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ACCEPTANCE AND APPROVAL PAGE

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| The thesis entitled “**THESIS TITLE**” (Write all in bold and capitalize) prepared and submitted by **your Name and SURNAME** (Write all in bold and capitalize your surname) in partial fulfillment of the requirements for the degree of **Select Your INSTITUTE Program** in Department of **Choose an item** with unanimity/majority vote (choose one of them) is hereby approved. Click here for the date |
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* I have presented all information, documents, evaluations, and results in accordance with the rules of scientific ethics and morality,
* I have cited and referenced all the works I have benefited from in the thesis study,
* I have not made any changes to the data used,
* I declare that the work I have presented in this thesis is original, and in any other case, I declare that I accept all loss of rights that may arise against me.

According to the similarity report obtained by applying the filters determined by the directorate of the institute in the Turnitin program related to the thesis, the similarity index of the thesis does not exceed 30%.Ethical permission was obtained for this study from \_\_\_\_ \_\_\_ Research Ethics Committee with the number \_\_\_\_\_ (This paragraph should be deleted in theses that do not require ethics committee permission.)…………………………..**ENTER YOUR NAME and SURNAME** |
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| **(SUPERVISOR: TITLE, NAME AND SURNAME)** |
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| **bolu, 21 February 2024****XII + 18**  |
| Begin writing the abstract text here. The abstract page is a brief description of the thesis content. This page should provide the reader with the main problem(s) addressed by the research, the method(s) used, and the findings and conclusions reached. The abstract should not exceed one page. As this page is used in multiple indexing systems, utmost care should be taken in writing it. The heading 'ABSTRACT' should be written in bold, 14-point uppercase letters, centered on the page with no top margin. The thesis title should be in bold, 12-point font, and centered. Then, in single line spacing and centered, include the program type, the thesis author’s name and surname, university, institute, department, program, thesis advisor’s title, name, and surname (and co-advisor's, if applicable), location, date, and page count (preliminary pages + main text pages; e.g., xii+265 pages) in bold, 12-point uppercase letters in the stated order. In writing the titles of faculty members, the following abbreviations should be used: 'Prof. Dr. - Prof. Dr., Doç. Dr. - Assoc. Prof. Dr., Dr. Öğr. Üyesi - Assist. Prof. Dr.' Since the Turkish and English Abstract pages will be uploaded to searchable fields in the Council of Higher Education Thesis Database, symbols, tables, subscripts and superscripts, or any other non-standard symbols and characters should not be used on these pages. At the bottom of the abstract page, write 'KEYWORDS:' in 12-point, left-aligned, bold, and uppercase. The number of keywords should be between 3 and 5. Keywords should be written in 12-point font, with the first letters capitalized (e.g., Receptor Modeling, Thesis Format), separated by commas.  |
| **KEYWORDS:** Purification, Bile salt hydrolase, Brevibacillus sp., Dimeric bintracellular enzyme, Thermophile |
| ÖZET |
| **tez adınızı buraya giriniz** |
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| **programınızı seçiniz** |

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| **ADINIZI SOYADINIZI GİRİNİZ** |
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| Bir öğe seçin. **ANA BİLİM DALI** |
| **(TEZ DANIŞMANI: unvan ad soyad giriniz)****(İKİNCİ DANIŞMAN: İKİNCİ DANIŞMAN YOKSA BU ALANI SİLİNİZ)** |
| **BOLU, 21 Şubat 2024** |
| **XII + 18** Begin writing the Turkish abstract text here. Keywords related to the thesis study should be written in Turkish following the term 'ANAHTAR KELİMELER:' in bold and uppercase.**ANAHTAR KELİMELER:** Saflaştırma, Safra tuzu hidrolaz, Brevibacillus sp., Dimerik hücre içi enzim, Thermofil |

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Figures, graphics, drawings, etc. in the thesis should be included in the list of figures. The list of figures is an index after the table of contents, in which the numbered figures are given in order. The phrase "LIST OF FIGURES", which is the title of this section, should be written in bold capital letters, in 14 font size, centered on the page without leaving any space from the top of the text area. Do not change the place and shape features of the LIST OF FIGURES title.

The word "Page" in the upper right corner of the list is written right aligned and after 1.5 line spacing is left, the index is written.

