Journal of Business Management*, *4*(10), 2097-2102.
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