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MANİSA CELAL BAYAR UNIVERSITY
THE INSTITUTE OF NATURAL AND APPLIED SCIENCE



GRADUATE THESIS WRITING GUIDE

Manisa, 2018

CELAL BAYAR
ÜNİVERSİTESİ

THE INSTITUTE OF NATURAL AND APPLIED SCIENCE
GRADUATE THESIS WRITING GUIDE

1. These Guidelines clarify the points to be considered in the writing of theses prepared in the Master's and Doctoral Programs of our Graduate School.
2. A4 (21x29.7 cm) sized white, first pulp paper of at least 80 g/m2 must be used in the writing of theses.
3. The Turkish Grammar and Spelling Guide published by the Turkish Language Association should be taken as a basis and all punctuation marks and grammatical rules should be observed.
4. Graduate Theses should be written on A4 size paper with 2.5 cm margins from the bottom, top and right side and 4 cm margins from the left side (Figure 1 and Figure 2). **The page should not be used back-to-front. Only the cover page should have a left margin of 3 cm.**

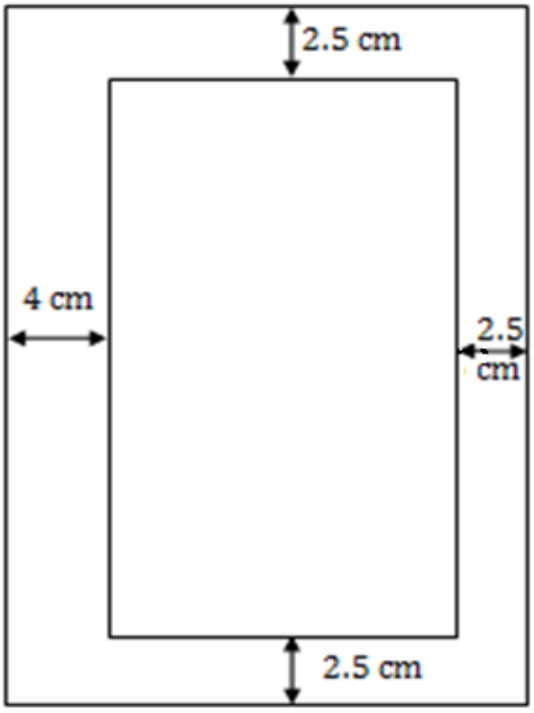


Figure 1. Margins that should be left in thesis writing

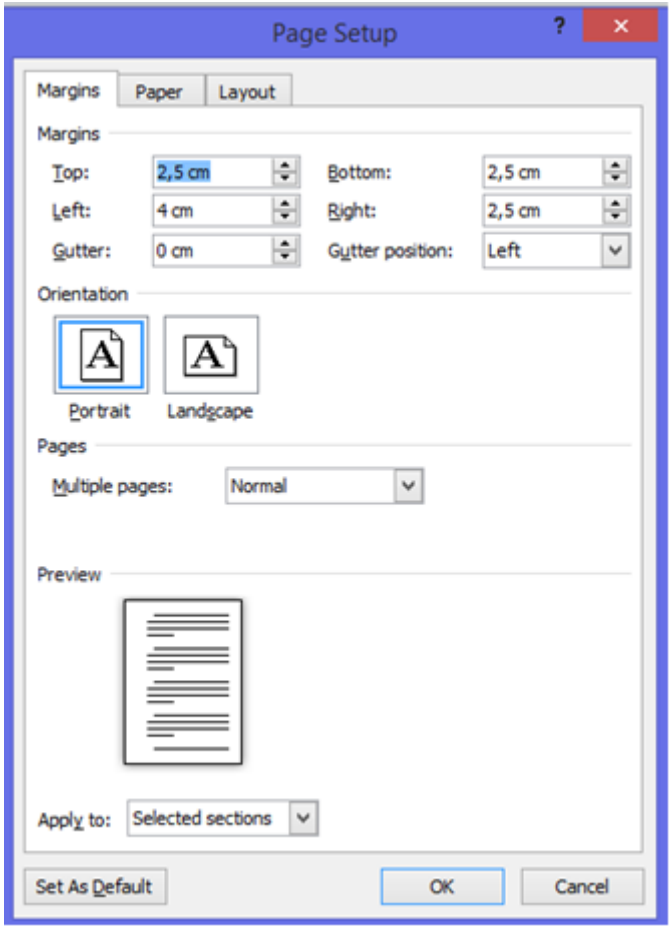


Figure 2. Adjusting the margins that should be left in thesis writing

5. The font is Times New Roman. Information on font sizes is given both in the template and in the guide. Microsoft Word, Latex, etc. programs can be used in the writing of the thesis.
6. The binding will be made using the cover printed on glossy cardboard with color printing. The binding should definitely not be spiral. Cover color should be white and black spine should not be used. The name of the thesis (all capital letters) and the author's title and name (all capital letters) must be written on the spine. Celal Bayar University Printing House has information about the binding process.
7. The same cover will be printed in color and used as the inside cover.
8. When preparing the cover, after writing the words "Republic of Turkey", "MANİSA CELAL BAYAR UNIVERSITY" and "INSTITUTE OF SCIENCE" in capital letters in 14-point font, centrally and each on a separate line, without leaving a line space from the top, 2 line spaces should be left and the type of thesis, department and program of the thesis should be written in 12-point font, each on a separate line, respectively. Then, 9 lines of space should be left and the title of the thesis should be written in 14-point font size and centered on the page. Single line spacing should be used. Spacing between lines should be entered as "0" for before and after (Figure 3).