In the writing of the series, 12-point font size and 1 line spacing should be used. In addition, while the spelling of the figure and number should be in bold, the spelling of the figure descriptions or names should not be in bold.

After the list of figures is prepared, these explanations should be deleted.

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A list of tables is an index in which numbered tables are given in order. This index should be prepared in accordance with the rules applied on the List of Figures page.

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These explanations should be deleted after the List of Photos is created.

LIST OF ABBREVIATIONS AND SYMBOLS

**BAİBÜ :** BoluAbant İzzet Baysal Üniversitesi

**Bşk. :** Başkan, Başkanlık

**çev. :** Çeviren

**Gnkur. :** Genelkurmay

**MEB :** Milli Eğitim Bakanlığı

**MÖ :** Milattan Önce

**nu. :** Numara

**öl. :** Ölüm Tarihi

**sn. :** Saniye

**Ş. :** Şirket

**TBMM :** Türkiye Büyük Millet Meclisi

**TC :** Türkiye Cumhuriyeti

**TDK :** Türk Dil Kurumu

**Tel. :** Telefon

**Telg. :** Telgraf

**Tic. :** Ticaret

**TKAE :** Türk Kültürünü Araştırma Enstitüsü

The List of Abbreviations and Symbols is a sample list. The List of Abbreviations and Symbols is an index where the abbreviations and symbols in the thesis are given. The title of this page, "LIST OF ABBREVIATIONS AND SYMBOLS", should be written in bold in capital letters, 14 font size, centered without leaving any spaces at the top. Do not change the place and formatting features of the title "LIST OF ABBREVIATIONS AND SYMBOLS".

In writing this list, 12-point size and 1.5 line spacing should be used. In addition, abbreviations and symbols should be written in bold and alphabetical order, while their descriptions or names should not be written in bold.

These explanations should be deleted after the list is created.

ACKNOWLEDGEMENT

This page is a thank you page that briefly explains the support the author has received during the positive or negative conditions encountered during the thesis process and from whom (from which organizations) these supports were received (together with their titles, if any).

**Institutions/Organizations that support the research should be thanked here by giving the project number or support name**.

The title of the page should be written in bold as "ACKNOWLEDGMENTS", in 14 font size, centered without leaving any space from the top. Do not change the formatting features of the "ACKNOWLEDGMENTS” title.

In the preparation of this page, 12 font size and 1.5 line spacing should be used. The acknowledgment page should not exceed 1 page.

These explanations should be deleted after the acknowledgments are written.

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# INTRODUCTION

Introduction is the first section to be found in all theses. Following the statement of the literature in the study, the definition of the problem, the topic, purpose, method, and sources of the study should be given together with the hypotheses of the study.

Without making any changes in the main headings, the sub-headings can be written as posited by the department.

The thesis text is written in 12 font size and 1.5 line spacing. Each paragraph should start from the left side with a tab inside, that is, with an indent of 1.25 cm. In the following paragraphs, there is general information about thesis writing.

## General Information

This guide has been prepared in order to provide a certain standard and to determine the principles and formal qualities to be followed on Master's and Doctorate theses that will be prepared in Turkish Graduate programs in Bolu Abant İzzet Baysal University Institute of Graduate Studies. Authors can apply the diversity embraced in their own disciplines without losing coherence, provided that they adhere to the basic rules outlined in the manual (spelling, cover pages and other similar information). In addition, this guide is a template and authors are expected to write their theses through this template.

 In accordance with the provisions of the Law on the Protection of Personal Data No. 6698, the thesis to be submitted to the institute in the digital format should not contain any explicit personal data or signatures in ink belonging to the author or anyone else

## Binding

Master's and doctoral theses should be bound using a white paperback. If the number of pages exceeds 200 pages, it can be printed back and front.

## Headings

In thesis writing, all main sections should start from a new page. The main heading is written in 14 font size and 1.5 line spacing, in capital letters and centered. The main headings are fixed, and the formal features and contents of the headings should not be changed. There should be a 12nk space between the main heading of the page and the subheading that immediately follows it, if any, or between the main section heading and the paragraph that follows.

