

Writing guidelines

Master thesis/ Master project

PUBLICATION OFFICE, 2021

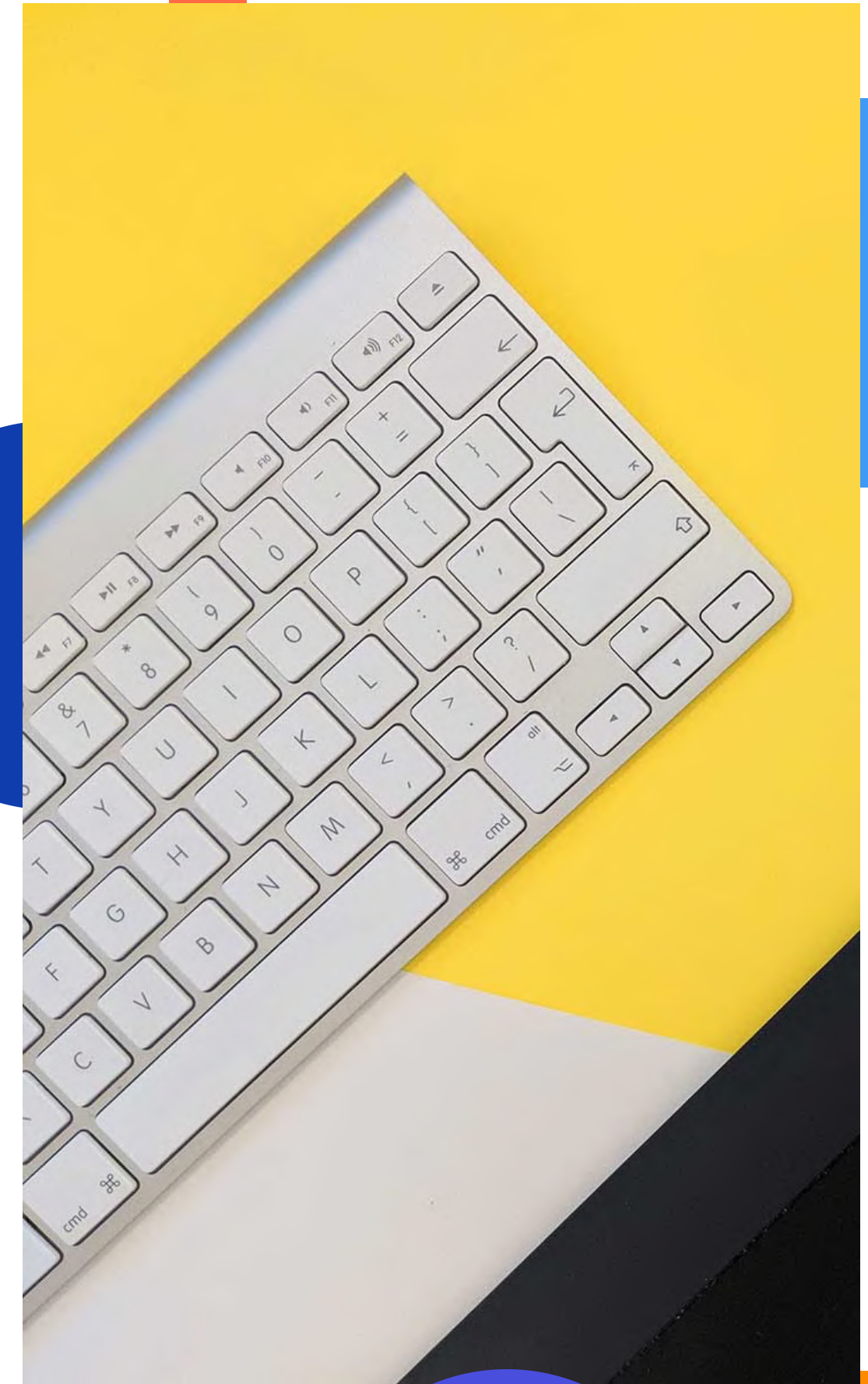


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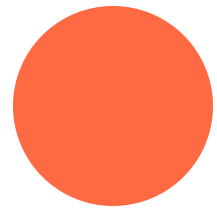
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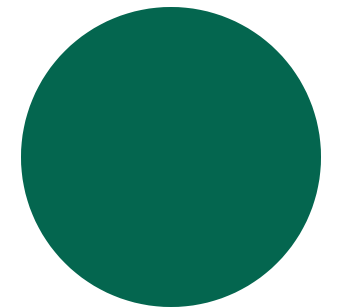
Preface

The purpose of this writing guideline is to clarify, simplify and promote **excellence in writing** and presentation of Master thesis/project 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 Master thesis/project acceptance. **All students are obligated** to follow each instance in the guideline while writing their Master thesis/project to avoid errors.