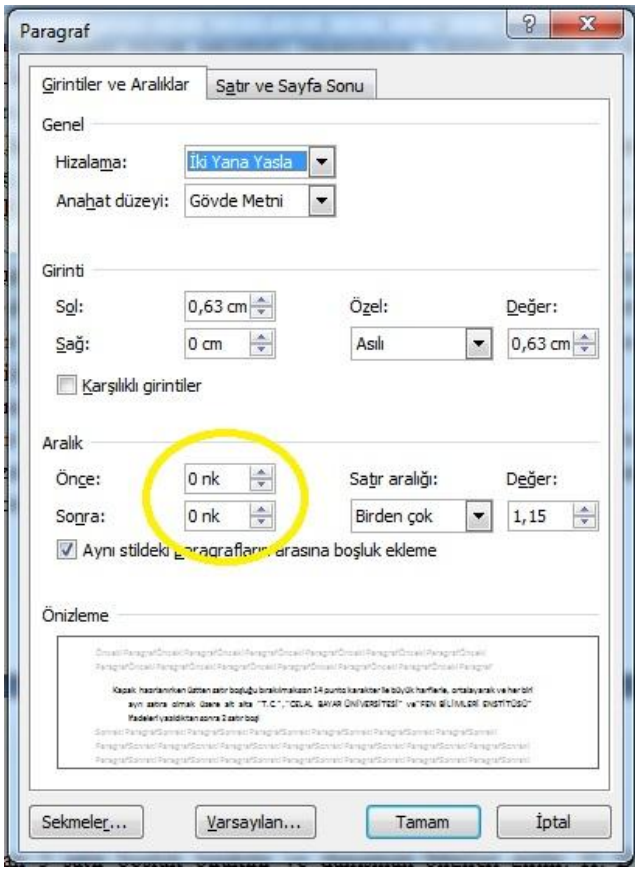


Figure 3. Adjusting line spacing in thesis writing

9. There should be 7 lines between the beginning of the title of the thesis and the NAME and Surname section, which is a sub-section (For example, if the title of the thesis takes 2 lines, then the name and surname of the student who prepared the thesis is written by leaving 5 lines of space). Name and Surname should be written in 12 point font. The surname should be in capital letters.

10. Then 5 lines are left and the advisor information is entered. If there is a second advisor, it is also written as specified in the template.

11. If there is a single advisor, 6 lines of space are left, if there are 2 advisors, 4 lines of space are left and the logo of our university is positioned.

12. After the logo, Manisa and year are written without leaving a line space.

13. No page number is given on the cover and inner cover.

14. In the main sections of the thesis (Introduction, General Information, Experimental Section (Materials and Methods), Research Findings and Discussion, Conclusion and Recommendations), paragraph indent (1.25 cm) should be used at the beginning of the paragraph and before the subheadings.

15. The Thesis Approval page should be justified, 12-point font size and single-spaced. Advisor(s) and Jury Members must sign the Thesis Approval page with a blue ink pen. The Thesis Approval page must be original and wet signed. Photocopies should never be used. There must be 2 spaces between the names of the Advisor and Jury Members. The Thesis Approval page is not numbered.

16. The next page, the CONTRACT, must be written in 12-point font size. This page should not be numbered either.

17. In the Table of Contents, the font size should be 12 points and single-spaced. The table of contents, symbols, abbreviations, figures, index of tables pages, acknowledgements, abstract and abstract pages should be numbered with 12-point Roman numerals (I, II, III, IV, V, VI ...). Page numbers should be placed at the bottom center of the page.

