ISTANBUL OKAN UNIVERSITY

GRADUATE SCHOOL

**THESIS MANUAL**

##### Introduction

Every thesis (including projects prepared in non-thesis master’s degree programs) conducted in the graduate programs (Masters and PhD programs) at the Graduate School of Istanbul Okan University must meet the same common standards. This manual presents the guidelines which are applied to all theses conducted at the Graduate School. The current guidelines specified by this manual will be strictly adhered to throughout the theses prepared in the graduate programs at the Graduate School under the supervision of thesis advisor. The students who are obliged to write a thesis have to follow the guidelines outlined herein. Any internationally recognized system such as APA and MLA, which is not specified in this manuscript but is agreed upon by the advisor, can also be used.

##### Format and Appearance

* 1. **Paper Quality and Standards, Binding, Duplication**

All copies of the thesis must be printed on good quality white bond paper, of at least 80 g (100 g at most), measuring by 210\*297 mm (A4). A bound copy of the thesis should measure 205 by 290 mm. Front and back covers of the thesis are to be bound in high glossy cast coated paper. The print must be permanent and legible; it must not be smudged or disfigured.

##### Margin Boundaries

In the thesis, every page should appear centered between the text margins, 3.0 cm from the top and bottom of the page: 3,5 cm from the left edge and 2,5 cm from the right edge of the paper. If there is any footnote, it must be contained within the same margin boundaries. All the titles on the first page (Preface, Table of Contents, List of Symbols, Abbreviations, Figures orTables, Abstract, Chapters, References, Appendices, Vita etc.), must begin at 5 cm from the top of the page. Words can be hyphenated at the end of a line within the margin boundaries. The back side of the paper must not be used.

##### Font, Space and Layout:

The thesis must be prepared with advanced word processing programs that can be run on Windows operating system in the electronic environment. Copies must be printed by a laser or ink jet printer. No ink corrections, strikeovers, correction fluid or tape, insertions between the lines or lettersets are permitted on the final copy. Typing the thesis using a typewriter or printouts from a dot matrix printer are not accepted. Tables, figures and formulas must be prepared in the electronic environment. If it is impossible to do it in that way, they should be prepared according to the technical drawing principles; writings and symbols are written using a template. No correction can be made manually on these figures.

##### Font:

The font size should be 12-point. Only Times New Roman font is acceptable. The text is written in vertical and regular letters. In the writing of the lower and upper indices, the font size must be 2 points smaller than the regular font size. The font size and spaces may vary in some parts of the thesis. Such changes must be emphasized in the related part. **Bold letters** are mainly used in the titles. However, in order to put special emphasis on them, some expressions or sentences can be written in **bold**. Depending on some obligatory cases, font size can be decreased 1 or 2 points.

##### Spacing

The general text of the manuscript must use **1.5 spacing**. No spacing before or after the paragraphs. Paragraph indentation must begin at **0,5 cm.** There must be a space after every punctuation mark (coma, period, question mark, colon, semi-colon etc.). The first line of a paragraph cannot be the last line of the page; the last line of a paragraph cannot be the first line of the page. Subheading at the end of the page must be followed at least by two sentences or located on a new page.

##### Titles

“PREFACE, TABLE OF CONTENTS, LISTS OF SYMBOLS, ABBREVIATIONS, FIGURES AND TABLES, ABSTRACT, CHAPTER TITLES, REFERENCES, APPENDICES and CURRICULUM VITAE” are known as first-level titles. Therefore, there is no separate explanation related to the way each of them is written: ***ALL OF THEM are aligned along the left side of the page.***

##### Font:

Chapter number is 1**8 points and written in bold using capital letters**; first-level titles are **14 points and written in bold using capital letters** (only Times New Roman font is acceptable). 2nd, 3rd and 4th level-titles are **12 points and written in bold using capital letters** (only Times New Roman font is acceptable). First and second-level titles are written all in capital letters; with the 3rd and 4th-level subheadings, only the initial letter of the first word will be capitalized. Other subheadings (more than 4th-level) become distinct by a, b…lettering and written in italics or in the regular way. If there are linking words such as **and, or etc**. included in the subheadings, they are written all in lower case.

##### Spacing:

First-level titles must begin at 5 cm from the top of the page and must be aligned along the left side of the page. After the first-level chapter title, **18-point spacing** is required. Before the second-level titles **14-point spacing** and after them **12-point spacing,** and before the third- and fourth-level titles **12-point spacing** are required. Subheadings cannot be the last line of the page (unless there are two more lines following the subheading).

##### Numbering the Main Body:

Depending on their level, all titles are numbered according to the “decimal system”. Use of the system depends on the chapter’s number, level of the title, or which subheading is under which title (1, 1.1, 1.1.1, ...). There mustn’t be more than 4 levels while numbering titles; subheadings or sub-subheadings should be organized as (a.,b., c….) or (i., ii., iii.,…). **Ex. ‘Chapter …No...’** (CHAPTER 1). Numbering must make the level of the title and/or subheading clear: Ex. 1.2.3 General Structure of Addition (The 3rd subheading of the 2nd title of the first main (first-level) title).

##### Pagination

Covers of the thesis are not numbered. Use small Roman numerals (i, ii, iii, iv, …) for the pages including Preface, Table of Contents (until the beginning of Chapter 1). Use small Latin numbers for the remaining parts (1, 2, 3, ….). All page numbers must appear in the same location (in the middle, at the bottom of the page). Every first-level title must appear on a different page in the project. Beginning pages of the chapters will have page numbers but not be printed out.