[The Publication office](#) will go through each Master thesis/project and check whether all requirements are satisfied.

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





Introduction

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

Submission of the Master thesis/project proposal

Student starts with submitting the Master thesis/project proposal to the [Faculty Secretary](#) by filling the [Authorization Request](#) to schedule Master thesis/project defense form downloadable from the [Student Affairs Office](#) website.

Guidelines on how to write a Master thesis/project can be found on [Publications Office](#) website.



General guidelines and parts of the Master thesis/project

Each thesis/project 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 Master thesis/project. 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 Master thesis/project.

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

Every Master thesis/project should include three main parts or divisions: the preliminary pages, the body, and the reference material. Templates of the [preliminary](#) and [last pages](#) can be downloaded from the [Publication Office](#) website.

The Master thesis/project should be **written in the English language** for all departments **except the Department of Oriental Philology** where the Master thesis/project should be written in **the Turkish language**.

Format and Appearance

Paper Quality and Duplication

All copies of The Master thesis/project 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 **60 mm (preliminary pages) or 25 mm (from the introduction)**. 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 Master thesis/project, 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 Master thesis/project.

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 Master thesis/project 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 Master thesis/project 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 Master thesis/project 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 Master thesis/project. 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 Master thesis/projects are to be bound in **Bordeaux-colored 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 Master thesis/project 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 Master thesis/project.

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

Writing parts of the thesis/project

Preliminary pages

Preliminary pages are appearing before the introduction in the Master thesis/project 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 shown in the [example](#) and [template](#).

Abstract

The objective of an abstract is to give the reader a concise account of the Master thesis or Master project. **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 Master thesis/project, must not include references, diagrams, mathematical formulae unless absolutely essential or footnotes.

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

Approval page

A sample of the 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 Master thesis/project supervisors. **Students are obligated** to consult with the Master thesis/project 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 **before submitting** to the [Student Affairs Office](#).

Writing parts of the thesis/project

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 [Template](#) **should be filled and signed** in the printed hardcopy version of the Master thesis/project.

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**. An [example](#) of a Table of Content is provided in [Template](#).

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. An [example](#) of a 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. An [example](#) of a list of tables is provided in [Template](#).

Writing parts of the thesis/project

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 a [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 thesis/project

THE BODY

The text, or the main body of a Master thesis/project, 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 thesis/project

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 thesis/project

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-spaces.

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 thesis/project

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 Master thesis/project 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 Master thesis/project-quality paper.

Samples of [tables](#) and [figures](#) are provided in [Template](#).

Writing parts of the thesis/project

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 examples and instructions for formulas are in [Template](#).

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 Master thesis/project's 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 Master thesis/project 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 thesis/project

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](#).

References

All of the references are to be listed at the end of the Master thesis/project. 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.

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 Master thesis/project. 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 Master thesis/project 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 Master Thesis/Project. If an appendix contains photocopied material, the photocopies should be of publication quality.

Curriculum vitae

The Curriculum Vitae **is required** for a Masters thesis/project. It 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 Master thesis/project. A sample Curriculum Vitae is provided in the [template](#).

Department of Architecture is being an exception from the rules of usage of writing programs and appearance of the main body in the Master thesis/ project. 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./ Master thesis/projects from this department will be delivered in pdf. Version to the Publications Office.