18. Introduction, General Information, Experimental Section (Materials and Methods), Research Findings and Discussion, Conclusion and Recommendations should be written in the Table of Contents section in capital letters and numbered as 1, 2, 3, 4 and 5 (12 pt.). The Thesis Writing Template should be used for writing the Table of Contents.

19. In the Index of Symbols and Abbreviations, the abbreviation should be written in bold 12-point font and the full name should be written opposite it. If the expression is in English (or another language), the English should be written first and then the Turkish equivalent in parentheses (For example; FDA Food and Drug Administration).

20. While using 12-point font in writing the index of figures, each figure should be numbered by paying attention to the section in which it is located. Numbering and placement in the index should be done by paying attention to the order of the figures within the section (e.g. Figure 1.3, Figure 4.6).

21. While using 12-point font in writing the table index, each table should be numbered by paying attention to the section in which it is located. Numbering and placement in the index should be done by paying attention to the order of the tables in the section (such as Table 1.3, Table 4.6).

22. In the Acknowledgments section, 12-point font should be used again, and the features given in the template should be paid attention to.

23. ÖAbstract and Summary sections should be written in 12-point font, single-spaced. The phrase ABSTRACT/ABSTRACT is written on the top line of the page, followed by 1 line space and the type of the thesis. After another one line space, the title of the thesis is written, and after one line space, the author's name and surname (with all letters capitalized) are written. Again, leaving one line space each time, the name of Celal Bayar University, Graduate School of Natural and Applied Sciences, the name of the Department, the name and surname of the Supervisor and, if any, the name and surname of the 2nd Supervisor (with all letters of the surnames capitalized) are written. After leaving 2 line spaces, the thesis abstract is written in 12-point font, justified. One line space should be left between paragraphs. Paragraph head indent (1.25 cm) should be left. The text should be single-spaced. Abstract/Abstract should be at least 250 words and the abstract page should not exceed 1 page in total. After the text is completed, 2 line spaces are left and keywords/keywords are written. A maximum of 7 keywords should be written to indicate the subject of the thesis.

24. In the main sections of the thesis (Introduction, General Information, Experimental Section (Materials and Methods), Research Findings and Discussion, Conclusion and Recommendations), the pages should be numbered as 1, 2, 3, 4.... The numbers should be in Times New Roman font and 12-point font. The main chapters of the thesis should be written with 1.5 line spacing and page numbers (12 pt. font size) should be placed at the bottom center of the page.

25. When writing section headings; main section headings should be in bold and all capital letters, while second and third degree headings should be in bold and only the first letters of the words should be capitalized. For example;

2. GENERAL INFORMATION

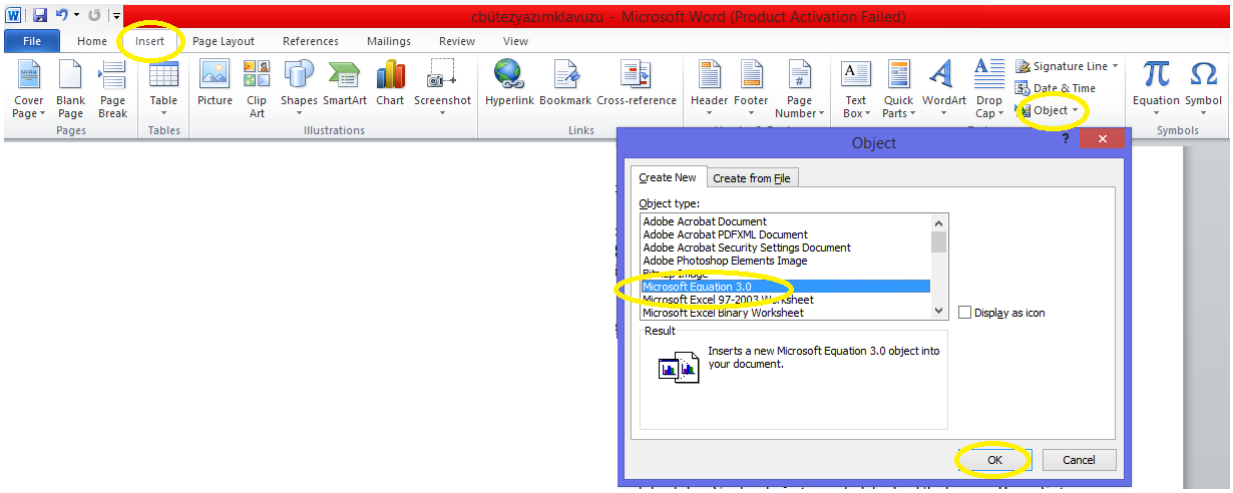
2.1. Biogenic Amins

2.1.1. Structure of Biogenic Amins

26. Tables and figures should be placed where they are mentioned in the text. Figure names should be given below the figure as Figure 1.4.1., centered if it fits on a single line, or justified if it spans more than one line. Table names should be written above the tables and the points to be considered in writing the figure names should also be considered when writing the table name. In figure and table names, the first letter of the first word should be capitalized and all other words (unless there is a proper name) should be written in lower case. If figures and tables are taken from other sources, the source name must be written.