##### References, Footnotes and Equations

##### The Reference Material:

Including a piece of text from another source as it is in the thesis is called “citation”. All citations taken without any change must refer to its original source at the end of the sentence. If it is a paragraph, the reference is given at the end of the paragraph. In this case, the paragraph shouldn’t consist of more than 6 -7 lines. When two paragraphs are written consecutively by citing the same source, the source should be cited at the end of both paragraphs. There are two common ways to cite a source within the text:

* + - By numbering
    - By using the surname of the author.

In theses conducted at the Graduate School of İstanbul Okan University, one of the ways mentioned above can be used as long as the thesis advisor agrees with the idea.

References appear in alphabetical order at the end of the thesis in a section headed “References” according to the author’s surname. When using this way, the reference within the text is cited as in the example: (at the end of the sentence or paragraph), (Long, 2005). If the source has more than one author; a) for two authors: their surnames, (Kaymaz ve Uluğ, 2006), b) for more than two authors: surname of the first author et al., (Kıran et al., 2001) or (Levi et al., 2003). Different sources written by the same author and published in the same year: (Mutlu 1994a), (Mutlu 1994b).

If there is another citation in the citation, they should be enclosed in double quotation marks (“…….”). For the sections that are skipped (not to be written) in the citation, the (…) ellipsis symbol should be used. If the citation is expressed in the thesis author’s own sentences, there is no need to use quotation marks. At the end of the citation, the surname of the author and the year are indicated in parentheses. At the end of the explanatory information of the tables and figures taken from the sources without any change, the surname of the author and the year are also indicated in parentheses. For example: Figure 4.1 Supply Chain Management (Long, 2005). For citations from internet pages, the word “WEB” and the code consisting of the identifying number and the year should be added in parentheses at the end of the citation, as indicated in the example: (WEB\_1, 2006), (WEB\_12, 2006). If it is desired to refer to the table, figure or section on the previous pages, this abbreviation can be used in parentheses: “(**See:** Figure No., Table No., Title No.)”.

##### Footnotes:

Some explanations and notes may be in the form of footnotes, placed at the bottom of the page in the thesis. The relevant part of the footnote is indicated with superscript (1). If there is a need for more than one footnote on the same page, numbering with superscript continues as (2), (3) etc. Footnotes should be short and concise in order not to distract from the topic. Long explanations, figures and tables must be placed in the “Appendices” section. There should be **18-point spacing** between footnotes and the text. Footnotes must be separated from the text by a complete horizontal line **one space above** the first line of the footnote. Footnotes must be located within the text margin boundaries which is **2,5 cm** from the bottom of the page. Footnotes must be **10 points** and **single-space** between the lines is essential.

##### Equations:

Equations should be placed in the text in accordance with the coherence in the thesis. The transition form the expression to the equations in the text should be done in a way that does not disturb the logical integrity and follows the rules of spelling. The symbols used in the equations should be defined below the equations where they first appear. (For example: i ; interest ratio, Ch ; carrying cost, *¥* : deviation).The symbols in the equations must be the same as those presented in the Symbol List. Equations must be written in Times New Roman **(12 points)**. There should be a 12-point space between the equations and the text. The numbering of the equations is done with the sequence number in the related section. The first digit of the numbering (with letters in the appendices) indicates the chapter number, and the second digit shows the sequence number of the equation in the chapter: Ex. [ (1.1), (1.2), (2.1), (2.2), (A.1), (A.2) etc.]. If necessary, the sub-expressions of the same equation can be numbered as (1.1a), (1.1b). Bold numbering is optional; however, the chosen way must be maintained throughout the text. Equation numbers written at the end of the equation and on the far right of the relevant line.

##### Language and Expression

In terms of spelling and punctuation in theses, generally accepted expressions, concepts and definitions in academic literature can also be used. Narration should be done with the use of third person via short and concise sentences.

##### Text Arrangement and Composition of Theses

The content of the thesis to be submitted to the Graduate School should be arranged as follows:

##### Cover Pages

* + Front/Outer Cover Page
  + Inner Cover Page

##### Preliminary Pages

* + Approval Page
  + Preface (optional)
  + Dedication Page (optional)
  + Table of Contents
  + Turkish Abstract
  + English Abstract (Summary)
  + Symbols
  + Abbreviations
  + List of Figures
  + List of Tables

##### Thesis Body

Chapter 1 [Introduction and Purpose Statements]

Chapter 2 [General Section (General Information; Examination of the source information)]

Chapter 3…. [Thesis Studies (Research Method; Research Tools; Carried out Studies)]

Final Chapter [Conclusion and Proposals]

##### References/Bibliography

1. **Appendices**
2. **Vita**
   1. **Layout of the Front Cover Page**

The front (or outer) cover of the thesis is white paperback (≈ 240 g/m2). The area used as the front cover page is the same as what is explained in “*2.2 The Usage Area of the Paper”* section. The font must be Times New Roman. It must be arranged as can be seen in **Appendice 1a, 1b veya 1c.** All the information required to be written on the cover should be written with respect to the vertical middle axis, centered horizontally and symmetrically, according to the page layout specified in Section 2.3. On the backcover of the outer cover, first the name and surname of the student (above) and the title of the thesis (below), and then the type of the thesis (Master’s, PhD or Graduation Project), the name of the programme and the year (below) are written starting from the top vertically.

