BİRUNİ UNIVERSITY
HEALTH SCIENCES INSTITUTE

THESIS GUIDELINE

2018
Introduction

This guideline has been prepared for the purpose of creating a common language and form for the master's and doctoral theses which will be prepared in postgraduate programs carried out at Biruni University Health Sciences Institute. Candidates who will write a thesis are obliged to comply with the standards stated in this guideline. The thesis writing guide consists of two parts. In the first part, formal explanations about thesis writing and in the second part, explanations about the chapters included in the thesis are given.
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1. THESIS WRITING RULES
In this section, information and examples are given about formal rules about thesis writing (feature of paper and text to be used, page layout, reference, table forms etc.).

1.1 Features of the paper
Use a standard, high grade A4 paper pulp for writing and printing the thesis.

1.2. Margins and Page Layout
2.5 cm from the bottom, top and right edges of each page and 4 cm space from left edges for binding should be left. The text should be in the leaning format. One side of the page should be used for writing the thesis.

1.3. Spacing and Paragraph
The standard line spacing to be used in thesis should be 1.5. As for the tables, images, figures and quotations there should only be one space. There should be one additional space before the main headings. Words should not be broken at the end of the line. There should be at least two lines of text after the main headings and sub-headings at the end of the page. Indents cannot start with numbers (except for the date), abbreviations, signs, or symbols. The paragraph indent should start from the inside at a distance of 1.2 cm. An example of page layout is given in Appendix 1.

1.4. The kind of the font character to be used
Times New Roman typeface and 12 font size should be used for writing the thesis. However, in order to fit charts and tables on the page, font size can be reduced up to 10 points. It is recommended to use black in the text. The main headings may be larger (see 1.5). Except parenthesis, a space should be left after punctuation such as dot, semicolon, and comma. There shouldn’t be a space left before the punctuation marks. While writing in numbers no space should be left before and after thousand digit numbers. (Example: 1015.25). In addition, when it is necessary to print out the instruments of the research, any font size is not required.

1.5 Main and intermediate headings
One should not go into unnecessary details in determining the thesis sections but should sort it in a logical operation. Introductory and objective, general information, findings and so on, each main text should start from a separate page. Main and subheadings should start based on rows per line. If all the main headings in the text section (introductory and objective, general information and conclusion, so on) are in the first subheadings, first letters of all the words should be written in capital. In the second subheadings as the sentence entry, only the first letter of the first word is written big and the others small. While section titles of the thesis should be written 14 point, other headings should be 12 point and all the headings should be written bold. Main headings and subheadings should be numbered according to the following example below in decimal system, after each digit a full stop should be put. More advanced degrees than the fourth degree shouldn’t be used.

Example;
1. MAIN TITLE
1.1. First subheading
1.1.1. Second subheading
1.1.2. .................
1.1.2.1. Third subheading
1.1.2.1.A. More advanced degree heading
1.1.2.1.B. ............

1.GENERAL INFORMATION
1.1. Pain
1.1.1. Pain definition
1.1.2. ....
1.1.2.1. Acute pain
1.1.2.2. Viseral pain
1.6 Numbering the thesis pages
Page numbers should be written at the bottom of the page on to the right edge. Page enumeration cannot be done onto the cover, inner cover and thesis approval page. Numbering of thesis pages should start from thesis text including abstract with Latin Numbers (1, 2, 3 ...). In Pre-summary sections called as thesis front pages (acknowledgement, abstract, list of tables, list of figures, list of images, list of signs, content), page numbers should be given with small roman numbers (i, ii, iii, iv, etc.). Inner cover and thesis approval page shouldn’t be numbered, page numbers should start with iii with the declaration page. Any marks like brackets and lines in front of and behind the numbers shouldn’t be used, page numbers should be 10 point.

1.7. Numbering the thesis chapters
Numbering the chapters of a thesis consists of two parts. Numbering the front section of the summary (Statement, Preface/Foreword, Acknowledgements, Table of Contents, List of Icon and Abbreviation, List of Tables, List of Figures, List of Pictures, etc.) is organized with Roman numerals (I, II, III ...). Latin numbers are used for the numbering of the main sections of the dissertation/thesis (1, 2, 3 ...). This numbering starts from the “Summary” section (see Appendix 6). Example of Table of Contents List.

