**REPUBLIC OF TURKEY**

**ISTANBUL GELISIM UNIVERSITY**

**FACULTY OF ENGINEERING AND ARCHITECTURE**

Mechatronics Engineering Department

**THE PROJECT TITLE**

Mechatronic System Design

**Student’s Name SURNAME**

Supervisor

Prof. Dr. Name SURNAME

**Istanbul – 20…**

**MECHATRONIC SYSTEM DESIGN PROJECT INTRODUCTION FORM**

|  |  |  |
| --- | --- | --- |
| **Name and Surname** | **:** | Name SURNAME |
| **Language of the Project** | **:** | English |
| **Name of the Project** | **:** |  |
| **Faculty** | **:** | Istanbul Gelisim University Faculty of Engineering and Architecture |
| **Department** | **:** | Mechatronics Engineering |
| **Project Type** | **:** | Mechatronics System Design |
| **Date of the Project** | **:** |  |
| **Page Number** | **:** |  |
| **Project Supervisor** | **:** | Prof. Dr. Name SURNAME  |
|  |  |  |
|  |  |  |
|  |  |  |

 *Signature*

*Name SURNAME*

**REPUBLIC OF TURKEY**

**ISTANBUL GELISIM UNIVERSITY**

**FACULTY OF ENGINEERING AND ARCHITECTURE**

Mechatronics Engineering Department

**THE PROJECT TITLE**

Mechatronic System Design

**Student’s Name SURNAME**

Supervisor

Prof. Dr. Name SURNAME

**Istanbul – 20…**

**DECLARATION**

I hereby declare that in the preparation of this project, scientific ethical rules have been followed, the works of other persons have been referenced in accordance with the scientific norms if used, there is no falsification in the used data, any part of the project has not been submitted to this university or any other university as another project.

Name SURNAME

 DATE

|  |
| --- |
| **TO ISTANBUL GELISIM UNIVERSITY** **THE DEANERY OF FACULTY OF ENGINEERING AND ARCHTIECTURE** |
| The project study of ............................................... titled as ............................................ .............................................................................................................. has been accepted as Mechatronic System Design Project in the Mechatronics Engineering Department by out jury. |
|  | Supervisor | *Signature* |  |
| *Prof. Dr. Name SURNAME* |
|  | Member |  |  |
|  |
|  | Member |  |  |
|  |
|  |  |  |  |
|  |
|  |  |  |  |
|  |
|  |

SUMMARY

**“Styles” from “Home” tab**

**Style:** IGU Thesis Other Chapter Title

Summary pages are consisted of pages in which the scope and content of the thesis are summarized in a way which does not exceed 750 words and written in English. In maximum, two pages are used for each language.

The words "ÖZET" in Turkish and "SUMMARY" in English are written in capital and bold letters in the upper middle part of the abstract pages.

**Key Words:** Thesis, Spelling

**“Styles” from “Home” tab**

**Style:** IGU Thesis Paragraph

ÖZET

Summary pages are consisted of pages in which the scope and content of the thesis are summarized in a way which does not exceed 750 words and written in Turkish and English. In maximum, two pages are used for each language. Turkish version is in the first sequence, which is followed by English summary.

**Anahtar kelimeler:** Tez, yazım

TABLE OF CONTENTS

**“Styles” from “Home” tab**

**Style:** IGU Thesis Other Chapter Title

[SUMMARY i](#_Toc63167584)

[ÖZET ii](#_Toc63167585)

[TABLE OF CONTENTS iii](#_Toc63167586)

[ABBREDIVATIONS v](#_Toc63167587)

[LIST OF TABLES vi](#_Toc63167588)

[LIST OF GRAPHICS vii](#_Toc63167589)

[LIST OF FIGURES viii](#_Toc63167590)

[PREFACE ix](#_Toc63167591)

[INTRODUCTION 1](#_Toc63167592)

[CHAPTER One](#_Toc63167593)

[LAYOUT CHARACTERISTICS OF THE THESIS](#_Toc63167594)

[1.1. Paper Features And Printing 2](#_Toc63167595)

[1.2. Font Size 2](#_Toc63167596)

[1.3. Section Heading And Sub-Headings 3](#_Toc63167597)

[1.4. Page Layout and Numbering 4](#_Toc63167598)

[1.5. Structure of the Paragraph and Line Spacing 5](#_Toc63167599)

[1.6. Tables and Figures 6](#_Toc63167600)

[1.6.1. Tables 6](#_Toc63167601)

[1.6.2. Figures 7](#_Toc63167602)

[1.7. Appendixes 7](#_Toc63167603)

[1.8. Abbreviations 8](#_Toc63167604)

[1.9. Style of Expression 8](#_Toc63167605)

[CHAPTER Two](#_Toc63167606)

