ECZF KILAVUZ 01

TABLE OF CONTENTS

1. GENERAL INSTRUCTIONS FOR THESIS PREPARATION

Title of Thesis

Title of thesis should give information about the content. It should not be too long or too short. For example, **"Human Face Recognition"** is a general title which does not give enough information about the content because there are more than one method for facial recognition. **"An Application on Facial Recognition by Evaluating Geometric Properties of Human Face"** is a complicated title. **"Facial Recognition by Geometric Features"** is sufficient and understandable title.

1.1 Preface

Preface is the part where the author can write his/her view independent from the technical and scientific content. In this section, people and organization (who have helped during thesis study) should be acknowledged. Thesis author can also thank to his/her family and friends who supported and helped.

1.2 Abstract

Abstract is written to give a general idea about the thesis subject. In the first paragraph, thesis subject must be introduced. Other paragraphs must include purpose of the thesis and methods used briefly. Main results must be included in the abstract.

Past time must be used. Verbs must be used in the passive form.

Example: "I completed the research." **is not the correct form.**

   "The research was completed." **is the correct form.**

1.3 Thesis

The thesis text must be written in the main sections so that the reader can easily follow the thesis and easily access the information he/she is interested in.

1.3.1 How to Write Introduction and Aim

In this section, direct information about the thesis subject should be given, consequently the aim and the importance of the thesis, reasons of working the subject, contribution to science and/or what kind of innovations it aims in view of the method should be written. The reason and importance of choosing the topic should be emphasized.

Introduction should include:

- Definition of thesis subject
- Preliminary information about the subject
- The methods used in the study and the reason for the selection of these methods should be explained.

1.3.2 General Information

The aim of this section is to give up-to-date literature information which will avail the comprehensibility of the thesis study. Literature studies related with the theoretical and practical foundations of the thesis subject should be summarized in a certain order and systematically, and detailed information using subheadings should be given when required. Subheadings should be in accordance with the overall flow of the subject, and the subject should be brought to the thesis study by proceeding from the general to the specific.

1.3.3 Other Sections of the Thesis

The other section of the thesis must explain in detail the study. In terms of convenience for the reader, the sections can be divided into heading and subheadings. In order to evaluate and understand the thesis work more easily, it can be supported with **figures and tables.**

If applicable, explain methods used during the experiment in detail and show clearly the results.

1.3.4 Discussion (if applicable)

In this section, the results of the thesis study are evaluated. The findings obtained should be compared with other studies performed in this subject, similar and different aspects should be revealed, the results which are fitted to or not should be discussed along with their probable reasons and the meaning of the findings should be interpreted. It should be stated whether the obtained results support the proposed hypothesis or not/the hypothesis is verified or not. Future prespectives of the study should be made.

1.3.5 Conclusion

2. ORGANIZATION OF GRADUATION THESIS/PROJECT

Contents of the thesis:

Outer Cover
Inner Cover Page
Front Pages
    Table of Contents
    List of Figures
    List of Tables
    List of Symbols
    List of Abbreviations
    Preface
        Abstract
Thesis Text
    Introduction
    Main Text
    Conclusion
Last Pages
    References
    Appendix

2.1 Outer Cover

Outer cover of graduation thesis/project
- The cover must be white.

Following informations should be written on the outer cover as shown in Appendix 1.

- Altınbaş University - School of Pharmacy
- Name of the department
- Type of thesis

Example: Graduation Thesis

- Name of the thesis
- Name, surname and title of thesis advisor

Title: **Prof.**, **Assoc. Prof.**, or **Asst. Prof.**

- Student's name, surname
- Istanbul, year

Order of the informations is demonstrated in Appendix 1.

2.2 Inner Cover Page

Context and order of inner cover page must be same as outer cover.

2.3 Front Pages

Table of Contents

Under the TABLE OF CONTENTS, titles and page numbers of front pages, sections, subsections and last pages must be written. The format of the table of contents is demonstrated in Appendix 2.

List of Symbols

If necessary, symbols should be listed under List of Symbols in alphabetical order (Appendix 3).

List of Abbreviations

If necessary, abbreviations should be listed under List of Abbreviations in alphabetical order (Appendix 4).

List of Figures

If necessary, information about the figures should be listed under List of Figures.

