

HAKKARI UNIVERSITY ÇÖLEMERİK VOCATIONAL HIGH SCHOOL FINISH PROJECT AND THESIS WRITING GUIDE

I. PURPOSE AND SCOPE

The aim of this writing guide is to specify the general order and writing rules that students at graduation should follow in their Graduation Assignment, Graduation Project and Thesis studies. These writing rules cover the studies of associate degree graduation assignment, graduation project.

II. GENERAL LAYOUT

The general order of these studies, which will be delivered to the relevant unit in volume, is as follows.

A) *Front Pages*

1. Title Page (Outer Cover) (Appendix:I Format is given in .)
2. Inner Cover (Appendix:II is formatted.)
3. Prologue (Format given in Appendix:III)
4. The abstract should be between 200 and 600 words in Turkish.
5. Table of Contents (Appendix IV)
6. Figures
7. Tables
8. Symbols
9. Abbreviations

B) *Main Text Sections*

Chapter 1. Input

- 1.1 Purpose and Scope of the Study
- 1.2 Research Method
- 1.3 Limitations of

Work Part 2. Resource

Scan

Chapter 3. Study (Experimental and/or Theoretical)

Part 4. Conclusion, Assessments. and Suggestions

C) *Back Pages*

1. **Resources:** A list of resources referred to in the text. The references referred to in this section should be given in alphabetical order according to the author's surname.
2. **Attachments:** Information, figures, tables, computer programs, large-scale flow diagrams, etc. that are not deemed necessary to be included in the main text should be collected under this heading.
Appendix I, Appendix II, each attachment should start from a **separate** page.
3. **History:** The author of the study should be given a resume not exceeding 75 words.

III. WRITING RULES

A) **General**

- The thesis should be written in a language that is understandable and in accordance with the writing rules (Turkish).
- The first dough white paper should be used in the A4 (210 X 297 mm) standard.

- Computer and "Times New Roman" fonts (12 points) should be used in the thesis writing. It should be written on only one side of the paper.

B) Page Layout and Numbering

- Page margins; 3.5cm from the left, 2cm from the right, 3 cm each from the top and bottom.
- In the **Front Pages** section, the pages should be numbered with Roman numerals (i,ii,iii, iv, etc...) and the number should be written in the lower middle of the page.
- In the main text, the pages should be numbered in Arabic numerals (1,2,3,.....) and the numbers should be written at the top right of the page.

C) Type Property

- The letter size must be 12 points.
- The text should be written with the "block" writing technique (no indentation at the beginning of the paragraph and the line breaks are aligned).
- **Sections of the Front and Back Pages** and sections of the main page should start from a new page.
- The chapter and subdivision headings of the working text should be numbered.
- The titles of the **Front and Back Pages** and the chapter titles of the **Main Text** should be written in uppercase letters, while the second-degree section titles should be written in capital letters and the remaining letters in small letters.
- If there are "and, or, with" and so on in the third and fourth degree chapter titles, they should be written in lowercase letters.
- All chapter titles should start at the left edge of the page and be bold.
- Text should use 1.5 line spacing, and paragraph spacing should be double.
- Single leading should be used for the shape and table names in the text and their descriptions, if any.
- Space between chapter and subdivision headings and the first line should be left between paragraphs.

D) Figures

- The description of the shape with the figure number should be written under the shape. A single 10-point leading should be used in the caption.
- Shapes must be numbered sequentially in each section to show the first number, the first number, the second number, the figure number. For example, in the 5th The 4th form of the section should be shown as "Figure 5.4".
- The name of the shape should be left with a space of two characters after the number, only the letter of the initial word should be capitalized and the others should be written in lowercase letters.
- Double leading space should be left between the shape and its name. If the comment passes a line, the leading must be single.
- Shapes should be centered in the text.
- In ways taken from another publication, the source should be shown in parentt brackets immediately after the name of the shape.

E) Tables

- Table number and name should be written on top of the table. Single line spacing should be used in name writing.
- Tables must be numbered sequentially, in sections to show the first number, the first number, the second number, the figure number. For example, in the 5th Table 4 of the section should be shown as "Table 5.4".

- The table name should be left with two characters of space after the number, only the first letter of the initial word should be capitalized, and the other letters and words should be written in lowercase letters.
- Double leading space should be left between the table name and the table. If the name passes a line, the leading must be odd.
- In tables from another publication, the table name must finally be shown in source parent brackets.

F) Equations

- The writing of equations should be started from the left edge of the page.
- Equations should be numbered sequentially in each section, the first number is the section, the second number is the equation number, and this number should be written at the end of the line in parentheses. For example, in the 2nd The 9th equation of the chapter (2.9) should be written.
- 1.5 line spacing spaces should be left at the bottom and top of the equation.

G) Citations in Text

Reference to resources

- In the text, the sources, author's surname, and the year of publication of the source are indicated in parent brackets.

For Instance:

Modified mathematical model equations were successfully used in fuel cells (Gültekin, 1991).

- In addition, the following examples apply according to the expression of the sentence in the text.

.. Gültekin and Satterfield (1995) studied the effects of ammonia on catalytic cracking.

Çeliker et al. (1997) showed that the equation may apply at high temperatures in contact-catalytic reactions (3.14).

- Refer to a publication that is set in a source, but is unknown:

... As reported by Seyidoglu (1998), Yurtseven et al. effectively used the MATHCAD program to obtain transfer functions in process control.

