Page margins throughout the thesis: left: 3.5 cm, top, bottom and right should be set as 2.7 cm

Give a space of 5 lines from the top (with 1.5 line spacing, 0 before, 6 pt after)

Titles written in all capital letters throughout the thesis should be 14 points.

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Title indents in the **TABLE OF CONTENTS** should be arranged as Chapter Heading: 0 cm, Main Heading: 0.5 cm, Sub Heading: 1 cm, Eventual Heading 1.5 cm.

**All headings and page numbers** in the **TABLE OF CONTENTS** should be in **bold**. It should be arranged as 12 point, 1.15 line spacing, before 0, and 5 pt.

Page numbers should be written in 12 point Times New Roman with a 1.5 cm margin from the bottom. Starting from the **TABLE OF CONTENTS** section (1, 2, 3…..) Arabic numerals should be used throughout the thesis.

# THESIS APPROVAL PAGE

On this page, 1.15 line spacing, 0 before and after 5 pt **should be used**.

I certify that in my opinion the thesis submitted by Name SURNAME titled “WRITE THE THESIS TITLE HERE” is fully adequate in scope and in quality as a thesis for the degree of Choose Degree.

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The degree of Choose Degree by the thesis submitted is approved by the Administrative Board of the Institute of Graduate Programs, Karabuk University.

Assoc. Prof. Dr. Zeynep ÖZCAN ..........................

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Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# DECLARATION

I hereby declare that this thesis is the result of my own work and all information included has been obtained and expounded in accordance with the academic rules and ethical policy specified by the institute. Besides, I declare that all the statements, results, materials, not original to this thesis have been cited and referenced literally.

Without being bound by a particular time, I accept all moral and legal consequences of any detection contrary to the aforementioned statement.

**Name Surname: Xxxxx XXXXXXXXXX**

**Signature :**

In the texts from this page to the **REFERENCES**, 12 font size, 1.5 line spacing, 0 before and 6 pt after should be used.

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# FOREWORD

In this section, it is expected that the student gives information about the process of emergence of the thesis and thanked the people who helped for writing of the thesis.

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# ABSTRACT

In this section, which is expected to be formed approximately 200 words, the student briefly describes what kind of subject he / she is examining and what kind of findings he / she has reached. In other words, it is expected that the person who reads this section has an idea about what topics are covered in the thesis, approaches of the researcher to the subject and what results are achieved.

**Keywords:** To be found in the virtual platform, 3-7 words related to the thesis are written in this section separated by a semicolon and written in this section.

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# ÖZ (ABSTRACT IN TURKISH)

This section is Turkish translation of "Abstract" section.

**Anahtar Kelimeler (Keywords in Turkish):** Keywords are written here in Turkish.

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# ARCHIVE RECORD INFORMATION

|  |  |
| --- | --- |
| **Title of the Thesis**   | Write the Thesis Title in Capital Letters (1.5 line spacing, before and after 0 pt) |
| **Author of the Thesis**   | Name SURNAME |
| **Thesis Advisor**  | Title Name SURNAME |
| **Status of the Thesis**  | (Master-PhD) |
| **Date of the Thesis**  | dd/mm/yyyy |
| **Field of the Thesis**  | xxxxxxx Department |
| **Place of the Thesis**  | UNIKA / IGP |
| **Total Page Number** | xxx |
| **Keywords** | Capitalize the First Letters of Keywords (1.5 line spacing, before and after 0 pt) |

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# ARŞİV KAYIT BİLGİLERİ (in Turkish)

|  |  |
| --- | --- |
| **Tezin Adı**   | Tez Başlığını İlk Harfleri Büyük Olacak Şekilde Yazın (1.5 satır aralığı, öncesi ve sonrası 0 nk) |
| **Tezin Yazarı**   | İsim SOYİSİM |
| **Tezin Danışmanı**  | Unvan İsim SOYİSİM |
| **Tezin Derecesi**  | **(**Yüksek Lisans- Doktora) |
| **Tezin Tarihi**  | **gg/aa/yyyy** |
| **Tezin Alanı**  | Xxxxxxxxxx Anabilim Dalı |
| **Tezin Yeri**  | KBU/LEE |
| **Tezin Sayfa Sayısı**  | **xxx** |
| **Anahtar Kelimeler**  | Anahtar Kelimeleri İlk Harfleri Büyük Olacak Şekilde Yazın (1.5 satır aralığı, öncesi ve sonrası 0 nk) |

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# ABBREVIATIONS

**Abbreviations 1:** Specification

**Abbreviations 2:** Specification

……………………..