List of Tables

If necessary, information about the tables should be listed under List of Tables in alphabetical order.

Preface

Preliminary information about the thesis study and acknowledgment should be written in Preface.

Abstract

Description, purpose and results of the thesis study should be written in Abstract.

2.4 Thesis Text

Thesis text consists of following sections:

- Introduction
- Main Text
- Conclusion

The rules in chapter 1 and 3 should be followed when writing these sections.

References

They should be listed under the title of REFERENCES (Appendix 5).

Appendix

Tables, figures, flow charts, etc. not present in the thesis text can be given in APPENDIX section.

3. WRITING RULES FOR GRADUATION THESIS/PROJECT

The rules given below must be followed when writing the thesis.

3.1 General Rules

- Thesis text must be in accordance with the writing rules. It should have simple and understandable language.
- **Past time** must be **used** in thesis, because the text gives information about finished study. Verbs should be used in **passive** form (*Example:* It was completed, it was finished). Present time must be used when writing general informations.

3.2 Page Format

- A4(210 x 297 mm) white page must be used.
- Only one side of the paper must be used. Other side (back of the paper) must be empty.
- Text must be typed in **Times New Roman**. The font size must be **12**.
- Left margin: **2.54 cm**, right margin: **2.54 cm**, top and bottom margins: **2.54 cm**.
- Numbering of the pages starts from Front pages and Table of Contents. Numbering starts from **ii** in Roman numerals (Inner cover page is accepted as **i**, but the **number i is not written**). Roman numerals must be used until the **Introduction**.
- First page of the introduction must be numbered as **1**. Remaining part are numbered as 2, 3, 4, etc.
- Page numbers must be at the bottom of the page, centered.
- Lines and paragraphs must start at the left most edge.
- Paragraphs and sentences must be aligned to the right and left.
- Spacing of the text material must be **1.5**.
- Spacing between paragraphs must be **1.5**.
- Main sections must begin from a new page.
- 1.5 spacing must be used between titles and the sentences.

3.3 Titles of Sections

- Sections and subsections of the thesis text must be numbered such as 1., 1.1., 1.2.5.
- Titles on front pages and last pages, and main chapter titles (primary titles) should be written with capital letters. First letter of each word must be a capital letter, and the other letters in the words must be small letters when writing secondary titles and other section titles

- All chapter titles must be **bold** and written on the left side.
- **At least one informative sentence** must be written after a chapter title. Another title **must not be written** after a chapter title.

3.4 Figures

- Number and explanation about the figures must be written under the figure. **1 spacing** must be used between the figure and the explanation.
- Figures should be numbered starting with the number of each main section and showing that the number of that figure in that section. For example, second figure in section three must be numbered as "Figure 3.2".
- Description of the figure must be written next to the figure number leaving a one empty charater between them. Figure number must be written in **bold**. First letter of the first word must be a capital letter, other letter must be small letters.
- Figures and their titles must be centered in the middle of the page.
- Reference must be written next to the figure name if the figure is taken from a publication.

Appendix 7 shows a figure arranged according to these rules.

3.5 Tables

- Number and the description of table must be written above the table. **1 spacing** should be used between the description and the table.
- Tables should be numbered starting with the number of each main section and showing that the number of that table in that section. For example, first table in section four must be numbered as "Table 4.1".
- Description of table must be written next to the table number leaving a one empty charater between them. Table number must be written in **bold**. First letter of the first word must be a capital letter, other letter must be small letters.
- Tables and their titles must be centered in the middle of the page.
- Reference must be written next to the table name if the figure is taken from a publication.

Appendix 8 shows a table arranged according to these rules.

3.6 Equations and Formulas

- Equations and formulas must be written to left side of the page.

- They should be numbered starting with the number of each main section and showing that the number of that equation or formula in that section. These numbers should be written in paranthesis at the end of line. For example, third equation in section two must be numbered as equation (2.3).
- 1 empty space should be left between the thesis text and formula.

Example:

$$s^2 = \frac{1}{N} \sum_{i=0}^{N-1} \left(x_i - \bar{x} \right)^2 \tag{2.3}$$

3.7 Citations

Citation of Figures, Tables, Equations and Formulas
Figures, tables, equations and formulas should be mentioned in the text by giving the number of thst figure or table or equation

Example:
- The structure of electrical surface that can be used to avoid an electrical interruption in Select Out and Select In signals is shown in Figure 3.4.