##### THESIS BACKPACK EXAMPLE

YIL PROGRAM TEZİN TÜRÜ TEZİN ADI ÖĞRENCİNİN İSMİ



**BOTTOM TOP**

* 1. **Layout of the Approval Page**

This document is added to the thesis after the outer cover page and must be high-grade paper pulp (≈ 90 g /m2). It should be arranged according to the explanations in **Appendix 2**.

##### Layout of the Inner Cover Page

This document is located after the outer cover page and must be high-grade paper pulp (≈ 90 g /m2). It should be arranged according to the explanations in **Appendices 3a, 3b or 3c.** All the information required to be written on the cover should be written with respect to the vertical middle axis, centered horizontally and symmetrically, according to the page layout specified in Section 2.3. Student number must be added to the cover additionally.

##### Preface

All of the titles on the preliminary pages must be written in black and 18 points and must be aligned along the left side of the page. The preface should not exceed one or preferably half a page. It can include things that the author could not technically put in the work report but wanted to say, like the difficulties and problems he encountered during his work, the purpose and importance of the work, a brief introduction of the chapters, and so on. The institutions that supported the thesis and the people who gave a hand to the student can be thanked here. If the thesis was carried out within the scope of a project or with the support of an institution, the name of the project and the relevant institution should also be stated in this section. Below the preface text, the name and surname of the person who prepared the thesis must be written aligned along the right side of the page along with the month and the year aligned along the left side of the page (For example: January, 2007).

##### Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices, and vita with their page numbers. It should be arranged according to the **Appendix 4.** In this document 1st-level titles must be **14 points**; other titles must be **12 points**. First and second-level titles must be written in bold and uppercase; third-level titles must be written in bold and lowercase (by capitalizing the initials); fourth-level titles are written in lower case (by capitalizing the initials and not written in bold). Subheadings begin three columns from the right compared to the previous heading. Double space before and after the first-level titles, and single space before and after the second-level titles are required. No extra spacing is needed before and after the third and fourth-level titles.

##### Abstracts in Turkish and a Foreign Language

The abstract is the short version of the thesis; it summarizes the overall thesis. The purpose of this section is not to explain the importance and aim of the study. It is a paragraph stating the purpose of the thesis, its methodology, findings and results. After introducing the problem elaborated in the thesis, research methods, findings, conclusions and the reseacrher’s contribution are expressed in this section **(Appendices 5 & 6)**. *It is located right under the name of the thesis (in bold & 14 points).* Abstracts must be as long as 1-2 pages including at least 200 words (1000 words at most). Adopt simple past tense in your sentences (Not Simple Present). Abstracts must not include any diagrams/tables and references, nor any mathematical formulas unless absolutely essential. Even though some common abbreviations and/or acronyms can sometimes be used, it is not preferrable. The abstract in foreign language (Appendice 6) must be correspondence of the Turkish one (Appendix 5). Maximum five keywords must be written at the end of the abstract and the date is aligned along the left side of the page.

##### Symbols and Abbreviations

Symbols and abbreviations in the thesis are listed on separate pages. Symbols and indices and abbreviations are listed *in alphabetical order*. In the list of symbols, the meanings of the symbols as well as their units will be given. Symbols and Abbreviations lists are arranged as shown in Appendices 7 and 8. Regular roman texts are written in **12 points leaving single-space**. Symbols and abrreviations should be aligned along the left side of the page (written in bold and 12 points). In the upper middle of the page, 5cm from the top of the paper, **SYMBOLS (or the List of Symbols)** or **ABBREVIATIONS (or the List of Abbreviations)** are written all in uppercase, bold and 18 points.

##### Arranging the Symbols and Abbreviations within the Text:

Symbols used in equations, relations and formulas should be arranged in a way that they differ from each other in size. Throughout the thesis, a symbol must be in the same size. Each symbol will be identified at its first occurrence in the text. For terms that are used frequently in the thesis and consist of more than one word, abbreviations can be made by using the initials. Abbreviations made are explained only once, in parentheses at their first occurrence.

##### Fonts:

Symbols and abbreviations are written in 1**2 points**. In lower and upper indices, 10 points should be used, in necessary cases it can be reduced to 8 points.

##### The List of Figures and Tables

Figures and tables in the thesis are listed on separate pages. Figure and Table lists are arranged according to their numbers, as in Appendices 9 and 10. Regular roman texts are written in **12 points leaving single-space**. In the upper middle of the page, 5cm from the top of the paper, **THE LIST OF FIGURES or THE LIST OF TABLES** are written all in bold and 18 points.

##### Layout of the Figures and Tables within the Text:

Tables, figures, and formulas in the thesis are created in the electronic environment. Figures that cannot be created in this environment are drawn according to technical drawing principles and, text and symbols are written with a template. Such figures cannot be edited manually.

##### Placement:

Tables and figures should be placed as close as possible and within the usage area, after the place where they are first mentioned in the text, provided that they comply with the principles of page layout. More than one table or figure can be placed on the same page. However, no more than two pages of continuous tables or figures are given. Such tables or figures can be given in appendices when necessary.

##### Numbering:

Tables and figures are numbered as "Table 1.3", "Figure 4.2", with the first digit being the chapter number and the second digit being the sequence number of the table or figure within the chapter. In appendices, the first symbol is the symbol of “appendice” word and the second one is the number showing the sequence of a figure/table in the appendice: For example, "Table A.l", "Figure B.3". Graphics and pictures used in the thesis must also be accepted as figures and numbered.