The first main heading, along with the number, should be "1. INTRODUCTION”. The first subheading number after the main heading "1. INTRODUCTION” should be "1. 1 Subheading". If there is another subsection of this subheading, it should proceed as " 1.1.1 Subheading". This process should continue numerically in a similar way for all other main sections and their subsections.

If the authors deem it necessary, they can number all definitions, theorems and examples in their theses. In this case, after the Definition, Theorem or Example statements, the first digit should be numbered consecutively, where the second digit is the number of the main heading, the second digit is the number of the subheading, if any, and the last digit is the sequence number within the section. Example: The 4th subheadings of the 3rd sub-section of the 2nd main section should be written as “2.3.4 Definition” in bold font and indented one tab space from the left. There should be one line spacing before and after definitions, theorems, and examples.

Writing Subheadings

Subsection headings should be indented one tab from the left, written in 12-point font size, with 1.5 line spacing, bold, and with each word beginning with an uppercase letter. Conjunctions such as 'and/or/with' in subsection headings, if present, should be written in lowercase. After numbering the subsection headings, do not place a period at the end (Example: 1.3.1 Writing of Subsection Headings).

Subsection headings should not be written as the last line of a page. In such cases, the heading should appear on the next page.

If there are unnumbered subheadings between subsection headings, they should be centered, in bold and italic, 12-point font size, and without any punctuation at the end.

To write a second-level subsection heading, select the 'HEADING 2' style from the styles section. For example, if you want to write the first subsection heading in the '2. MATERIALS AND METHODS' section as '2.1 Tools Used,' simply type 'Tools Used' on the line where you want the heading to appear and then select the 'Heading 2' style from the styles section, without assigning a number.

To write third-level subsection headings, select the 'Heading 3' style from the styles section. For example, if you want the first third-level subsection heading in the '1. INTRODUCTION' section to be '1.1.1 Example Third-Level Subheading,' type 'Example Third-Level Subheading' on the line where you want the heading to appear, then select the 'Heading 3' style from the styles section. It will then appear with the desired subsection number, as shown below.

Fourth- and fifth-level subsection headings should follow the same format as third-level headings described above.

To display updated and added headings in the TABLE OF CONTENTS, go to the TABLE OF CONTENTS, right-click anywhere within the table, and select 'Update Field.' In the pop-up window, select the 'Update entire table' option. You will see that the new section or subsection heading is automatically added to the table of contents with its number.

## Writing Footnotes

Footnotes could be preferred as intratextual gloss. The references in this method are numbered within the text, to be written under the straight line at the bottom of the page in order. The numbers are used on the relevant word in the text, but note that no punctuation goes with those numbers. The numbers for the footnotes are organized in ascending order through the thesis. The numbers for footnotes must be written as superscript, in smaller font size. Each footnote is to be placed at the bottom of the relevant page. There must be no space between the footnotes and they must be written in smaller font sizes than the case in the main text. Footnotes must be written in Times New Roman, 10 font size, justified and single space without any indention[[1]](#footnote-1).

Footnotes must not be too long since they explain the content not given in the main text. The numbers for the footnotes are organized in ascending order through the thesis. The numbers for footnotes must be written as superscript, in smaller font size. The footnotes must be placed within the margins of the text, not exceeding the 2,5 cm bottom margins. They must be written in single-space and in 8-10 font size. A straight line (all the way from left to right) must be drawn leaving 1 line space below the main text. The footnote must be written leaving 1 line of space below the straight line.

The first line of the footnote must start with the footnote number with 1 tab in. There must be no space (it must be single-spaced) between the consecutive footnotes. If there are more than one footnotes on a page, they must be written in order of their appearance on the page. Footnotes must not be used as referencing style (except when footnote referencing system is adopted), rather, they should be used only for definitions or specific explanations.

## General Writing Plan for Thesis Sections

All sections of the theses must be written on only one side of white high-grade paper pulp in A4 standard, using a computer with Microsoft Word, Scientific Work Place, Latex or Open Office environment, and printed from a laser printer. In writing, a margin of 4 cm from the left, 3 cm from the right, and 2,5 cm from the top and bottom should be left on each page. In the main text, there should be no syllable division at the end of the lines and the text of the thesis should be in a justified format on both sides. Each paragraph in the main text should start from the left side 1 tab in, that is, with a 1.25 cm indent. A 1.5 line spacing should be used in writing the main text and there should be no space between two paragraphs. Black color should be used when writing the main text.