EXCEPTION

ADDITIONAL INFORMATION

ARTICLE REQUIREMENTS

II CYCLE	2013/2014/2015	2015/16	2017/2018	2020
Faculty of Economic and Social Sciences	At all faculties: With co-authorship of supervisor, student must publish one article in proceeding of international conference, or international scientific journal	MASTER WITH THESIS (4+1) (3+2) One article published or accepted by international indexed journals or international conference (with co-authorship of supervisor);	MASTER WITH THESIS (4+1) (3+2) One article related to the topic of thesis published or accepted in internationally indexed journals or published/accepted from the international conference (in co-authorship with the supervisor)	MASTER WITH THESIS (4+1) (3+2) One article related to the topic of the final thesis published or accepted by international indexed journals or published or accepted by an international conference
		MASTER WITHOUT THESIS (4+1) Publication is not prerequisite for final work defense.	MASTER WITHOUT THESIS (4+1) Not necessary to publish an article for a purpose of defense	MASTER WITHOUT THESIS (4+1) Not necessary to publish article for the purpose of defending the final thesis

ADDITIONAL INFORMATION

ARTICLE REQUIREMENTS

II CYCLE	2013/2014/2015	2015/16	2017/2018/2019	2020
Faculty of Engineering and Natural Sciences	<p>At all faculties: With co-authorship of supervisor, student must publish one article in proceeding of international conference, or international scientific journal</p>	<p>Publication is not prerequisite for final work defense.</p>	<p>MASTER WITH THESIS (4+1) (3+2)</p> <p>One article related to the topic of the final thesis published or accepted by international indexed journals or published or accepted by an international conference</p>	<p>MASTER WITH THESIS (3+2)</p> <p>One article related to the topic of the final thesis published or accepted by international indexed journals or published or accepted by an international conference</p> <p>MASTER WITH AND WITHOUT THESIS (4+1)</p> <p>Not necessary to publish an article for a purpose of defense</p>

ADDITIONAL INFORMATION

ARTICLE REQUIREMENTS

II CYCLE	2013/2014/2015	2015/16	2017/2018/2019	2020
Faculty of Education and Humanities	At all faculties: With co-authorship of supervisor, student must publish one article in proceeding of international conference, or international scientific journal	One article published or accepted by indexed international journal or international conference	<p>One article or a conference paper related to the topic of thesis must be published in a scientific indexed journal or international conference proceeding book (with a conference presentation*) (in co-authorship with the supervisor).</p> <p>Article/Conference paper's acceptance letter is acceptable for the defense * Obligatory for the article to be accepted</p>	<p>MASTER PROGRAM WITH AND WITHOUT THESIS (4+1) (3+2)</p> <p>One article related to the topic of the final paper published or accepted by international indexed journals or published or accepted by an international conference, with presentation at the conference as an obligatory condition for the acceptability of scientific work</p>

ADDITIONAL INFORMATION

PAGE AND REFERENCE NUMBERS REQUIREMENT

Department	Reference number requirements	Page number requirements
Department of English Language and Literature	Thesis: at least 40 references Project: at least 20 references	One year program: 50 pages minimum 80 pages maximum Two year program: 70 pages minimum 100 pages maximum
Department of Oriental Philology	Thesis: at least 25 references (15 books and 20 journals) Project: at least 15 references (10 books + 5 journals)	One year program: 50 pages minimum 80 pages maximum Two year program: 70 pages minimum 100 pages maximum
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.

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	One year : at least 25 references (20 journal article) Two year: at least 30 references (20 journal articles) One year Project: at least 20 references	One year: at least 45 pages Two years: at least 60 pages One year Project: at least 35 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	Master of English Language and Literature
Department of Oriental Philology	Master of Turkish Language and Literature
Department of Graphic Design and Multimedia	-
Department of Digital Communication and Public Relations	-
Faculty of Engineering and Natural Sciences	
Department of Information Technologies	Master of Information Technologies
Department of Genetics and Bioengineering	Master of Genetics and Bioengineering
Department of Electrical and Electronics Engineering	Master of Electrical and Electronics Engineering
Department of Architecture	Master of Architecture
Department of Civil Engineering	Master of Civil Engineering
Faculty of Economic and Social Sciences	
Department of Management	Master of Science in Management Master of Science in Business Administration
Department of International Relations and European Studies	Master of Arts in International Relations and European Studies

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. [Example](#) and [template](#) of Curriculum Vitae.

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](#)

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
My supervisor checked my Master Thesis/Project before applying for the defense	✓ X

Contact



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LINK

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