

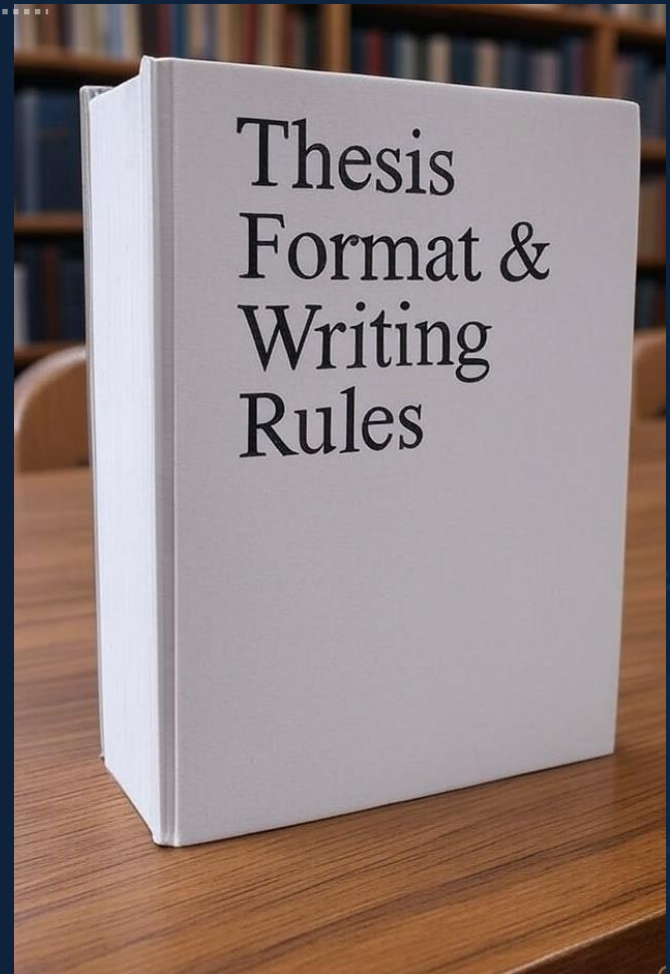
# Thesis Formatting & Submission Checklist Guide

For Graduate Students  
(Bolu Abant İzzet Baysal University)

Institute of Graduate Studies

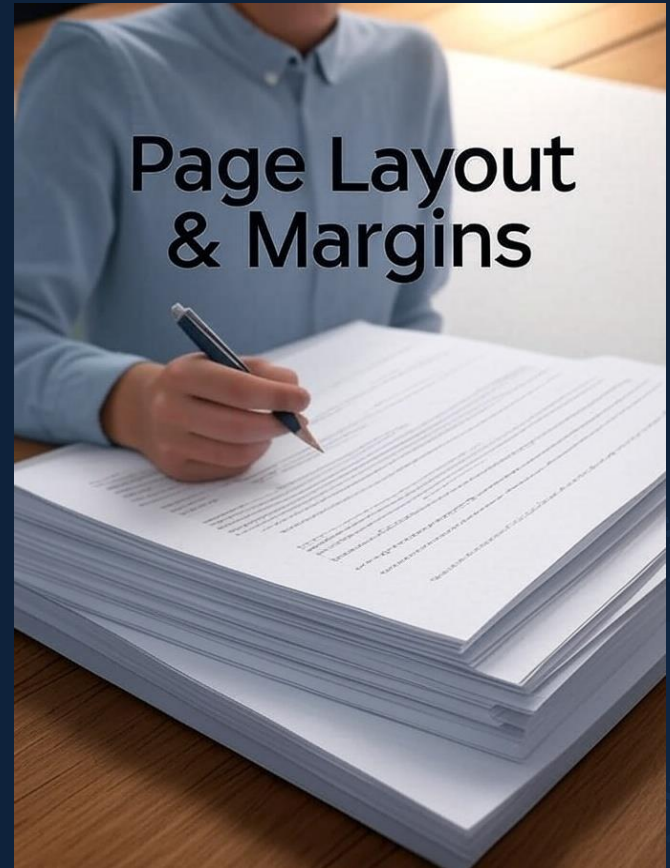
✓ Prepare thesis in  
Word, LaTeX,  
OpenOffice, or  
Scientific WorkPlace

- Font: Times New Roman, 12 pt, black
- Line spacing: 1.5
- Paragraph indent: 1.25 cm
- Text must be justified



# Page Layout & Margins

- Left margin: 4 cm
- Right margin: 3 cm
- Top & bottom margins: 2.5 cm
- Page numbers correctly placed