[CITATION RULES](#_Toc63167607)

[2.1. In-Text Citation 9](#_Toc63167608)

[2.2. Rules of Preparing References 9](#_Toc63167609)

[2.2.1. Order of references 11](#_Toc63167610)

[2.2.2. Citation rules according to the types of publications 11](#_Toc63167611)

[2.2.2.1. Periodicals (Journal, Newspaper, etc.) 11](#_Toc63167612)

[2.2.2.2. Books, reference sources and book chapters 11](#_Toc63167613)

[2.2.2.3. Technical reports and research reports 11](#_Toc63167614)

[2.2.2.4. Meetings and symposiums 12](#_Toc63167615)

[2.2.2.5. PhD and master thesis 12](#_Toc63167616)

[2.2.2.6. Review and criticism 12](#_Toc63167617)

[2.2.2.7. Visual – audial environment 12](#_Toc63167618)

[2.2.2.8. Data sets, software, measurement tool and equipment 12](#_Toc63167619)

[2.2.2.9. Unpublished or unofficially published works 13](#_Toc63167620)

[2.2.2.10. Web site 13](#_Toc63167621)

[2.2.2.11. Social media 13](#_Toc63167622)

[CHAPTER Three](#_Toc63167623)

[PARTS OF THE THESIS](#_Toc63167624)

[3.1. Sequencing 14](#_Toc63167625)

[3.2. External Cover 15](#_Toc63167626)

[3.3. Inner Cover 15](#_Toc63167627)

[3.4. Acceptance and Approval Page of the Jury Members 15](#_Toc63167628)

[3.5. Summary Pages 16](#_Toc63167629)

[3.6. Table of Contents 16](#_Toc63167630)

[3.7. Abbreviations 16](#_Toc63167631)

[3.8. Table, Map, Graphic, Figure and Image Lists 16](#_Toc63167632)

[3.9. List of Appendixes 17](#_Toc63167633)

[3.10. Preface 17](#_Toc63167634)

[3.11. Text Parts 17](#_Toc63167635)

[3.11.1. Introduction 17](#_Toc63167636)

[3.11.2. Chapters 18](#_Toc63167637)

[3.11.3. Conclusion 18](#_Toc63167638)

[3.12. References 18](#_Toc63167639)

 [CONCLUSION AND RECOMMENDATIONS 19](#_Toc63167640)

[REFERENCES 20](#_Toc63167641)

[APPENDIXES 22](#_Toc63167642)

[RESUME 23](#_Toc63167643)

ABBREDIVATIONS

**APB :** Abnormal Personality Behaviour

**ÇFLA :** Çok Faktörlü Liderlik Anketi

**ESP :** Extra Sensory Perception

**ETA :** En Az Tercih Edilen İş Arkadaşı Anketi

**HRM :** Human Research Management

**KLA :** Karizmatik Lider Anlayışı

**LBDQ :** Leader Behaviour Description Questionnaire

**LPC :** The Least Preferred Co-Worker

**MLQ :** Multifactor Leadership Questionnaire

**NŞA :** Normal Şartlar Altında

**TLA :** Technical Leadership Analysis

**YSÜ :** Yeni Sanayileşen Ülkeler

LIST OF TABLES

[**Table 1.** Paragraph structure settings 5](#_Toc63167644)

[**Table 2.** Westerlund panel co-integration test results 6](#_Toc63167645)

[**Table 3.** Abbreviations used in citiations 10](#_Toc63167646)

[**Table 4.** Sequencing of thesis parts 14](#_Toc63167647)

LIST OF GRAPHICS

[**Graphic 1.** Unemployment Inflation in Political Electoral Cycles 7](#_Toc63167648)

LIST OF FIGURES

[**Figure 1.** How to add “Equation” from “Insert” tab of MS Word 3](#_Toc63167649)

[**Figure 2.** Word page layout 4](#_Toc63167650)

[**Figure 3.** Word paragraph structure 5](#_Toc63167651)

[**Figure 4.** Paragraph settings of references list 10](#_Toc63167652)

[**Figure 5.** Sorting in Word's "Home" tab 11](#_Toc63167653)

PREFACE

**“Styles” from “Home” tab**

**Style:** IGU Thesis Other Chapter Title

Preface of the thesis is going to be written here.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed egestas tellus eget odio eleifend pharetra. Duis efficitur orci vel consequat imperdiet. Fusce vitae congue tellus, ac varius ipsum. Maecenas quis libero quis risus dictum eleifend eget cursus massa. Cras dapibus non velit non commodo. Proin faucibus tortor quis justo cursus imperdiet. Cras mollis tincidunt volutpat. Curabitur posuere nec metus eu pharetra. Curabitur auctor nibh et molestie bibendum. Praesent tincidunt tempor nisi id pellentesque. Aenean faucibus eros quis ornare fermentum. Fusce varius ultricies massa ut semper. Aenean tincidunt nisi risus, non hendrerit sapien placerat id. Vestibulum aliquet, velit non congue euismod, nisl diam vehicula odio, ut consequat nisi magna ac ligula. Sed blandit eleifend nibh, et vulputate purus suscipit eu. Donec id odio metus.