##### Naming and Explanation:

The number and description of each figure are written below the figure; the number and description of each table are written above the table. The initials of Figure and Table should be capitalized such as (Figure 2.2, Table 2.2 etc.). “List of Tables” title must be aligned along the left side of the page while “List of Figures” must be centered. The name of the Figure and/or Table must be written as a regular roman text in 10 points by capitilizing the initials. Appearing on two different pages, if each table or figure covers more than a page, the word “Continuing” must be added to the second page after the table/figure numbers. The number of the vertical lines in the table is kept to a minimum. The necessary explanations (footnotes) in tables and figures are made at the necessary places on the table or figure by numbering or using superscript (such as (1) & (2) or (1) & (2) etc.) so that they do not seem separate from each other. These explanations are placed at the end of the table, under the line at the bottom and left aligned. Explanations with more than one line must be written in a way that keeps the first carriage return. The explanations in the figures should appear next to the figure title in the same paragraph.

##### Font Size:

**10-point** Times New Roman should be used for the written parts inside the table and figure. In cases of necessity, these texts can be reduced up to **8 points**.

##### Spacing:

There should be a 12-point space between the main body and the text written in the table or figure. The space between table caption and table should be **6 points**; the space between the figure and the figure subtitle should be **6 points**. Spacing in the explanations longer than a line should also be **6 points**.

##### Preparing the Main Body

The part called the main body of the thesis should be prepared as seen in Chapters **(Appendix 11)**. The Main Body introduced below may contain subheadings according to the outline of the thesis. Chapters and subheadings are numbered with Arabic numerals following the previously numbered title or subheading (Ex. 1.1.1. etc.). There is no page limit in the thesis’ sections.

##### CHAPTER 1 INTRODUCTION and THE PURPOSE OF THE STUDY

This section consists of introductory statements about the thesis topic. Brief information about the subject is given. The purpose of the study is clearly stated by putting forward the reasons for the need for the thesis study. This section usually does not exceed two pages.

##### CHAPTER 2 GENERAL INFORMATION

In this section, the preliminary information that those who are interested in the thesis topic should know are presented in an order. The section can be divided into subheadings. For example, ***2.1. General Information; 2.2. Theoretic Approaches; 2.3. Literature Review etc***.

In the sections where *Genel Information and Theoretic Approaches* are included the general structure of the problem addressed and the current approaches offering solutions are presented in detail.

*Literature Review* is done in a way that allows the past studies on the subject to be followed in the historical cycle and the findings to be discussed. Preliminary examinations and evaluations about the subject are made in this section and if necessary, the purpose of the thesis is repeated.

##### CHAPTER 3 and STUDIES CARRIED OUT FOR THE THESIS (Methodology / Research Method)

In these sections, studies carried out for the thesis are presented in an order according to the purpose and scope of the study. These studies can be named as **3. Research Method; 4. Research Tools; 5. Related Literature & Studies**. The names can be changed according to the nature of the research. However, these parts of the thesis should be planned in an understandable way. If necessary, figures and tables cen be given. It is useful to present the studies carried out in a sequence similar to the steps that have been helpful to reach the goal. Steps of a section are numbered as further subheadings **(Ex**. **3.1.2.1 etc.).** In the Research Method section, methodology of the thesis is explained. The person who reads this section must understand the steps of the research clearly. Methods can be schematized if necessary.

In the *Research Tools* section, the devices, equipment, and computer programs used while preparing the thesis are listed. The names and features of these tools are presented.

In the *Related Literature & Studies* section, the experimental and theoretic studies conducted during the research are introduced in an order. Trials or processes, products or findings can be numbered under the title of a section according to its flow and referred with these numbers within the thesis. Usually roman numerals are used in bold and parentheses while numbering them. By this way, they are not confused with the numbers citing a source. **The roman numeral given to a trial, product or finding must remain the same throughout the thesis.**

The intermediate results considered important are specifically indicated and attention is drawn to the rationale for further steps.

*Related Literature & Studies* can be divided into preliminary sections depending on the nature and details of the thesis subject. All preliminary sections can be divided into subsections; and these subsections can be divided into further subsections. No need for irrelevant details while deciding the sections and subsections; maintain the logical integrity between them. No portioning lower than the fourt level can be made.

##### CHAPTER 4: CONCLUSION and PROPOSALS

This section summarizes the data obtained as a result of CHAPTER 3 and starts a discussion accordingly. The conslusions reached in the thesis are presented clearly and concisely. If necessary, the results can be written in bullet points and the relationships between them can be stated. In this section, the findings obtained from the studies are discussed and evaluated.

If necessary, three subsections can be written: *Discussion, Evaluation and Suggestions*.

In the *Discussion* subsection*,* findings are discussed, and the innovations brought to the explanation or solution of the topics covered by the thesis study are presented.

In the *Evaluation* subsection, the information provided by the study is compared with the information of the relevant sources. The positive and negative aspects of the findings are revealed.

In the *Suggestions* subsection, suggestions can be made regarding the use of the results obtained from the thesis or the evaluation of the thesis.

##### References/Bibliography

In this section, source materials the researcher benefitted from are presented to the reader. The sample paper can be found in **(Appendix 12).** The publications used while writing the text of the thesis must be shown as a source and presented as a list. In this way, the reader should be able to find a way to reach a source of interest encountered in the text of the thesis.

Source materials can be grouped as follows:

* + - Books, Handbooks
    - Theses
    - Articles in Periodical Scientific Journals
    - Publications in Specialized Journals
    - Papers Presented at Academic Conferences and Published
    - Papers Presented at Academic Conferences
    - Patents
    - Reports; Standards
    - Map etc.
    - Interviews
    - The information obtained online

The list of references is presented in alphabetical order. If the first line breaks into the second line while providing info about the source material, there should be a 0,5cm space between the second line and the other lines.

