

**İSTANBUL BİLGİ UNIVERSITY
INSTITUTE OF SOCIAL SCIENCES**

DISSERTATION WRITING GUIDE

**İSTANBUL
2017**

INTRODUCTION

Post graduate degree and doctoral dissertations to be delivered to İstanbul Bilgi University Institute of Social Sciences are written in accordance with principles stipulated in this guide. In this guide, only basic principles that may be applied to all programs are included. Programs are entitled to issue their own guides on condition to comply with principles included in this guide. Dissertations that are not written in a format which is stipulated in dissertation writing **guide** are not accepted by İstanbul Bilgi University Institute of Social Sciences. The matter whether dissertation satisfies requirements as to form is supervised **by** dissertation supervisor.

1. GENERAL FORM REQUIREMENTS

As a rule, Dissertations are prepared in language that is education and training language of relevant post graduate program.

In dissertations, it is mandatory to include table contents that shows topic titles and page numbers and a bibliography that shows resources cited.

A summary is included to dissertation that includes subject of dissertation, primary concerns discussed, research method as required, conclusions and general opinion of author of dissertation in Turkish and English.

There must be an approval page at immediate after the cover page. Spaces are allocated in this page for mainly dissertation supervisor and all academic members those who will participate dissertation defence procedure. These spaces are signed by relevant academic members in case defence is satisfying. Date of defence of dissertation is take place in lowermost place of this circular. Page is prepared in accordance with format indicated in Annex 1a and 1b.

On the cover pages of dissertations, which were found successful and delivered to the institute for preparation of diploma, it is required to indicate name of the University and institute, title of dissertation, name and surname of student, dissertation supervisor and graduation year. This cover page must be in compliance with format shown in Annex 2.

Hardcover edges of dissertations, which were found successful and delivered to the institute for preparation of diploma must comply with format shown in Annex 3. Colour of hardcovers of post graduate degree dissertations must be dark blue and doctoral dissertations must be red.

2. SECTIONS THAT CONSTITUTE DISSERTATION

In general, orders of presentation of information that are included in a dissertation are presented in Table 1 below.

Table 2.1. Sections included in dissertation

Outer cover		Not numerated
Inner cover	-	Roman numerals, not placed on the page
Dissertation approval page		Not numerated
Foreword (if any)	iii	Roman numerals, placed on the bottom middle of the page
Table of contents	iv	“
Abbreviations	v	“
List of symbols	vi	“
List of figures	vii	“
List of tables	viii	“
Abstract	ix	“
Summary	x	“
Introduction section	1	Arabic numerals, placed on the bottom middle of the page
Other sections	2	“
Conclusion	3	“
Bibliography	4	“
Annexes	5	“

Below, what kind of information is required to be included in sections listed above and required to be included in a dissertation.

Foreword, this is a section that person prepared dissertation presents his/her opinion independently form technical and scientific content of dissertation. In this section, person who prepared dissertation may extend her/his appreciation to persons and organizations that he/she received support, information, source etc.

Table of Contents, All sections included in dissertation and their number of pages that were placed are indicated in this section according to their order of placement. All headings and numerations used in table of contents must be the exactly same with heading and numeration given in dissertation. Table of contents is written with 12 font sizes with 1,5 row spacing and with bold fonts. No italic characters are used in this section.

Purpose of abstract section is to provide readers a general opinion on the subject of dissertation. In the first paragraph of this section, subject of dissertation must be explained. In other paragraphs, scope and purposes of performed study must be explained on individual basis and utilized methods must be mentioned briefly and main conclusions must be included as well. Abstract section must be written in both English (Abstract) and in Turkish (Özet). Each of abstract sections must be at least 150 words. Key words must be included in this section as well.

Introduction Section, is a section where authenticity of performed study and contribution to literature. In this section, scope and subject of dissertation is explained comprehensively to readers. The most basic information contained in the article on the subject described is conveyed to the reader. Persons those read introduction section should understand what they should expect from remaining of the dissertation.

Conclusion section is a section where conclusions obtained throughout the study are assessed. Subject of the dissertation is briefly defined and used methods are summarized and main conclusions obtained are stated in this section. In order to provide guidance to those who want to work in the specified subject, the initial goal is reached to what extent, the strengths and weaknesses of the work, and prospective proposals, if any, are stated.

Annexes, data, visuals and citations that are too long for prepared text must be included in “ANNEXES” section.

3. FORMAT AND APPEARANCE

3.1. Qualities of Paper to be Used

Dissertation must be printed on one side of high-grade pulp paper sized A4 (210 x 297 mm).

3.2. Page Structure and Layout

There must be 4 cm of spaces must be left on left side and upper side and 3 cm on right side and bottom of the page. There must be at least one line between page number and the first line of the text.

Texts are written with Times New Roman fonts and 12 font size without using italic and bold letters. Lines are written in “justified alignment”. Line spacing is left as 1,5. One character must be left blank after the comma, period, and all other punctuation marks.

Dissertation writing character and page number character should be the same. All page numbers should be written in the lower middle part of the page with the font used in the text.

3.3. Headings

Decimal system or letter system may be used as outline form method. No numbering will be done because the "Introduction" and "Conclusion" headings are not considered as separate sections.

