

Writing guidelines

Ph.D. dissertation

PUBLICATION OFFICE, 2021

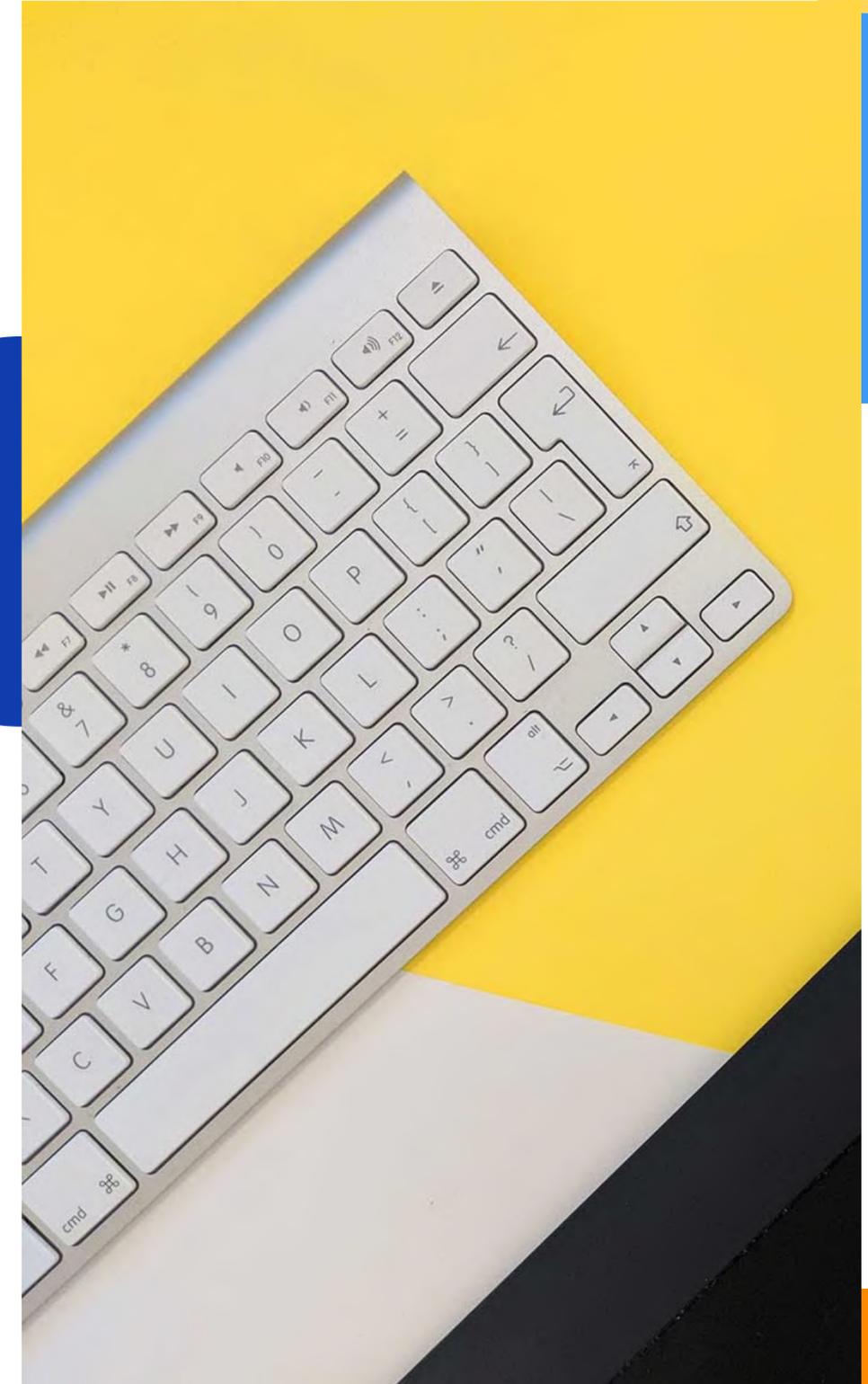


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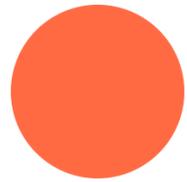
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Preface

