**Rep. of Turkey**

**TED UNIVERSITY**

**GRADUATE SCHOOL**

**GRADUATE THESIS WRITING GUIDE**

**1. GENERAL POLICIES**

Master's and doctoral theses to be submitted to TED University Graduate School are written in accordance with the principles specified in this guide. The purpose of the Thesis Writing Guide presented here is to ensure that each thesis that will bear the name of TED University meets the standards of presentation with physical characteristics such as format, paper and print quality. These standards are TED University (TEDU) Standards and are applied to the theses prepared at the graduate programs of TED University Graduate School.

* 1. **General Rules**

Each scientific study has two main aspects — the *academic criteria* which control the contents of the study, and the *formal criteria* that describe the external organization of the study. Although there is no universal standard agreed upon in terms of the formal criteria used in scientific studies, there is a general consensus on the formal consistency of each scientific study in terms of internal organization of the text and the convenience it provides for the evaluation of academic criteria. Therefore, it is important that you read and understand the instructions provided here before preparing your thesis. Even if the templates given on the website of the Graduate School are used, a thesis might be rejected due to its format if it is not written in accordance with the formal features and rules specified in this guide.

**1.2 Citing Previous Studies and Plagiarism**

Academic integrity requires you to make references to previous studies appropriately. It also shows that you have a good conduct of your subject and you know how it has been studied before, what perspectives / approaches / solutions / suggestions are present in this area.

Using other people's thoughts and research results as your own thoughts and findings is not only unethical but also illegal. To this end, pay scrupulous attention to the citations and references in your study to avoid misunderstanding.

**2. FORMAT AND APPEARANCE**

Each thesis to include the TED University title must meet the high presentation standards in terms of all relevant physical properties such as format, paper and print quality. Spelling rules and other formal qualities are explained below.

**2.1 Thesis Writing Language**

The thesis is to be written in the language which is the medium of instruction in the relevant department.

**2.2 Paper Quality**

Theses must be printed on one side of durable and high quality white paper in A4 (21 cm X 29.7 cm) size and min. 75 g in weight.

**2.3 Page Margins and Page Layout**

For the gutter, the left margin of each page must be 4 cm; other margins must be at least 2.5 cm wide. Page numbers should not extend beyond the bottom margin. This means that all items e.g. headings, page numbers, text, tables, footnotes, images, etc. must be placed within the area delineated by the margins.

The last word at the end of the page must not be hyphenated.

At least two lines should appear under a subsection title on a page, otherwise the title should be moved on to the next page.

**2.4 Typeface and Size**

Font size must be 12 pts; non-italic/plain letters must be used. Arial, Bookman, Palatino, Tahoma, Times New Roman, and Verdana are acceptable fonts. The font and font size should be coherent throughout the thesis. Bold letters, symbols and italics may be used for special emphasis and for foreign words.

The typeface of the thesis body and page numbers must be identical. Different typefaces and/or font sizes can be used for chapter titles, subsection titles, footnotes, endnotes, examples, quotations, tables and charts, etc. It should be noted that coherence and readability is essential for font selection. Theses must be printed with a laser printer and permanent black ink must be used.

**2.5 Line Spacing and Paragraph Indents**

All text of the thesis should be 1.5 line-spaced. Tables, long quotes, footnotes, endnotes, bibliography, and captions can be single-spaced. Everything in the thesis should be placed inside the margins.

Paragraphs can be formatted in two different ways: i) spacing between paragraphs or ii) indenting at the beginning of the paragraph. If spaces are used between paragraphs, an indent is not required. If indent (tab = 1 cm) is used, then no space should be left between paragraphs.

**2.6 Replication**

The original copy does not have to be submitted. However, all copies must be produced from the same original and all pages must have continuous dark print throughout the thesis. Printing ink must be permanent and non-smearing.

**2.7 Page Numbering**

Page numbers should be at least two single spaces below the nearest line of text and within the margins. All page numbers must be in the same font and size. All page numbers must be given at the bottom of the page and centered.