1.8. Symbols and Abbreviation
Abbreviations other than standard abbreviations should not be included in the thesis unless they are necessary. Terms that are used more than one word and frequently used in the thesis can be abbreviated by using initials. In abbreviations, a dot must be placed after the initial of each word. (Aortic Aneurysm – A.A.) In this case, the full form of the term should be written in the place where it passes for the first time and its abbreviation should be given in the parenthesis. Then the abbreviation can be used in every place where the term passes. The established standard abbreviations such as WHO, IQ, TUBITAK, AIDS, HIV, ALL, kg, mmHg can be used as in the thesis text without expanding them. In this case, a dot should not be placed between the letters. The terms abbreviated and used as abbreviation should be written in alphabetical order in the Icon and Abbreviations Lists. If there are letters from the Greek alphabet such as α, β, these letters should be listed where the Latin alphabet counterparts can be found (for instance, α - a; λ - l; μ – m)

1.9. Figures, Pictures, and Tables
All kinds of graphic, drawing, chart, diagram, and scheme are represented as figures, except the charts. Photos are called pictures. Images, pictures and tables should be placed on the first page in the text or on the following page. They should never break the page layout and their dimensions should never go beyond the text frame. More than one image, picture and chart can be given on the same page. Images, pictures and charts have to be numbered separately. All images in the thesis, pictures and charts should be the same font and size. The title should be short and concise, reflect the contents of the image / picture / table. Unnecessary details should be avoided. For the image / picture / chart that covers more than a page, number and explanation must be placed on each page and the (continuation) statement should be placed in parentheses. The number and description of image and picture should be written under the image and \ or the picture and should be on the charts for the tables. Black and white photographs with good contrast should be preferred. Photos in which the identity may be decoded should not be used in the thesis. Photos must be added after the written permissions have been received and after making the identity invisible. Color photos can be used. The sources, pictures and tables prepared by using other sources or taken directly from other sources should be cited. The source should be written starting from 1.5 line below and the bottom left corner of the table, figure and\ or picture.
1.10. Quotations

The quotation from another source is shown in the quotation mark (“…..”).

1.11. Language use

The language in the text should be clear and scientific. Instead of using active words expressing possession like I did, I saw or in our research, passive words expressing third person like it was done, it was seen or in the research should be preferred. It should be avoided to use foreign words that are not made Turkish. The scientific expressions that were made Turkish or used commonly (like cancer, shock or trauma) should be used as they are pronounced.

1.12. Citation

In thesis studies, some information, methods, findings, comments and opinions which were in the previous studies or publications are used. To mention that these publications are used is called citation. Except the study’s findings and the comments on these findings, citation is needed for the other information, comments and ideas. Citation should be done also for the tables, figures and equations that are taken form a different resource. Resources should be presented in the place where it is used and as a list at the end of the thesis.

Presenting the resources inside the thesis and listing should be done in the APA format according to the surname of the writer-date- system.

Unpublished reports, bulletins, studies in-print, lecture notes and personal ideas cannot be cited. Websites can be used as a resource. However, the website addresses used should be shown with the access date inside the text and except electronic journals, they should be given at the end of the resource list.

1.12.1. Showing citations in the text.

All the resources which are in the bibliography should be referred inside the text. Reference inside the text can be done in different ways. Showing resource in the thesis text can be done at the same line at the beginning of the sentence, at the end of the sentence or indirectly in different ways.

**Example:**


Demir’ in 2016 yılında yaptığı çalışmada basınç yaralarının gelişiminde diğer faktörler ele alınmaktadır.

**Indirect resources (referring to the source in another publication)**

An indirect source is used where information is transmitted second-hand where access to the primary / primary resource is impossible.

**Example:**


Using Multiple Sources in the Same Place
On the condition that more than one resource is used in the same sentence, the sources should be sorted from the oldest to the newest by date and by placing a semicolon between them.

