

SABANCI UNIVERSITY

**THESIS AND DISSERTATION FORMAT AND SUBMISSION HANDBOOK
FOR
SABANCI UNIVERSITY**

**GRADUATE PROGRAMS IN WRITING
ACADEMIC COMMUNICATION
CENTER FOR INDIVIDUAL AND ACADEMIC DEVELOPMENT**

Spring 2017, 9th Revision

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1. Purposes and Limitations of This Handbook

Sabancı University's eighth edition of this authorized Handbook is certain to undergo further revision as the University grows and moves into the future. One aspect of the Handbook that will not change, however, is the belief that the thesis and dissertation, the partial requirements for the Master's and Doctor of Philosophy degrees at Sabancı University, are also the culminating achievements of graduate education. The courses you have taken have prepared you for the final experience of writing the thesis or dissertation: an original work that advances knowledge and inquiry within a particular field as well as demonstrates your competence in scholarly research and critical writing.

To aid you in producing a work of professional quality, Academic Communication, in cooperation with the graduate programs of FASS, FENS, and SOM, has devised the following set of formatting and submission guidelines. (For ease and economy of language, thesis and dissertation will be referred to as "thesis" or "theses" throughout this Handbook unless otherwise stated.) This Handbook is to override any other style guide that you may be in possession of; please consult it as to the appropriate conventions of SU thesis format and organization as well as to the submission of your thesis. However, a limitation of this Handbook is that it is not autonomous. Since academic conventions vary within the disciplines, you need to consult your graduate faculties to learn their stylistic requirements and follow them. The constraints and recommendations your faculty set forth naturally supersede any of the university-wide guidelines contained here. Please consult your faculty and/or Academic Communication for support.

This Handbook does not offer research and note-taking information, writing strategies or source citation guidelines. For questions regarding writing language and style, we recommend consulting Academic Communication (ac@sabanciuniv.edu) as well as the writing and referencing manuals located in the Information Center (IC). Appendix 1 lists the SU IC call numbers of some of these books.

Since July 2005, all theses/dissertations have been accessible via *YÖK's* National Thesis Center, which aims to maintain a bibliographic archive of graduate theses in PDF file format. *YÖK's* intention in creating this database is to establish cooperation across all universities in Turkey and enable free and efficient access to theses in Turkey, with the broader aims of supporting the publication and dissemination of knowledge.

Researchers will thus benefit from your work, which will be accessible on the Internet through the National Thesis Center, within the framework of Articles 35 and 38 of the Literary and Artistic Works Law.

As of summer 2010, all thesis/dissertation writers also submit the “Tez Veri Giriş Formu” (referred to as simply the Thesis Entry Form in the English translation on the website) online at the YÖK website. Thesis writers must also submit CDs including the thesis, 3 hardcopies of the thesis (bound), an additional hardcopy of the Approval Page, and the printout of the “Tez Veri Giriş Formu” (Thesis Entry Form). For further information, please see Section 7 on Thesis Submission and Deposit.

Consistency and accuracy are as much hallmarks of thesis preparation and presentation as they are of good scholarship. Even in such seemingly small decisions of font, or larger ones of citation (APA versus MLA), you need to be aware of the expectations of your discipline in order to remain consistent with these conventions. While these 'rules' may seem arbitrarily prescriptive, your thesis is identical to any other manuscript to be published as a journal article or book, except that in this case, Sabancı University is the publisher. Your manuscript must conform to a set of conventions just as any other published piece must.

This Handbook, the texts in Appendix 1, Academic Communication, and your graduate program can provide help as well as advice; however, the primary responsibility rests upon the shoulders of you, the degree candidate. In "creating and developing together", we hope that the above resources will enable your intellectual productivity to flourish and result in good scholarly research and writing.

Sincerely, Academic Communication
Spring 2017

2. Format

2.1. Paper Type

The deposited and bound thesis must have white, high quality, opaque A4 paper (75-80 gr/m). Only one brand of paper manufacturer should be used throughout the thesis. Recycled or computer printout paper for the deposited copy is unacceptable.

If you must include oversized paper (for example for illustrations or charts), then the right side of the oversized document must be evenly folded to match the standard A4 size so that the folds will not be trimmed off when the thesis is bound. Whenever possible, reduce the oversized document to the standard A4 size.

2.2. Typeface

Sabancı University recognizes the use of Times or Times New Roman 12-point font for the paper. Formulas, equations, page numbering, table headings, figure captions, long biographical quotes, and extensive quotations should be 12-point font. Nine-point (9) font should be used in superscripts and subscripts as well as footnotes.

