**ÖZYEĞİN UNIVERSITY**

**GRADUATE SCHOOL OF SOCIAL SCIENCES**

**THESIS FORMAT CHECKLIST**

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| **STUDENT NAME AND SURNAME:** | **THESIS ADVISOR:** |
| **PROGRAM:** | |
| **THESIS/DISSERTATION TITLE:** | |

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| --- | --- | --- | --- |
| **FORMAT AND APPEARANCE** | | **STUDENT** | **CONTROLLER** |
| **1** | **MARGINS**: Left: 3,5 pt.; Top: 3,5 pt.; Bottom and Right: 2,5 pt.  Header and Footer: 1.25 cm (including the landscape pages). |  |  |
| **2** | **FONT TYPE**: Times New Roman throughout the manuscript; no other font is used in any part of the thesis. |  |  |
|  | **FONT SIZE:** |  |  |
| **3** | Thesis title is 15 pt. |  |  |
| **4** | 12 pt. in the main text and in all headings |  |  |
| **5** | 10 pt. in the footnotes, and in notes to tables and figures (if any) |  |  |
| **6** | Fonts can be 12, 11, 10, 9, or 8 within tables and figures. Should be consistent across the tables, and across the figures in a thesis. Cannot be less than 8 pt. |  |  |
|  | **LINE SPACING**: |  |  |
| **7** | Double-spaced in dedication page, Declaration of Originality, Abstract and Özet, and Acknowledgments. |  |  |
| **8** | One-and-a-half space in Table of Contents, List of Tables, List of Figures, List of Acronyms and Abbreviations, List of Symbols |  |  |
| **9** | The main text, table titles and figure captions are double-spaced. Spacing is consistent throughout the manuscript. |  |  |
| **10** | There is 12 pt. space after Level 1 headings (e.g., section headings such as INTRODUCTION) and headings of preliminary pages.  There is 12 pt. space before subsection headings (e.g., Level 2, Level3, Level 4, Level 5 headings). There is no extra space after subheadings. |  |  |
| **11** | Single space in notes to tables and figures, and in footnotes. |  |  |
| **12** | There are no extra spaces between the paragraphs |  |  |
| **13** | There is 12 pt. space between the text and a table title, figure caption and notes to a table and a figure. If there is no note, there is 12 pt. space between the table and the following text. |  |  |
|  | **ALIGNMENT:** |  |  |
| **14** | Dedication statement is centered if it is one line, it is justified if it is two lines. |  |  |
| **15** | Abstract, Özet, Acknowledgements text, Declaration of Originality statement, all the main text, footnotes, notes, table titles, and figure captions are justified. |  |  |
| **16** | Tables and figures are centered. (Note that illustrations are presented as figures). Table titles and figure captions are justified. Table format is consistent throughout the thesis. |  |  |
| **17** | For the alignment of different levels of headings check items under Headings and Numbering below.  For the alignment of preliminary pages check items under Preliminary Pages below. |  |  |
|  | **PAGINATION:** |  |  |
| **18** | Outer and inner cover page are not counted in pagination. Pagination starts with the title page. Preliminary pages are in Roman numerals explicit pagination starting on the Declaration of Originality page with iv (if there is no dedication page, Declaration of Originality page starts with iii); no page numbers appear on cover page, title page, approval page, and dedication page (if any). |  |  |
| **19** | Starting from the first chapter, the pagination is in Arabic numerals. Pagination starts with 1 on the first page of Introduction. |  |  |
| **20** | Page numbers are at the bottom of the page, centered, and written in Times New Romans 12 pt. throughout the thesis. |  |  |
|  | **HEADINGS:** |  |  |
| **21** | **LEVEL 1 HEADINGS** such as **CHAPTER TITLES (1 INRTODUCTION, 2 METHOD ETC.) ABSTRACT, ÖZET, ACKNOWLEDGEMENT, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF ABBREVIATIONS, LIST OF SYMBOLS, REFERENCES, APPENDICES** are all uppercase, bold, and centered. There is 12 pt. space after each Level 1 heading. |  |  |
| **22** | **1.1 Level 2 Headings** are justified, bold, title case. There is 12 pt. space before the heading. There is no indentation in the for the heading. The text begins with a new paragraph**.** The first line of each paragraph is indented 1.25 cm. |  |  |
| **23** | ***1.1.1 Level 3 Headings*** are justified, bold, italic, title case. There is no indentation in the for the heading. There is 12 pt. space before the heading. The text begins with a new paragraph**.** The first line of each paragraph is indented 1.25 cm. |  |  |
| **24** | **1.1.1.1 Level 4 Headings** are 1 tab (1.25 cm) indented, bold, 12 pt. title case. There is 12 pt. space before the heading. The text begins with a new paragraph. The first line of each paragraph is indented 1.25 cm. |  |  |
| **25** | ***1.1.1.1.1 Level 5 Headings*** are1 tab indented, bold, italic, 12 pt. title case. There is 12 pt. space before the heading. The text begins with a new paragraph. The first line of each paragraph is indented 1.25 cm. |  |  |
| **26** | The maximum heading level is 5. |  |  |
|  | **INDENTATION** |  |  |
| **27** | The first line of each paragraph in the main text, and in the acknowledgements is 1 tab indented (1,25 cm). |  |  |
| **28** | There is no indentation in the first line of the Abstract (and Özet); The content of the Abstract/Özet is written as a single paragraph. |  |  |
| **29** | See Headings rules above. |  |  |
| **THESIS TITLE AND COVER** | |  |  |
| **30** | The title is maximum 15 words |  |  |
| **31** | Cover page complies with the exemplary format in the *Sample Thesis Format*. |  |  |
| **PRELIMINARY PAGES** | |  |  |