Example:

El yıkama enfeksiyonlarını yayılmasını engelleyen önemli bir faktördür (Yüksel, 2007; Yıldırım ve Demir, 2008; Altın ve ark. 2009).

Resources with two authors
If the source used in the thesis has two authors, the surname of each and the year of publication should be written. In the sources published in Turkish, the surnames of the authors should be connected with “ve” and in the sources published in a foreign language, the surnames of the authors should be connected with “and”.

Example:
El yıkama enfeksiyonlarının yayılmasını engelleyen önemli bir faktördür (Yıldırım ve Demir, 2008)
El yıkama enfeksiyonlarının yayılmasını engelleyen önemli bir faktördür (Potter and Perry, 2008).

Resources with three or more authors
In the case that the source used has three or more authors, the surname of the first author must be written; The term “ve ark.”, for Turkish sources and “et al.” for foreign sources should be given together with the year of publication.

Example:
Potter et al. (2008) benzer sonuçlara ulaşmıştır.

El yıkama enfeksiyonlarının yayılmasını engelleyen önemli bir faktördür (Potter et al., 2008; Yıldırım ve ark., 2009)

Studies done by the same author (s) in the same year
If the same author (s) has more than one work done in the same year, after the surname of the author (s) in parentheses is given, an ordered symbol should be used adjacent to the date to distinguish.

Example:
Demir ve Yıldırım (2009a; 2009b) çalışmalarında el yıkamanın enfeksiyonlarını yayılmasını engelleyen önemli bir faktör olduğunu göstermişlerdir.

Yapılan çalışmalarla el yıkamanın enfeksiyonlarını yayılmasını engelleyen önemli bir faktör olduğu ifade edilmektedir (Demir ve Yıldırım, 2009a; Demir ve Yıldırım, 2009b)

Non-author resources
In case of an unknown author (a community, institution, etc.), the name of the book and the year of publication should be given.

Example:
Sağlığın sözlük anlamı ....... demektir (TDK sözlüğü, 2010).
Official Gazette Information / Published Law and Regulations

The laws and regulations published in the Official Gazette, T.R. The Official Gazette, must be written with the date (day, month and year) and the number of the publication.

Example:


Web Pages

The addresses of the web pages used as the source should be given in the text with the access date (day, month, year).

Example:


Sources with an organization or work group as author

The name of the organization or the group (symbols/abbreviations if any) and the year of publication should be given. Should the organization or the work group has a symbol, the symbol and the date are used after the initial citation.

Example:

First citation

Türk Kalp Vakfı (2005), bu konu ilgili kurs programları düzenlemektedir.

Second and more citations

TKV (2005), düzenlemiş olduğu kursun sonunda sertifika vermiştir.

1.12.2. Listing Sources in the Reference List

Reference List presents all of the sources used by the writer of the thesis. While preparing the thesis, publications must be listed in bibliography. After the conclusion, all of the sources cited in the thesis should be provided in an alphabetical order by the author’s last name. The authors’ names should be given first and publication year of the source should be indicated in parentheses. Reference list should not be numbered.

Starting the reference entry with the last name, the last name of the authors should be written in full, followed by the initial of their name. Only the first letter of their last name and initial should be capitalized (Yüksel, A.). If the author has more than one name, a comma should be used between the initials (Demir, M.C.). If there is more than one author, the names of the authors should be separated by a comma and a full stop should be used after the last author’s name (Yüksel, A., Savaşer, S.). If the source has multiple authors, the names of the first five authors should be included in the reference list.

For multiple sources by the same author or group of authors, the entries should be listed in chronological order. If there are more than one work by the same author published in the same year, a symbol such as a, b, c should be used adjacent to the year. For sources without an author, the entry should start with the title of the work and placed within the list alphabetically. Punctuation in a reference list entry giving details such as name, year, issue, volume etc. is specified with examples under each topic.
**Articles**

While writing articles in the source list, respectively; the author's surname, his initial, the year of publication, name of the article, magazine’s name / abbreviation, its volume, its number and page start and page end number should be given in italics. Abbreviations used for the name of the magazine must be the same as the original ones. The names of journals with no abbreviations should be written in full.