**“Styles” from “Home” tab**

**Style:** IGU Thesis Paragraph

INTRODUCTION

Introduction of the thesis is going to be written here.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed egestas tellus eget odio eleifend pharetra. Duis efficitur orci vel consequat imperdiet. Fusce vitae congue tellus, ac varius ipsum. Maecenas quis libero quis risus dictum eleifend eget cursus massa. Cras dapibus non velit non commodo. Proin faucibus tortor quis justo cursus imperdiet. Cras mollis tincidunt volutpat. Curabitur posuere nec metus eu pharetra. Curabitur auctor nibh et molestie bibendum. Praesent tincidunt tempor nisi id pellentesque. Aenean faucibus eros quis ornare fermentum. Fusce varius ultricies massa ut semper. Aenean tincidunt nisi risus, non hendrerit sapien placerat id. Vestibulum aliquet, velit non congue euismod, nisl diam vehicula odio, ut consequat nisi magna ac ligula. Sed blandit eleifend nibh, et vulputate purus suscipit eu. Donec id odio metus.

**“Styles” from “Home” tab**

**Style:** IGU Thesis Chapter Title Name

**“Styles” from “Home” tab**

**Style:** IGU Thesis Chapter Title Number

**“Styles” from “Home” tab**

**Style:** IGU Thesis Paragraph

LAYOUT CHARACTERISTICS OF THE THESIS

In this section, the issues such as paper features, page layout, page numbering, writing features, spelling, paragraph, citations, quotations, footnotes, location of the visual objects, etc. are explained.

“The formal rules related to the thesis writing” and the settings stated in the “rules of thesis writing” in this Section are Microsoft Word’s word processing settings. On condition that the student is close to these standards, he /she can use the word processing program he/she wants.

The students enrolled in post-graduate programs giving education in foreign language need to write their thesis in a foreign language according to the 10th article of the “Regulation related to the Principles that will be Followed in Foreign Language Education and Education in Foreign Language in Higher Education Institutions” of the Higher Education Legislation.

**“Styles” from “Home” tab**

**Style:** IGU Thesis Chapter Title 2

* 1. Paper Features And Printing

Thesis are written on the computer, printed. In writing the thesis, 21x29,7 cm (A4) page size, in printing, at least 80 grams of first pulp white paper in the same size is used.

The paper size can be changed with the approval of the thesis supervisor in such cases as when the writing field requires for various table, figure, graphic, picture, map, etc. However, these papers in different dimensions should be folded appropriately in binding.

One side of the paper is used in printing and reproducing the thesis. Copies of the thesis which will be submitted to the Institute do not need to be original. Reproductions (photocopy) is acknowledged as original.

* 1. Font Size

The general body of the thesis is written in Times New Roman, in 12 font size, 1,5 line spacing, with vertical and normal letters, with left and right alignments. When necessary, bold or italic style can be used. In tables and figures, if necessary, it can be minimized to 8 font size. The symbols used in the thesis are created in computer environment without any character limitation with regard to the formulas. In writing equation or formula, “Equation” is chosen from “Insert” menu of MS Word and it can be created as given in the example below. For each created equation, number is given consecutively.



**Figure 1.** How to add “Equation” from “Insert” tab of MS Word

**“Styles” from “Home” tab**

**Style:** IGU Thesis Figure Caption

An example for equations is given blow.

$∆y\_{it}=θ\_{i} \left[ y\_{i, t-1}-λ^{'}\_{i} X\_{i,t}\right]+\sum\_{j=1}^{m-1}ξ\_{ij}∆ y\_{i, t-j}+ \sum\_{j=0}^{n-1}β^{'}\_{ij}∆X\_{i,t-j}+ φ\_{i} + e\_{it}$ (1)

In the footnotes under the page, Times New Roman, 10 font and size is used.

* 1. Section Heading And Sub-Headings

All the headings in the text should be bold. The Section Headings should be in 14 font size, all should be in capital letters and bold, centered in the page. First level section headings should be in 12 font size, all should be in capital letters and bold, should be aligned with the paragraph indentation. Second and third level section headings should be in 12 font size, the initials should be in capital letters and bold, be aligned with the paragraph indentation. Fourth level and the following section headings should be in 13 font size, their initials should be in capital letters, italic and aligned with the paragraph indentation. Example Usage;

**CHAPTER ONE**

**TITLE OF THE CHAPTER**

**1.1. How to Write Second Degree Title: First Letters of Each Word are Capital**

**1.1.1. How to write third degree title: sentence form**

*1.1.1.1. How to write forth degree title: sentence form*

* 1. Page Layout and Numbering

4 cm margin is left on the left side of the page and 2.5 cm margin is left on the other side of the pages.



