

GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

MOST COMMON MISTAKES



Thesis & Dissertation Formatting Guide



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HOW TO READ THE NOTES



01 TITLE PAGE

DISSERTATION TITLE DISSERTATION TITLE

by
AUTHOR NAME

Submitted to the Graduate School of Engineering and Natural Sciences
in partial fulfilment of
the requirements for the degree of Doctor of Philosophy
in Program Name

Sabanci University
January 2026

1 A:
bold and ALL CAPITALS

2 A:
ALL CAPITALS

3 
Master's: "Master of Science"
Doctorate: "Doctor of Philosophy"

4 A:
Only the first letter of each word is
capitalized.
Example: Materials Science and Nano
Engineering

5 
Thesis/Dissertation Defense Date

02 APPROVED BY PAGE FOR MASTER'S

2  Do not include "Dr." in the English titles.

5  Thesis defense date

ENGLISH	TURKISH
Asst. Prof.	Dr. Öğr. Üyesi
Assoc. Prof.	Doç. Dr.
Prof.	Prof. Dr.

DISSERTATION TITLE DISSERTATION TITLE

Approved by:

Prof. XXX YYY
(Thesis Supervisor)

Assoc. Prof. AAA AAA

Prof. BBB BBB

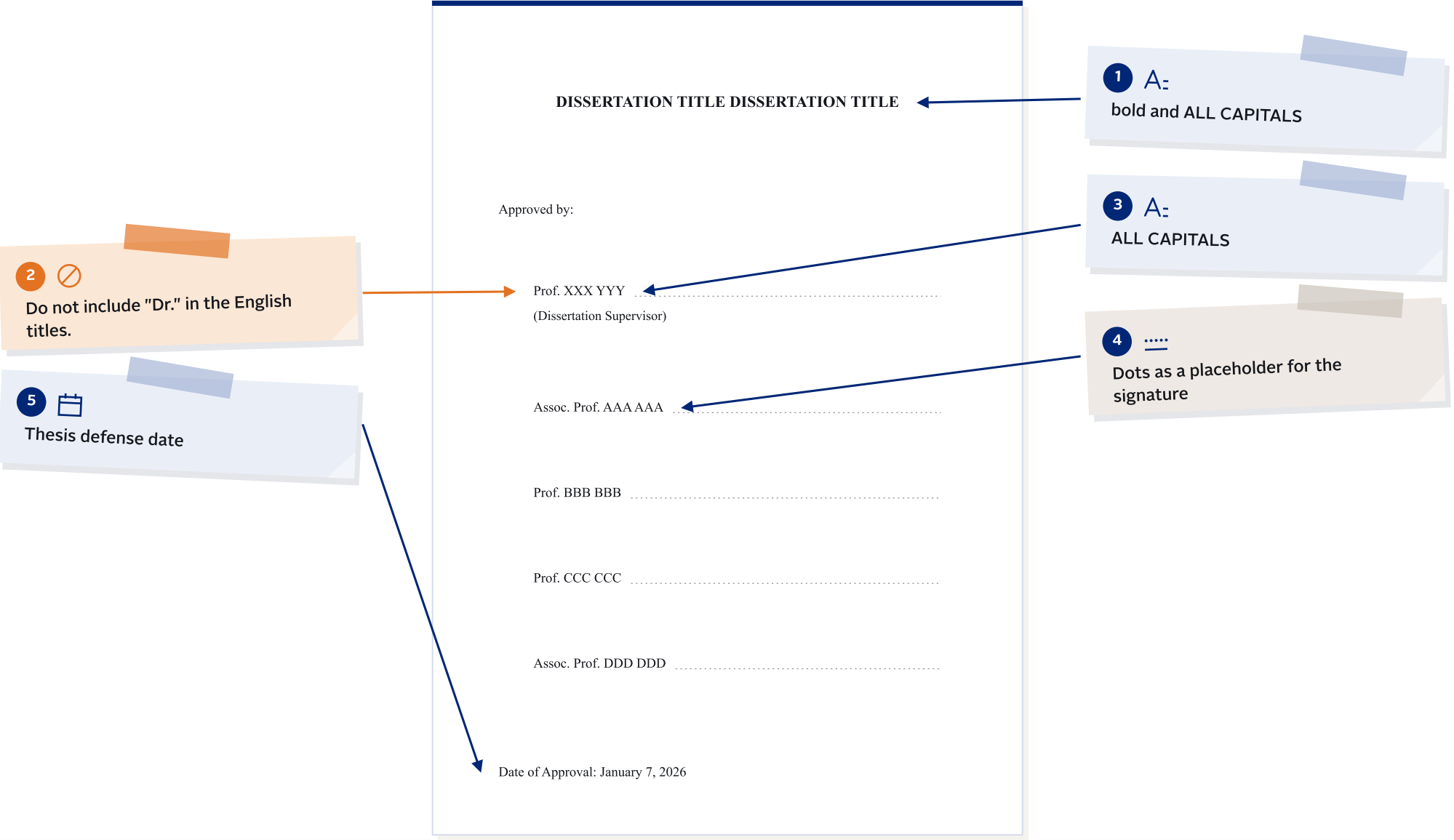
Date of Approval: January 7, 2026

1 A= bold and ALL CAPITALS

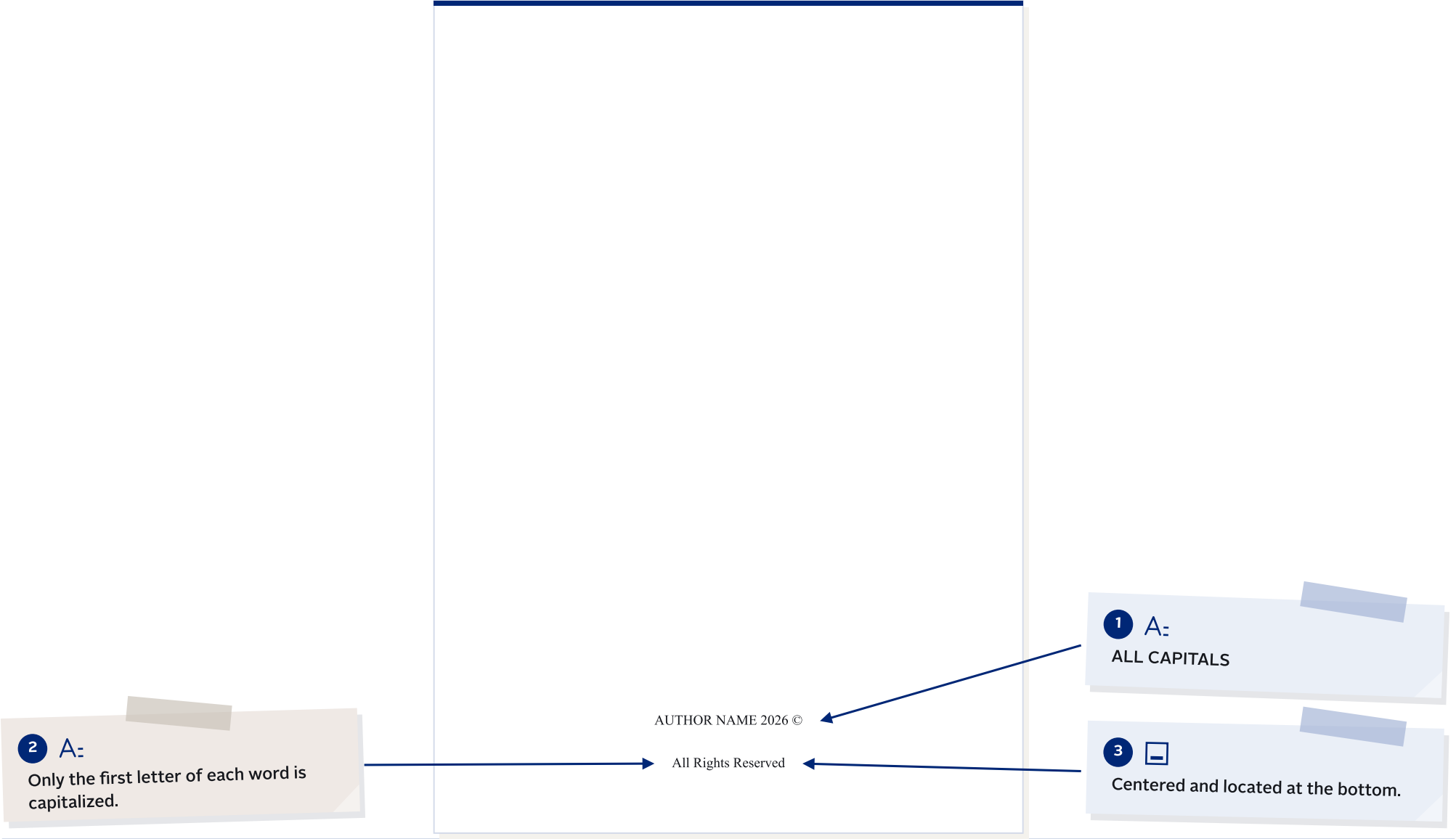
3 A= ALL CAPITALS

4 Dots as a placeholder for the signature

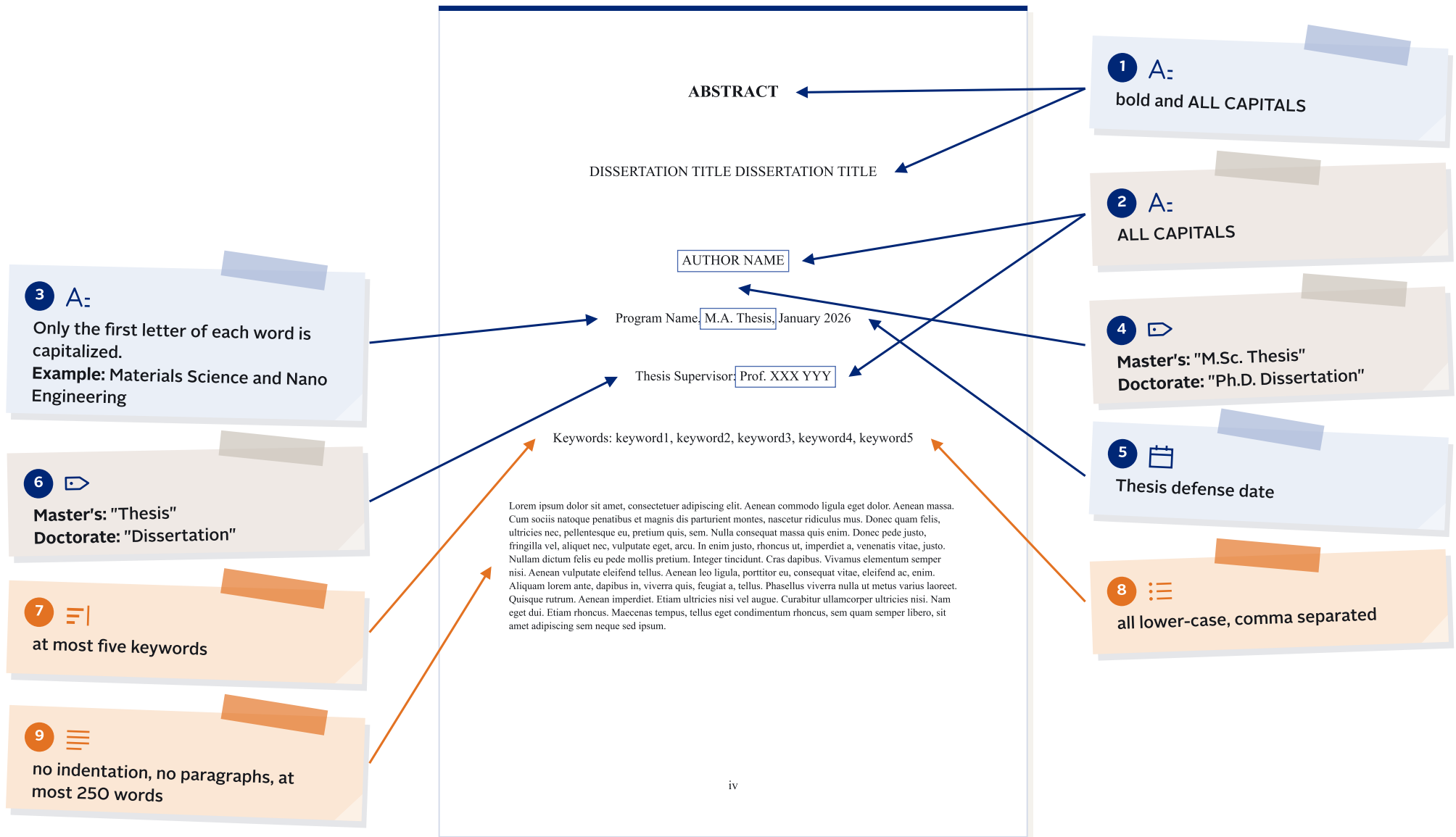
03 APPROVED BY PAGE FOR DOCTORATE

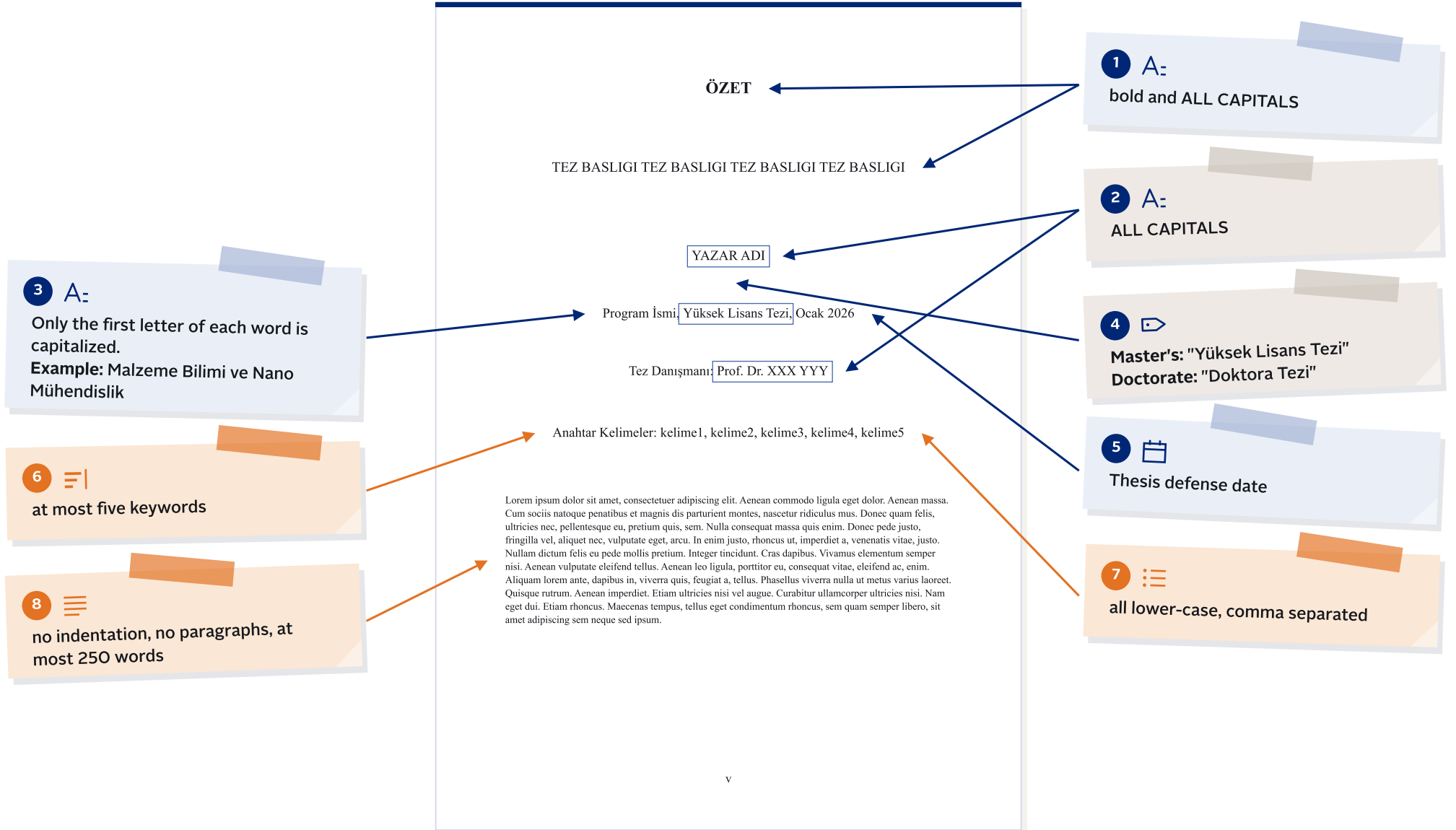


04 COPYRIGHT PAGE



05 ABSTRACT