*Example:*


- Electronic journal articles in other articles should be mentioned as electronic journals in square brackets after the page number.

*Example:*


- If the article has been published as a supplement, it should be noted that it is supplement in parentheses before the page number.

*Example:*


- For the articles whose authors are organizations or study groups, the name of the organization or the study group should be written instead of the author's name, as well as the year of work, the name of the article, if it has, the number of the organization.

*Example:*


- If the article to be used as a source is abstract or a summary, then the [abstract or summary] is explained in square brackets after the name of the article.

*Example:*

Books:
The way the books are written in the source list depends on the features of the book (its translation, its editorial, etc.). After the name of the author(s) and the date, the name of the book is written and a full stop is used after the name of the book. Each word of the title starts with a capital letter except the linking words. After the name of the book, the publishing house and the printing company should be written with a comma between them. If the whole book has been used, the page number should not be mentioned; page numbers should be written if a part or more than one part is used. If more than one edition of the book has been published, then the edition number of the book should be given right after its title. In edited books, in parentheses you should write” ed” after the editor’s name (or just “eds” if the editor is more than one). Then it should be continued with a comma.

Books with no editorials

Example:

• Books with editorials
Concerning citation, books whose editor and writer(s) of the chapter(s) are different, initially the writer, then the title of the chapter is written; after stating “In:” in books in English and “İçinde:” in books in Turkish, the title of the book and other chapters succeed respectively.
Example:

• Translated Books
For translated books, first the translators’ surname and the initials of the name, the year, the translated title of the book, then the original writers’ names and if available and editors’ names, and the original title of the book, the publishing location and year are to proceed.
Example:

• If the writer is anonymous and the book belongs to an organization/a study group, the process begins with the title of the book and proceeds with the name of the organization/ study group, publishing year, location, and the publisher.
Example:
Redhouse Çağdaş Türkçe-İngilizce Sözlüğü. (1985), İstanbul: Redhouse Yayınları,
Thesis/Projects
In cases the thesis/project is used as the reference, the name of the writer who wrote the thesis or realized the project is stated, and then follows his/her graduation year, and respectively the title of the thesis/project, the sort, (Master, Ph.D, or thesis of specialty/term project), the name of the institution in which the study was conducted, and finally the supervisor’s name is to be added. Sources that use dissertations produced abroad and outlined in “Dissertation Abstracts International” (DAI), have to specify it in the citation.

Example:

Web Pages:
The official websites of those national/international scientific committees and organizations, whose credibility has been proven, with extensions such as “gov”, “edu” and “org” must be primarily preferred. Personal or commercial sites of companies are not supposed to be used. The websites are to be added to the citation section with their access dates.

Example:
YÖK, Yükseköğretim Kanunu (2547), (Erişim Tarihi: 30.01.2018), http://www.............

Laws and Regulations Published in Official Gazette:
For the laws and regulations published in the Official Gazette, T.R. Official Gazette, the title of the law / regulation, the date (in days, months and years) and issue number of publication, printing house, and the city are cited.

Example:

Documents Recorded on Compact Discs
Any documents registered on the used compact discs must be shown in the source list with the [CD-ROM] note. If the author(s) of the document registered to the compact discs are not specific, the name of the organization should be given instead of the author name.

Example:
2. THE PARTS COSTITUTING THE THESIS AND EXPLANATIONS
In this section, standards related to writing sections are given. Thesis prepared in graduate programs generally consist of five main sections: "Front Pages", "Thesis Text", "References", "Attachments" and "Biography". The presentation of the thesis pages within the framework of this plan is as follows. Some parts are subject to the request of the thesis owner. Optional sections are specified in brackets.