The following pagination rules should be used:

* Pages from the beginning of the study to the INTRODUCTION chapter should be numbered with lowercase Roman numerals (i, ii, iii, iv, etc.).
* Start with "1" on the first page of the main text and continue with consecutive numbers (such as 1, 2, 3, 4) for the rest of the thesis, including the bibliography / references, appendices and curriculum vitae. All pages should be numbered consecutively, including pages containing pictures, tables, figures, and photographs.

**2.8 Multiple Volumes**

If the thickness of a finished thesis exceeds 5 cm, it can be divided into two or more volumes each with thickness less than 5 cm. All volumes should be numbered consecutively using capital Roman numerals. Each volume should contain a title page. Title pages should be like Volume I, Volume II. The numbering system used in Volume I must continue in Volume II. All volumes should have the same "Table of Contents" section.

**2.9 Binding and Spine Lettering**

All master’s degree theses must be bound in dark blue fabric and doctoral theses in red fabric. Synthetic, leather or similar fabrics are not accepted. The bound copy of the thesis must measure 21.5 cm x 28.5 cm.

**Spine title**: The name of the author, the title of the thesis, and the year in which the thesis was accepted are to be written on the spine of the thesis to be read top to bottom. The title of the thesis may be abbreviated appropriately if it does not fit. The spine text size cannot be larger than the character size used on the outer cover.

**3. GUIDE FOR THE SUBSTANTIVE SECTIONS**

There are two general rules in the presentation of the thesis:

i) keeping the format as simple as possible and

ii) following a coherent format throughout the thesis

Each thesis has three main sections: i) front pages, ii) main body, and iii) reference material. You should follow the order of items in these sections as listed below. Required sections are marked with an asterisk. If a table, symbol, abbreviation, picture, figure or diagram is to be used in the thesis, relevant table should be included.

|  |
| --- |
| **3.1 Order of Pages**              3.1.1 \* Thesis Binding Front Cover  3.1.2 \*Blank Page  3.1.3 \*Inner Cover  3.1.4 \* Approval Page  3.1.5 \* Ethical Statement Page  3.1.6 \* English Abstract and Keywords  3.1.7 \* Turkish Abstract and Keywords  3.1.8 Dedication Page (if present)  3.1.9 Acknowledgments  3.1.10 \* Table of Contents  3.1.11 \* Index of Tables (if present)  3.1.12 \* Index of Symbols and Abbreviations (if present)  3.1.13 \* Index of Pictures, Figures, Schemes (if present)  3.1.14 Visual Material  3.1.15 Formulas  3.1.16 Quotations  3.1.17 Footnotes and Endnotes  3.1.18 \*Main Body  3.1.19 \* References/Bibliography  3.1.20 Appendices  3.1.21 Ethical Committee or Exemption Permit  3.1.22 \*Curriculum Vitae (only for Ph.D. theses)  3.1.23 \*Blank Page  3.1 24 \* Thesis Binding Back Cover |

**3.1.1 Thesis Binding Front Cover**

The front cover must include the University, Graduate School and Department / Art Major block, Title of the Thesis, Name and Surname of the Applicant, Type of Thesis, Place of Publication and Year of the Thesis (*Appendix A*). It is printed on a paper with minimum weight of 160 g/m2. The height of the logo should be 10 mm. All text is centered. The title should be 14-18 font size, all capital letters and bold, other texts should be 12 font size and regular. Long headlines can be written as multiple lines. Formulas, symbols, and abbreviations should be expressed in words if possible. Type of thesis must be printed as *Master’s Degree Thesis, Doctoral Thesis* or *Proficiency in Art Thesis* in the language that is medium of the program. The format of the title page should follow the sample title page in Appendix A, including the use of spaces and capitals.

**3.1.2 Blank Page**

A blank page is to be added to protect the thesis and the binding. During printing, a blank page must be left between the binder front cover and the inner cover. This page is not numbered.

**3.1.3 Inner Cover**

The inner cover must include the title of the thesis, university, graduate school and department / art major, candidate's name and surname, the type of the thesis, and the place and year of the thesis (*Appendix B*). Font size must be the same as the body of the thesis and the text must be single line spaced. The title of the thesis is to be printed in all capital letters; other text on the page is to be printed in title case. This page is not to be paginated.