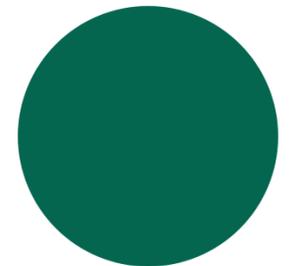
OCTOBER 2021
IBU | International
Burch
University

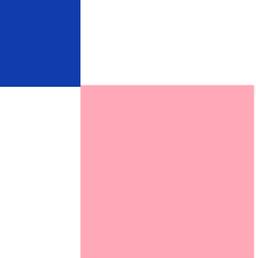
The purpose of this writing guideline is to clarify, simplify and promote **excellence in writing** and presentation of a Ph.D. dissertation at the International Burch University. This guideline describes the important requirements for maintaining the uniformity of the IBU final works.

This guideline provides a **detailed explanation** about the format, spacing, and referencing rules necessary to be followed to fulfill the preconditions for Ph.D. dissertation acceptance. **All students are obligated** to follow each instance in the guideline while writing their Ph.D. dissertation to avoid errors.

[Publication Office](#) will go through each Ph.D. dissertation and check whether all requirements are satisfied.

Only after this detailed review and email **approval** from the [Publication Office](#), students can print final hard copies.





Introduction

Every student of International Burch University **is obligated** to prepare a Ph.D. dissertation according to the requirements of the program that he/she is studying at. This document provides clear guidelines on how to submit your dissertation, requirements for formatting as well as information on requirements when it comes to the inside organization of your final work in terms of a number of pages and references.

Submission of the PhD dissertation proposal

Student start with submitting the Ph.D. proposal to the [Faculty Secretary](#) by filling the [Authorization Request](#) to Schedule a PhD Dissertation Defense from downloadable from the [Student Affairs Office](#) website.. Guideline on how to write a Ph.D. proposal can be found on [Publications Office](#) website. A student has to defend PhD Proposal in front of the committee within 3 months of its appointment by the Senate. Jury members prepare a report after the defense of PhD proposal. Faculty Council makes decision for the approval of PhD dissertation based on committee's report.

General guidelines and parts of the PhD dissertation

Each Ph.D. dissertation must be prepared **electronically** by using a word processor, a mark-up language, and drawing or graphics software.

All tables, figures, and formulas should be **electronically generated** by using a word processor or relevant software. Figures that cannot be generated electronically should be manually drawn subject to technical drawing principles. All tables, figures should be cited within the main body of the Ph.D. dissertation. Laser or ink-jet printer outputs are required. All print must be in **permanent black ink** and must appear on only one side of the paper.

No ink corrections, strikeouts, correction fluid, correction tape, paste-ups, insertions between lines, or letters are permitted on the final bound copies. If any corrections are needed, they should be made on the original manuscript (but not by ink corrections or strikeouts which are never allowed) and the corrected pages must be reprinted before making copies of the Ph.D. dissertation.

Each source used or cited in the Ph.D. dissertation should be presented within the proper reference list. International Burch University requires the usage of [APA style](#) for referencing used sources.

Every Ph.D. dissertation should include three main parts or divisions: the preliminary pages, the body, and the reference material. [The](#) template of the preliminary pages can be downloaded from the [Publication Office](#) website.

The Ph.D. dissertation should be **written in English language** for all departments **except Oriental Philology** where the Ph.D. dissertation should be written in **the Turkish language**.

Format and Appearance

Paper Quality and Duplication

All copies of the Ph.D. dissertation should be printed on good quality, preferably acid-free, white bond paper, of 80 g/m², measuring 210 by 297 mm (A4). **Only single-sided copies will be accepted.**

The **left margin** (binding side) must be **40 mm** and the **right, top, bottom margins** should be **25 mm**. All footnotes, headings, page numbers, text, tables, illustrations should be within these margins.