**Figure 2.** Word page layout

No number is given for the outer cover, blank page, form of thesis introduction, inner cover, acceptance and approval page of the jury members.

Page numbers should be centered and given below the page. Lowercase Roman numbers (i, ii, iii, iv. v ....) should be used in the beginning of the thesis consisting of summary, abstract, preface or acknowledgement, table of contents, list of tables, list of figures and list of abbreviations; normal numbers (1,2...) should be used in the text part consisting of introduction part, other sections, conclusion and /or discussion, references, appendixes. Numbers should be written in Times New Roman, in 11 font size. Throughout the thesis, same numbering system should be used. Before and after the page numbering, characters such as parenthesis, line etc. should not be used.

* 1. Structure of the Paragraph and Line Spacing

Paragraphs start 1 cm from the left. There is 1.5 line spacing between lines. For this, style toolbar is used, paragraph structure.

**“Styles” from “Home” tab**

**Style:** IGU Thesis Figure Caption

**Table 1.** Paragraph structure settings

|  |  |
| --- | --- |
| Feature | Setting |
| Alignment | Justify |
| Indentation (left and right) | 0 cm |
| Indentation (special) | First line is chosen and value is made as 1cm |
| Spacing (before and after) | 6 pts |
| Space lining | 1,5 line spacing |



**Figure 3.** Word paragraph structure

* 1. Tables and Figures

**“Styles” from “Home” tab**

**Style:** IGU Thesis Chapter Title 3

* + 1. Tables

Tables are composed of four components which are number and heading, frame, content and footnotes. All the tables within the text are numbered and tables are consulted according to this number. The tables are consecutively numbered from the beginning to the end. Tables are numbered with Times New Roman, 12 Font Size, with boldface; such as “Table 1.”. Provided that the initial of the heading that will come after Table 1. Number is in capital letter; it is written in lowercase letter. Same and similar data should not be demonstrated in more than one table while making a table; table should not be inserted for the data which can be summarized in a few sentences.

The information (column, heading and data) within the table constitutes the content of the table. Headings of the column and table data are centered and written. Character size can be adjusted according to the table; however, it should not be smaller than 8 font size. Explanations belonging to the table data and reference are given in the footnote of the table. Even if the author calculates or produces the data in the table on his/her own, the original resource of the data in the table should be referenced in the footnote of the table. Example;

**Table 2.** Westerlund panel co-integration test results

|  |
| --- |
| Westerlund constant delay (0 1) bootstrap (100) |
| Statistics | Value | Value-Z | Value-P | Resistive Value-P |
| Gt | -2,167\*  | -4,283  | 0,000  | 0,000  |
| Ga | -5,321\*\*  | -1,250  | 0,106  | 0,030  |
| Pt | -7,314\*  | -4,630  | 0,000  | 0,000  |
| Pa | -4,681 \*  | -4,723  | 0,000  | 0,010  |

\* %1 incidates that there is co-integration in significant level.

\*\* %5 incidates that there is co-integration in significant level.

**Source:** Erkişi, K. (2019). İktisadi büyüme ve gelir dağılımı adaleti ilişkisi: Bir panel veri analizi. Sosyoekonomi, 28(43), 195.

**“Styles” from “Home” tab**

**Style:** IGU Thesis Footnote

* + 1. Figures

Graphics, maps, diagrams, plans, photos etc. outside of the table are included within the heading of figures. However, if there are many figures in the type of graphic, maps, diagrams, plans, photos, etc., each group can be numbered separately. For example, if the graphic is used, “Graphic 1” can be used rather than “Figure 1.” In this case, a list of preferred statements should be put in the preliminary section of the research. Figures should be consecutively numbered from the beginning to the end. Writing style of the figure is as the same as in the tables, however the figure number should be indicated under the figure.

Unemployment Oscillation

Inflation Oscillation

Inflation (π),

Unemployment (U)

0 4 8 12

Time (Year)

 Aπ’

AU’

Aπ’’

Aπ’’’

AU’’

AU’’’

%6

%4

%2

Bπ’

Bπ’’

Bπ’’’

BU’

BU’’

BU’’’

I.Election II.Election III.Election IV.Election

Term Term Term Term

**Graphic 1.** Unemployment Inflation in Political Electoral Cycles

**Source:** Erkişi K, (2019 s. 201)

**“Styles” from “Home” tab**

**Style:** IGU Thesis Figure Caption

* 1. Appendixes

Appendixes are written or visual documents which do not need to be used in the text section of the thesis, however they expand or express any topic specified in the text and they are complementary documents. These may be table, map, graphics, figure and pictures; besides this, they can be forms related to the text, copies of the rare documents, digital images and voice records, etc.