**3.1.4 Approval Page**

It is the page containing the signatures of the thesis defense committee members and the Graduate School Director. Advisor faculty member is indicated by *(Advisor)* in parentheses. If there is an additional advisor, it must be also printed. An example approval page is given in *Appendix C*. The approval page of the thesis must be signed in blue ink.

**3.1.5 Ethical Statement Page**

This page contains the signed statement of the author on plagiarism. A sample plagiarism page is given in *Appendix D*.

**3.1.6 English Abstract and Keywords**

The English abstract must be printed on a separate page and must be independent from the rest of the thesis. It must not exceed 250 words and the word ABSTRACT is to be used as heading. An abstract should begin with a clear statement of the purpose of the study. It should include the purpose, method and some important results of the study and suggestions, if any. The abstract should not contain any diagrams and references or mathematical formulas unless necessary. A maximum of five keywords should be provided at the end of the abstract. A sample abstract is given in *Appendix E*.

**3.1.7 Turkish Abstract and Keywords**

A Turkish abstract is required for master's degree and doctoral theses. The problem is introduced; the methods and the results are explained briefly. No referencing is required in the abstract. The abstract must not exceed 250 words. It must be paginated and must be formatted using the same typeface and font size as the rest of the thesis. A sample Turkish abstract is given in *Appendix F*.

**3.1.8 Dedication Page**

Dedication page is optional. This page should not be given a title, but must have a page number. It must be short and centered on the page. The author is free to use any writing style on this page. An example dedication page is given in *Appendix G*.

**3.1.9 Acknowledgments**

This page is written voluntarily by the author to acknowledge those who contributed to the thesis during its preparation. Institutions supporting the thesis can also be mentioned. A title and a page number are to be printed on this page. A sample acknowledgment page is given in *Appendix H*.

**3.1.10 Table of Contents**

All chapter titles (such as appendices, tables, abbreviations, if any) in the thesis body and bibliography page must be included in the Table of Contents. All headings in the text and the headings in the TABLE OF CONTENTS must appear exactly the same.

TABLE OF CONTENTS title (in capital letters) should be centered between the margins, 3.5 cm to the top of the page, without any punctuation. A sample TOC index is given in *Appendix I*.

**3.1.11 Index of Tables**

Tables should be placed as close as possible to where they were first mentioned. The number and description of each table is to be written above the table. Tables are numbered sequentially in the form as "Table 1.1:" in the main body and "Table A.1:" in the appendices, with the first digit being the chapter number (letter in the appendices), the second digit being the sequence number in that chapter.

A list of tables should be prepared for the reader's convenience. INDEX OF TABLES (all in capital letters) must be centered between text margins, without any punctuation, 3.5 cm to the top of the page. Each table information in the index of tables should be compatible with the table used in the text and should be placed on the specified page. The index of tables must have the same number and the same title used for the table. However, if the table has a long title, it can be shortened using only the first full sentence. An example of the index of tables is given in *Appendix J*.

**3.1.12 Symbols and Abbreviations Index**

An index should be provided if symbols or abbreviations are used throughout the text. In that case, a format consistent with the widely accepted practices should be adopted. A sample index of abbreviations is given in *Appendix L*.

**3.1.13 Pictures, Figures, Schemes Index**

These indexes, if any, should appear on separate pages and are subject to the same rules as the index of tables. A sample index is given in *Appendix K*.

**3.1.14 Visual Material**

It includes pictures, charts, figures, diagrams and photos. These can be added wherever the author deems appropriate, but as a general rule they should appear as close as possible to the portion of the text they were referred to.

Figure numbers and captions are to be placed below the picture leaving a single line space.

Drawings too large to fit between the vertical margins should be rotated 90 degrees counterclockwise so that the top of the image becomes parallel to the left margin of the page. In that case, the whole page should be reserved for the image only. Titles or descriptions of such images should also be rotated. When images are placed in this way, normal margin requirements continue to apply, and page numbers should appear in their usual places.