##### General Layout of the Reference List:

**Writer(s), (Year), ”Name of the Study”, *Source,* [ Editor(s) – if there is/are), Publisher (or a Congress, Assembly etc.), Journal (Meeting) Place ], Volume (Date), Page Range.**

Following rules must be followed when presenting references:

1. Names of all authors must appear in the reference part. Avoid using “*et al.,”* or any kind of name abbreviation unless it is really necessary.
2. Write surnames of authors completely but write only the initials of their names and middle names.
3. Use (.,) to separate the author names; do not use “and” between them. After the last name write the year when publication was released in parentheses. The Name of articles, papers or books etc. is written in italics, enclosed in quotation marks “……“ For example: (Saydın, A., Strause, F, (2006), “*Synthesis of......*” ).
4. When using abbreviations of the journal names, choose the ones internationally accepted.
5. Presenting the page range of the related source is adviced. However, writing the beginning page number of the part used by the researcher can sometimes be enough, but maintain the use of the same rule after deciding which one to use. Avoid using pp while presenting the page range.
6. If there is no lead author of a source, name of the editor(s), which is mentioned in the area where the author name is written on the cover, can be written.
7. No need to present international serial number of the publications such as books etc. but the same rule must be maintained throughout the whole reference list.
8. The source materials in the process of publishing must be presented as *in press* (in italics) in the area where the source publication and page range are stated.
9. The dating and pagination part of the source is given as Volume No, (Edition no if any), Page Range (or the number of the beginning page), excluding patents, and is finished with a dot.

##### EXAMPLES

**Books:**

1. Çetmeli, E., Çakıroğlu, A, (1976), *Tesis Planlama*, İrfan Yayıncılık, İstanbul, Türkiye, 85-87.
2. Lee, M.W., Fung, L, (2004), *Quality Management,* 3 Ed.; Swarbrick, J.; Boylan, J.C.Eds.; Marcel Dekker, Inc., New York, USA, 16, 115-151.
3. Tanyaş, M., Baksak, M, (2006), *Üretim Planlama ve Kontrol,* (2nd ed.), Alfa Yayıncılık, İstanbul, 101-

104.

**Translated Books:** Both translator’s and author’s names must be written. In the following example “Levi-Strauss, C.” is the name of the author, “J. Neugroschel & P. Hoss, Trans.” are the names of the translators.

[1] Levi-Strauss, C, (1985), *The view from afar,* (J. Neugroschel & P. Hoss, Trans.), New York: Basic Books. (Original work published 1983).

##### The books edited by more than one editor:

[1] Deibel, T. L., Gaddis, J.L. (Eds.), (1987), *Containing the Soviet Union: A Critique of US Policy*, Washington: Pergamon-Brassey.

**Articles from books**: The name of the article is written in the regular way while the name of the book containing the article is written in italics. In the following example, “*Reflections on Containment*” is the name of the book, *Containing the Soviet Union: A Critique of US Policy* is the title of the article used.

[1] Kennan, G.F, (1987), *Reflections on Containmen,.* In T.L. Deibel & J.L. Gaddis (Eds.), Containing the Soviet Union: A Critique of US Policy., Washington: Pergamon-Brassey.

##### Theses

1. Gümüş, F.U, (1998), *Endosulfan’ın Kalıntı Analizlerine Uygun Yeni Yöntemlerin Geliştirilmesi*, *Doktora Tezi,* Marmara Üniv.Fen Bilimleri Enstitüsü, İstanbul, Türkiye, 77-79.
2. Nelson, M.R, (1988), *Constraints on the Seismic Velocity Structure of the Crust and Upper Mantle Beneath the Eastern Tien Shan, Central Asia*, *PhD Thesis*, MIT, Cambridge, MA,USA, 54-60.
3. Aksoy, E, (2001), *Knowledge Management and Implementation Stages, MSc Thesis*, Marmara Univ., Inst. For Graduate Studies in Pure and Applied Sciences, Istanbul, Türkiye, 102-104.
4. Alpaslan, B, (1999), *Remediation of Heavy Metal Contaminated Soils*, *MSc Thesis*, Marmara Univ., Inst. For Graduate Studies in Pure and Applied Sciences, Istanbul, Türkiye, 107-109.

##### Articles

1. Aydın, A., Feuer, H, (1979), *Synthesis of 4-nitro-5,6-diphenyl-2H-pyridazin-3-one*, Chim. Acta Turc., 7, 128.
2. Borat, O.: (1982), *Efficiency Improvement and Superiority of Steam Injection in Gas Turbines*, J. of

the Energy Conversion and Management, 22, 13-18.

1. Doğruel, M., Drakunov, S., Özgüner, Ü, (1996), *Sliding Mode Control in Discrete State and Hybrid Systems*, IEEE Transactions on Automatic Control, 41, 414-419.
2. Ercan, S, (1974), *Cost Minimizing Single Sampling Plans with AIQL and AOQL Constaints*, Management Science,Theory Series, 20, 1112-1122.

