

SOCIAL SCIENCES UNIVERSITY OF ANKARA

MANUAL FOR WRITING GRADUATE THESES & DISSERTATIONS

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	PRINCIPLES FOR SCIENTIFIC RESEARCH & PUBLICATION ETHICS	1
3.	STYLE	2
3.1.	Spelling.....	2
3.2.	Page Format	2
3.3.	Page Numbers	2
3.4.	Font, Headings and Footnotes	2
3.5.	Numbering	3
4.	CHAPTERS	3
5.	CITATIONS & REFERENCES.....	4
6.	OUTER COVER & PRINTING.....	4

Appendix 1.a: Outer Cover (for Turkish Theses & Dissertations)

Appendix 1.b: Outer Cover (for English Theses & Dissertations)

Appendix 2.a: Inside Cover (for Turkish Theses & Dissertations)

Appendix 2.b: Inside Cover (for English Theses & Dissertations)

Appendix 3.a: Approval Page (for Turkish Theses & Dissertations)

Appendix 3.b: Approval Page (for English Theses & Dissertations)

1. INTRODUCTION

This manual has been prepared to guide graduate students to writing their theses and dissertations at the Social Sciences University of Ankara (ASBU). Graduate theses and dissertations are original studies that require students to conduct literature reviews about selected topics, formulate research questions after identifying gaps in the literature, choose appropriate research methods to answer those questions, and discuss findings. The steps of submitting a proposal for thesis/dissertation, receiving all relevant approvals (from the advisor, department and Graduate School/Institute), changing topic and/or title if necessary, checking for plagiarism, defending thesis/dissertation, and other related issues are subject to the ASBU regulations for graduate education.¹

2. PRINCIPLES FOR SCIENTIFIC RESEARCH & PUBLICATION ETHICS

All graduate theses and dissertations must abide by the rules and principles stated in the ASBU Principles of Ethical Behavior and Ethics Committee Regulations.²

¹ Please consult with your advisor for details.

² Please consult with your advisor for details.

3. STYLE

All tables and figures in the text should be prepared using a computer. Figures that cannot be prepared as such should be drawn according to technical drawing principles, while texts and symbols should be presented using a template. No corrections or deletions made by hand or other methods are allowed.

3.1. Spelling

Theses/dissertations written in Turkish should abide by the spelling rules of the Turkish Language Association.³ Unless a topic requires otherwise, theses/dissertations written in English should conform with the U.S. English spelling rules.⁴

3.2. Page Format

The spacing and indentation for all chapters and footnotes (except for covers and approval pages) are based on the standard Word template and provided in the table below. Please use the templates provided in the appendices of this manual for covers and approval pages.

Page Format

Before	2.5 cm
After	2.5 cm
Right	2.5 cm
Left	2.5 cm
Header	1.5 cm
Footnote	1.5 cm

3.3. Page Numbers

No page numbers are used on covers or approval pages. Lowercase Roman numerals (i, ii, iii) are used from the Preface (inclusive) to the Introduction (exclusive), and Arabic numerals (1, 2, 3) are used from the Introduction to the end of the text. Page numbers are positioned at the bottom center of the pages.

3.4. Font, Headers and Footnotes

- **Font:** Times New Roman.
- **Text:** 12 point, regular/upright (as opposed to *italic*), justified (aligned), 1.5 line spacing.
- **Paragraphs:** Paragraphs begin after six spaces. No additional empty lines are accepted between paragraphs. A paragraph's first line should not be the last line of a page, nor should a paragraph's last line be the first line of a page.
- **Chapter Titles:** All chapters should begin on a new page. Chapter titles should be fully uppercase, 12 point, bold, and center-aligned. Three empty lines are to be inserted after chapter titles.
- **Section Headings:** The first letter is uppercase, and headings are 12 point, bold, and left-aligned. An empty line is to be inserted before and after headings.
- **Table Headings:** 12 point.
- **Table Contents:** 11 point.
- **Footnotes:** 10 point, justified (aligned).

³ For the Turkish Language Association: <https://www.tdk.gov.tr/kategori/icerik/yazim-kurallari/>

⁴ For the U.S. English spelling rules: <https://www.merriam-webster.com>

3.5. Numbering

Chapters and headings should be hierarchically numbered (e.g. 1., 1.1., 1.1.1., 1.1.1.1.). Any numbering beyond four orders should adopt a., b., c.... or i., ii., iii...

4. CHAPTERS

Chapters should be presented according to the following order.

- Outer Cover
- Inside Cover
- Approval Page
- Preface (not mandatory)
- Dedication/Acknowledgements (not mandatory)
- Table of Contents
- Abstract in English (250-300 words)
- English Keywords (5 keywords)
- Abstract (*Özet*) in Turkish (250-300 words)
- Turkish Keywords (5 keywords)
- Symbols
- Abbreviations
- List of Figures
- List of Tables
- Introduction
- Chapter...
- Chapter...
- Chapter...
- Conclusion
- References
- Appendices
- Biography

For example: The introduction chapter may present the research question, the importance of the selected topic, and the theories, concepts, and methods applied in the thesis/dissertation. A literature review following the introduction may address theories, concepts, methods, findings, and other issues pertinent to the topic that had been covered by other scholars. Direct quotations should be kept to a minimum unless the topic requires otherwise. The chapter on theory and methodology may involve a detailed presentation of theories and research methods used to answer the research question. This chapter may also include definitions of the concepts and indicators used for measurement, primary and secondary data sources, temporal and spatial parameters, information on any permissions received for the research, and scientific ethics and other related issues as relevant to the topic at hand. The chapter on findings and analysis presents the data analysis and discusses issues of reliability and validity. Finally, the concluding chapter summarizes the research and findings, discusses the limitations of the thesis/dissertation, and offers (policy) recommendations if relevant. Depending on the nature of the topic and the discipline, a thesis/dissertation may include a greater or smaller number of chapters with different contents than the example provided here.

5. CITATIONS & REFERENCES

The ISNAD citation system is to be used for in-text citations and references.⁵ However, depending on the common practices of individual disciplines, a departmental academic board (*Anabilim Dalı Akademik Kurulu*) can adopt other citation systems, such as APA or Chicago, and submit its decision to the approval of the Graduate School/Institute Academic Board (*Enstitü Kurulu*). Upon the final approval, the Graduate School/Institute and the department provide information about these citation systems to be used in those disciplines through their web pages.

6. OUTER COVER & PRINTING

White cardboard should be used for the outer covers. Standard A4 pages should be used for formatting and printing theses/dissertations.

⁵ For the ISNAD citation system: <https://www.isnadsistemi.org/en/>