Margins and Justification

The heading of all main sections (such as Approval page, Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations, Introduction, all other sections in the main body of the Ph.D. dissertation, Conclusion, References, Appendices, Curriculum Vitae) **should be 60 mm below** the top of the page. No hyphenation is allowed in the headings and the text of the preliminary pages. The headings should be **center justified**.

Font

A font type **Times New Roman**, size 12-point, should be used consistently throughout the manuscript. Please see the exceptions part for the Department of Architecture. Boldface letters symbols and italics should be used sparingly throughout the Ph.D. dissertation.

The font size of **figure captions** and **table headings** must be **12 points**. The font size of characters in tables and figures can be reduced to 8 points if space limitations make it imperative. When necessary, for example in large volume theses, all the font sizes indicated above can be reduced by 1 point.

Format and Appearance

Spacing

The Ph.D. dissertation should be typed in one and a **half spacing (1.5)** and **single spacing** between paragraphs. Tables, long quotations, footnotes, endnotes, bibliographies, references, and bibliography (except between entries), headings or subheadings, multiline captions, and algorithms (pseudo-codes, software programs) should be spaced with **1.0 spacing**.

Paragraph formatting

Each paragraph should start from the left margin without indentation and a single space (1.5) distance from the preceding paragraph and should contain at least 5-7 lines. If a paragraph is split between pages, at least two lines of a paragraph must appear together at the top or bottom of a page. All headings and subheadings must be followed by at least two lines of a paragraph before a page break. **Algorithm descriptions** (pseudo-codes, software program codes) should be written in single spacing using a mono-spaced font type as a separate paragraph and indented in its entirety at 10 mm from the left margin. The title of the Ph.D. dissertation and Abstract page/s **should not include** table, figure, boldface, italics, chemical or mathematical formulas, symbols, subscripts superscripts, Greek letters, or other non-standard abbreviations or characters.

Pagination

Pagination of the Ph.D. dissertation is divided into three sections. The first section is the front cover page and inside title page which should appear **without numbering**. The second section includes pages from the approval page till the introduction which is numbered with **roman numbers** (i, ii, iii, etc). The third section includes numbering pages from the introduction which starts with **Arabic numerals** (1, 2, 3, etc.) till the end of the Ph.D. dissertation. For a better understanding please refer to the table on the [next page](#).

Order of appearance and pagination

Page names	Page numbers
Front cover (bind)	No page number
Inside cover (title page)	No page number
Approval page	Roman numerals (i+)
Abstract	ii
Acknowledgements
Table of Contents
List of Tables
List of Figures
List of Symbols
List of Abbreviations
Introduction	Arabic numerals (1+)
Main body of the thesis/project	2
Conclusion	3
References
Appendices
Curriculum Vitae

Format and Appearance

Multiple volumes If a finished manuscript **exceeds 50 mm** in thickness it must be bound in two or more volumes, each limited to 50 mm in thickness, too. **All volumes must** be numbered consecutively, using capital **Roman numerals**. Each additional volume must contain a title page. Title pages should be identical except for the notation Volume I, Volume II, etc., just below the title to differentiate the volumes.

Both the **Roman** and the **Arabic numbering systems** used in Volume I should continue through Volume II. As with the title page of Volume I, that of Volume II counts among the preliminary pages but does not bear a number. If "iv" is the last Roman numeral used in Volume I, for example, the title page of the second volume will count as page "v" and will be followed by preliminary pages "vi", "vii", etc. Each volume must contain a complete Table of Contents, List of Tables, List of Figures, List of Symbols, and List of Abbreviations.

Front cover and binding

All Ph.D. thesis is to be bound in **dark blue cloth**. Synthetic, leatherette or similar clothes are not acceptable. A bound copy of the Master Thesis/Project should **measure 215 by 285 mm**. The title of the Ph.D. dissertation should appear 60 mm from the top of the cover. **Publication Office will provide** students with examples of previous printed and bound versions of the Ph.D. dissertation.