Presentation of the Thesis
- Front pages
  - Cover page
  - Inner cover
  - Confirmation page
  - Statement
  - Acknowledgments (Optional)
  - Table of Contents
  - List of Abbreviations and Acronyms
  - List of Figures
  - List of Tables
- Thesis Text
  - Turkish Abstract page,
  - Abstract page,
  - Introduction and purpose
  - General Information
  - Results
  - Discussion
  - Conclusion and Suggestions
- References
- Appendices
- Biography

2.1. Front Pages
2.1.1. Cover and Binding
Outer cover
The outer cover should be made of good quality white cardboard. The logo of the university, the name of the university and the institute, the name of the thesis, the name of the student, the title and name of the advisor, the city and the year should take place on the cover. It should be stated that the thesis is a master's / doctoral thesis.
The cover layout should be in the order and dimensions given in Appendix 2 and 3. Cover page font is the same as the text of the thesis; and the title of the thesis should be 14 pt. All information on the cover page should be written in bold.
The logo of the University should be 3x6 cm in color at the top of the page.
Information on the back of the binding is given in Appendix 4. The name of the student, the name of the university and the institute, department, and the year should be written in 11 pt. upper case letters.

Inner Cover
Inner cover page should be printed on the normal paper used for the thesis writing; in terms of content and order it needs to be exactly the same of hard cover. **If it exists, the second advisor too** must be written into inner cover page in addition.

Back Cover
Back cover needs to be empty. As the continuation of it, back cover should be made from the same binding used for the front cover.
2.1.2. Thesis Approval Page
This page introduces the approval of the thesis. It shows that the thesis advisor and jury members
approved the thesis and it is confirmed by the Institution of Health Sciences. It will be added to the
thesis after the necessary corrections are completed and signed by the institute directorate.
(App 5)

2.1.3 Declaration
It is the part that predicates the preparation of the thesis through following scientific ethical doctrines.
Written in accordance with the example represented in Appendix 6, it needs to be signed and replaced
into the relevant part of the thesis.

2.1.4. Acknowledgement
Acknowledgement page is optional. Apart from the scientific content of the thesis, it is the section the
owner displays his appreciation. The corporations and people assisted and supported the study and
preparation of the thesis, need to be given credit. Acknowledgement part should be brief and to the
point restricted with one page. If the thesis is supported by a corporation, the name of the related
corporation needs to be mentioned in this section.

2.1.5. Contents
Each title used in the study of the thesis needs to be included in the “Content” list exactly. The
Appendix list should fit the example. (App 7). All sections, subtitles of the chapters, and appendixes,
except the front page, need to be represented in the list. Only the number of the first page of the related
title should be written in the alignment of the headings in content. The list of the additional sources
also needs to be represented under the title of Appendix.

2.1.6. List of symbols and abbreviations
The list of abbreviations and symbols used in this section should appear in alphabetical order (appendix
8). Descriptions of abbreviations and symbols should be very brief and concise.

2.1.7. Lists of Figure, Picture and Table
For the figures, pictures and tables in the thesis, the numbered list should be created separately. Figure
and Picture list (appendix 9) and Table List (appendix 10) should be prepared in the page layout of the
list of contents in the same way as the order and titles in the text.

2.2. Text of the Thesis
2.2.1. Turkish Abstract
The aim of the abstract is to give an idea about the thesis. For this reason, the abstract should include
the answers to the questions “why the thesis is made” “how it is made” “what is in it” and “what this
information means”. The summary of the thesis should be organized. The aim of the thesis, the follow-
up path, the materials and methods, and the conclusions should be included. In the abstract, word
selection should be considered, unnecessary words such as: “when socio-demographic characteristics
are examined”, “according to our findings” should be avoided; general information, lists, figures,
tables, and references should not be given. Abstract should be written in a single paragraph without
paragraph indentation, fitting on a page without using the title and not exceeding 250 words. A line
space is necessary after the abstract. At least three or up to five keywords should be given below the
abstract. Keywords, by skipping a line, should be typed in alphabetical order after the abstract text.
When selecting a keyword, the Turkish index terms should be used in the thesis Data Entry Form,
which can be accessed from the web address of the Council of Higher Education. If not found, the key
words should be selected from the appropriate English words from the titles of Index Medicus, meSH,
and then the appropriate Turkish keywords should be included. The title of the thesis should not be in Turkish abstract.