Appendixes are sequenced using the letters in Turkish alphabet and written in capital and bold letters such as APPENDIX-A, APPENDIX-B, APPENDIX-C, APPENDIX-Ç” in the upper right corner of the page. A heading, which describes the content, is given to the appendixes. The title is written in capital and bold letters in the upper middle of the page. Depending the text of the thesis, one or more than one appendix can be used. If the information given in the appendix is quoted from other resources, these resources should be definitely referenced.

* 1. Abbreviations

If too many abbreviations are made in the thesis, abbreviations and original versions of the abbreviations such as which organization, institution or statements should be listed. While making an abbreviation in the text, the abbreviated statement should be written in full letters, first and then should be indicated in the parentheses of the abbreviation.

The ABBREVIATIONS page on the front should be organized in capital letters, bold, aligned to the left on the page and in alphabetical order.

* 1. Style of Expression

While writing, an effort should be made to follow a clear and simple style of expression, and passive third person singular expression type should be adopted.

Short, simple and concise sentences should be used, integrity and consistency of the paragraphs should be ensured and attention should be paid to establish the required expressive connections in the transition from one section to another and between the paragraphs.

1.

CITATION RULES

In this section, how in-text citations and quotations should be made is explained in detail, how a reference section can be created is emphasized and reference components such as author, date of publication, editor and publisher are referred. While making citation, APA-American Psychological Association should be used.

* 1. In-Text Citation

In this section, different in-text citation styles, how in-text citation will be made according to the type of the study and number of authors is stated, cases that can be encountered while making in-text citation are clarified by giving examples. The references cited in examples are listed in “REFERENCES” chapter. Details about this section can be found in “Thesis Writing Guide”.

* 1. Rules of Preparing References

Details about this section can be found in “Thesis Writing Guide”. General rules to be followed in writing the references section were given below. Examples of it will be given in the following headings.

* The titles of the authors are not given in the sources.
* In the works with more than one authors, the authors are separated with commas and “and “conjunction is used before the last author.
* Book names are written in italic.
* In periodicals, names of the journals are written in italic.
* The names of the publishers cannot be abbreviated.
* In the translation works, the name of the translator is given following the name of the work.
* If publication information is available, it is given in the bracket following the name of the work.
* In the periodicals, volume, issue number and page numbers are given following the name of the journal.
* The abbreviations that can be used while preparing references or in-text citations are given in table below.

**Table 3.** Abbreviations used in citiations

|  |  |
| --- | --- |
| **Expression** | **Abbreviation** |
| Publication | Ed. |
| Revised publication | Rev. Ed. |
| Editor(s) | Ed. (s) |
| To be Published | Ed. (s) |
| Translator(s) | Trans (s.) |
| No date | n.d. |
| Page(s) | P (s) |

The references page begins with REFERENCES word. It is written in Times New Roman, in 14 font size, in capital letters, bold and centered. Before writing the resources, adjust the paragraph setting to; Before (12pt), After (12pt), Special (Hanging), Value (1,25) and Space Lining (Single).



**Figure 4.** Paragraph settings of references list

* + 1. Order of references

The references should be made in alphabetical order according to the last name of the author. You can use the sequencing function from A to Z you can find in the “Home” section. Examples are listed in the REFERENCES chapter of this template. Details about this section can be found in “Thesis Writing Guide”.



**Figure 5.** Sorting in Word's "Home" tab

* + 1. Citation rules according to the types of publications

**“Styles” from “Home” tab**

**Style:** IGU Thesis Chapter Title 4

* + - 1. Periodicals (Journal, Newspaper, etc.)

Periodicals include scientific journal, magazine, newspaper and newsletters that are published at regular intervals. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Books, reference sources and book chapters

This section includes references such as books, encyclopedia, dictionary and reference sources peculiar to the discipline, books published only in electronic environment, reference sources that can be retrieved online and freely available/public books, includes out-of-print books accessible from online archives. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Technical reports and research reports

As in the journal articles, technical reports and research reports generally include original articles, they can be peer-reviewed or non-refereed. Technical reports and research reports are sometimes acknowledged as the part of grey literature. The citation style used for technical reports and research reports are almost the same with the style for book citations. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Meetings and symposiums

Meeting and symposium papers can be published within a style of a book or a periodical. While making a reference to the papers published in the book, book or book chapter is used. While making a reference to the papers published at regular intervals, style of periodical is used. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. PhD and master thesis