See the [Template](#) and [example](#) of the front cover.

Writing parts of the PhD dissertation

Preliminary pages

Preliminary pages are appearing before the introduction in the Ph.D. dissertation and are explained in detail below.

Preliminary pages should appear in the exact sequence as explained below.

The [template](#) can be downloaded from the [Publication Office](#) website.

Title pages

The title should be typed **single-spaced, 14 pt**, all in capital letters, and should begin at 60 mm from the top of the page. The format of the title page and cover page, including spacing and capitalization should be exactly as in the [example](#) and [Template](#).

Abstract

The objective of an abstract is to give the reader a concise account of the PhD dissertation. **The abstract should have three main parts:** the statement of the problem, methods and procedures, results and conclusion. It must not exceed **350 words** for PhD dissertation, must not include references, diagrams, mathematical formulae unless absolutely essential or footnotes.

An [example](#) of abstract page is provided in [Template](#).

Approval page

An [example](#) of an approval page is presented in [Template](#). Only the university or organization name should be used to indicate **affiliation**. Academic titles used in English are Prof. Dr., Assoc. Prof. Dr., and Assist. Prof. Dr. or simply Dr. for jury members or Ph.D. dissertation supervisors. Students are obligated to consult with the Ph.D. dissertation supervisor about the precise title of a jury member before they write it on their approval page. The approval page must be duly signed by members of the thesis examination committee as well as the head of the respective department.

Writing parts of the PhD dissertation

Acknowledgements Acknowledgments contain **expressions of appreciation** to the individuals or institutions who have helped the author in any way during his/her studies. An example of an acknowledgment page is presented in [Template](#).

Declaration The declaration form in Appendix 6 **should be filled and signed** in the printed hardcopy version of PhD dissertation.

Table of contents

The table of contents must list **the title of each chapter** and its parts and sections, references or bibliography, appendices, and Curriculum Vitae (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry must have leader dots that connect it to its corresponding page number. Table of Contents should be created using Microsoft Word Tools or other available programs.

The heading Table of Contents appears **without punctuation centered between the text margins**, in all capital letters, 14 pt., 60 mm from the top of the page. The listing of actual contents begins at the left margin with two space hits (2×1.5) below the heading. A sample table of contents is provided in [Template](#).

List of tables

The list of tables should immediately follow the table of contents on a new page.

The heading List of Tables appears **centered between the margins of the text**, in capital letters 14pt, without punctuation, 60 mm from the top of the page; the listing begins at the left margin with two space hits (2×1.5) below the heading.

Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. As in the table of contents, each entry must have leader dots that connect it to its page number. A sample list of tables is provided in [Template](#).

Writing parts of the PhD dissertation

LIST OF FIGURES/ILLUSTRATIONS/SYMBOLS

If included, these lists must appear on separate pages and are governed by the same rules as the list of tables. An example of the [list of figures](#) is provided in [Template](#).

LIST OF APPENDICES

If included, this list must appear on separate pages and are governed by the same rules as the list of tables. An [example](#) of a list of appendices is provided in [Template](#).

LIST OF ABBREVIATIONS

If included, this list must appear on separate pages and are governed by the same rules as the list of tables. An [example](#) of a list of abbreviations is provided in [Template](#).

Writing parts of the PhD dissertation

THE BODY

The text, or the main body of a Ph.D. dissertation, is divided into **multiple chapters** to help the reader understand the subject matter. Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. All headings and subheadings should be presented in the same way in each chapter, in terms of capitalization, placement on the type page, and the kind of type used. Headers, giving the chapter number and chapter title, are allowed at the top of the pages.

Chapters are numbered consecutively in Greek or Arabic numerals and capital letters (Chapter 1, Chapter 2, etc., or Chapter I, Chapter II, etc.). In addition to general titles like Introduction, the chapters need short but substantially descriptive titles, as well.

Only **new chapters** should begin with a **new page**. Within a chapter, the presentation of subsections must be continuous; partially filled pages of text are acceptable only on non-textual pages, such as those presenting tables and illustrations.