| **32** | Order of the preliminary pages is in accordance with the sample thesis layout  Inner cover page *(Note that is it exactly the same as the cover page of the binded thesis)*  Title page  Approval page  Dedication page (optional-preferably one line, a maximum of two lines))  Declaration of Originality  Abstract  Özet  Acknowledgments (optional)  Table of Contents  List of Tables-if there are tables in the thesis  List of Figures-if there are figures in the thesis (Illustrations such as photographs are also designated as figures)  List of Acronyms and Abbreviation -if acronyms and abbreviations are used in the thesis  List of Symbols-if symbols are used in the thesis  1. Introduction  2. Method (the title may vary across disciplines)  3. Results (the title may vary across disciplines)  4. Discussion (the title may vary across disciplines)  *(Note that depending on the thesis there may be more and less than 4 chapters)*  References or Bibliography  Appendices cover page  Appendix (A, B, C .. each on a separate page) |  |  |
| **33** | Cover page (Please check the standard in the *Sample Thesis Format*) |  |  |
| **34** | Title page (Please check the standard in the *Sample Thesis Format*) |  |  |
| **35** | Approval page layout (standard; please check the standard in the *Sample* *Thesis Format*)  If the title and name of a committee member do not fit in one line, the following line can be used. |  |  |
| **36** | Dedication statement (optional) is italic, 14 pt., centered if it is one line, justified if it is two lines. Dedication statement is no more than two lines. There is no title in the dedication page. |  |  |
| **37** | Declaration of Originality statement is standard. Signature is above the name. The text is justified. The title of **DECLARATION OF ORIGINALITY** is centered. |  |  |
| **38** | English **ABSTRACT** –1 page long, double-spaced single paragraph: The title is centered. The text is justified. No first line indentation. |  |  |
| **39** | Turkish **ÖZET**- 1 page long, double-spaced single paragraph: The title is centered. The text is justified. No first line indentation. |  |  |
| **40** | ***Keywords*** for both English and Turkish abstracts. A maximum of 5 keywords. Alignment: Justified. There is 12 pt. space between the text and the keywords. |  |  |
| **41** | Acknowledgments text is justified. The first line of the paragraph(s) are indented. The title is centered. (*Note that acknowledgments page is optional*. *Acknowledgement text acknowledges funds and permissions obtained to use copyrighted material, if any.*) |  |  |
| **42** | **TABLE OF CONTENTS** layout: The layout is automatic, prepared using the Word Table of Contents function. The text is justified, 12 pt. No italic heading. The content of the table of contents is not bold.  The **TABLE OF CONTENTS** heading is centered, uppercase and bold. There is 12 pt space after the heading.  LEVEL 1 HEADINGS ARE ALL UPPERCASE; Other headings are title case (The First Letter of Each Word is Capitalized, Other Letters Being Lowercase Like This Sentence). |  |  |
| **43** | **LIST OF TABLES** page layout: The list is justified, the title is centered, uppercase and bold. There is 12 pt. space after the heading.  The list is 1,5 spaced. |  |  |
| **44** | **LIST OF FIGURES** page layout: The list is justified, the title is centered, uppercase and bold. There is 12 pt. space after the heading. The list is 1,5 spaced. |  |  |
| **45** | **LIST OF SYMBOLS** page layout: The list is left aligned, the title is centered, uppercase and bold. There is 12 pt. space after the heading. The list is 1,5 spaced. |  |  |
| **46** | **LIST OF ACRONYMS AND ABBREVIATIONS** page layout: The list is left aligned, the title is centered, uppercase and bold. There is 12 pt. space after the heading. The list is 1,5 spaced. |  |  |
| **FORMAT OF FLOATING STRUCTURES, EQUATIONS, FOOTNOTES** | |  |  |
| **47** | Table, figure, and illustration placement: Centered; there is 12 pt. space before the table titles and figure captions, and after notes to tables and figures. If there is no note, there is 12 pt. space after the table and the figure. |  |  |
| **48** | Table, figure, and illustration placement: Centered. |  |  |
| **49** | Equation numbering placement: Equations are centered, there is 12 pt. scape before and after the equation line. The number of an equation is right aligned, on the right and in parenthesis. |  |  |
| **50** | Footnote numbering and placement: 10 pt., placed after an automatic line. Please make sure that the font is Times New Roman. |  |  |
| **51** | There is written permission for any copyrighted material. |  |  |
| **THESIS TEXT** | |  |  |
| **52** | Introduction chapter exists |  |  |
| **53** | The main text (the number of sections and subsections vary across fields) |  |  |
| **54** | **REFERENCES** exists and comply with the APA format both within the text and in the **REFERENCES** section. |  |  |
| **55** | **APPENDICES** cover page exists (if there are appendices). The title APPENDICES on the cover page is centered from above and bottom of the page (i.e., there is 258 pt before the APPENDICES heading; see the page on the sample thesis format). |  |  |
| **56** | **APPENDIX A**, **APPENDIX B** etc. each on a separate page (if any). Appendix titles (just like the other heading 1 level titles) are at the top of the page and centered. There is 12 pt space after the heading. |  |  |
| **57** | **VITAE** (Doctoral dissertation only) |  |  |

Important note: No additional pages (eg. Preface, etc.) other than the format specified in the OzU Thesis and Dissertation Preparation Guidelines can be added to the thesis. Also, the thesis should not contain any elements that are out of the format (such as footnotes on the front pages, student name and surname, district or city name at the end of the acknowledgment page, etc.). You can contact the thesis controller assigned to your thesis or the Administrative Office of the Graduate School of Social Sciences about the issues you want to clarify and consult about the format.