PhD or master thesis can be retrieved from electronic databases, institutional archives or personal web pages. If a thesis is retrieved from ProQuest PhD and master degree thesis data base or other source, this information should be given in the reference. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Review and criticism

Review of books, cinema movies and other information or entertainment products can be published in various platforms such as periodicals, web pages and blogs. Some publications are published as an answer to the criticism of the reviewer or multiple evaluations of the same product. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Visual – audial environment

Visual /audial environment includes static objects such as cinema movies, sound or television broadcasts (including the podcasts), maps, photographs and artistic works. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Data sets, software, measurement tool and equipment

This category provides information how raw data and tools, which will facilitate data analysis or measurement, can be cited. No citation is necessary in the references list for the standard software and programming languages such as Microsoft Word, Excel, Java, Adobe Professional, SPSS and SAS. It is enough to give the accurate/full name of the software with the version number in the text. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Unpublished or unofficially published works

Unpublished works include the works that are still on-going, studies which have been submitted to be published or studies which are completed; however, which have not been submitted for application. This category includes the studies which have not been officially published or which can be retrieved from institutional web site, electronic data base such as ERIC or preprint archive. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Web site

Internet provides various options such as blogs, news groups, online forums and discussion groups and electronic messaging lists for all the people in the world to take part in the discussions in certain topics. Details about this section can be found in “Thesis Writing Guide”.

* + - 1. Social media

In this section, citation rules for posts/sources in social media environments such as Facebook, Twitter. Details about this section can be found in “Thesis Writing Guide”.

1.

PARTS OF THE THESIS

* 1. Sequencing

The following sequencing is followed in compiling and binding the thesis.

**Table 4.** Sequencing of thesis parts

|  |  |
| --- | --- |
| (1) | External Cover |
| (2) | Blank Page |
| (3) | Thesis Introduction Form |
| (4) | Inner Cover |
| (5) | Declaration |
| (6) | Acceptance and Approval Page of the Jury Members |
| (7) | Abstract (Turkish and English, consecutively, which do not exceed 2 pages) |
| (8) | Table of Content |
| (9) | Abbreviations (If any) |
| (10) | List of Tables (If any) |
| (11) | List of Maps (If any) |
| (12) | List of Graphics (If any) |
| (13) | List of Figures (If any) |
| (14) | List of Images (If any) |
| (15) | List of Appendixes (If any) |
| (16) | Preface |
| (17) | Text (Introduction, Chapter, Conclusion) |
| (18) | References |
| (19) | Appendixes (If any) |
| (20) | Resume (Optional) |
| (21) | Blank Page |

* 1. External Cover

As an outer over, bright (Bristol) cardboard is used. On the cover; name of the institute, original name of the thesis, the department, type of the thesis, name and surname of the author, name and surname of the supervisor, the department and the program, the publication city and date.

Times New Roman 16 font size bold letters are used for the name of the thesis, Times New Roman 14 font size letters are used for other texts. Texts are printed on the computer or with appropriate printing letters of the same size.

Name of the thesis, surnames of the author and supervisor are written with the capital letters, all other words are written in lowercase letters providing that initials are in capital letters.

Apparent and measured gaps are left between the text groups on the cover.

On the back of the outer cover; the surname of the author, original name of the thesis and publication year is written as stated for the cover in a manner that can be read from the left to the right when the book is held horizontal providing that cover is on the top. However, font size can be changed depending on the length of the thesis name and thickness of the book. Example of book cover has been indicated in APPENDIX-F.

* 1. Inner Cover

The page layout and content of the inner cover is totally the same as the outer cover, except for the paper that will be used. The inner cover is printed on the normal paper which is used for thesis writing.

* 1. Acceptance and Approval Page of the Jury Members

Acceptance and approval page covering the statements and signatures which certify that thesis is accepted by the chair and member of the jury and Institute Director is arranged.

Upper part of the lines in the same alignment with the chair and members of the jury are left blank for signature. Below the line, academic title, name and surname of the thesis supervisor/s are written. Below the name and surname of the thesis supervisor/supervisors, (Supervisor) is written within a curved brackets.

In the middle bottom of the page, check box covering the date of approval, blank space for signature, title, name and surname of the Institute Director.

* 1. Summary Pages

Summary pages are consisted of pages in which the scope and content of the thesis are summarized in a way which does not exceed 750 words and written in Turkish and English. In maximum, two pages are used for each language. Turkish version is in the first sequence, which is followed by English summary.

The words "ÖZET" in Turkish and "SUMMARY" in English are written in capital and bold letters in the upper middle part of the abstract pages.

* 1. Table of Contents

In the upper middle part of the page, “TABLE OF CONTENTS” is written in bold and capital letters. Below the heading, the chapters in the content of the thesis are written by specifying the heading and page numbers in accordance with the sequence of main and subheadings.