The title of the Chapter should be written in **all bold capital letters and the 14-point font size** is centered between the text margins, 60 mm from the top of the page; the title in all bold-faced and 14-point font size goes one and a half-space below and is also centered. The text begins with two space hits spacing below (2×1.5).

Writing parts of the PhD dissertation

THE BODY

headings

Second-level headings, first-level subheadings, and second-level subheadings must be left-justified, bold-faced, and 12-point font size. Second-level headings should be numbered as 2.1, 2.2 **The first letter of each word** except conjunctions, propositions, and articles must be **capital**. The second-level heading should be separated from the preceding and succeeding text by a distance of one and a half-space or by a carriage return.

First-level subheadings should be numbered as 2.1.1, 2.1.2 ... and should have a distance from the preceding and succeeding text of at least 8 mm. The first letter of each word except conjunctions, propositions, and articles must be capital.

Second-level subheadings, if needed, should be numbered as 2.1.1.1, 2.1.1.2 ... and should have a distance from the preceding and succeeding text of one space hit (1.5). However, second subheadings should be avoided if possible. No further subheadings are allowed.

Writing parts of the PhD dissertation

ILLUSTRATIVE MATERIAL

Illustrations include drawings, charts, figures, tables, diagrams, plates, and photographs. These may be inserted wherever the author feels appropriate, but as a general rule, should appear as close as possible to the part of the text which refers to them.

Table numbers and captions should be centered **above** the illustration; figure numbers and captions should be centered **below** the illustration. Table numbers, figure numbers, and captions should be separated from the illustrations by one space hit (1.5).

Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below one and a half-space.

Illustrations that are **too wide to be placed in portrait orientation** between the left- and right-hand margins should be rotated **counterclockwise** 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

Illustrations of any kind **must be numbered consecutively**, including appendices. A decimal approach (1.1, 1.2, 1.3... A.1, A.2... where the **first** digit is the **chapter** or appendix number, and the **digit** after the decimal point is the illustration number within that chapter or appendix) should be used.

Illustrations may run longer than one page. In such cases, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., "**Table 1.2 (cont'd)**" or "**Table 1.2 (continued)**".

Writing parts of the PhD dissertation

ILLUSTRATIVE MATERIAL

Table headings and figure captions must be in the same font used in the text. The size of characters in figure captions and table headings must be **12 points**.

A point size that is easy to read, especially for tables, axis scales, axis titles, legends, and labels in charts and diagrams must be chosen. The font size of characters in tables and figures can be reduced down to 8 points if space limitations make it imperative.

Color may be used in figures and photographs as long as duplicate copies are all produced by color photocopy. Photographic illustrations must be originals or well-made photographic copies of the originals. Standard photocopies of photographs are not acceptable. Wherever required, **mounting of illustrations should be done** with a technique that ensures durable and good quality results (e.g., dry mounting). With dry mounting, the paper to which photographs are attached will not curl. Other methods, such as library paste, rubber cement, spray mounting, or tape, are not acceptable: such mounting techniques are not permanent, and the adhesives used will eventually destroy both the paper and the photograph in the long run.

If an audiovisual material (e.g., videotape, cassette, etc.) is needed to accompany and supplement the text, it should be adequately described within the continuity of the text. Only one copy of the material will be submitted.

A copy of the Ph.D. dissertation in the form of a CD will be submitted with all copies. Computer print-outs must conform to the margin specifications, must be dark and legible with high black and white contrast, and must be copied on Ph.D. dissertation-quality paper.

An example of a [table](#) and [figure](#) are provided in [Template](#).

Writing parts of the PhD dissertation

Formulas

Mathematical and chemical formulas, equations, and expressions must be **computer generated using an equation editor** or a mark-up language. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin. Like illustrations, equation numbers must have two parts where the first part is the chapter or appendix number, and the part after the decimal point is the equation number within that chapter or appendix. For instance (1.1) or (A.2). Find the example of the formula on the following [link](#).

