

DATE

FORMAT AND APPEARANCE	
	Photocopies must be made from the original and all pages must have high contrast with consistently dark print throughout the thesis. <b><i>Inferior copies and copies not made on approved paper will not be accepted.</i></b>
	Kind of type should be <b>Times New Roman</b> . The type size should be <b>12 point</b> . But footnotes, endnotes, quotations, examples, tables, charts, figures, etc. can be written with smaller point sizes as long as they are easily readable.
	Laser and ink-jet are preferred. All print must be in permanent black ink.
	<b><i>Ink corrections, strikeouts and hand writing are never allowed.</i></b>
	The general text of the manuscript must use <b>1,5</b> spacing.
	The binding side must be at least 4 cm wide ( <b>use mirror margins</b> ). The other three margins must be at least 2.5 cm wide. <b><i>Narrower margins will not be accepted. Absolutely nothing must appear in the margins even page number.</i></b>
	All materials must be centered between the text margins rather than between the paper edges.
	Page numbers must be <b>at least two single spaces</b> above or below the nearest line of the text.
	All pages must be numbered consecutively, including; chapters , appendices, all kind of illustrations, etc.
	For preliminary pages, use small Roman numerals (iii, iv, v, etc.). <b><i>The Title page and the Approval page do not have page numbers but count as pages i and iii, respectively.</i></b>
	<b>The pages should be two-sided. Among preliminary pages only the title page should be one side.</b>
THE PARTS OF THE THESIS	
	All headings and titles should be presented in the <b>same</b> way, in terms of capitalization, placement, kind of type used, point size, etc. including; all Preliminary Pages, Chapters, Appendices, References & CV.
	All headings should be in all capitals and centered between the text margins, 3,5 cm from the top of the page.
	All chapters, references, appendices and CV should be started on the <b>right page</b> .
	The title goes <b>two spaces</b> below from the heading; the text begins <b>three spaces</b> below from the title.
	<b>Title page;</b> must be single spaced , in all capital letters, and should begin 3,5 cm from the top of the page, The title must not contain chemical mathematical formulas, symbols, superscripts, subscripts, Greek letters, or any other non-standard abbreviations and characters; words must be substituted.
	<b>Approval page;</b> must be corrected according to the sample approval page.
	<b>Plagiarism Page</b>
	<b>Abstract / Öz</b>
	<b>Dedication, Acknowledgements, and Preface;</b> are optional. Dedication must be brief and centered on the page.
	<b>Table of Contents;</b> The contents begin at least three spaces below the heading. Each entry must have leader dots which connect it to its corresponding page number.
	<b>List of Tables</b>
	<b>List of Figures</b>
	<b>List of Symbols</b>
	<b>The Text;</b> Chapters are numbered in Arabic or Roman numerals <b>but not both</b> . The subheadings should be numbered as same as the chapters' numbers.
	<b>Illustrations;</b> Illustrations which are one -half page or less may appear on the same page with the text, should be separated from the text above and below by <b>at least one space</b> ; illustrations longer than one-half page must be placed on a separate sheet. Illustrations that are too large to be placed sideways between left and right margins should be rotated 90 degrees; the caption also be rotated <b>but not the page number</b> .
	For all illustrations (figures, tables, charts, etc.), the captions and headings should be <b>same</b> in terms of type face, point size. (You may choose a point - size for figures and tables that can be read easily.)
	Illustrations of any kind should be numbered, this includes appendices (ex / 1.1 II.7 A.1 C.3 ... etc.).
	Table numbers and captions are placed one space <b>above</b> the top of line of illustration.
	Figure numbers and captions are placed one space <b>below</b> the last line (bottom) of illustration.
	Photographic illustrations must be originals or well- done photographic copies of the originals. <b>Standard photocopies of photographs are not acceptable.</b>
	If you are not sure about the illustrations, bring them to the Graduate School before copying them.
	<b>Notes;</b> may be placed at the bottom of the page (footnotes), at the end of each chapter (endnotes) or at the end of thesis (before references). Arabic numerals, asterisk or small letters should be used for footnotes and endnotes.
	<b>Bibliography or References</b>
	<b>Appendices;</b> Don't make a cover page for appendices.
	<b>Vita;</b> is required only for doctoral thesis
<b>See CHECK LIST on the back page!</b>	
<b>After taking the format checked copy no responsible is taken for new added pages or any other changes in draft copy.</b>	

## **CHECK LIST**

*After taking your draft copy back from institute, do the necessary format corrections and prepare the followings while submitting your bound thesis to the Institute. You have one month period after thesis jury defense for submitting bound copies to the Institute.*

**1. Minimum 4 bound thesis copies:** *One of them is for you, one for your supervisor, one for your department and one for METU Library.*

**2. Report of Turnitin Program:** *All thesis advisors have access to the Turnitin Program and originality reports will be taken by thesis advisors. An originality score below 20% is compulsory. Reports that satisfy this condition must be signed by thesis advisors and then submitted to the Institute.*

**3. PDF file of your thesis should be submitted from the address of METU Library <http://etd.lib.metu.edu.tr>.** *If it exceeds 512 MB, then the PDF file will be submitted manually to METU Library after the approval of your thesis by Institute.*

**4. PDF formatted CD including all content of thesis:** *CD should be brought with a cover and should be labelled (thesis title, author, University Institute and Department)*

*E.G. YÖK reference number\_tez.pdf*

**5. Tez Veri Giriş Formu (Thesis Data Entry Form):** *You have to be a member of Ulusal Tez Merkezi <http://tez2.yok.gov.tr/> after your entry to this site you will fill, print out and sign the form.*

**6. Questionnaire form** *(this form was given to you with your draft copy of thesis by Institute)*

**Note:** *DO NOT prepare two separate CD's for YÖK and METU Library. After submission of the CD to library you must bring it to Institute with approved library form (which is taken from library when you submit your bound thesis).*