2.2.2 English Abstract

English abstract page is the English translation of Turkish abstract page along with the format and content. Below the term Abstract, English title of the thesis must be written with bold, 12 fond size and the first letters of each word are to be capital. Key words given after Turkish abstract must be written below English abstract in alphabetical order.

The thesis which were written in English, the abstract must be written in English first followed by Turkish abstract in pursuance of the rules that explained above, in this condition the title of thesis must be given only in Turkish abstract.

2.2.3. Introduction and Purpose

Introduction and purpose is the section which the topic is presented and the purpose and content of the work are given. It ought to contain the topic, significance and the necessity of thesis with the essential and brief data. In this section, primarily the topic of thesis ought to be given and afterwards the purpose/purposes, significance, contribution to science and what kind of purposes are aimed in terms of methods ought to be written briefly and clearly. Finally, the hypothesis or research questions to be examined according to the scope of the thesis study should be written clearly. All the presented information must directly be related to the thesis topic, supported with resources, however, without comment. This section must be 2-3 pages at most.

2.2.4 General Information

In this chapter, detailed, explanatory literature information is given to ensure intelligibility of thesis. Literature information ought to be presented in a systematic way, if needed, the sub-headings ought to be given with detailed information, as well. All information ought to be supported with resources. This section should not contain information that may be found in the context of the equipment and methods or findings. The general information section should provide information on the subject being directly studied, not unnecessarily long; the maximum of 1/3 of the thesis.

2.2.5 Means and the Method

In this section, how to conduct the thesis, the plan of the research should be given in detail. Place and date, type, universe and sample of the research, sampling method, methods / methods used, tools, tools and materials used should be explained. If suitable, study plan should be demonstrated in the form of a flow diagram. At this stage, charts, equations and images can be employed. Sources used for methods might be cited. When necessary, the photos of the tools and mechanism used should be presented.

It should be stated how the data is analyzed and which statistical evaluation is applied. All the issues that the researcher sees as ideal, which he wants to perform but which he has to give up for various reasons, constitute the limitations of the research. If necessary, the limitations of the thesis and the difficulties encountered must be stated. The approval of ethical committee is also mentioned in this part. The name of the committee, the date and number of the approval should be given. Information must also be provided on the ethical code that has been observed during the research period and writing of the thesis. In order to help the reader, the methods and means part should feature subtitles.
2.2.6 Findings
The findings obtained at the end of the study should be presented in such a way as to form a logical, coherent unity, by making use of images like charts and diagrams to support the idea. If need be, these may all be supplemented with photos and similar imagery. This part does not include any information from other sources, nor does it present any images or photos borrowed from other sources. The data alone obtained at the end of the study are presented in a logically coherent and fluent way. In the findings part, only data obtained are mentioned without commenting on them. Below the charts, one should avoid repeating the data presented in the chart, but should recapitulate them. The name of the statistical method employed should also be mentioned below the charts.

2.2.7 Discussion
The discussion section, is the thesis’s commentary part. In accordance with the purpose of the finding, comparison with itself, literature and other studies and other findings, interpretation of similarities and differences, discussion with reasons are made in this section. The discussion should be made in the order of the findings. A table, figure or graph should be referred to when discussing the finding(s). There is no need to discuss the non-objective findings of the thesis study.

2.2.8 Conclusion and Suggestions
This is the part that results of the thesis are written. It should be written as clear and concise as possible. Whether the results support hypotheses or how the research questions are answered must be included. Recommendations can be written to the person who is working on the same subject or related subjects, or who would like to convey to the other institutions and concerned persons. The recommendations should be directly related to the purpose and results of the study. The results and recommendations can be written item by item.

2.3. Bibliography
This is the section where all the sources used in the text are listed in alphabetical order according to the writers’ surnames. All sources used in the text should be prepared in the manner as described in 1.12.2. Sources that are not used in the text should not be listed in the resource section.

2.4. Appendices
In this section, information, documents and explanations which are required to be written in the main sections, but which may disrupt the fluency of the subject, should be given. Each explanation in this section is referred to as Annex 1, Annex 2, according to the presentation order in the project. All attachments used should be given in the table of contents under the appendix. References to the annexes in the text should be (Annex …). Appendix 1 should be used for plagiarism report.