Quotations

Short, direct prose **quotations** of three lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations that exceed three lines should be set off from the text in single spacing and indented in its entirety at least 10 mm from the left margin, with quotation marks at the beginning and end. Even though usage of direct quoting is encouraged it should not be overused in the Ph.D. thesis main body.

Footnotes Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or the end of the Ph.D. thesis before the bibliography.

Footnoting practices differ widely among publications in the sciences, humanities, and social sciences. Candidates should consult with their departments regarding accepted footnoting practice in their disciplines.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of a page, footnotes must be separated from the text by a complete horizontal line 4 mm above the first line of the footnote.

Arabic numerals, asterisks, or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

Writing parts of the PhD dissertation

Citations

Publication Manual of the American Psychological Association (APA) referencing system should be used. Samples for writing References are provided in [Template](#). Complete guidelines on [APA referencing](#) can be found on the [Publication Office](#) website.

All of the references are to be listed at the end of the Ph.D. dissertation. The references are in a section headed "References". **All cited material** in the text should be listed in the References. Similarly, all referenced material should be cited in the text as well.

References

The references section is not assigned a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the Ph.D. dissertation. The heading References is centered between the margins, without punctuation, 60 mm from the top of the page; the list begins one and a half-space below. Each bibliographic entry should be single-spaced (1.0) with double spacing between entries (2×1.5).

Appendices

Some authors may wish to include certain material of the Ph.D. dissertation in an appendix rather than in the main text. For example, an appendix may contain test forms, detailed apparatus descriptions, extensive tables of raw data, computer programs, etc.

If the information to be appended requires more than one appendix, each **should be given a number** (Appendix 1, Appendix 2, etc.). The heading Appendix 1 should appear centered between the text margins, 60 mm from the top of the page. Each appendix has a descriptive title. The font and point size should be the same as those used for chapter titles.

Writing parts of the thesis/project

Appendices

Spacing **does not need not be the same** for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text. Each appendix with its title must be listed separately in the table of contents, similar to a chapter.

All appendices must have **page numbers** written in the same font and point size used for pagination throughout the Ph.D. dissertation. If an appendix contains photocopied material, the photocopies should be of publication quality.

Curriculum vitae

The Curriculum Vitae **is required** for a Ph.D. dissertation is a professional, one or two paragraphs, biography of the candidate which includes, educational institutions attended (after high school), degrees and honors won, and teaching and professional experience. It should be short, concise, and written in the third person.

Do not give the Curriculum Vitae a chapter number, but it must have page numbers and be included as the last item in the table of contents. The Curriculum Vitae must be in the same font and point size as the rest of the Ph.D. dissertation.

An [example](#) of Curriculum Vitae is provided in [Template](#).

Department of Architecture is being an exception from the rules of usage of writing programs and the appearance of the main body in the Ph.D. dissertation. Due to the importance of visual expression architectural research students from this department can use InDesign, Publisher, PhotoShop, or some other compatible program. However, students need to follow the rules on preliminary pages and page number requirements. Ph.D. dissertations from this department will be delivered in pdf. Version to the Publications Office.

EXCEPTION

ADDITIONAL INFORMATION

ARTICLE REQUIREMENTS

III CYCLE	2013/14, 2014/2015	2015/2016	2016/2017	2017/2018	2019/2020	2020/2021
Faculty of Economic and Social Sciences	At all faculties: With co-authorship of supervisor, two articles must be published in scientific journals indexed in SSCI, SCI, AHCI or similar indexes. Besides thesis supervisor, co-supervisor of any member of Committee for Defense and Evaluation of the thesis can be co-authors too	One article must be published in International scientific journal indexed in SSCI database (with co-authorship of supervisor)	One article must be published in International scientific journal indexed in SSCI database (with co-authorship of supervisor)	At least one article related to the topic of the dissertation published in international SSCI database	Two scientific articles published in internationally indexed journals (ESCI or SCOPUS) and one article published in similar indexed journals	Two scientific articles published in internationally indexed journals (ESCI or SCOPUS) and one article published in other indexed journals