Writers should not overuse boldface, italics, or underlining in the text for the purpose of emphasis. Your words should carry your ideas. Additionally, please note the character/font restrictions for the thesis title articulated in section 3.1.

2.3. Margins

To allow for binding and trimming, all text (including tables, figures, charts, graphs, and drawings) must be kept within the margins of the thesis as follows: 3.5 cm at the left, and 2.5 cm at the right, top and bottom. The text should be 'justified', i.e., block. Any type of oversized material should be shrunk to conform to these specifications; if not, the paper should be folded appropriately to fit.

2.4. Spacing

One-and-a-half (1.5) spacing is preferred throughout the thesis. Single spacing is used for long indented (block) quotations, the abstracts, multi-line and sub-level headings, figure and table captions, and the content of the figures and tables, biography, bibliography, and footnotes. Note: although footnotes and the bibliography are single-spaced, between their entries, one-and-a-half spacing is required.

Chapters have six single spaces above them; between chapter number and title is a double space; chapter titles have quadruple spaces below them; centered headings have triple spaces above and below; subordinate (sub-) headings flush with the left margin are triple spaced above and double spaced below.

Word can adjust your paragraph format to eliminate line and page breaks, called 'widows' and 'orphans,' respectively. 'Widows' are three or fewer ending lines of a paragraph which begin a new page and have been carried over from the preceding page; 'orphans' are fewer than three lines of typeface that end a page with the rest of the text following on the subsequent page.

A title and caption should also be on the same page as its corresponding table. If the title and table cannot fit on the same page, the table should be placed on the next page and the title centered. All headings should be placed as close as possible to the material they introduce and should never end a page.

2.5. Indentation

If you wish to indent, please use the tab margins. The first line of each paragraph is indented one centimeter. Single-spaced, extensive block quotations are also indented one centimeter on the left and right margins. The initial lines of these block quotations are also indented an additional three spaces. In addition to indents, text can be organized by bullets, numbers, or Roman numerals (i, ii, iii, and so on).

2.6. Pagination

With the exceptions of the Title Page, Submissions/Approval Page, and Copyright Page, all pages of the dissertation are to show a number.

Lower-case Roman numerals (i, ii, iii, and so on) paginate the prefatory material. Although the Title Page, Approval Page, and Copyright Page are paginated for counting purposes successively as i, ii, and iii, these page numbers do not appear. For the other prefatory material, starting with iv for the Abstract, the appropriate lower-case Roman numerals appear at the bottom of the page, centered, and 1.5 centimeters from the bottom margin. Each prefatory page begins a new section; do not place two or more prefatory items on the same page, no matter how small the text of an item.

Arabic numerals (1, 2, 3, and so on) are used for the remainder of the thesis, beginning with page 1 and running consecutively to the last page. Place the numbers at the bottom of each page, centered, and 1.5 cm from the bottom margin. Include page numbers for all remaining content, such as illustrations, tables, appendices, and the Bibliography.

Large sized, folded papers should have the pagination in the center of the folded sheet as well.

The word 'page' is not included, only the lower-case Roman or Arabic numeral. Inserted pages, i.e., "2b", are not acceptable.

3. Prefatory Material, or Front Matter

Prefatory material is text which appears before the body of the thesis and whose subdivisions and order of appearance are indicated in the Table of Contents of this Handbook.

3.1. Title Page (required)

Since the thesis title is to be placed in the archives of the *YÖK* national Thesis Center, this text should not possess any of the following: tables and figures, charts, graphics, italics, chemical and/or mathematical figures, symbols, subscripts and superscripts, Greek alphabetical characters, or any other non-standard symbols/characters. See Appendix 3 for a sample title page. Center the following information for the title page:

3.1.1. *First Entry*

A title that concisely and accurately defines your work increases its online accessibility.

Include the complete title in all-caps case (all capital letters).

3.1.2. *Second Entry*

The full legal name of the thesis writer as given in SU records is placed under the title in all-caps case (all capital letters) and introduced with the lower-case word "by".

3.1.3. *Third Entry*

The centered words: "Submitted to the Graduate School of (the name of the school) in partial fulfillment of the requirements for the degree of (Doctor of Philosophy, Master of Arts, or Master of Science)"

3.1.4. *Fourth Entry*

The name of our university (i.e., Sabancı University) and the date in which the degree is to be conferred (month and year) are listed, not the date of the submission of the thesis.

Remember, although the title page is the first page of the thesis, the page number does not appear; it is understood as page *i* for counting purposes only.