All pictures should be numbered consecutively, including attachments. Images can cover multiple pages. In such cases, reader should be notified that it is an image continued from the previous page (e.g. *Figure 1 continues*).

All titles and subtitles should be printed using the same typeface and font size. Colored images can be used as long as the duplicated copies are also printed in color. Photo illustrations must be originals or well photographed copies of the originals.

If an audio or audiovisual material / work (e.g. video) is required to accompany or supplement the text, it should be adequately defined in the continuity of the text. This material can only be submitted with the approval of the relevant department.

The entire thesis is to be copied into an electronic medium (CD, DVD, USB flash) including all its appendices and visual materials. The electronic copy must also be submitted with all printed copies.

**3.1.15 Formulas**

Mathematical and chemical formulas, equations, and expressions should be edited using an appropriate equation editor. If a formula is to be given independently from the text, such as an equation or function, rather than within the text, two spaces should be left between the text. It is sufficient to leave a single line of space between formulas written one under the other. If references are given to formulas, they must have a numerical ID. Each equation should be numbered in parentheses, and this should be given next to the right margin. This number is to be written in brackets as (1.1), (2.2) (if necessary, sub-expressions of the same equation (2.2a), (2.2b)) justified to the right on the line.

**3.1.16 Quotations**

If quotations are three lines or less, they are to be written in quotation marks within the text; if longer than three lines, quotations should be written in a separate paragraph with single line space and quotation marks should not be used at the beginning and end of the paragraph.

**3.1.17 Footnotes and Endnotes**

Notes can be included as footnotes or endnotes. Footnotes are placed at the bottom of each page, and endnotes are given at the end of each chapter or at the end of the thesis before the references.

**3.1.18 Main Body**

The text or main body of a thesis can be divided into sections to help the reader understand. Although the detailed organization of the text varies between academic disciplines, the formatting of the text must be coherent throughout the thesis. All titles and subheadings should be the same throughout the thesis in terms of capitalization, typeface and size.

Chapter titles other than general chapter titles such as “INTRODUCTION” should be as short and descriptive as possible.

Only the new chapters should start on a new page. The entire first level heading must be centered between the 3.5 cm text margins from the top of the page.

**3.1.19 References or Bibliography**

The bibliography is a selected list of all books, articles and other source material related to the thesis study and always begins with the author's last name in alphabetical order.

References in the thesis are indicated by the year, for example Çelik (1966) or by number, e.g. Çelik [3] or [3]. If numbers are used, the list must be in numerical order and the surname of the author does not have to be the first.

* All references cited in the thesis should be listed in the Bibliography or References section.
* All references in the Bibliography or References section must be listed in alphabetical order based on the surname of the first author in the reference.
* If there are multiple references from the same author, these must be listed from oldest to newest based on the year of publication.
* If there are more than one reference from the same author and the same publication year, then these are listed by adding the letters a, b, c… next to the year of publication, with the least number of authors at the top (1987a, 1987b).
* In some scientific and engineering disciplines, references can be given at the end of each chapter, not at the end of the thesis.
* Do not give the bibliography or references a chapter number, but the page numbers must be printed in the same fashion as used throughout the thesis.
* The REFERENCE or BIBLIOGRAPHY title is 3.5 cm from the top of the page, centered between text margins without punctuation.
* Each entry in the REFERENCES or BIBLIOGRAPHY should be written with single line spacing and a double space must be inserted between entries.
* The candidate should consult their department for a reference style that is appropriate for the discipline and acceptable to the department.

**3.1.19.1 In-text Citation**

The presentation of the references in the text should be in accordance with the style chosen by the MS Program and it depends on the chosen writing style (APA, MLA).

• References in the text are written as follows: If there is only one author (Kirk, 1998); two authors (Thomas & Hebt, 2000); three or more authors (Smith et al., 2015).

• If more than one reference is to be written in the text, the oldest should be listed first (Dart, 1997; Thierry, 2005).