ADDITIONAL INFORMATION

ARTICLE REQUIREMENTS

III CYCLE	2013/14, 2014/2015	2015/2016	2016/2017	2017/2018	2019/2020	2020/2021
Faculty of Education and Humanities	At all faculties: With co-authorship of supervisor, two articles must be published in scientific journals indexed in SSCI, SCI, AHCI or similar indexes. Besides thesis supervisor, co-supervisor of any member of Committee for Defense and Evaluation of the thesis can be co-authors too.	Three articles must be published in indexed International scientific journals. Acceptance letter is accepted only if the article has assigned DOI number. In a case that there is no DOI number, acceptance letter is not enough and article must be published.	Three articles must be published in indexed International scientific journals. Acceptance letter is accepted only if the article has assigned DOI number. In a case that there is no DOI number, acceptance letter is not enough and article must be published	Two articles must be published in co-authorship with the supervisor, and at least one of them must be published in internationally indexed journals with AHCI, SSCI or SCI/SCI-Expanded index with exception of Department of Oriental Philology where two articles must be indexed in international databases.	Two scientific articles must be published in Internationally indexed journal - ESCI or SCOPUS and one articles published in similar indexed journals.	Two scientific articles must be published in Internationally indexed journal - ESCI or SCOPUS and one articles published in other indexed journals. Department of Oriental Philology - Turkish Language and Literature: three scientific articles in international indexed journals.

ADDITIONAL INFORMATION

ARTICLE REQUIREMENTS

III CYCLE	2013/14, 2014/2015	2015/2016	2016/2017	2017/2018	2019/2020	2020/2021
Faculty of Engineering and Natural Sciences	At all faculties: With co-authorship of supervisor, two articles must be published in scientific journals indexed in SSCI, SCI, AHCI or similar indexes. Besides thesis supervisor, co-supervisor of any member of Committee for Defense and Evaluation of the thesis can be co-authors too	Two article must be published in International scientific journal indexed in SSCI, SCI database The exception is Department of Architecture which requires article published in journal with AHCI	Two article must be published in International scientific journal where at least one must be indexed in SSCI, SCI , the exception is Department of Architecture which requires article published in journal with AHCI ,	Two article must be published in International scientific journal where at least one must be indexed in SSCI, SCI or SCIE - exception is Department of Architecture which requires article published in journal with AHCI, Avery Index or DAAI (co-authored with mentor)	Three article must be published in Internationally indexed journal - ESCI or SCOPUS with exception of Department of Architecture where articles can be published in indexed journal - Avery index	Three article must be published in International indexed journal - ESCI or SCOPUS with exception of Department of Architecture where articles can be published in indexed journal - Avery index

ADDITIONAL INFORMATION

PAGE AND REFERENCE NUMBERS REQUIREMENT

Department	Reference number requirements	Page number requirements
Department of English Language and Literature	at least 100 sources in the references	Minimum 150 pages Maximum 400 pages
Department of Turkish Language and Literature	at least 50 references (35 books and 15 journal articles)	Minimum 150 pages Maximum 400 pages
Department of Graphic Design and Multimedia	-	-
Department of Digital Communication and Public Relations	-	-

*Please note that required page numbers does not include reference list in the dissertation, i.e. minimum numbers of pages is indicated from introduction till conclusion without references.

[Faculty of Education and Humanities](#)

ADDITIONAL INFORMATION

PAGE AND REFERENCE NUMBERS REQUIREMENT

Department	Reference number requirements	Page number requirements
Department of Information Technologies	not specified minimum number of references	not specified minimum number of pages
Department of Genetics and Bioengineering	not specified minimum number of references	at least 60 pages
Department of Electrical and Electronics Engineering	at least 15 references	not specified minimum number of pages
Department of Architecture	not specified minimum number of references	at least 60 pages
Department of Civil Engineering	not specified minimum number of references	not specified minimum number of pages

*Please note that required page numbers does not include reference list in the dissertation, i.e. minimum numbers of pages is indicated from introduction till conclusion without references.