**Figure 1.1.** Bolu Abant İzzet Baysal Üniversitesi Logo

When writing the main text, “Times New Roman” type characters should be used in 12-point size. Smaller or larger font characters can be used in tables, formulas, subscripts and superscripts, provided that they are legible. Theses must be written in accordance with the rules stipulated in the Turkish Language Association’s Spelling Guide in terms of spelling and punctuation rules. There should be one character space after punctuation marks. If required, authors can also use italic or bold characters in the text.

**Table 1.1.** Emissions from domestic heating (tons/day).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PM | SOx | NOx | VOC | CO |
| 136,0 | 66,0 | 13,4 | 10,7 | 4,40 |

## Figures, Photos, Tables and Writing their Explanations

The number and title of a Figure, Picture, or Photo must be placed under the Figure, Picture, or Photo while those of the Tables’ must be written above the Table. While the first digit in the number comes from the main section the Figure, Photo, or Table is inserted in, the second digit in that number refers to the order of that Figure, Photo, or Table within the section. The numbers must be given in ascending order. The numbers given to the subheadings are ignored in numbering the Figures, Photos, or Tables. As an example; the 6th Figure of the 3rd section must be numbered as “Figure 3.6.”. When necessary, the font sizes of the explanations or titles of Figures, Photos, Tables could be changed as long as they are eligible. In writing the title or explanation of the Figures, Photos, or Tables, the second digit must be followed by a dot, which is also to be followed by a character space. Capitalize only the initial of the first word of the explanation, and write all other words in lowercase. The numbering (until the explanations) must be in bold. Example: Figure 3.2. Distribution modes of atmospheric aerosols. The numbers and explanations of Figures, Photos, or Tables must be centered.

In order to add text to the Figure, Photo, or Table, right click on the Photo and choose the option “Add Photo Text”. The number of the Figure is automatically given in the box. You can add explanations here. Select the expression “Figure 2.1.” and make it bold. Go to the List of Figures for this Figure to appear there. Right-click somewhere on the Table and click on Update Table.



**Figure 1.2.** Bolu Abant İzzet Baysal Üniversitesi Logo

There must be a 1.5-line space between the Figure, Photo, or Table and the paragraph immediately preceding it. There must be a 12nk space between a paragraph and a Table explanation. There must be a 12nk space between a following paragraph and a Figure, Photo, or Table explanation. There must be a 6nk space between the Figure, Photo, Picture or Table and their explanations. In other words, Table explanations must be placed with 1.5 line spacing, 12nk before and 6nk after. Figure, Photo, or Picture explanations must be placed with 1.5 line spacing, 6nk before and 12nk after.

Figures and Tables Continuing on the Next Page

Figures, Photos, and Tables must be centered (or right-aligned based on the author’s choice) and fit in one page if possible (or the next page, at the most). When they exceed 1 or 2 pages, they could be shrunk as long as they are legible, or they could be placed in the APPENDICES section. If a Figure takes longer than 1 page and if it must be given in the main text, they could be given on the next page after they are divided to fit in one page. In this case, with the number and title of the Figure remaining the same, add the word “continued” in parentheses immediately after the number for the Figure continuing on the next page. Example: Figure 3.4. (continued). If a Table also continues on the next page, the first row (the header row) must be arranged to be the same on the next page. You can follow these steps for this layout: Table Tools Layout Repeat header rows. An example for a Table continuing on the next page is given below:

**Table 1.2.** BAİBÜ Institute of Graduate Studies Graduation Figures for Turkish Nationals by Year and Program Type.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yıl** | **Erkek** | **Kadın** | **Program Türü** | **Uyruk** |
| 2022 | 8 | 4 | Tezsiz Yüksek Lisans | T.C. |
| 2022 | 44 | 47 | Tezli Yüksek Lisans | T.C. |
| 2022 | 15 | 19 | Doktora | T.C. |
| 2021 | 4 | 6 | Tezsiz Yüksek Lisans | T.C. |
| 2021 | 103 | 109 | Tezli Yüksek Lisans | T.C. |
| 2021 | 34 | 31 | Doktora | T.C. |
| 2020 | 1 | 1 | Tezsiz Yüksek Lisans | T.C. |
| 2020 | 59 | 55 | Tezli Yüksek Lisans | T.C. |
| 2020 | 12 | 13 | Doktora | T.C. |
| 2019 | 9 | 1 | Tezsiz Yüksek Lisans | T.C. |
| 2019 | 205 | 309 | Tezli Yüksek Lisans | T.C. |
| 2019 | 20 | 22 | Doktora | T.C. |
| 2018 | 10 | 2 | Tezsiz Yüksek Lisans | T.C. |
| 2018 | 71 | 104 | Tezli Yüksek Lisans | T.C. |
| 2018 | 19 | 8 | Doktora | T.C. |
| 2017 | 9 | 5 | Tezsiz Yüksek Lisans | T.C. |
| 2017 | 63 | 81 | Tezli Yüksek Lisans | T.C. |
| 2017 | 13 | 14 | Doktora | T.C. |
| 2016 | 6 | 3 | Tezsiz Yüksek Lisans | T.C. |
| 2016 | 66 | 85 | Tezli Yüksek Lisans | T.C. |
| 2016 | 13 | 5 | Doktora | T.C. |

**Table 1.2. (continued).** BAİBÜ Institute of Graduate Studies Graduation Figures for Turkish Nationals by Year and Program Type

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yıl** | **Erkek** | **Kadın** | **Program Türü** | **Uyruk** |
| 2015 | 10 | 8 | Tezsiz Yüksek Lisans | T.C. |
| 2015 | 58 | 71 | Tezli Yüksek Lisans | T.C. |
| 2015 | 17 | 20 | Doktora | T.C. |
| 2014 | 11 | 8 | Tezsiz Yüksek Lisans | T.C. |
| 2014 | 59 | 67 | Tezli Yüksek Lisans | T.C. |
| 2014 | 9 | 9 | Doktora | T.C. |
| 2013 | 14 | 8 | Tezsiz Yüksek Lisans | T.C. |
| 2013 | 50 | 49 | Tezli Yüksek Lisans | T.C. |
| 2013 | 13 | 13 | Doktora | T.C. |
| 2012 | 7 | 7 | Tezsiz Yüksek Lisans | T.C. |
| 2012 | 38 | 52 | Tezli Yüksek Lisans | T.C. |
| 2012 | 8 | 9 | Doktora | T.C. |
| 1996-2011 | 104 | 229 | Tezsiz Yüksek Lisans | T.C. |
| 1996-2011 | 165 | 233 | Tezli Yüksek Lisans | T.C. |
| 1996-2011 | 34 | 10 | Doktora | T.C. |

## General Information About the Ethics Committee

In these involving human subjects, depending on the type of study; Approval is required from one of the Clinical Research Ethics Committee, Non-Interventional Clinical Research Ethics Committee or Human Research Ethics Committee in Social Sciences, and for theses involving animal subjects, the approval of the Animal Experiments Local Ethics Committee is required. If ethics committee permission has been obtained, it is mandatory to specify the date and number of the ethics committee approval decision on the "Ethical Declaration" page. Due to the decision taken by YÖK in line with the Personal Data Protection Law Numbered 6698, the Ethics Committee Approval document should not be included in the appendices.

The Ethics Declaration page will be used as is, in the relevant section above. No text additions will be made in this section, and the name of the ethics committee and the number of approvals will be written in the relevant space only in studies for which ethics committee permission has been obtained. In studies that do not require ethics committee permission, the last paragraph related to ethics committee permission should be removed.

## General Information About Acceptance and Approval Page

The Acceptance and Approval page following the inner cover page serves as a document indicating that the theses have been successfully defended in front of the jury and that the thesis has the required qualifications.

On this page, starting with the advisor, the titles and names of the other members who will participate in the exam should be written and signed by taking into account their academic seniority. In case of a successful thesis exam, the document signed by the jury members must be added to the thesis after the approval of the Institute Director. A blue ink pen should be used for signatures.

## Equations

When writing equations, 1 line spacing should be used and the page should be centered. There should be a space of 1.5 line spacing between the equations and the text. Equations should be numbered consecutively in each main section (with the first number being the main heading number), starting from "1", regardless of subheading numbers, and this number should be written aligned to the right of the page within parentheses. Example: The 5th equation of Chapter 2 should be written in the form (2.5).