• Reference can also be cited in the text using the names of the authors: *In their recent work, Smith et al. (1998) indicate that…*

• If a web page is to be used as a reference source, the last date accessed should be written; owner of the page should be written for "author," the title of the page for "Title"; URL address for "Publisher" and the update date of the page for “Date.”

• If only the website is to be cited, or the work has only an electronic copy as not been printed before, and neither the author of the work nor the supporting institution is known, then the reference should be given to the website as a footnote and this should not be included in the References / Bibliography section.

• If a table is to be included in the thesis to summarize the literature review, the references in this table must be listed from the oldest to newest unless otherwise stated.

**3.1.20 Appendices**

You can provide an *Appendices* section for the material that you do not want to include in the main text but wish to present anyway, *e.g. interview forms, transcriptions, raw data, and computer programs*.

• If the information to be added should include multiple appendices, each one should be given a letter/number (*Appendix A, Appendix B, etc.*) in sequence. The heading *Appendix A* should appear centered between the text margins 3.5 cm from the top of the page. The typeface and font size should be the same as the section titles used throughout the thesis.

• Each appendix with a title should be listed separately in the table of contents as a subsection under the heading APPENDICES.

• The spacing is not necessarily required to be identical in each appendix, e.g. considerably lengthy documents and case studies can be written with single line spacing.

• The typeface and font size used in all appendices should be compatible with the entire thesis.

• If the lists of computer programs exceed 5 pages, they should not be included in the main text. These lists are to be copied to an electronic medium (CD, DVD, USB flash) and submitted as an attachment to the thesis. One of these electronic media should also be provided for each copy of the thesis.

**3.1.21 Ethical Committee or Exemption Permit**

If an Ethical Committee report was received for the thesis, it should be attached to this part of the thesis.

**3.1.22 Thesis Photocopy Permission Form**

For granting access to your thesis in TEDU repository, you are required to fill in the "THESIS PHOTOCOPY PERMISSION FORM", and attach the form as an appendix to your thesis assigning a page number.

• A Sample THESIS PHOTOCOPY PERMISSION FORM is given in *Appendix M*.

**3.1.23** **Curriculum Vitae**

A curriculum vitae (CV) is required only for doctoral theses. Do not give the curriculum vitae a chapter number, but it must have a page number and must appear in the table of contents. The curriculum vitae must be printed in the same typeface and font size as the rest of the thesis. Date of birth, place of birth, educational background after high school, degrees earned, publications, work experience and teaching experience must be included in the curriculum vitae. It should be short, concise and written in third person singular. A sample curriculum vitae is given in *Appendix N*.

**3.1.24 Some Important Notes**

• The student should submit the thesis to the Graduate School for a format-check before binding.

• The student should submit the *Approval Page* to the Graduate School for a format-check before having the thesis signed by the thesis defense committee members.

• The Graduate School accepts maximum 3 copies of the thesis for approval. One copy of the thesis is required to complete the formal procedure.

• After successfully having passed the oral exam before thesis defense committee members, the student must complete all the procedures required for the submission of the thesis in one month.

• The student must have signed the Plagiarism page before submitting the thesis to the Graduate School for signature.

**4. STYLE**

A thesis is a presentation of research study. Therefore, it should be written in a disciplinary manner (*e.g. passive sentences*), avoiding first-person singular and plural-person usage, and avoiding slang and colloquial language. A plain language should be used, and care should be taken to ensure that it is understandable outside the terminology required by the discipline.

As the stylistic qualities vary greatly from one discipline to another, you should check with your graduate advisor regarding the recommended style guide. Below are the links to the current versions of the suggested style guides:

**APA:** <http://owl.english.purdue.edu/owl/resource/560/01/> **MLA:** <http://owl.english.purdue.edu/owl/resource/747/01/>   
*You can find style guides in the library or electronically. You can also consult the Editorial Center about styles.*

**APPENDIX**

**APPENDIX A**

|  |
| --- |
| t.c.  ted uNIVERSITY  GRADUATE SCHOOL  your program |
|  |
| thesıs tıtle  Name surname |
| ANKARA, DATE |