In this section, 0 should be used before and after 10 points with 1.15 line spacing.

The : (colon) signs must be aligned.

Bold font should be used for abbreviations and normal font should be used for explanations.

# SUBJECT OF THE RESEARCH

1.25 cm indent at the beginning of paragraphs. In the main texts, 1.5 line spacing, 0 before and after 6 pt should be used. At the end of the text, 1 line is left between the next main heading. Justify in text option should be ticked.

# PURPOSE AND IMPORTANCE OF THE RESEARCH

1.25 cm indent at the beginning of paragraphs. In the main texts, 1.5 line spacing, 0 before and after 6 pt should be used. At the end of the text, 1 line is left between the next main heading. Justify in text option should be ticked.

# METHOD OF THE RESEARCH

1.25 cm indent at the beginning of paragraphs. In the main texts, 1.5 line spacing, 0 before and after 6 pt should be used. At the end of the text, 1 line is left between the next main heading. Justify in text option should be ticked.

# HYPOTHESIS OF THE RESEARCH / RESEARCH PROBLEM

1.25 cm indent at the beginning of paragraphs. In the main texts, 1.5 line spacing, 0 before and after 6 pt should be used. At the end of the text, 1 line is left between the next main heading. Justify in text option should be ticked.

# POPULATION AND SAMPLE (IF AVAILABLE)

1.25 cm indent at the beginning of paragraphs. In the main texts, 1.5 line spacing, 0 before and after 6 pt should be used. At the end of the text, 1 line is left between the next main heading. Justify in text option should be ticked.

# SCOPE AND LIMITATIONS / DIFFICULTIES

1.25 cm indent at the beginning of paragraphs. In the main texts, 1.5 line spacing, 0 before and after 6 pt should be used. At the end of the text, 1 line is left between the next main heading. Justify in text option should be ticked.

# CHAPTER ONE: Chapter Heading

Main chapters should start on a new page

The Chapter Heading should be 14 points. If there is no text here, leave a line space, if there is, leave 1 line space after the end of the text.

## Main Heading

The title must be 13 points. 1.25 cm indent at the beginning of paragraphs. In the main texts, use 0, 6 pt space after 1.5 line spacing. Leave 1 line space between the other heading at the end of the text. Justify in text option should be ticked.

### Sub-Heading

The subtitle should be 13 points. Indent 1.25 cm at the beginning of paragraphs. Use 0, 6 pt after 1.5 line spacing in main texts. Leave 1 line space between the other heading at the end of the text. Justify in text option should be ticked

#### Eventual Heading

The last title should be 12 points. Indent 1.25 cm at the beginning of paragraphs. Use 0, 6 pt after 1.5 line spacing in main texts. Leave 1 line space between the other heading at the end of the text. Justify in text option should be ticked. If the title is to be given after the last title, the letter should be used (like 1.1.1.1.a. Xxxxxxx).

In the text, 14 points should be used for the Chapter Headings, 13 points for the Main and Sub Headings and 12 points for the Eventual Headings.

In the text, the Chapter Headings should be centered and the Main, Sub and Eventıal Headings should be written with the left-justified option and 0.5 cm indentation should be applied.

# CHAPTER TWO: Chapter Heading

## Main Heading

### Sub-Heading

#### Eventual Heading

You should prepare your thesis on this template. If you are creating on a new file, it is recommended to format the title indents from this template using the **‘biçim boyacısı’**

# CONCLUSION

Indent 1.25 cm at the beginning of paragraphs. In the main texts, use 0 before 1.5 line spacing and 6 pt after. Leave 1 line space between the other heading at the end of the text. Justify in text option should be selected.

*“In direct quotation type quotations, the quoted expression must be given as it is and in double quotation marks. At the end of the citation, the source should be cited. Reductions made in the quoted sentence should be given with the sign (…) and if any, additions to the quote should be given in square brackets [ ].”*

When it exceeds three lines in direct quotations, it should be written in 10 font size and single (1.0) line spacing (0 before and after 10 nk) starting from the bottom line. All lines from the left should be indented 1.25 and from the right 4 characters (0.5 cm). Italic fonts should not be used and should not be enclosed in quotation marks.