In the page of Table of Contents, starting from the summary page, chapters and the sub-headings of the chapters in the first level should be indicated. It depends upon the choice of the author to indicate the sub-headings in second level and lower levels.

* 1. Abbreviations

Abbreviations for frequently repeated words, terms or proper names in the thesis text are listed on this page as a list. "ABBREVIATIONS" heading is written in capital and bold letters on the upper middle part of the page. The abbreviations used in the thesis are consecutively listed in alphabetical order. The long versions of the abbreviations are specified in the opposite side.

* 1. Table, Map, Graphic, Figure and Image Lists

If any in the thesis text, table, map, graphic, figure and images are consecutively listed here. In the upper middle part of the pages, their titles are written with capital letters as “TABLES, MAPS, GRAPHICS, FIGURES or IMAGES “. Below this, tables, maps, graphics, figures or images are consecutively listed in numerical order. It is specified in the alignment of the page number with heading and content. The list of figures is example for this guide for arranging the table, map, graphic, figure and images.

* 1. List of Appendixes

If any, the appendixes of the thesis are listed. In the upper middle part of the page, the heading of “LIST OF APPENDIXES” is written with capital and bold letters. Below this, appendixes and headings are alphabetically listed. The list of this guide is example for the list of appendixes.

* 1. Preface

The preface page is inserted after the acceptance of the thesis by the jury. This page includes the opinions of the author, challenges encountered in preparing the thesis, acknowledgement for the person and /or institutions who contributes to the preparation of the thesis without the scientific and technical details of the thesis. It should be short and concise and should not be exceed one page.

In the upper middle part of the page, PREFACE “is written in capital and bold letters, below the heading, name of the name and surname is right-aligned and written.

* 1. Text Parts

Thesis text is comprised of three components, which are “Introduction”, “Chapters” and “Conclusion”.

* + 1. Introduction

In the introduction part, the scientific problem aimed to be solved in the study or the topic of the research is defined in detail. The purpose of the research, hypotheses, importance, assumptions and limitations, used method and concepts are described. The introduction part should include the fundamental information which will enable the reader to understand and evaluate the thesis without having to read other publications on the subject, but it should not be too long. Details that do not contribute to the comprehensibility of the thesis should not be included.

* + 1. Chapters

The introduction part is followed by the chapters of the thesis. In the chapters of the thesis, findings collected from the research and statements are put forward in a required level of detail and a logical flow that will finalize the thesis. Between the introduction and conclusion, at least two chapters should be created. The chapter headings should be chosen by the author in accordance with the topic.

* + 1. Conclusion

The text part is completed with the conclusion following the thesis chapters. In the conclusion part, the results of the thesis that have been reached are explained within the frame of the points stated in the introduction part. The solutions for the research of the problem are explained. The gained results are interpreted in parallel with the validity of the suggested hypotheses. Solutions for the research problem are explained and various suggestions can be made, when necessary, which will shed light for the following studies. Also, if there are problems that are unsolved in the conducted research, information should be given about which kind of or which researches can resolve these in future. The conclusion should not be acknowledged as the repetition of the thesis. The collected results should be presented in a short and concise manner.

* 1. References

Heading of “REFERENCES” or “SOURCES” are written in capital and bold letters in the upper middle part of the references page. The works under the heading are listed alphabetically according to the surname of the author, without itemization. Separate sequence number is not assigned for the sources, the title of the author is not used, page numbers are not specified. Each cited source in the text should be given in the references list, each source in the references should be definitely cited in the text. In the references list, only the sources cited in the text are included, therefore the source that is not cited within the text should not be given in the references.

As method of citation, APA is used. Statements and examples related to the citation are given in the section of Citation Rules.

 CONCLUSION AND RECOMMENDATIONS

**“Styles” from “Home” tab**

**Style:** IGU Thesis Other Chapter Title

Conclusion of the thesis is going to be written here.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer varius tincidunt arcu a bibendum. In aliquet sagittis imperdiet. Integer eget ligula ut felis lobortis porta. Pellentesque sit amet orci at ante euismod accumsan ac ac nulla. Praesent vestibulum libero in eros tempor, at feugiat lorem maximus. Fusce ultrices mollis bibendum. Nulla iaculis cursus lorem non volutpat. Phasellus vitae iaculis justo. Maecenas commodo dolor est, eget imperdiet neque accumsan in. Suspendisse ultrices felis non nisi pretium placerat. Sed scelerisque scelerisque lorem, id placerat urna sagittis id. Maecenas non pretium purus. Ut placerat neque vel sagittis blandit. Ut eu tellus egestas, malesuada nisl ac, vestibulum augue.