2.5 Resume
It is the section that includes the resume of the person who prepared the thesis. It should be written in accordance with the format which is given in Appendix 11. On the CV page, using the third person, the birthplace and year of the thesis owner, the high school, Bachelor’s degree, and (if any) the master degree, publications, and the awards that he has received must be indicated.

2.6. Plagiarism Report
After the thesis study is completed, the plagiarism report will be obtained from a particular software program to present the thesis. In our university library, there is a software program that can be used to get a plagiarism report. For the plagiarism report, the advisor submits the thesis, which he considers to be defensible, to the Institute. The plagiarism report of the student is prepared by the institute (a faculty member appointed by the institute). The results report would be ready within 3-5 days depending on
the intensity of the program's usage. The plagiarism report should be placed at the end of the thesis after resume.

2.7. Approval of Ethics Committee

Before starting any research to be carried out for the thesis study, permission must be obtained from the relevant ethics committee and the approval of the ethics committee should be included in the appendix.

3. THINGS TO DO BEFORE THE DEFENSE EXAM

After the student completes his/her thesis, delivers the copy of the thesis in spiral binding and CD format to his/her supervisor. The supervisor submits the spiral bound thesis, CD and the thesis defense exam jury proposal to the department together with a letter informing him / her that he / she can defend the thesis to get the plagiarism report.

The documents sent to the institute by the department are examined. The student's plagiarism report is prepared. The institute submits plagiarism report relevant to thesis to the supervisor.

The thesis, which is appropriate for the plagiarism rate, is examined by the Board of Directors of the Institute in terms of form, the date and time of the proposed exam, and the suitability of the jury of the original and substitute exam are evaluated.

After the approval of the board of directors, the student makes copies of his / her thesis by the number of jury members. Duplicated theses must be spiral bound. The student submits them together with the thesis submission report and invitation letters taken from the institute to the jury members by signature at least 15 days prior to the date of the exam. In case of plagiarism, along with the report, the thesis will be sent to the institute board of directors.

4. THINGS TO DO AFTER THE DEFENSE EXAM

If the thesis defence is successful, copies of the thesis two more than the number of the jury members ought to be delivered to the institute by binding them as described in 2.1.1. In order for the thesis to be bound, the student must first take a “Thesis Printing Confirmation Form” from the advisor. This form indicates that the final arrangements have been completed according to the recommendations made during the defence exam (if any). After the submission of the form to the Institute, the thesis approval page signed by the jury members and approved by the institute directorate may be placed in the relevant part of the thesis.

The student must submit the requested documents by the Higher Education Council (YÖK) Documentation Center, along with the thesis, to the institute. All documents to be submitted to YOK (thesis and thesis data entry form in PDF format) ought to be prepared according to “Guidance on Compilation of Graduate Theses Prepared in Higher Education Institutions on the Internet”. CD and data entry form which is not prepared in accordance with the 2.STUDENT OBLIGATIONS (Preparation and Submission of Thesis) will not be accepted. This guide can be accessed from the “YOK Thesis Center” website.
5. APPENDIX

APPENDIX 1. Page Layout

Top Margin 2.5 cm

TEXT BLOCK

1.2 cm

Bottom Margin 2.5 cm
APPENDIX 2. Front and inner cover layout

Template

(Space between top margin and logo: 3 cm)

```
University Logo
(3x6 cm)
```

(Space between logo and university’s name: two lines)

```
UNIVERSITY and INSTITUTE NAME
```

(Space between university’s name and department’s name: three lines)

```
DEPARTMENT and PROGRAM NAME
```

(Space between department’s name and dissertation’s name: two lines)

```
DISSERTATION NAME
(14 FONT SIZE)
```

(Space between dissertation’s name and student’s name: two lines)

```
STUDENT’S NAME
```

(Spaces between advisor’s name, istanbul and graduation year: 1 line)

```
ADVISOR
Advisor’s Name (Only first letters are capital)
İSTANBUL
GRADUATION YEAR
```
HİSTOLOJİ VE EMBRİYOLOJİ ANABİLİM DALI
KLİNİK EMBRİYOLOJİ YÜKSEK LİSANS PROGRAMI