ACKNOWLEDGEMENTS

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Dedication page
Lorem ipsum lorem ipsum

09 TABLE OF CONTENTS

1 	bold, ALL CAPITALS, centered
3 A:	bold and ALL CAPITALS
4 B	not bold
6 	Observe the title format for the appendices.

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1.1.1. Donec Vitae Sapien Ut Libero Venenatis Faucibus	3
2. LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT MAECENAS SAGITTIS ENIM VITAE BIBENDUM DIGNISSIM PRAESENT LAOREET EROS ID FEUGIAT BIBENDUM	5
2.1. Section and Subsection Titles Are Title Case	8
2.1.1. The Subsection Titles Are Automatically Capitalized With the Exceptions	8
2.1.2. Aenean Vulputate Eleifend Tellus	8
2.1.2.1. Donec vitae sapien ut libero venenatis faucibus	8
2.2. Pellentesque Auctor, Magna Ac Egestas Pellentesque Auctor, Magna Ac Egestas Pellentesque Auctor, Magna Ac Egestas	13
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2 	right aligned
5 	Observe the indentation for the subsection titles. Also: - For the first-level and second-level subheadings, first letter of each word is capitalized. - For a third-level subheading, only the first letter of the heading is capitalized.
7 	If you have a single appendix, the title format is: "APPENDIX - SAMPLE QUESTIONNAIRE".

10 LIST OF TABLES

1 :≡
Observe the format.

2 ⚡
Do NOT include the appendix tables here.

LIST OF TABLES

Table 2.1. Logistic Regressions on Voter Turnout 6

ix

11 LIST OF FIGURES

1

Observe the format.

2

Do NOT include the appendix figures here.

LIST OF FIGURES

Figure 1.1. Etiam Sit Amet Orci Eget Eros Faucibus

2

Figure 2.1. Etiam Sit Amet Orci Eget Eros Faucibus

9

x

12 LIST OF SYMBOLS

1

B

Bold font

LIST OF SYMBOLS	
α	Significance level.
σ	Standard deviation.

13 LIST OF ABBREVIATIONS

LIST OF ABBREVIATIONS	
CHR	Commission on Human Rights.
DAW	Division for the Advancement of Women.
DESA	Department of Economic and Social Affairs.

1 ☰

Observe the format:
The abbreviation is bold, the explanation is not bold.
If you include a list of symbols in your thesis, it will be in the same format as the list of abbreviations.