3.2. *Approval Page (required)*

All theses must include an Approval Page (See Appendix 4 for samples) in both scanned and hard copy. This page, which follows the title page, must include in hard copy the **original signatures** of the thesis committee and/or jury members. This original signed approval page must also be scanned and inserted into the thesis PDF file copied on a CD. **Both the original hard copy of the Approval Page and the scanned copy on CD will be submitted to YÖK.**

The title of the thesis in all-caps case (all capital letters) will appear as the first entry. The names and titles of the members of the examination committee will be listed, one on each line in alphabetical order, except for the Thesis Supervisor's, whose name will be at the top of the list. Next to each name, there should be space for the signature of each examiner. The date at the bottom of the page is the date of the approval of the thesis by the committee. The page number does not appear; it is understood as page *ii* for counting purposes only.

3.3. Copyright Page (required)

This page is placed immediately after the Approval Page. The page number does not appear; it is understood as page *iii* for counting purposes only. The date of degree conferral, with the full legal name of the author, and the copyright symbol © are centered. The words, "All Rights Reserved", appear below. See Appendix 5 for a sample page.

3.4. Abstract/Executive Summary/Özet (required)

The abstract should provide enough information to enable readers to determine whether they will read the complete work. The abstract does not introduce the thesis, but summarizes it. Therefore, the abstract should cover the following points: the statement of the problem, procedure or method, results, and conclusions. The abstract should contain no headings, tabular material, chemical formulas, or footnotes. Abstracts should not contain references, but author citing is allowed. The abstract page should contain the title of the thesis and should not exceed 250 words (See Appendix 6).

The thesis contains two abstracts of 250 words, maximum, on separate pages:

- one abstract in English, title ABSTRACT (see Appendix 6)
- one abstract in Turkish, titled ÖZET

Within the order of the thesis, the Turkish language abstract follows the page of the abstract written in English. Your program advisors are to approve this translation. It is also a requirement in the *YÖK* submission process.

3.4.1. Abstract (Format)

Both abstracts should contain the thesis title and full name of the author. The format of the abstract is as follows:

First Entry

Begin with the word, ‘ABSTRACT’ or ‘ÖZET’, in all-caps case (all capital letters).

Second Entry

Enter the complete title of the thesis exactly as expressed on the Title Page, in all-caps case (all capital letters).

Third entry

Indicate the full name of the degree candidate, in all-caps case (all capital letters).

Fourth entry

Include the name of the degree (M.Sc., M.A., or Ph.D.), followed by the capitalized word ‘Thesis’ or ‘Dissertation’, month, and year.

Fifth entry

Indicate the name and title of the thesis supervisor.

Sixth entry

Keywords: *include at most five keywords.*

Seventh entry

Without indenting, here is the text of the abstract

Eighth entry (if a mixed-media thesis)

If the thesis contains visual matter such as maps, pictures, programming software, or audio-visual recordings, this additional information should be stated by file name/reference number and indicated on both the Thesis Entry Form <http://tez.yok.gov.tr> and Abstracts.

Follow the 1st, 2nd, 5th, and 6th entries by two double spaces, and 3rd and 4th items by one double space. The 1st through 6th entries should be centered.

3.5. Preface (optional)

Prefaces explain a particular intention, rationale, limitation, or field of investigation of the thesis. Prefaces should be paginated with lower-case Roman numerals.

3.6. Dedication Page (optional) (Appendix 7)

Occasionally, authors like to dedicate their thesis to their family members, friends, colleagues, and/or faculty. As an optional component of the thesis, the Dedication does not have to be in English, and italics font is permitted. The Dedication Page should be centered and paginated with lower-case Roman numerals.

3.7. Acknowledgements (optional) (Appendix 8)

Acknowledgments, like the Dedication Page, can be personal and may be expressed in the first person, thanking particular individuals and/or groups who have helped. Unlike the Dedication Page, Acknowledgments are more academic in nature, disclosing the authors and research that have been invaluable in the writing of the thesis. Students whose work has been funded by outside grants should acknowledge this funding by mentioning in the Acknowledgements section the names of the parties involved. This section is paginated with lower-case Roman numerals.

3.8. Table of Contents (required)

The first entry is the listing, TABLE OF CONTENTS in all-caps case (all capital letters) and centered. The Prefatory Material does not appear in the Table of Contents. The Table of Contents is paginated in lower-case Roman numerals.

The wording of the entries of the Table of Contents should exactly represent the wording that appears in the text headings of the thesis. All sub-headings should also appear on the Table of Contents page(s). The page numbers to which the listing refers should be in the right-hand column.