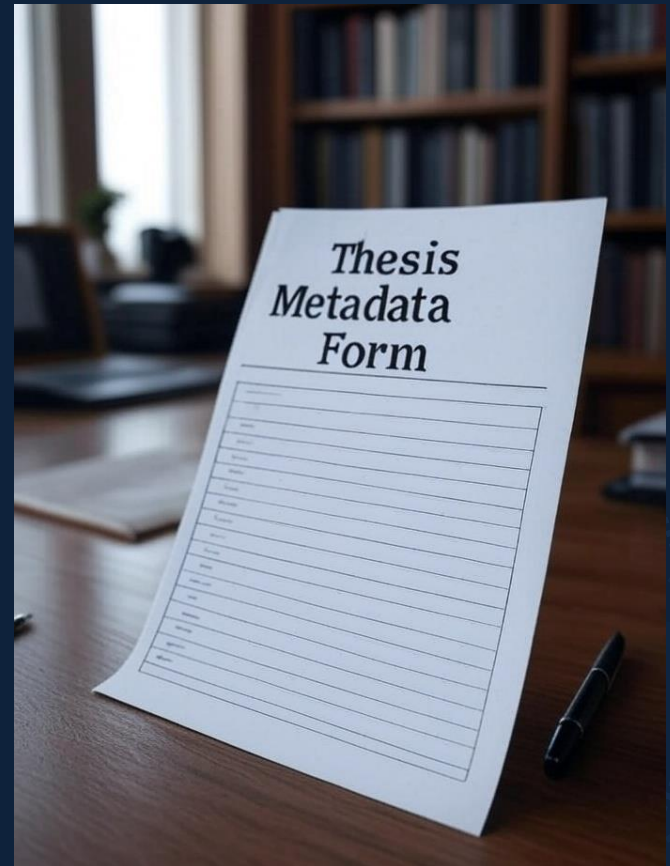
# Page Order & Consistency

- No missing or misplaced pages
- Page numbering matches Table of Contents
- Abstract & Özet formatted correctly
- Check PDF conversion for errors



# Thesis Metadata Form

- Title matches approved EYK title
- English translation of title correct
- ORCID number included
- Department & sub-discipline info correct
- Signed form uploaded to system



# Preliminary Pages

✓ Titles consistent across all sections (cover, approval, abstract, etc.)