**Appendix B: Sample Title Page**

THESIS TITLE

A Thesis Submitted To

The Graduate School

of

Ted University

by

Name

In Partial Fulfillment of The Requirements

For

The Degree of Master of Science/Arts/Doctor of Philosophy

In

……

Place, Date

**Appendix C: Sample Approval Page**

Approval of the Graduate School

(Title and Name)

Director

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) (Title and Name)

Co-Supervisor Supervisor

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

(Title and Name e.g. Assist. Prof. Dr./ Assoc. Prof. Dr./Prof. Dr.) (Affiliation)

(Title and Name) (Affiliation)

(Title and Name) (Affiliation)

(Title and Name) (Affiliation)

(Title and Name) (Affiliation)

**Appendix D. Sample 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 :

**APPENDIX E: Sample Abstract**

**ABSTRACT**

THESIS NAME

YOUR NAME

DEGREE, Program

Supervisor : ……….

Co-Supervisor : ………….

Date

Place text of abstract here

Keywords: …….

**Appendix F: Abstract**

THESIS NAME

YOUR NAME

DEGREE, Program

Supervisor : ………..

Co-Supervisor : ………….

Date

Place text of Turkish abstract here

Keywords: …….

**Appendix G: Sample Dedication Page**

To My Parents

**Appendix H: Sample Acknowledgments Page**

**ACKNOWLEDGMENTS**

The author wishes to express his deepest gratitude to his supervisor ….. and co-supervisor …… for their guidance, advice, criticism, encouragements and insight throughout the research.

The author would also like to thank …….. for his suggestions and comments.

The technical assistance of ……….. are gratefully acknowledged.

This study was supported by ……. Grant No: ……..

**Appendix I: Sample Table of Contents**

**TABLE OF CONTENTS**

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**LIST OF TABLES**

TABLES

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Table 2 Table two heading 39

Table 3 Table three heading 43

OR

Table 1.1 Table one heading 48

Table 1.2 Table two heading 49

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**Appendix K: Sample List of Figures**

**LIST OF FIGURES**

FIGURES

Figure 1 Figure one heading 28

Figure 2 Figure two heading 30

OR

Figure 3.1 Figure one heading 35

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**Appendix L: Sample List of Abbreviations**

**LIST OF ABBREVIATIONS**

CFO Chief Financial Officer

CEO Chief Executive Officer

**Appendix M: Sample** **Thesis Photocopy Permission Form**

**THESIS PHOTOCOPY PERMISSION FORM**

**Department :**

**Author’s**

Surname :

Name :

Department :

**TITLE OF THE THESIS** (in English):

**THESIS TYPE** : Master’s Degree Ph.D.

1. Release the entire work provided that the source is referenced.
2. The contents page, abstract, index pages and/or a part of my work

can be photocopied provided that the source is referenced.

1. Secure the entire work for a period of one (1) year.

**DATE OF SUBMISSION OF THE THESIS TO THE LIBRARY** :

**Appendix N: Sample Vita**

**CURRICULUM VITAE**

**PERSONAL INFORMATION**

Surname, Name:

Nationality:

Date and Place of Birth:

Phone:

email:

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institution** | **Year of Graduation** |
|  |  |  |
|  |  |  |
|  |  |  |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Year** | **Place** | **Enrollment** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FOREIGN LANGUAGES**

**PUBLICATIONS**

**HOBBIES**

**APPENDIX: THESIS WRITING GUIDELINES FOR THE GRADUATE PROGRAMS IN THE DEPARTMENT OF PSYCHOLOGY:**

**1. GENERAL WRITING RULES**

In scientific studies, there should be a formal consistency in terms of internal organization of the text and the convenience it provides for the evaluation of academic criteria. Therefore, in certain scientific disciplines, the formal rules developed by the professional organization are accepted as valid. The writing style adopted at international level for the theses in the field of Social Sciences is based on the *Formatting and Styling Guidelines* created by the American Psychological Association (APA) (see: *Publication Manual of The American Psychological Association, 5th Ed., 2001*). To this end, APA Formatting and Styling Guidelines should be taken as basis for theses written in the programs of the Department of Psychology and the most recent version of the *Publication Manual of The American Psychological Association* at the time the thesis was written should be used.