Chapter titles, headings and sub-headings have one-and-a-half (1.5) spacing on the Table of Contents page(s). If a heading is longer than a single line, the heading is continued on the next single-spaced line. Sub-headings have a two-space indentation.

3.9. List(s) of Tables and Figures (required), and

3.10. List(s) of Symbols and Abbreviations (required)

All lists should use the same format as the Table of Contents page and are paginated with lower-case Roman numerals. The heading for each list should be centered and use all-caps case (all capital letters). Even if there is only one item on a particular list, it should not be placed in the Table of Contents or on one of the other list pages but on a separate appropriate list page.

Tables and figures differ from one another in that tables contain information presented in rows and columns; figures are everything else, including drawings, graphs, photographs, and diagrams. The title of the table or figure in a list must match the wording used in the table and figure titles in the text of the thesis, and the corresponding page number should be indicated in the right-hand column of the list.

Symbols and abbreviations used throughout the thesis should be indicated in these respective lists. Consistency of use is paramount: if a concept is represented by a particular symbol, the same symbol should be employed throughout with no variations.

4. Text

The subdivisions of the thesis are listed in the order in which they appear in the Table of Contents Page of this Handbook.

4.1. Chapters

Each chapter begins on a new page. The chapters are numbered in Arabic numerals, and all titles are written in all caps case (all upper case letters).

4.2. Headings

All headings must be numbered, and each number must be followed by a period. Omit periods at the end of any heading. Use 12-point font size in all headings. Follow the rules listed below:

First-level subheadings: Must be centered, bold-faced, and followed by a tab return. Must have the first letters of principal words capitalized.

Second-level subheadings: Must be left justified, bold-faced, and followed by a tab return. Must have the first letters of principal words capitalized.

Third-level subheadings: Must be left justified, bold-faced, and followed by a tab return. Must have the first letter of the first word capitalized.

4.3. Footnotes

Footnotes should follow the form used in scholarly publications of the candidate's field of research. In fields other than the Arts and Social Sciences,

however, footnotes are used only if absolutely necessary. The following general guidelines should be observed in writing the footnotes:

1. Footnote references shall be indicated in the text by an Arabic number in superscript placed above the text and immediately following the word, phrase or sentence which the footnote concerns, but after any punctuation following the previous word; i.e., "last word."³ but not "last word"³.
2. Footnotes shall be sequential for each page and for the entire thesis.
3. Footnote text shall be placed at the bottom of the page on which it is indicated. It shall be indented from the margin line of the text by one centimeter and placed under a line made of 20 line characters (5 cm).
4. Footnotes shall be single-spaced and use 9 point font size. Footnotes placed on the same page should be separated by one-and-a-half (1.5) spacing.

4.4. Tables and Figures

The placement of tables and figures (graphs, charts, photographs, illustrations, and so on) is a stylistic decision. Please contact your advisor and/or Academic Communication, and follow the conventions set forth below.

Tables and figures should be numbered consecutively throughout the text or, if your advisor permits, consecutively in each chapter. The designation of each table or figure within the text should have only the first letter capitalized. The captions should be formatted as normal text, i.e., only the first letter should be capitalized.

4.5. Equations and Formulas

Equations and formulas are centered on the page and separated from both the preceding and succeeding text by one-and-a-half (1.5) spacing. They should be numbered within each chapter in the order of their appearance. An Arabic numeral in parentheses, such as (2.1), identifies these expressions; this number should be placed opposite the expression and in line with the right margin of the text.

4.6. Citations

Theses should follow the format used in scholarly publications of the candidate's field of research. Rules of form vary from one field to another, and it is important that candidates learn the system used in their discipline and program. Consent of the advisor is essential. Follow citation usage consistently throughout your thesis. Only one of the citation methods described in section 6.1 of this Handbook must be used in the Bibliography.

5. Digital Materials

Any additional visual materials to be submitted with the thesis will be included on a CD as a .rar file.

5.1. CDs

Software should be listed on CDs. Theses should contain files with source codes, sample input files, and output files. A text file named readme.txt shall be included. This file should document the code and any installation instructions. The names of the files on the CD, and hardware and software requirements should also be included. No copyrighted material file (compiler, library, etc.) should be put on the CD without obtaining the necessary licenses.

Please see **7.1.1. Checklist for SU Submission: Writer's Responsibilities** for additional guidelines.