- Single author resource representation: The example given above must be followed, (Gültekin, 1991)
- Two-author resource representation: "and" should be placed among the author's surnames. Sample: (Gültekin and Satterfield, 1995)
- More than two authored resource representations: After the name of the first author, the abbreviation "et al." should be used.
Sample: (Çeliker *et al.*, 1997)
- Multiple resource representations at the same time: Publications should be sorted from oldest to newest and semicolons should be placed between them. Sample: (Gültekin, 1981; Cochetto et al., 1990; Alsaleh et al., 1993)
- Simultaneous display of an author's publications on different dates as sources: The surname of the author should be written once and commas should be placed between them by sorting the publication dates from the old to the new one. Sample: (Fogler 1991, 1999)

- A source representation of an author's publications for the same year: After the date of publication, a, b, .. letters should be used and semicolons should be placed between them. Sample: (Fogler, 1999a; 1999b)

Internet Information and/or CD-ROM Information

If the author and name of the source are known, the same method is followed by the reference to the in-text sources. If the author is not specific, the electronic address is shown in parenthesis.

Addressing Shapes, Tables, and Equations

Examples of mentions are as follows:

Mentioning a shape:

... The compatibility of the mathematical model with experimental data is shown in Figure 4.5.

... Expectations from the mathematical model with experimental data have been well matched (Figure 4.5).

... Experimental data (Figure 4.5) compared to what was expected of the model.

Mentioning a Table:

... The compatibility of the mathematical model with experimental data is shown in Table 4.3.

... Expectations from the mathematical model with experimental data were well matched (Table 4.3).

... Experimental data (Table 4.3) were compared with what was expected of the model.

Mentioning an equation:

... Using the equation (3.15), we can find the speed constant of the reaction.

... It is easily visible from the equality that the system is unstable (3.2).

H) Resources

All references mentioned in the study under the heading of RESOURCES should be arranged alphabetically according to the author's surname. Lines should start at the left edge of the page, single line spacing should be used in writing, and 1.5 lines of space should be left after the RESOURCES title and between two successive sources. In sources that do not fit in a single line, the second and subsequent lines should be started from the inside with a 5-letter spacing.

- The writing of resources must be in accordance with the following format:
 - a) Author's surname (first letter capital), comma, initials of author's name (uppercase), period, and comma, year of publication in parenthesis and comma,
 - b) The source name (the first letters of the words are capital letters) and commas (article and paper names should be written between quotation marks, "..."), but no quotes should be used in the spelling of book names. Books, journals and similar sources should be written italics).
 - c) Place of publication (first letters of words capitalized) and comma (publisher in books, publication in articles, name of scientific meeting in papers)
 - d) The city where it is published in the books, two points in a row, publisher, period. In articles, the binder number (number in parenthesis, if any), comma, page numbers, period,
The date, city, and country, point on which the scientific meeting was held in the papers.

NOTE: After each punctuation mark, 1 letter space should be left.

International abbreviations should be used in the writing of periodicals as a publication, and if the abbreviations are unknown, their original names should be written.

Examples:

Book

Cave, R.A., (1987), *New British Drama in Performance on the London Stage*,
Buckinghamshire: Colin Smythe Ltd.

Article

Gultekin, S. and Satterfield C.N., (1995), "Control of Dealkylation versus
Ring Hydrogenation by Use of Ammonia", *Energy and Fuels*, 9 (3),
391-394.

Communiqué

Gültekin, S. , Unal, I.H., (1998), "*Effects of Process Parameters on the Approach to
Equilibrium of Ammonia Synthesis Reaction in Multi-bed Reactor*", Proceedings of
XVI Mendeleev Congress on General and Applied Chemistry, May 25-29 St.
Petersburg, Russia.

- The sources of the same author in different years should be sorted according to the publication dates and the surname and name of the author should be written in accordance with the rule each time.
- Multiple resources for the same author in the same year are shown as in the following example. In the following example, periodicals are selected as the source.

Alexander, W.D., (1976a), "The Competition of Materials", *Scientific American*,
17 (4), 254-262.

----- (1976b), "Materials and Their Nature" , *New Scientist*, 13 (3),
11-18.

- In two-author sources, "and" should be placed between author names.
- In sources with more than two authors, commas should be placed between author names and "and" before the last author.

Internet Information

Pattern for showing WEB sites in the list of resources: Web
address (visit date).

Sample:

<http://www.wiley.co.uk> (7 Aralık 2000)

CD-ROM Data

- **Book**

Shelley, M.W.,(1993), *Frankenstein*, Classic Library, CD-ROM,
Alameda: Andromeda.

- **Periodical**

Ramirez, A., "Computer Groups Plan Standards", *New York Times*, 14 Dec 1993,
late ed., D5, *New York Times Ondisc*, CD-ROM, UMI-Proquest, June 1994.

Appendix :I (Outer
Cover)

HAKKARİ ÜNİVERSİTESİ
ÇÖLEMERİK VOCATIONAL COLLAGE
COMPUTER TECHNOLOGIES DEPARTMENT

TITLE

Graduation Assignment / Project / Thesis

Preparer's First Name
Surname Student
Number

Assignment/ Project/ Thesis Advisor:

Place, Date (month and year)

Annex: II (Inner Cover)

INSIDE COVER

(Same As Outer Cover)

Annex: III (PREFACE)

PREFACE

**Will be written in Single Line
spacing**

Place, Date (month and year) Name, Surname of the Preparer (Istanbul, December
2000)

Appendix IV: (CONTENTS)

	Page No. (Roman Figures)
PREFACE	“
SUMMARY	“
FIGURES	“
TABLES	“
SYMBOLS	“
ABBREVIATIONS	“
1. //////////////////////////////////	1
1.1 //////////////////////////////////	2
1.2 //////////////////////////////////	5
1.2.1. //////////////////////////////////	7
	vs.
2. //////////////////////////////////	
2.1 //////////////////////////////////	
2.1.1. //////////////////////////////////	
RESOURCES	67
ANNEXURES	75
CV 78	