##### Papers

1. Garrone, E.; Ugliengo, O, (1988), In *Structure and Reactivity of Surfaces*, Proceedings of the European Conference, Trieste, Italy, Sept 13-20 (1988); Zecchina, A.; Costa, G.; Morterra, C. Eds.; Elsevier, Amsterdam, Holland.
2. Acar, M.H.; Yılmaz, P, (1997), Effect of Tetramethylthiuramdisulfide on the Cationic Polymerization of Cylohexeneoxide, *The 2nd International Conference on Advanced Polymers via Macromolecular Engineering,* Orlando, Florida, USA, April 19-23.
3. Dağsöz, A.K.; Binark, A.K.; Öznergis, E, (1984), A Solar Heating Collector”, *The 3rd International Congress on the New Energy Sources and Exhibition,*Turkish Solar Energy Research Foundation, ITU İstanbul*,*Türkiye, June 25-27.
4. Güney, İ.; Öztürk, S, (1989), Optimum Tower Distribution and Drawing of the Land Profile on Transmission Lines by Means of Computer”, In *Signals and Systems,* Proceedings International AMSE Conference*,*Brighton , United Kingdom, July 12-14 (1989) ; AMSE Press,Brighton,UK, 7,151- 163.

##### Reports

[1] McCafirey, R.; Abers, G, (1988), SYN3 : A program for Inversion of Teleseismic Body Wave Forms on Microcomputers, *Air Force Geophysics Laboratory Technical Report,* AFGL-TR-88-0099, Hanscomb Air Force Base, MA.

##### The study of a specific institution or group:

[1] American Institue of Certified Public Accountants, (1987), *Audits of ArgicultiralProducer and Agricultural Cooperatives,* New York.

##### Interviews

[1] Özçelik, N, (2001), Kişisel Görüşme(24.02.2001), (Çanakkale Seramik Kalebodur Fab. A.Ş.).

**Web-based publications:** Cited web page must be written according to the explanation and example below:

The word “WEB” and its code specified according to its order in the thesis, the year (when it was uploaded), the author, the name of the website, the link of the website and the date when the information was taken.

[1] WEB\_1, (2002), Peter Norton, Peter Norton’s Web Site, [http://www.pnorton.com/pn.htm,](http://www.pnorton.com/pn.htm) 12/01/2002.

**Studies by author anonymous**: In the example below, “*Intermodal Transportation*” is the name of the study, “APA Monitor” is the name of the journal.

[1] APA Monitor, (1987), *Intermodal Transportation*, p.7.

##### Encyclopedia:

1. Woodley, D.J., (1990), Acne World Look Encyclopedia, Chicago: World Book.
2. Brazil, (1970), *Harper Encyclopedia of the Modern World*, New York: Harper.

##### Appendices

If they are included in the main body, explanations that will distract the subject and prevent continuity, are too long to be given as footnotes and contribute to a better understanding of the subject are given in this section **(Appendix 12).** Materials (CD, map, etc.) related to the study that cannot be placed in the thesis due to their format, qualities or contents are given separately from the thesis, provided that they are named in this section, under the title of **APPENDICES**, in a separate cover or envelope, in accordance with the order of citation in the text. If the computer program lists or tables to be given in the thesis are more than 5 pages, they should not be included in the text part or in the appendices as a written text. These lists/tables are given in a CD as an additional appendice of the thesis. CDs are placed in a pocket made on the back part of the inner cover. These CDs are labeled to provide information about their contents (for example, "Appendix A Computer Program").

The appendices should be separated from the other parts of the thesis with a single page written APPENDICES. Appendices should be placed after this page. In the appendices, separate appendices should be arranged for different subjects. Each appendix should have a title suitable for the content, with a symbol representing the appendix. The titles are in the form of Appendix A, Appendix B and will be placed at the beginning of the Appendices according to the order of presentation in the thesis text. Subheadings in the appendices should be in the form of A.1, A.1.1. (The rules of spelling are also given in the relevant subsections.). Each appendix should start on a new page. The page numbers of the appendices should follow the page numbers of the previous sections. Appendices should be given in the “Table of Contents” section, in the order they are, by specifying the page numbers.

14 points, in bold and uppercase

Centered in the middle

## APPENDIX 1a

**T.C.**

**ISTANBUL OKAN UNIVERSITY**

**GRADUATE SCHOOL**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm spacing

**TITLE**

16 points, in bold, centered in the middle, 1,5 cm spacing

**Ali GÜNCAN**

14 points, in bold, Surname capitalized, centered in the middle, 1,5 cm spacing

**THESIS FOR THE DEGREE OF**

**MASTER OF BUSINESS ADMINISTRATION**

**IN BUSINESS PROGRAM**

14 points, in bold, surname capitalized, centered in the middle

## THESIS ADVISOR

### Prof.Dr. Remzi AYDIN

**ISTANBUL, January 2021**

(12 points, in bold, centered in the middle)