Audio-visual recordings should be prepared according to the following formats indicated below:

1. Image files:
 - a. GIF (.gif)
 - b. PDF (.pdf)
 - c. TIFF (.tiff)
 - d. JPEG (.jpeg)
2. Video files:
 - a. MPEG (.mpg)
 - b. Quick Time – Apple (.mov)
 - c. Audio Video Interleaved – Microsoft (.avi)
3. Audio Files:

- a. WAV (.wav)
- b. MIDI (.midi)
- c. MP3 (.mp3)

5.2. Images

If you use photographs, mount them on the same quality and brand of archival paper that you use for the rest of the hardcopy of the thesis. Do not use tape or any kind of adhesive as it may dry over time, and thus not hold the item.

Appendices in text format or as photocopies should be enclosed in PDF format. These documents should be scanned or digitally copied so as to be included in the above PDF files.

6. Reference Materials, or Back Matter

6.1. Bibliography

The Bibliography or Reference List is an alphabetized, numbered listing by author. Include only works you have read. Bibliographies can be identified as: Bibliography, Selective Bibliography, Works Cited, or References. These titles are capitalized and centered at the top of the page.

If extensive, bibliographies can be divided. The first section, Primary Sources, is to be followed by Secondary Sources, and so on. Each entry is single spaced with double spacing between entries.

Individual entries in the bibliography should contain this information: author(s), full title of work (complete with subtitle), edition, revision, editor or translators, name of publication, volume (if necessary), date of publication, and pages (if article). If the source is online, the date of access is also required. The citation style used by the writer will determine the ordering of these bibliographical components.

The Bibliography should be placed after the end of the Text of the thesis or, with departmental consent, after each chapter. It is paginated with Arabic numerals following in sequence from the preceding page.

Only one of the following citation methods must be used throughout the thesis:

6.1.1. Citation list by numerals type: The numerical reference of the bibliographical material is indicated in the text by an Arabic number placed superior to the text and immediately following the name, word, phrase, or sentence which the reference concerns. The number should indicate the order of the first appearance of the reference in the text. The listing of a reference in the bibliography must be in the order in which it is used in the text and bear the same number as was used in the reference in the text.

6.1.2. Bibliography/References/Citation list by first author's name, [surname of the first author, year] type: The listing of references in the bibliography is in alphabetical order by the surname of the first author/editor, or by the name of the corporate author (e.g., U.S. Census Bureau) or periodical (e.g., Wall Street Journal) if there is no individual author or editor. In the text, citation of the relevant reference is in the [surname of the first author, year] format. If an author has more than one reference in a calendar year, lower case letters a, b, or c should follow the year. If there are two authors for the reference, both surnames should be included, separated by "and", and followed by the year. If there are more than two authors, only the surname of the first author should be included in the citation, followed by the words *et al.*

6.1.3. Citation list by first author's name, numerical type: The listing of references in the bibliography is in alphabetical order by the surname of the first author and is numbered accordingly. The numerical reference of bibliographical material must be indicated in the text by an Arabic number placed superior to the text and immediately following the name, word, phrase, or sentence which the reference concerns, indicating the number used in the reference list. In this type of referencing, the reference numbers in the text do not appear sequentially. See APA and MLA for this type of citation.

6.2. Appendices

Appendices (data sheets, questionnaire samples, flow charts, illustrations, maps, software listings, charts, etc.) are optional and list material supplemental to the thesis. If this material is tangential or extremely detailed, it is placed in a separate section after the body of the paper, not at the ends of the chapters. Materials that belong to different categories are placed in separate appendices. Headings for appendices are written in title case (using upper case for each important word) and centered, and if there is more than one appendix, lettered (A, B, C, and so on). Each appendix has a descriptive title just as the main section headings do.

Note: If the text contains no references to illustrations, for example, then all illustrations are grouped as back matter and titled, 'Illustrations'. If some illustrations do exist in the text, however, the remaining illustrations are classified as an appendix.

Since they are auxiliary text, appendices are paginated with Arabic numerals as part of the dissertation and follow the bibliography.

When photocopied materials (e.g. previously published questionnaires, manuscripts or articles) appear in an appendix, the source pagination is bracketed for the sake of clarification.

6.3. *Glossary*

Any unfamiliar foreign words or technical terms should be listed in the glossary. Such a word or term is listed alphabetically; left justified; set off by a period, colon, or dash; and followed by its meaning. Only the first letter of the translation or definition is capitalized, and there is no final punctuation.

6.4. *Indices*

Indices are optional and used mainly in longer works, such as books. Follow the formatting convention used in the citations.

7. *Thesis Submission and Deposition.*

The thesis jury and the candidate's supervisor, in accordance with the rules and regulations of the University, schedule the oral examination. The last day for the oral examination in a given semester is listed in the academic calendar. If the thesis is approved by the thesis committee, it must be submitted to the Institute within 30 days.