POLİKİSTİK OVER SENDROMLU (PKOS) HASTALARDA HORMONAL PAREMETRELERİ BAĞLI OLARAK EMBRİYO GELİŞİMİNİN İNCELENMESİ

TUĞBA ELGÜN

DANİŞMAN
Prof. Dr. Tülay İrez

İSTANBUL

2018
Appendix 4. Example of Binding Back text Format

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biruni University</td>
<td>Institute of Health Sciences</td>
</tr>
</tbody>
</table>

According to the program studied
MASTER’S; or
PhD should be written
Appendix 5. Thesis Approval Page

T.R.
BİRUNİ UNIVERSITY
INSTITUTE OF MEDICAL SCIENCES
THESIS APPROVAL PAGE

Department:
Program’s Name:
Student’s Name and Surname:
Advisor:
The thesis study with the title “……………………………………………….” which was prepared by ………………………………………….….. in the Department of ………………………..……. in Biruni University Institute of Medical Sciences was accepted as MASTER/DOCTORATE thesis.

The Date of Thesis Defense:..............................

(The title, Name, Surname and Institution of Jury Member,)

Signature

This dissertation was approved by the jury and accepted by Institute of Medical Sciences Directory in accordance with the relevant articles of Biruni University Postgraduate Education and Examination Regulations.

The Head of Institute of Medical Sciences
Appendix 6. Declaration

I hereby declare that this dissertation belongs to me and I have not performed any unethical behavior during the conduct of the dissertation and I have obtained the information in this dissertation within academic and ethical rules and that I have given reference for all the information I used and I have enclosed all the sources in references and that I have not violated copyrights during the writing and conducting of the dissertation.

Student Name Surname
Signature
## Appendix 7. Example of Table of Contents List

<table>
<thead>
<tr>
<th>Content List</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner cover</td>
<td>-</td>
</tr>
<tr>
<td>Confirmation page</td>
<td>-</td>
</tr>
<tr>
<td>I. Declaration</td>
<td>iii</td>
</tr>
<tr>
<td>II. Acknowledgement</td>
<td>iv</td>
</tr>
<tr>
<td>III. Content</td>
<td>v</td>
</tr>
<tr>
<td>IV. Abbreviation List</td>
<td>vi</td>
</tr>
<tr>
<td>V. Charts List</td>
<td>vii</td>
</tr>
<tr>
<td>VI. List of Figures</td>
<td>viii</td>
</tr>
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<td>1. Summary and Key Words</td>
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<td>2. Abstract</td>
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<td>4. General Information</td>
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<td>6. Data Analysis</td>
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<td>7. Discussion</td>
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<td>8. Results and Implications</td>
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<td>9. References</td>
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<td>10. Appendix</td>
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<td>App 1. Information Form</td>
<td>96</td>
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<td>App2. Consent Form</td>
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<td>App3. Permission Letter</td>
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<td>App4. Ethics Committee Approval</td>
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<tr>
<td>11. CV</td>
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<td>Plagiarism Report</td>
<td>102</td>
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### Appendix 8. List of Symbols and Abbreviations

<table>
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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>FDA</td>
<td>Food and Drug Administration</td>
</tr>
<tr>
<td>ADME</td>
<td>Adsorption/Distribution/Metabolism/Excretion</td>
</tr>
<tr>
<td>TDK</td>
<td>Türk Dil Kurumu</td>
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<tr>
<td>DSÖ</td>
<td>Dünya Sağlık Örgütü</td>
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## Appendix 9. Figures and Pictures List Sample

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<th>Figure No</th>
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<td>Figure 2</td>
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<tr>
<td>Figure 3</td>
<td>Nebulizer</td>
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<tr>
<td>Table Number</td>
<td>Table Name</td>
<td>Page number</td>
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Appendix 11. Resume Format

Name and Surname:

Date and Place of Birth:

Email address:

Title:

Level of Education:

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<th>Name of the University and Department</th>
<th>Graduation Year</th>
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Publications (If any)

Awards (If any)