Heading of sections that constitute dissertation and mentioned in second section are centered. All of the sentence that forms section heading and first degree sub-heading written in “**CAPITAL LETTERS AND BOLD**”. First letters of second degree sub-headings are written “**in Capital and left justified**”. An empty line must be left between both headings one on other and between heading and text. At least two lines gap left after sub-heading corresponds bottom of the page. Otherwise text must be started from the next page.

A sample for decimal heading system may be seen in ANNEX 4.

3.4. Tables and Figures

Tables and figures to be used in prepared dissertation should be included in relevant section in accordance with principles of page layout set forth above. Prepared tables and figures should be placed on the nearest place where they are mentioned. More than one table and figure may

be presented in the same page. However, in case numerous tables and figures are required to be presented in the same page, tables and figures desired to be used may be presented in Annexes section on condition to be referred in relevant section.

Number and heading of each table are written on one line above table and number and heading of each figure are written on one line above figure. Table numbers are indicated with Arabic numerals (1, 2, 3). Word “Table” and number of table are written with Bold characters. Source of data used in tables is indicated in lower left corner of table. While writing heading and source of table, first letter of each word is written with capital letter. Providing references should be performed in a manner that complies citation method used in entire dissertation. Heading of table and entire source should be written with character size that is one point size lower than character used in dissertation. Numbers of figures are presented in Arabic numerals (1, 2, 3...). Heading and number of figure are written with bold characters. Heading of table and source should be written with character size that is one point size lower than character used in dissertation. In tables and figures, these should be numerated in order having the first number presents section number (letters in annexes), and having second number presents order number of table (or figure) in section, i.e, in main sections “Table 1.2”, “Figure 1.1”, in annexes “Table A.1”, “Figure B.1”.

Furthermore, source related with tables and figures should be written following word “Source” in accordance with principles of giving reference applied in generality of dissertation.

Charts and pictures provided in dissertation should be deemed as figures and numerated and assigned a heading as well.

Presentation of tables or figures to be provided in dissertation in horizontal of vertical orientation does not require any change in page numeration.

Unless it is subject to any copyright, all kind of table, figure, chart etc. taken from other sources should be drawn by author and definitely should not be copy-pasted.

4. REFERENCE PROVIDING AND BIBLIOGRAPHY

References are given in accordance with the style determined by program (APA, Harvard etc.) and bibliography is prepared according to this style. All sources cited in text are presented in a new page titled “Bibliography”. In this section, all sources used in the study are listed in complete and true manner. Sources that are not referred in the text are not included in bibliography. Sources that are not seen or used personally are not included in “bibliography”, such applications are deemed plagiarism.

ANNEX 1a: Post Graduate Degree Dissertation Approval Page

Title (original)

Title (Turkish/English)

Name & Surname of Student

Number of Student

Dissertation Supervisor : Name & Surname (Signature)

Jury Member : Name & Surname (Signature)

Jury Member : Name & Surname (Signature)

Second Dissertation Supervisor (if any): Name & Surname (Signature)

Date of Approval:

Total number of pages:

Keywords (Turkish)

Keywords (English)

1)

1)

2)

2)

3)

3)

4)

4)

5)

5)

ANNEX 1b: Doctoral Dissertation Approval Page

Title (original)

Title (Turkish/English)

Name & Surname of Student

Number of Student

Dissertation Supervisor : Name & Surname (Signature)

Jury Member : Name & Surname (Signature)

Jury Member : Name & Surname (Signature)

Jury Member : Name & Surname (Signature)

Jury Member : Name & Surname (Signature)

Second Dissertation Supervisor (if any): Name & Surname (Signature)

Date of Approval:

Total number of pages:

Keywords (Turkish)

Keywords (English)

1)

1)

2)

2)

3)

3)

4)

4)

5)

5)

ANNEX 2: Cover Page

İSTANBUL BİLGİ UNIVERSITY
INSTITUTE OF SOCIAL SCIENCES
POST GRADUATE/DOCTORAL PROGRAM OF XXXXXXXXXXXX

TITLE OF DISSERTATION

Name & Surname of Student

Number of Student

Name and Academic Title of Dissertation Supervisor

İSTANBUL

YEAR

ANNEX 3: EDGES OF HARDBACKS of DISSERTATIONS

öğrencinin adı	soyadı	<input type="text" value="Name and Surname of Student"/>
program adı	mezun olunan yıl	<input type="text" value="Name of programme"/>
		<input type="text" value="Graduation year"/>

ANNEX 4: Presentation of Headings According to Decimal System

SECTION ONE

HEADING OF SECTION ONE

1.1. FIRST GRADE SUB-HEADING

1.1.1 Second Grade Sub-Heading

1.1.1.1. Third Grade Sub-Heading

1.1.1.2. Third Grade Sub-Heading

1.1.2. Second Grade Sub-Heading

1.2. FIRST GRADE SUB-HEADING

SECTION TWO

HEADING OF SECTION TWO

2.1. FIRST GRADE SUB-HEADING

2.1.1. Second Grade Sub-Heading

2.1.1.1. Third Grade Sub-Heading