7.1. *Preparation of the Final Hardcopies (Paper) for Binding and Archives:*

After the thesis jury has approved the thesis, it should be printed and bound in 3 hardcopies. All members of the thesis jury must provide original signatures for the Approval Page of each copy.

7.1.1. *Reproduction:* Photocopy reproduction is acceptable for all parts or copies of the thesis, except the Approval Page. Care must be taken to ensure that the proper grade of paper is used at all times and that copying contrast is dark.

7.1.2. *Binding:* The thesis should be bound in dark blue hard cover. The final bound size of the thesis should conform to the standard A4 size. Please refer to Appendix 2 for an example of the front cover of a bound thesis. In addition, the name and surname of the candidate, the type of degree obtained, and the month and year the degree is obtained should be printed in the above order on the spine of the cover. When the thesis is placed front cover up, the spine should read from left to right.

7.2. *Submission Procedures*

Thesis writers should follow each stage of the Sabancı University Procedure for depositing Master's Theses and Doctoral Dissertations outlined below. Submission begins internally at SU with an initial submission to your Institute. The next and external step is submission to *YÖK*, which is completed by the University. Candidates can also submit to University Microfilms International (UMI).

7.2.1. *Checklist for SU Submission: Writer's Responsibilities* *(applicable for both Master's Theses and Doctoral Dissertations)*

Writers should submit:

1. Three (3) hardcopies of the thesis
2. Three (3) CDs on which the full text of the thesis is saved in PDF format. Each PDF file must include the scanned Thesis Approval Page with signatures. The PDF filename must simply contain the appropriate *YÖK* reference number and no other characters or words.
3. A Thesis Approval Page hardcopy with original signatures. Note that this is in addition to the 3 original Approval Pages bound in the hardcopies.
4. The *YÖK Thesis Entry Form (Tez Veri Giriş Formu)* completed and printed through <http://tez.yok.gov.tr>

The author of the thesis will be held responsible for maintaining the identical nature of both the PDF file and institute copy. Additionally, the author's responsibility is to maintain that the page numbers, the pictures, graphics, shapes or charts within the thesis are the same in both online and hardcopy version(s). The hardcopy appendices will be scanned and included in the PDF file that contains the full text of the thesis.

7.2.2. *Completing the Thesis Entry Form*

a. Thesis Entry Form: This document contains the name, author, reference number, and other necessary bibliographic information so as to enable others to obtain the permission of the author for use in other scholarly applications. The Thesis Entry Form may be found at <http://tez.yok.gov.tr>. Membership is required in order to fill out this form.

b. Saving the Form: The form is designed to assign the information provided by the author to a temporary chart that is connected to the National Thesis Center Database. When the form is filled and saved, it is issued a Reference Number by the system. If an error is made during the filling process, the system enables the author to reopen the document to correct the information. During the archival process by the National Thesis Center, this reference number serves as the identification of the document and it does not change when the form is edited.

c. Thesis Title and Abstracts: The title of the thesis and the abstracts are entered into the specific area of the Thesis Entry Form. Within these parts of the thesis, no italic font, chart, graphics, chemical or mathematical formulas, subscript/superscript, and/or Greek letters should be used. Abstracts should be prepared in two languages, one in Turkish, and may not exceed 250 words each.

d. Departments: At least one of the categories (Bölüm, Anabilim dalı, Bilim dalı) must be completed.

e. Index Terms: An alphabetical list of the keywords. These keywords provide researchers access to the theses in the National Thesis Database.

f. Suggested Index Terms: If any of an author's keywords are not found in the Index Terms List, these keywords should be given in this section as Turkish = English.

g. Thesis Entry Form for Publication and Postponement: No form other than the Thesis Entry Form is required since it includes the text that consents to allow the thesis to be published on the Internet. The authors who agree to the sharing of their theses via the National Thesis Center database on the Internet may indicate this consent by checking the “I allow it to be published” option. If the thesis is in the process of being published or a patent is pending, its accessibility may be postponed for a maximum period of 3 years. In this situation, the author checks the option for postponement and indicates the period of postponement.

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1. The PDF files must be identical to the hardcopies approved by the Institute/Graduate School Office. The author of the thesis will be held responsible for maintaining the identical nature of both the PDF file and Institute/Graduate School hardcopies, including but not limited to page numbers, pictures, graphics, shapes or charts within the thesis.
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Appendix 1

Writing and Referencing Manuals

American Psychological Association. *Publication Manual of the American Psychological Association*. 4thEd. Washington, D.C.: American Psychological Association, 1994.