Give 1 line space between text and table

**Table 1:** Write the title of the table with only the first letter of the sentence capitalized and do not put a period at the end (Table 1: the part should be bold and the (:) sign should be used after the number, 12 points, 10 pt after single line spacing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title** | **Title** | **Title** | **Title** |
| **Title** | Text | Text | Text | Text |
| **Title** | Text | Text \* | Text | Text |
| **Title** | Text | Text | Text | Text |
| **Title** | Text | Text | Text | Text |

\* If an explanation is to be made in the table, it should be indicated with a superscript and the table should be written under 10 points, in single line spacing, and then in 10 points. If the explanation is a single line, it should be centered, if it is more than one line, justification should be used.

Horizontal lines should be used in the table, vertical lines should not be included. The table should be centered within the text. Cell margins should be 0.15 cm from the right and left. Row and column headings should be bold. The texts in the cell should be 10 points and then no more than 11 points.

When writing footnotes, they should be 10 pt, single line spacing and 10 pt after.



**Figure 1 (Picture, Map):** Write the title of the figure with only the first letter of the sentence capitalized and do not put a period at the end (Figure 1: the part should be bold and the (:) sign should be placed.) 12 points after the number, 10 pt after the single line spacing)

After the explanation of the figure, continue the text by starting the paragraph without leaving any spaces between the text and the explanation.

$$w\_{j}=\frac{c\_{j}}{\sum\_{i=1}^{m}ci} $$

After the formula, continue the text by starting the paragraph without leaving any spaces between the text and the formula.

Formulas should be centered in the text, no spaces should be left at the bottom and top of the formula, and the text should continue by starting the paragraph.

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# REFERENCES

Those who will use the APA Spelling Rules in the bibliography should use the latest APA spelling and citation rules.

For researchers who want to cite as footnotes in the bibliography, the latest Chicago Footnote-Bibliography System spelling and citation rules should be used.

When writing the bibliography, the first line should be indented from the beginning of the line, the other lines should be 1.25, in the bibliography section 1.15 line spacing should be used, after 10 pt and the justify option should be selected.

In the References section 1.15 line spacing should be left, followed by 10 pt space. Justify option should be selected

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# LIST OF TABLES

**Table 1:** Write the title of the table with only the first letter of the sentence capitalized and do not put a period at the end (**Table 1** part should be in bold, 12 points, after single line spacing, it should be 10 pt and single line should be centered, if it is more than one line, justify option should be used)…………………………………………………...…………………….00

1,5 cm

**Table 2:** Write the title of the table with only the first letter of the sentence capitalized and do not put a full stop (**Table 2** part should be in bold, 12 points, after single line spacing, it should be 10 pt and single line should be centered, if it is more than one line, justify option should be used)…………………………………………………………………………00

Table lists should be 1.15 row spacing, then 10 pt. Possible option to live side by side

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# LIST OF FIGURES

**Figure 1 (Picture, Map):** Write the title of the figure with only the first letter of the sentence capitalized and do not put a period at the end (**Figure 1**: the part should be in bold and the (:) sign should be used after the number, 12 points, after single line spacing it should be 10pt and single line should be centered, if it is more than one line, justify option should be used)……………………….……………...…………………………………00

1,5 cm

**Figure 2 (Picture, Map):** Write the title of the figure with only the first letter of the sentence capitalized and do not put a period at the end (**Figure 2**: the part should be in bold and the (:) sign should be used after the number, 12 points, after single line spacing it should be 10pt and and single line should be centered, if it is more than one line, justify option should be used)………………………..……………..…………………………………00

In the list of figures, line spacing should be 1.15, after which it should be 10 pt. Justify option should be selected

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# LIST OF ATTACHMENTS (IF AVAILABLE)

**Attachments 1 :**…………………………..

**Attachments 2 :**…………………………..

Leave 2 lines (with 1.5 line spacing, 0 before, 6 pt after) from the top.

# CURRICULUM VITAE

Curriculum Vitae ; **date and place of birth should not be specified**; It consists of information about the university and department of graduation, degrees and awards received, publications of the researcher, if any, and academic and professional status. The CV should be written in third person singular language.