Long equations that do not fit on a single line can be divided at appropriate places by the author. In this case, there should be 1 line spacing between the lines, and the equation number should be in the last line of the equation. References to equations in theses should be as in the example given below.

Example: The results given in the table were calculated with the help of equation (2.5).

# MATERIALS and METHOD

In this section, the materials used to complete the research, their preparation and properties should be explained. In addition, all methods used in the research should be clearly and explicitly stated. If the authors wish, they can simply refer to the literature to explain some well-known classical methods. However, if there is an innovation or change in the method used compared to what is known, these parts should be explained in detail. Additionally, any statistical method or methods used in the evaluation of the data should also be stated in this section. Subheadings may be used when necessary (e.g., Data Collection Tools, Data Analysis, etc.) to create a clearer narrative.

Without making any changes in the main headings, subheadings can be written as desired according to the preference of the department.

The thesis text is written in 12 font size and 1.5 line spacing. Each paragraph should start from the left side with an indent of 1 tab, that is, with a 1.25 cm indent. The following paragraphs contain general information about thesis writing.



**Photo 2.1.** Stabilizer

## General Writing Plan for Thesis Sections

All sections of the theses must be written on only one side of white high-grade paper pulp in A4 standard, using a computer with Microsoft Word, Scientific Work Place, Latex or Open Office environment, and printed from a laser printer. In writing, a margin of 4 cm from the left, 3 cm from the right, and 2,5 cm from the top and bottom should be left on each page. In the main text, there should be no syllable division at the end of the lines and the text of the thesis should be in a justified format on both sides. Each paragraph in the main text should start from the left side 1 tab in, that is, with a 1.25 cm indent. A 1.5 line spacing should be used in writing the main text and there should be no space between two paragraphs. Black color should be used when writing the main text.



**Figure 2.1.** Bolu Abant İzzet Baysal Üniversitesi Logo

When writing the main text, "Times New Roman" type characters should be used in 12 point size. Smaller or larger font characters can be used in tables, formulas, subscripts and superscripts, provided that they are legible. Theses must be written in accordance with the rules stipulated in the Turkish Language Association's Spelling Guide in terms of spelling and punctuation rules. There should be one character space after punctuation marks. If required, authors can also use italic or bold characters in the text.

# RESULTS

In this section, the findings obtained as a result of the thesis study should be written in an intelligible manner without interpretation. Tables, figures and pictures can be used if necessary.

Without making changes in the main headings, subheadings can be written as desired according to the preference of the department.

The main text is written in 12 font size and 1.5 line spacing. Each paragraph should start from the left side 1 tab in, that is, with a 1.25 cm indent. General information about thesis writing is available in the following paragraphs.

## General Writing Plan for Thesis Sections

All sections in the theses must be written only on one side of white high-grade paper pulp in A4 standard, using a computer with Microsoft Word, Scientific Work Place, Latex or Open Office, and must be printed from a laser printer. In writing, a margin of 4 cm from the left, 3 cm from the right, and 2,5 cm from the top and bottom should be left on each page. In the main text, there should be no syllable division at the end of the lines and the text of the thesis should be in a justified format on both sides. Each paragraph in the main text should start from the left side 1 tab in, that is, with a 1.25 cm indent. A 1.5 line spacing should be used in writing the main text and there should be no space between two paragraphs. Black color should be used when writing the thesis text.

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# DISCUSSION

 This is the section where the results are compared and evaluated with the data in the relevant literature. The results obtained in the thesis and their evaluations should be presented as briefly and intelligibly as possible, avoiding repetitions. The findings should be evaluated in the light of hypotheses, compared with the results of other studies on the subject, and possible reasons for the similarities or differences should be stated. It should be stated which hypotheses were confirmed or falsified, and necessary explanations should be made. In this section, authors can mention future studies on the thesis topic or other discussions or open problems on the subject and make suggestions. In addition, the limitations, implications, etc. of the thesis study should also be discussed under this heading.

Without making changes to the main headings, subheadings can be written as desired according to the preference of the department.