Book Collection [BF76.7 .P83 1994](#)

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Altick, Richard D. *The Art of Literary Research*. Rev. Ed. NY: Norton, 1993.

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Chicago, University of, Press. *Chicago Manual of Style*. 14th Ed., Rev. Chicago: The University of Chicago Press, 1993

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Day, Robert A. *How to Write & Publish a Scientific Paper*. 5th Ed. Boulder, Colorado: Net

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Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: Modern Language Association of America, 2008.

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Hacker, Diana. *A Pocket Style Manual*. 3rd Ed. Boston: Bedford, 2000.

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Pechenek, Jan. A. *A Short Guide to Writing about Biology*, 5th ed. Pearson Longman: NY, 2001.

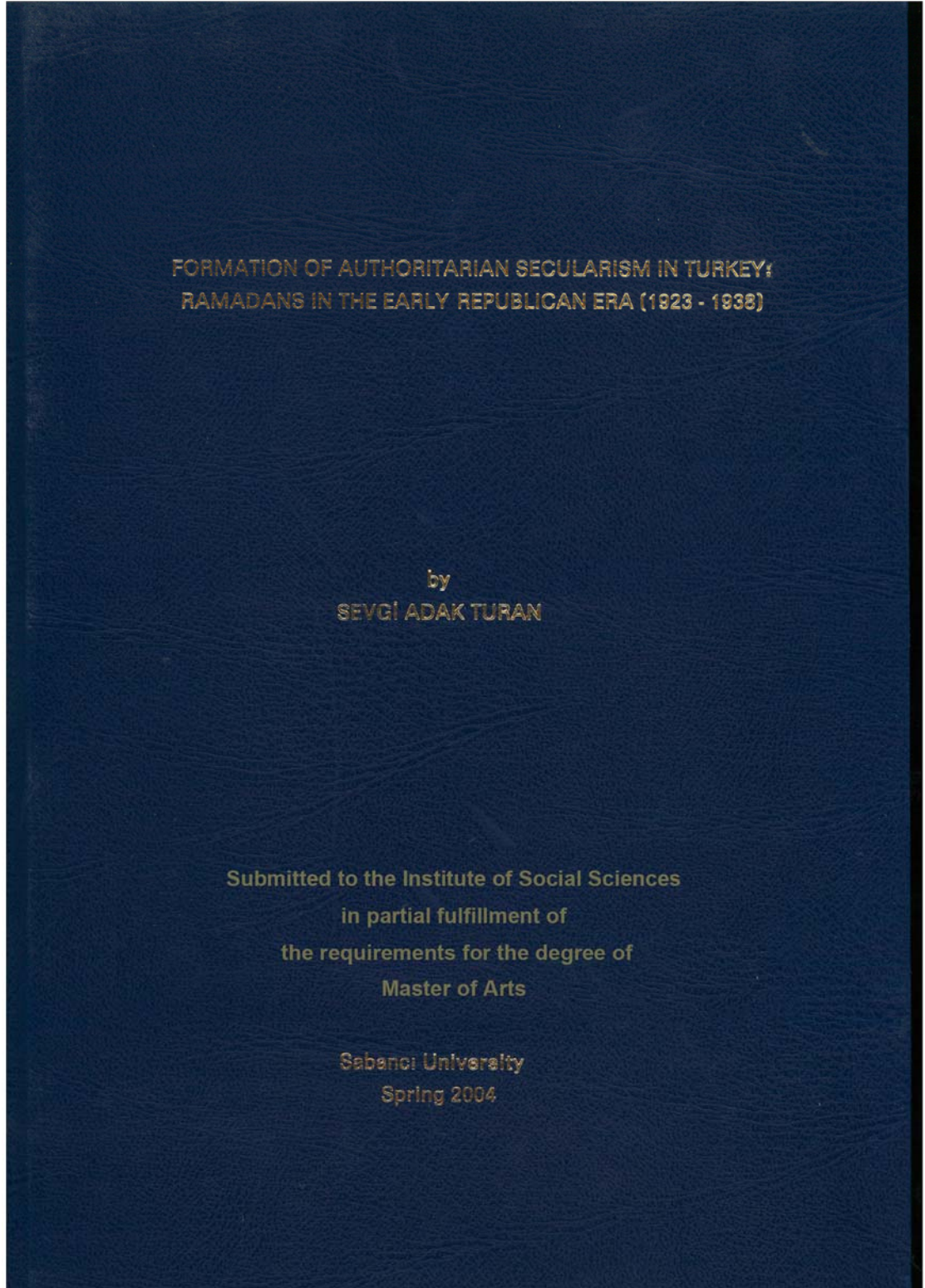
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Strunk, William, Jr., and E. B. White. *The Elements of Style*. 4th Ed. Boston: Allyn and Bacon, 2000. Book Collection [PE1408 .S77 2000](#)

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th Edition. Chicago: University of Chicago Press, 1996.