**2. MAIN BODY OF THE THESIS**

The chapters of the main body of the theses to be written in the programs of the Department of Psychology and their contents must be prepared following these additional guidelines.

For all sections other than the main text, instructions under the title "Guide for the Thesis Sections" of the *TED University Graduate School Graduate Thesis Writing Guide* should be followed.

The main body of the theses should include these substantive chapters and subsections:

INTRODUCTION

- Theoretical framework (to be written without using the title *Theoretical framework*.)

- Purpose of the study

- Significance of the study

METHODOLOGY

- Sampling

- Data Collection Tools

- Process

FINDINGS

DISCUSSION

A balance must be established between the sections of the thesis; e.g. presence of some chapters with 8-12 pages while some others have 35-40 pages is an indication of an unbalanced thesis structure. Unless deemed necessary, the page difference between chapters should not be too large. This will contribute to a more balanced distribution of topics covered in the chapters and will help present the study more effectively. It is essential to preserve the unity and fluency of different sections of the thesis.

**CONTENTS OF THE SUBSTANTIVE CHAPTERS:**

**INTRODUCTION:** This section includes a detailed and clear description of the problem / problematic that the study deals with. It must be clearly stated that what is the problem / problematic that constitutes the focus of the study and what is the significance of it. The problem / problematic of the study is a social or theoretical matter which arouses curiosity in the researcher and leads them to conduct a study in this field. The subject of the thesis should be the problematic itself or something related to it. The introduction should mainly cover the following items:

Establishing a Theoretical Framework: A theoretical background of the subject/problem must be introduced and a summary of literature survey in the relevant field must be presented. The study must be linked to previous studies and the logical continuity must be shown thereof. The theoretical framework must be given under the *Introduction* without a separate title.

Reason and Purpose of the Study: After the subject of the study and the related theoretical background is presented, the reason and the purpose of the study should be explained under the sub-heading: *Purpose of the Study*. The purpose of the thesis reveals why the subject/problematic will be dealt with. In this section, the main hypotheses of the study and the related variables are presented as well as the other research questions for which an answer will be sought.

The Significance of the Study: The significance of the study should be explained under the sub-heading: *Significance of the Study*. The significance of the study includes justification of the reasons for choosing that subject. The possible contributions of the study to the related field and its theoretical and practical benefits should also be included.

**METHODOLOGY:**

Methodology chapter explains in detail how the study was conducted, i.e. *what is done and how?* This chapter consists of three sub-headings: *Sample*, *Data collection tools* and *Process*.

Sample: Who were included in the sample of the study, how the participants were determined, and using which method they were selected; as well as the basic demographic characteristics (age, gender, socioeconomic level etc.) of the participants.

Data collection tools: Which data collection tools were used to collect the data required to answer the questions of the study or to test the hypotheses, why these tools were chosen, and what are the psychometric properties of these tools.

Process: Stages followed during the conduct of the study.

**FINDINGS:**

This chapter includes the statistical analyses used to assay the hypotheses and the questions of the study, and the results thereof. Tables and figures containing numerical values regarding the analyses and research findings should be presented in this chapter.

**DISCUSSION:**

This chapter includes the discussion of the research findings in the light of the relevant literature, the implications of the research, its limitations, and future recommendations.

**3. ENUMERATION OF THE TEXT SECTION:**

Section titles should be printed in CAPITAL LETTERS, with a font size of 14 and in bold character. Each section must start on a new page. The numeral system must be used for the sections of the study. Each section should be given a section number (such as PART 1, PART 2) except for References and Appendices.

The title of the relevant section and the subsection is to be written after each number. In this regard, you may consider using the decimal system given below.

In this system, sections are to be numbered as 1,2,3,4, etc. respectively, while the numbers for subsections and sections below them follow as 1.1., 1.1.1., 1.2., 1.2. 1, 1.2.2., 2.1., 2.1.1., 2.1.2., etc.,

Below is a template for the enumeration of the text section: