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**ABSTRACT**

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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.

Keywords: …..

**ÖZET**

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Ay, Yıl

Yüksek lisans ve doktora tezleri için Türkçe özet gerekmektedir. Kısa olarak problemin tanıtımı yapılır. Kullanılan yöntemler ve sonuçlardan söz edilir. Özet içinde kaynağa gönderme yapılmaz. 250 kelimeyi geçmeyecek şekilde hazırlanır. Sayfa numarasına sahip olmalı ve tezin geri kalanıyla aynı yazı karakteri ve boyutunda olmalıdır.

Anahtar Kelimeler: ......

**ACKNOWLEDGMENTS**

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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: ……..

To My Parents…

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**LIST OF ABBREVIATIONS**

CFO Chief Financial Officer

CEO Chief Executive Officer

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OR

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Figure 10.5 Figure one heading..................................................................................30

**CHAPTER 1**

**FORM AND APPEARANCE**

* 1. **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.

* 1. **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.,

* 1. **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.

* 1. **Typeface and Size**

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.,

* 1. **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.
	1. **References**

Mendeley can be used while preparing the bibliography. [Click](https://www.mendeley.com/guides) for information on using Mendeley.

If you want to have more information about reference writhing styles you can look at the following information.

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.

**CHAPTER 2**

**SAMPLE TABLE AND GRAPHICS**

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Figure 1.1. Insert Figure Caption Here

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Table 2.1 Insert Table Caption Here

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| --- | --- | --- | --- | --- |
| Type of Education | Student | Percent | Time | Percent |
| Online | 3000 | 78.94 | 2 semester | 22.22 |
| Face to face | 200 | 5.26 | 6 semester | 66.66 |
| Hibrit | 500 | 13.15 | 1 semester | 11.11 |

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Or

Author's Last name, First name. Book Title. Publisher, Year published.

Campbell, Megan, et al. The Best Noun Book. Books For Us, 2017. /kitap/

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**APPENDICES**