Book Collection [LB2369 .T87 1996](#)

Appendix 2: Sample Front Cover of the Thesis Hardcopy



Appendix 3

ANALYSING THE COMPONENTS OF A CHILDREN'S PICTURE BOOK

by
GÖKÇE İRTEN

Submitted to the Institute of Social Sciences
in partial fulfillment of
the requirements for the degree of
Master of Arts

Sabancı University
May 2016

Appendix 4 (Approval Page for Master's Thesis)

MEHMET NADİR AND HIS PERIODICAL NÜMUNE-İ TERAKKİ WITHIN THE
CONTEXT OF THE HAMIDIAN ERA

APPROVED BY:

Assoc. Prof. Selçuk Akşin Somel
(Thesis Supervisor)



Asst. Prof. Yusuf Hakan Erdem



Asst. Prof. Fatih Bayram



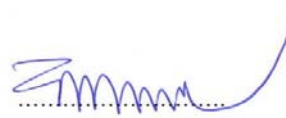
DATE OF APPROVAL: 29.12.2015

Appendix 4.1 Approval Page for PhD Dissertation

THE WORLD OF AMBASSADOR JACOBUS COLYER: MATERIAL CULTURE
OF THE DUTCH "NATION" IN ISTANBUL DURING THE FIRST HALF OF THE
18TH CENTURY

APPROVED BY:

Assoc. Prof. Tülay Artan
(Dissertation Supervisor)



Asst. Prof. Hülya Adak
(Jury Member)



Assoc. Prof. Hülya Canbakal
(Jury Member)



Prof. Suraiya Faroqhi
(Jury Member)



Dr. Hans Theunissen
(Jury Member)



DATE OF APPROVAL: 18.12.2015

Appendix 5

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Appendix 6

ABSTRACT

AN EMPIRICAL STUDY OF RELIGIOUS REASONING AND ITS IMPLICATIONS FOR DEMOCRACY

ONDER KÜÇÜKURAL

PhD Dissertation, July 2014

Supervisor: Asst. Prof. Dr. Nedim Nomer

Keywords: Religious reasoning, democracy, gender, economy, pluralism

In the near future, Middle Eastern democracy will be shaped by conflicts over the status of religion in the public sphere as well as by conflicts driven by the relationship between religion and the state. While political liberal viewpoints contend that in modern political and social life comprehensive doctrines do not accord well with the demands of pluralism, it does seem that, in their day-to-day practices, some Muslims in Turkey do manage to adequately reconcile their comprehensive doctrines with pluralism's many demands. Based on fieldwork undertaken in nine cities across Turkey, this thesis is a study of individuals' modes of religious reasoning. This work analyzes the ways in which Muslim citizens' religious reasoning styles enable them to either reject or to adjust to the demands of modern social and political life. It identifies four modes of religious reasoning: (i) the communitarian; (ii) the utilitarian; (iii) principled; (iv) the deconstructive. Pluralism goes hand in hand with an acknowledgement that there are multiple worlds, realities and truths; the data presented here demonstrate that pluralism is, in fact, a potentiality possessed by every individual. Pluralism emerges or retreats as part of a process of interactions with other individuals, within a context. This thesis demonstrates that this flux, this dynamism, is strongly associated with individuals' changes between different modes of religious reasoning.

Appendix 7

«»To my family«»

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Appendix 8: Sample Acknowledgements

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Appendix 9

THE GUIDELINE FOR INTERNET COLLECTION OF THESES PRODUCED BY INSTITUTIONS OF HIGHER EDUCATION

1. INTRODUCTION

This Guide explains the regulations and procedures for graduate theses: their submission to a particular university/institute, their uploading to the online National Thesis Center Thesis Automation System, the required information and subsequent possible modifications, and the final submission process of the full text as a PDF file. The *YÖK* National Thesis Center maintains a bibliographic archive of graduate theses so as to provide accessible information; however, the existence and usefulness of such a site depends upon nationwide cooperation among universities. Maintaining a database of theses in PDF file format will enable:

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- Publication of scientific knowledge
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- The prevention and detection of plagiarism

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5. Institutes will regularly send an attachment list, including the Thesis Entry Form, the thesis title, the author's name, the year and the thesis type to the National Thesis Center in March, June, and December.