14 points, in bold and uppercase

Centered in the middle

**APPENDIX 1b**

**T.C.**

**ISTANBUL OKAN UNIVERSITY**

**GRADUATE SCHOOL**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm **spacing**

**TITLE**

**Erdal HASAN**

14 points, in bold, Surname capitalized, centered in the middle, 1,5 cm spacing

16 points, in bold, centered in the middle, 1,5 cm spacing

**PhD THESIS**

**FOR THE DEGREE OF BUSINESS MANAGEMENT**

14 points, in bold, surname capitalized, centered in the middle

## THESIS ADVISOR

### Prof.Dr. Can ERDEM

12 points, in bold, centered in the middle

**ISTANBUL, January 2021**

**APPENDIX 1c**

14 points, in bold and uppercase

Centered in the middle

**ISTANBUL OKAN UNIVERSITY**

**INSTITUTE OF GRADUATE SCIENCES**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm **spacing**

**MULTI-OBJECTIVE PROGRAMMING AND GENETIC ALGORITHM**

**Banu ERDOĞAN**

16 points, in bold, centered in the middle, 1,5 cm spacing

14 points, in bold, Surname capitalized, centered in the middle, 1,5 cm spacing

**THESIS**

**FOR THE DEGREE OF**

**MASTER OF BUSINESS ADMINISTRATION**

**ADVISOR**

14 points, in bold, surname capitalized, centered in the middle

**Prof.Dr. Tolga ANIK**

12 points, in bold, centered in the middle

**ISTANBUL, Ocak 2021**

**APPENDIX 2**

14 points, in bold and uppercase

Centered in the middle

**T.C.**

**ISTANBUL OKAN UNIVERSITY**

**INSTITUTE OF GRADUATE SCIENCES**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm spacing

**TITLE**

**Özgen ERCAN (Student no)**

16 points, in bold, centered in the middle, 1,5 cm spacing

14 points, in bold, Surname capitalized, centered in the middle, 1,5 cm spacing

**YÜKSEK LİSANS TEZİ**

**İŞLETME ANABİLİM DALI LOJİSTİK YÖNETİMİ PROGRAMI**

14 points, in bold, capitalized, centered in the middle

Presentation Date of Thesis:

14 points, in bold, surname capitalized, left aligned

Submission Date of Thesis:

Advisor: Prof. Dr. Tolga ANIK \_

Jury Members : Prof. Dr. Ahmet ÜSTÜN \_ Prof. Dr. Kaygan GÜNDÜZ \_ Prof. Dr. Ayhan TARHAN \_ Prof. Dr. Ali OSMAN \_

**İSTANBUL, January 2006**

**APPENDIX 3a**

**T.C.**

14 points, in bold and uppercase

Centered in the middle

**ISTANBUL OKAN UNIVERSITY**

**INSTITUTE OF GRADUATE SCIENCES**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm

**TITLE**

**Özgen ERCAN (Student No)**

14 points, in bold, capitalized, centered in the middle

14 points, in bold, Surname capitalized, centered in the middle, 1,5 cm spacing

16 points, in bold, centered in the middle, 1,5 cm spacing

14 points, in bold, surname capitalized, centered in the middle

**YÜKSEK LİSANS TEZİ İŞLETME ANABİLİM DALI LOJİSTİK YÖNETİMİ PROGRAMI**

## ADVISOR

14 points, in bold, surname capitalized, centered in the middle

### Prof.Dr. Adnan AYDIN

12 points, in bold, centered in the middle

**ISTANBUL, January 2021**

**APPENDIX 3b**

14 points, in bold and uppercase

Centered in the middle

**T.C.**

**ISTANBUL OKAN UNIVERSITY**

**INSTITUTE OF GRADUATE SCIENCES**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm

**TITLE**

14 points, in bold, surname capitalized, centered in the middle

**Melih NAKKAŞ (Student No)**

14 points, in bold, capitalized, centered in the middle

16 points, in bold, centered in the middle, 1,5 cm spacing

**DOKTORA TEZİ**

**İŞLETME ANABİLİM DALI ULUSLARARASI İLİŞKİLER PROGRAMI**

**ADVISOR**

14 points, in bold, surname capitalized, centered in the middle

Prof.Dr. Burhanettin CAN

12 points, in bold, centered in the middle

**ISTANBUL, January 2021**

**APPENDIX 3c**

**ISTANBUL OKAN UNIVERSITY**

14 points, in bold and uppercase

Centered in the middle

**INSTITUTE OF GRADUATE SCIENCES**

16 points, in bold, centered in the middle, 3 lines at most, 1,5 cm

**MULTI-OBJECTIVE PROGRAMMING AND GENETIC ALGORITHM**

**Banu ERDOĞAN**

14 points, in bold, capitalized surname, centered in the middle

**(Institute No.)**

16 points, in bold, centered in the middle, 1,5 cm spacing

14 points, in bold, capitalized, centered in the middle

**THESIS**

**FOR THE DEGREE OF**

**MASTER OF BUSINESS ADMINISTRATION**

**IN BUSINESS PROGRAM**

14 points, in bold, surname capitalized, centered in the middle

**ADVISOR**

**Prof.Dr. Tolga ANIK**

**ISTANBUL, January 2021**

12 points, in bold, centered in the middle

**APPENDIX 4**

18 poinst, in bold,

5 cm from the top

# TABLE OF CONTENTS

14 points, in bold Double spacing

12 points, in bold, right aligned

**PAGE NO**

Spacing is 30 pts

PREFACE i

[TABLE OF CONTENTS………………………………………………………..](#_TOC_250002)

[ÖZET ……………………………………………………………………......](#_TOC_250001)

ABSTRACT………………………………………………………………….

LIST OF SYMBOLS …………………………………………………………

ABBREVIATIONS[……………………………………………………………](#_TOC_250000)

LIST OF FIGURES……………………………………………………….........

LIST OF TABLES ……………………………………………………….......