[Faculty of Engineering and Natural Sciences](#)

ADDITIONAL INFORMATION

PAGE AND REFERENCE NUMBERS REQUIREMENT

Department	Reference number requirements	Page number requirements
All departments	at least 80 references out of which 60-70 should be journal articles	at least 120 pages

*Please note that required page numbers does not include reference list in the dissertation, i.e. minimum numbers of pages is indicated from introduction till conclusion without references.

[Faculty of Economic and Social Studies](#)

ADDITIONAL INFORMATION

CORRECT DEGREE TITLES

Faculty	Title of earned degree
Faculty of Education and Humanities	
Department of English Language and Literature	PhD in Applied Linguistics - English Language
Department of Oriental Philology	PhD in Applied Linguistics - Turkish Language PhD in Linguistics - Turskih Language PhD in Literature - Historical Sciences
Department of Graphic Design and Multimedia	-
Department of Digital Communication and Public Relations	-
Faculty of Engineering and Natural Sciences	
Department of Information Technologies	Doctor of Philosophy in Information Technologies
Department of Genetics and Bioengineering	Doctor of Philosophy in Genetics and Bioengineering
Department of Electrical and Electronics Engineering	Doctor of Philosophy in Electrical and Electronics Engineering
Department of Architecture	Doctor of Philosophy in Architecture
Department of Civil Engineering	Doctor of Philosophy in Civil Engineering
Faculty of Economic and Social Sciences	
Department of Management	PhD in Economics
Department of International Relations and European Studies	Doctor of Philosophy in International Relations and European Studies

ADDITIONAL INFORMATION

CORRECT NAME OF EACH FACULTY AND DEPARTMENTS

Faculty of Education and Humanities

1. Department of Turkish Language and Literature
2. Department of English Language and Literature
3. Department of Graphic Design and Multimedia
4. Department of Digital Communication and Public Relations

Faculty of Engineering and Natural Sciences

1. Department of Information Technologies
2. Department of Genetics and Bioengineering
3. Department of Electrical and Electronics Engineering
4. Department of Architecture
5. Department of Civil Engineering

Faculty of Economics and Social Sciences

1. Department of Management
2. Department of International Relations and European Studies

Faculty's direct page:

[Faculty of Education and Humanities](#)

[Faculty of Engineering and Natural Sciences](#)

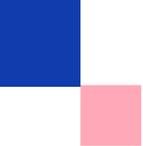
[Faculty of Economics and Social Sciences](#)

IBU offices direct page:

[Student Affairs Offices](#)

[Publication Office](#)

[Office for International Cooperation and Projects](#)



Curriculum Vitae

Example of Curriculum Vitae below:

Serkan Zor was born on 1 April 1976, in Ankara. He received his BS degree in Electronics Engineering in 1996 and M.S. degree in 1999 in Computer Engineering both from *Sample University*. He worked as a research assistant at the department of computer engineering of Sample University from 1997 to 2003. During this time he has been affiliated with the Informatics Research and Development Center. His research interests include quality operating systems, data mining, and computer networks. Since 2003 he has been a chief programmer at a private company.

Check list	Yes/No
I downloaded and filled accordingly the preliminary pages template	✓ X
I wrote correctly my degree title	✓ X
I made all new chapter pages title 6 cm from the top	✓ X
I numbered correctly my tables, as indicated in the guide	✓ X
I numbered my figures correctly, as indicated in the guide	✓ X
I made my left (binding margin) 4 cm	✓ X
I followed the rules on headings and subheadings format	✓ X
I followed spacing rule	✓ X
I adopted the rule on page numbers/number of references on my Faculty/Department	✓ X
I wrote Curriculum Vitae at the end	✓ X
I referenced and paraphrased my paragraphs correctly so I am confident that my plagiarism checking will be quite fine	✓ X
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