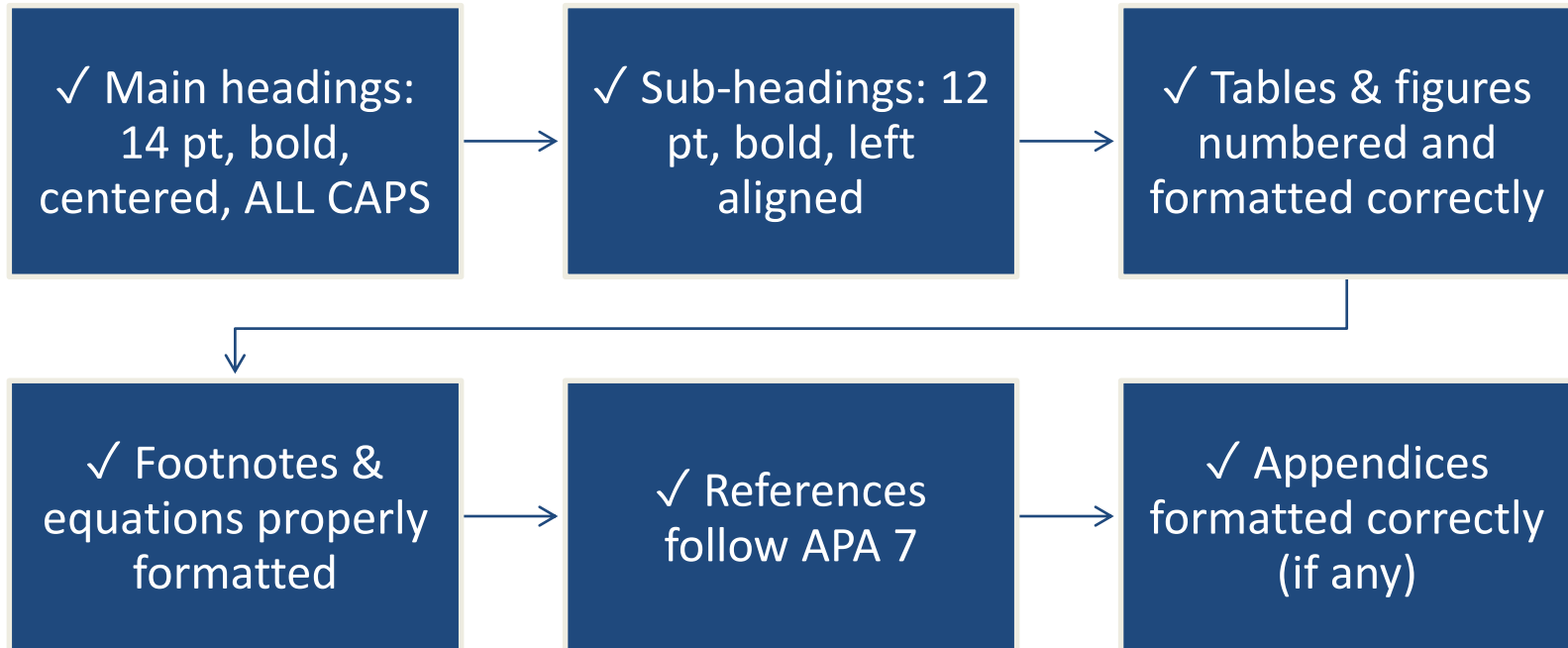
✓ Dates consistent in all sections

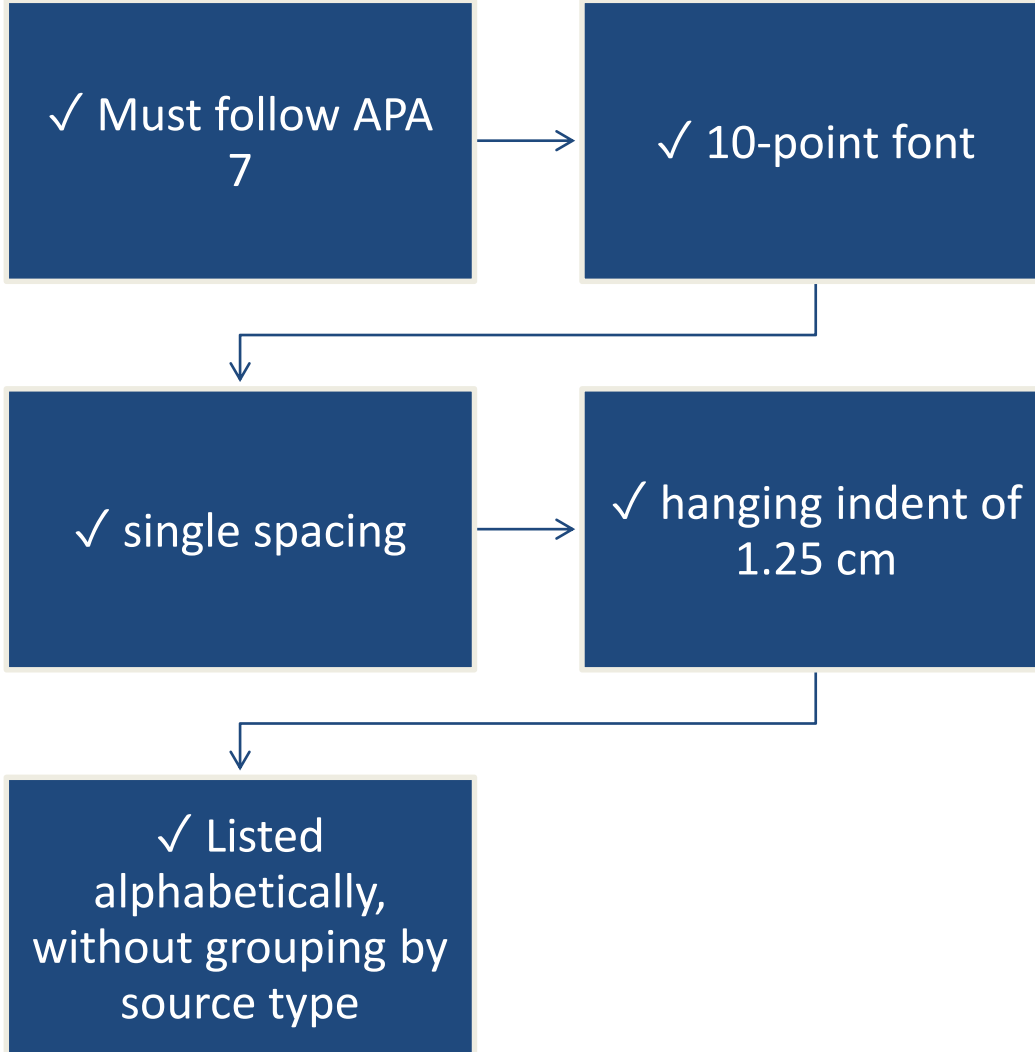
✓ Ethics statement included (if required)

✓ Abstract & Özet each on one page

✓ Keywords: 3–5, formatted correctly

# Main Text & Details





# References