- The commands defined in the parallel channel and the internal structures of these commands are presented in Table 3.2.

- Polymerization rate was calculated by using Formula 4.2.

3.8 References

The references cited in the thesis text should be written alphabetically.

The following rules should be followed when writing references.

- All citations in the text should refer to:

  1. Single author: the author's surname (without initials, unless there is ambiguity) and the year of publication;

  2. Two authors: both authors' surnames and the year of publication;

  3. Three or more authors: first author's name followed by 'et al.' and the year of publication. Citations may be made directly (or parenthetically).

4. Groups of references should be listed first alphabetically, then chronologically. Examples: 'as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown ....'

5. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

- **If reference is an article**, surname of author, first letter of author's name, year, full title of the article, name of journal (or international abbreviations), volume number, first and last page number must be written.

- **If reference is a notification from a symposium**, surname of author, initial letter of name, year, name of the notification, name of the symposium, place of the symposium, first and last page number must be written.

- **If reference is a book**, surname of author, first letter of name, year, title of the book, and publishing firm must be written.

- **If reference is a published thesis**, surname of author, initial letter of author's name, year, title of the thesis, type of the thesis, and the institution where the thesis was presented must be written.

Check https://apastyle.apa.org/ and https://www.mendeley.com/guides/apa-citation-guide for more citation styles.

Appendix 1 – Outer Cover Example

T.C.

ALTINBAŞ UNIVERSITY

SCHOOL OF PHARMACY

GRADUATION THESIS

TITLE OF GRADUATION THESIS

STUDENT'S NAME SURNAME

SUPERVISOR'S NAME SURNAME

DEPARTMENT OF ....

ISTANBUL-YEAR

Appendix 2 - Examle of Table of Contents

TABLE OF CONTENTS.................................. ....**Page Number**

Appendix 3 – List of Symbols Example

LIST OF SYMBOLS

C   Capacitance
H   Enthalpy
q   Electrical charge
w   Angular velocity

Appendix 4 – List of Abbreviations Example

LIST OF ABBREVIATIONS

EMA	European Medicines Agency
FDA	Food and Drug Administration
FIP	International Pharmaceutical Federation
TMMDA	Turkish Medicines and Medical Devices Agency

Appendix 5 – Example for References

Reference to an article:

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal, 67(2)*, 81-95

Mitchell, J.A. (2017). Citation: Why is it so important. *Mendeley Journal, 67(2)*, 81-95. Retrieved from https://www.mendeley.com/reference-management/reference-manager

Reference to a book:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). *A guide to citation*. London, England: My Publisher

Reference to a chapter in an edited book:

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). *A guide to citation rules* (2nd ed., pp. 50-95). New York, NY: Publishers

Reference to a published thesis:

Demir, M. (2019). *Design and development of fast disintegrating tablets* [Graduation thesis, Altinbas University School of Pharmacy]

Check https://apastyle.apa.org/ and https://www.mendeley.com/guides/apa-citation-guide for more citation styles.

Appendix 6 – Example for Figures

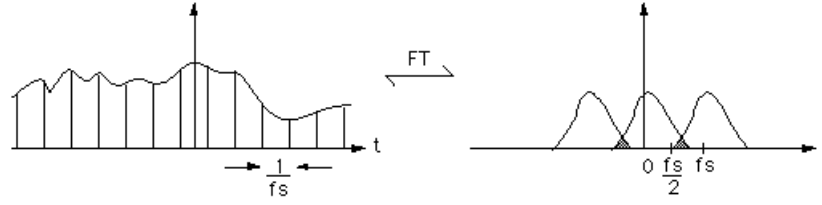**Figure 5.2** Frequency spectrum of fourier transformation

Appendix 7 – Example for Tables

Tablo 4.5 Solubilities of amines and monomers in different solvents

Monomer	Petroleum Ether	Diehyl Ether	DCM	THF	MeOH	H$_2$O
A1	-	+	+	+	+	+
A2	-	+	+	+	+	+
AAm-A1	-	+	+	+	+	+
AAm-A2	-	+	+	+	+	+