27. Mathematical equations should be written in the center of the page and numbered at the end of the equation (such as (1.2), (3.5), (6.7)). One line space must be left between equations. The International System of Units (SI) must be used in the given relations and expressions. When necessary, equivalents in other unit systems can be given in parentheses or in the appendices. "Microsoft Equation" should be used when writing formulas and equations (from the Insert menu - Object - Microsoft Equation)

$$E=mc^2 \quad (3.12)$$



28. The "Equation" feature in the Insert tab can also be used to write mathematical formulas.

29. Chemical formulas can be written by selecting a suitable program (such as ISIS and Chemwin)

30. The following spelling rules should be considered for references;
References will be numbered in square brackets [1] in the order of appearance in the text, and if more than one reference name is used at the same time, a comma (,) will be placed between the numbers [1, 2, 3]. The references used will be given in the References section according to the number order given to them in the text. Square brackets will not be used in the References section. There will be no space between references. For references with more than one author, the order "Surname and et al., Year" will be used instead of the abbreviation "et al.".

For books;

Last name, first letter of first name, Last name, first letter of first name. Title of the Book. If it is an edited book, Editor's Name (Ed: First Name, Last Name), Name of Publishing House/Publisher, City, Country, Year, Number of Pages.

Francesconi, K. A., Kuehnelt, D. In Environmental Chemistry of Arsenic. Ed: Marcel Dekker, New York, 2002, 51-94 pp.

Öztan, A. Meat Science and Technology. Chamber of Food Engineers Publications, Ankara, 2008, 526 pp.

For books with legal entities;

Scientific Publishing in the 21st Century: Targets and Approaches Symposium Book. Tübitak Publications, Ankara, 2002, 153 pp.

For translated books,

Jawetz, E., Melnick, J., Adelberg, A.E. Tıbbi Mikrobiyoloji (M. Akman and E. Gülmezoğlu, Trans.). Ankara, Hacettepe University Publications, 1972, 144 p. For articles;

Surname, First letter of first name, Last name, First letter of first name. Article title. Open name of the journal. Year, Volume (number), first page-last page.

Ergönül B., Kundakçı, A. Microbiological attributes and biogenic amine content of probiotic Turkish fermented sausage. Journal für Verbraucherschutz und Lebensmittelsicherheit. 2011, 6(1), 49-56.

Bayrak, A., Kıralan, M. Antioxidant storehouse spices. Popular Science. 180, 46-50.

For unpublished works

Last name, first initial, Last name, first initial. Article title. Full name of the journal. Year, DOI number.

Ergönül B., Kundakçı, A. Microbiological attributes and biogenic amine content of probiotic Turkish fermented sausage. Journal of Consumer Protection and Food Safety. 2011, DOI:10.1108/03090560710821161.

Tezler ve diğer eserler için;

Theses

Surname, First Name. Title of the thesis. University, Name of the Institute, Department, Province of the Institute, Year, number of pages. (Doctoral Thesis / Master's Thesis).

Ergönüll, B. Investigation of the Possibilities of Utilization of Probiotic Cultures in Meat Products. Celal Bayar University, Institute of Science and Technology, Department of Food Engineering, Manisa, 2009, 213 p. (Doctoral Thesis).

Other works

Surname, First letter of the name. Name of the work. Name of the institution. Place, Year, Number of pages

Acar, N., Estaş, S. Planning and Control Studies in Discrete Series Production Systems, Milli Prodüktivite Merkezi Yayınları, Ankara, 1986, 356s.

For congresses, symposiums and workshops;

Surname, first name, last name, first name. Title of the paper. Congress / Workshop / Symposium Name, Date, Year Place (if the presentation is a published paper, Proceedings / Proceedings Book, 173-179.) (if the presentation was published, it is given in parentheses at the end.

Ergönüll, B., Kundakacı, A. Additives Used in the Production of Meat Products. 2nd Meat Products Workshop, March 13-17, 2014, Manisa (Proceedings, 174 pp.

Patent

Kavur, K.H. Heart Flowerpot. US Patent No. D518,755. Washington DC, US Patent and Trademark Office, 2006.

31. The last page of the thesis should be the CV page. The CV page is prepared by paying attention to the points stipulated in the template. It is not mandatory to include a photograph in the CV