CHAPTER 1. INTRODUCTION AND PUPORSE 1

**CHAPTER 2. XXXXXXXXXXX …………………………………………….**

**2.1.XXXXXXXXXXXXXX …………………………………………………..**

* + 1. **Xxxxxxxxxx Xxxxxxx Xxxxx Xxxxxxxx ……………………….**

#### Xxxxxxxx Xxxxxxx Xxx Xxx Xxx Xxxxxxxx……….

**CHAPTER 3. THESIS STUDIES ………………….. ………………………....**

**FINAL CHAPTER CONCLUSION AND PROPOSALS……………………...**

**REFERENCES………………………………………………………………**

**APPENDICES………………………………………………………………………**

**APPENDIX A…………………………………………………………………...**

**APPENDIX 5**

18 points, in bold,

5 cm. from the top

# ABSTRACT

14 Points in bold

**THESIS NAME**

Abstract text 12 Points

**Key words:**

12 Pts, in bold

**Word:**

**Date:**

**APPENDIX 6**

18 points in bold,

5 cm from the top.

**SUMMARY**

**THESIS TITLE**

Summary text 12 Pts

**Keywords: Date :**

12 Points, in bold

**APPENDIX 7**

18 points in bold,

5 cm from the top.

**SYMBOLS**

Spacing is 30 pts

**Ch :** Carrying cost (TL/number\*period)

**Cs :** Order cost (TL/order)

**Cl :** Sell-out cost (TL/number\*period)

**Di :** i. discount rate (%)

**i :** Interest rate (%/yıl)

**L :** Lead Time (day)

**N :** Option pricing number

**P :** Purchase price (TL/number)

**R :** Order quantity (number)

**S :** Maximum amount of stock (number)

**s :** Minimum amount of stock (number)

**t :** The number of the terms

**** **:** Fault Tolerance (%)

**o :** Standard deviation

12 points in bold, Left aligned

12 points, single space

## APPENDIX 8

# ABBREVIATIONS

18 points in bold,

5 cm from the top.

Spacing is 30 pts

**BOM :** Bill of Materials

#### **CRM :** Customer Relationship Management

**DC :** Distribution Center

#### **LP :** Linear Programming

**ECR :** Efficient Consumer Response **ERP :** Enterprise Resources Planning **EVA :** Economic Value Added

**MRP :** Material Requirements Programming

**NPV :** Net Present Value

#### **PMS :** Performance Management System

**SRM :** Supplier Relationship Management

**TQM :** Total Quality Management

**TPM :** Total Productive Management **CPI :** Consumer Price Index

**UN :** United Nations

12 points, in bold, left aligned

12 points, 1,5 cm spacing

## APPENDIX 9

18 points in bold,

5 cm from the top.

**LIST OF FIGURES**

Spacing is 30 pts

**PAGE NO Figure 2.1** Production System 8

**Figure 2.2** Classification of Production Systems 9

12 points, in bold, right aligned

Satır aralığı 30 nk tam

**Figure 2.3** Flow Shop… 10

**Figure 2.4** Order Shop 12

12 points, in bold, Left aligned

12 points

Single space

**APPENDIX 10**

18 points in bold,

5 cm from the top.

**LIST OF TABLES**

**PAGE NO**

#### **Table 2.3** Comparison of Production Systems 10

12 points, in bold, right aligned

Spacing is 30 pts

**Table 3.1** Ratios by Number of Personnel… 18

**Table 3.2** Ratios by Total Income… 20

**Table 3.3** Results by Communication Methods… 24

#### **Table 3.4** Results by Management Functions… 26

12 points, in bold, Left aligned

12 points

Single space

**APPENDIX 11**

**GENERAL LAYOUT OF THE CHAPTERS**

5 cm space

**CHAPTER 1 INTRODUCTION AND PURPOSE**



30 pts space

(18pts in bold)

………………..............………………………………………………………………………………

………………………………………...........……………………………………………………………

………………………………………………………...........……………………………………………

……………………………………………………………….......………………………………………

………………………………………………………………………...........……

**CHAPTER TITLE 2** (18pts, in bold)

30 pts space

* 1. **TITLE-21** (16pts, in bold)

18 pts space

………………..............………………………………………………………………………………

………………………………………...........……………………………………………………………

………………..............………………………………………………………………………………

………………………………………...........……………………………………………………………

………………………………………………………...........……………………………………………

……………………………………………………………….......………………………………………

………………………………………………………………………...........……

………………………………………………………...........……………………………………………

……………………………………………………………….......………………………………………

………………………………………………………………………...........……

12 pts space

* 1. **TITLE-22** (16pts, in bold)
     1. **Title-3** (16pts, in bold)

#### Title-4 (14pts, not bold) 2.2.1.1.1.Title-5 (12pts, not bold)

6 pts space

………………..............………………………………………………………………………………

………………………………………...........……………………………………………………………

………………………………………………………...........……………………………………………

……………………………………………………………….......………………………………………

………………………………………………………………………...........……

## APPENDIX 12

18 points, in bold,

5 cm from the top

oyu,

Üstten 5 cm.

**REFERENCES**

Spacing is 30 pts

Satır aralığı 30 nk tam

#### Çetmeli, E., Çakıroğlu, A.: (1976), “*Tesis Planlama*”, İrfan Yayıncılık, İstanbul, Türkiye, 85-87.

12 points, single space

1. Bowersock, T.L., Park, K.: (1997), “*Brand Management*, In *Encyclopedia of Marketing,* 1 st Ed.; Swarbrick, J.; Boylan, J.C.Eds.; Marcel Dekker, Inc., New York, USA, 16, 115-151.

## APPENDIX 13

18 points, in bold,

5 cm from the top

**APPENDICES**

Spacing is 30 pts

**APPENDIX A TITLE**

………………..............………………………………………………………………………………

………………………………………...........……………………………………………………………

………………………………………………………...........……………………………………………

……………………………………………………………….......………………………………………

………………………………………………………………………...........……

16 points, in bold, left aligned