REFERENCES

**“Styles” from “Home” tab**

**Style:** IGU Thesis References

Antonakakis, N., Chatziantoniou, I., ve Filis, G. (2017). Energy consumption, CO2 emissions, and economic growth: An ethical dilemma. *Renewable and Sustainable Energy Reviews*, 68(4), 808-824.

Arouri, M. E. H., Youssef, A. B., M'henni, H., ve Rault, C. (2012). Energy consumption, GDP and CO2 in the Middle East and North African countries. *Energy policy,* 42(2), 342-349.

Aye, G. C., ve Edoja, P. E. (2017). Effect of GDP on CO2 in developing countries: Evidence from a dynamic panel threshold model. *Cogent Economics & Finance,* 5(1), 1379239.

Aytaç, D. (2010). Enerji ve ekonomik büyüme ilişkisinin çok değişkenli VAR yaklaşımı ile tahmini. *Maliye Dergisi,* 158(1), 482-495.

Boğa, S. (2019a). Determinants of foreign direct investment: a panel data analysis for Sub-Saharan African countries. *Emerging Market Journal,* 9(1), 80-87.

Boğa, S. (2019b). Impact of foreign capital inflows on domestic investments a panel data analysis for selected developing countries. *Sayıştay Dergisi,* 114, 135-155.

Bozkurt, C., ve Akan, Y. (2014). GDP, CO2 and energy consumption: the Turkish case. *International Journal of Energy Economics and Policy*, 4(3), 484-494.

Erkişi, K. [Kazım]. (2018). Foreign direct investment, trade openness and economic growth: A Case of Turkey. Akademik Hassasiyetler, 5(10), 189-202.

Erkişi, K. [Kemal]. (2018). Financial development and economic growth in BRICS countries and Turkey: A panel data analysis. *Istanbul Gelisim University Journal of Social Sciences,* 5(2), 1-17.

Erkişi, K. ve Boğa, S. (2019). High-technology products export and economic growth: A Panel Data Analysis for EU-15 countries. *Bingöl Üniversitesi Sosyal Bilimler Enstitüsü Dergisi,* 9(18), 669-683.

Hastalıklardan Korunurken Yapılması ve Yapılmaması Gerekenler. (2020). Erişim adresi: <https://gelisim.edu.tr/duyuru/hastaliklardan-korunma>

Kaldor, N. (1957). A model of economic growth. *Economic Journal,* 67 (268), 591-624.

Lisansüstü Eğitim ve Öğretim Yönetmeliği. (2016, 20 Nisan). Resmi Gazete (Sayı: 29690). Erişim adresi: http://www.resmigazete.gov.tr/eskiler/2016

Luintel, K., Khan, M., Leon, R. ve Li, G. (2016). Financial development, structure and growth: new data, method and results. Journal of International Financial Markets, Institutions and Money, 43, 95-112.

Olağanüstü Hal Kapsamında Bazı Tedbirler Alınması Hakkında Kanun Hükmünde Kararname (2017, 6 Ocak). Resmi Gazete (Sayı: 29940 (Mükerrer)). Erişim adresi: http://www.resmigazete.gov.tr/eskiler/2017/0

Ono, S. (2017). Financial development and economic growth nexus in Russia. *Russian Journal of Economics,* 3 (3), 321-332.

Para Politikası Üzerine Görüşler (2020). Ankara: T.C Merkez Bankası.

Yapraklı, S. (2007). Ticari ve finansal dışa açıklık ile ekonomik büyüme arasındaki ilişki: Türkiye üzerine bir uygulama. *İstanbul Üniversitesi İktisat Fakültesi Ekonometri ve İstatistik Dergisi,* (5), 67-89.

APPENDIXES

If there is no appendix, this page should be removed.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer varius tincidunt arcu a bibendum. In aliquet sagittis imperdiet. Integer eget ligula ut felis lobortis porta. Pellentesque sit amet orci at ante euismod accumsan ac ac nulla. Praesent vestibulum libero in eros tempor, at feugiat lorem maximus. Fusce ultrices mollis bibendum. Nulla iaculis cursus lorem non volutpat. Phasellus vitae iaculis justo. Maecenas commodo dolor est, eget imperdiet neque accumsan in. Suspendisse ultrices felis non nisi pretium placerat. Sed scelerisque scelerisque lorem, id placerat urna sagittis id. Maecenas non pretium purus. Ut placerat neque vel sagittis blandit. Ut eu tellus egestas, malesuada nisl ac, vestibulum augue.

RESUME

**Personal Information**

Surname, name :

Nationality :

Birth date and place :

Telephone :

Fax :

e-mail :

**Education**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Education Unit** | **Graduation Date** |
| Master |  |  |
| Bachelor |  |  |
| High School |  |  |

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **Year** | **Place** | **Title** |
|  |  |  |
|  |  |  |

**Foreing Language**

**Publications**

**Hobbies**