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# CONCLUSION

 This section emphasises the importance of the hypothesis in the light of the findings and the discussion framework. New questions that can be asked for further research and studies can be presented, and various useful suggestions for extending the scope of the research presented in the thesis (such as methodology) can be found. The suggestions to be made (if a suggestion is to be made) should be in line with the aim and results of the research should be directly related. In addition, especially ‘Findings’ and ‘Discussion’ in the thesis text. The sentences in the section should not be taken verbatim, should not be repeated, and should be written in a more concise form. To summarise, The results and recommendations should be written in a clear, concise and understandable manner.

 Without making changes to the main headings, subheadings can be written as desired according to the preference of the department.

The main text is written in 12 font size and 1.5 line spacing. Each paragraph should start from the left side, 1 tab in, that is, with a 1.25 cm indent.

##  General Writing Plan for Thesis Sections

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# REFERENCES

References should be written according to APA 7 (can be done according to the Isnad 2 system in the field of theology) writing style, in 10-point font and single-spaced. There should be a 10 pt space between two sources. References should be written in alphabetical order and should not be categorized by source type. Below are some sample citation formats according to reference type. In cases where each word in a sentence begins with a capital letter, the initial letters of English conjunctions such as "of, and, in, with, or" are written in lowercase.

**Periodicals:**

Özkaptan, C. ve Tekinalp, O. (2003). Uzay uygulamalarında küçük uyduların yeri ve maliyet etkenleri. *Pivolka, 1*(7), 3-13. http://doi.org/xx.xxxxxxxxxx

**Book:**

Blalock, H. M. (1987). *Social statistics* (7. Baskı). McGraw- Hill.

**Book Chapter:**

Hovardaoğlu, S. (2007). Psikolojik ölçmenin temelleri. *Davranış bilimleri için araştırma teknikleri* (2. Baskı, s. 87-125) içinde. Hatipoğlu Yayınevi.

**Edited Book:**

Aydemir, Ö. ve Köroğlu, E. (Ed.). (2009). *Psikiyatride kullanılan klinik ölçekler* (4. Baskı). HYB Basım Yayın.

**Translated Book:**

Solso, R. L., Maclin, M. K. ve Maclin, O. H. (2009). *Bilişsel psikoloji* (2. Baskı). (A. Ayçiçeği-Dinn, Çev.). Kitabevi (Orijinal eserin basım tarihi 2004, 7. Baskı).

**Official Publications and Press Releases:**

Türkiye İstatistik Kurumu. (2019). İstatistiklerle çocuk (Yayın no. 4581). https://biruni.tuik.gov.tr/yayin/views/visitorPages/index.zul.

**Scientific Meeting and Symposium:**

Çakmak, Z. ve Güre Duru, A. (2016, Eylül 15-19). *The investigation of the relationship among* *mother’s reports of economic hardship, marital* *conflict and adolescent’s problem behaviors in the* *framework of the family stress model: A follow up* *study* [Sözlü sunum]. XV. Avrupa Ergenlik Araştırmaları Derneği Konferansı, La Barrosa, Spain.

**Theses:**

Watkins, S. (2011). *The neural basis of attention and perception in the human brain* [Yayımlanmamış Yüksek Lisans Tezi]. Londra Üniversitesi Akademisi.

**Internet Resources:**

World Health Organization. (2020). Coronavirus. https://www.who.int/healthtopics/ coronavirus#tab=tab\_1 adresinden 2 Eylül 2020 tarihinde alınmıştır.

# APPENDICES

**APPENDIX 1 Writing Style for Appendices**

This section contains materials, pictures, experimental data, computer programs or figures that, if found in the text, would disrupt the appearance and integrity of the thesis.

* Each appendix section should start on a new page and page numbers should follow the page number of the previous section.
* A separate title should be selected for each document, explanation, or program in this section, and they should be given in the order of presentation, starting from a separate page, such as APPENDIX 1 Explanation, APPENDIX 2 Explanation, APPENDIX 3 Explanation, etc.
* While creating APPENDIX 1, which is the first annotation sectionr "APPENDICES" is written in 14 point size, leaving 2 spaces of 1.5 line spacing from the top. Then, “APPENDIX 1 Explanation” should be written in bold, 12 point size, leaving two 1.5 line spacing spaces. The first letter of each word must be capitalized, the others must be lowercase.
1. This paragraph deals with how to use footnotes as intratextual explanations. [↑](#footnote-ref-1)