

TR
SIİRT UNIVERSITY
SOCIAL SCIENCES INSTITUTE
THESIS WRITING GUIDE



THIS GUIDE
COMPATIBLE WITH SIİRT UNIVERSITY
GRADUATE EDUCATION AND EXAM
REGULATIONS
PREPARED AS

SIİRT – 2022

CHAPTER ONE

1. GENERAL FORMAT AND WRITTEN PLAN

1.1. Expression

in thesis explanation , short , simple , understandable and unbiased should be . Spelling rules in terms of Turkish Tongue Institution's spelling guide basis must be taken . Personal of data Protection law in the scope of thesis inside signature , e-mail, resume , phone its number as personal informations should not be found .

1.2. External Cover (Skin)

your thesis External cover (Volume) Social sciences institute from the site recruitment should be done . External cover (Volume) shown in **Appendix - 1** as should be designed .

1.3. Inner Lid

your thesis inner its cover is in **Annex-2** given to the template by of the cover all **centered** must be written .

1.4. Paper Feature , Page layout and Numbering

- in thesis to be used papers **A4** Standards (21 cm. x 29.7 cm.), weighing 80 to 100 g/m² , " **first dough** " white paper should be .
- the left side of each page **4 cm** ., bottom and top on the edges **3 cm** ., right on the edge if **2 cm** . space should be left .
- **Numbering ;**
 - External cover , interior lid other than all pages should be numbered .
 - All enumerations 12 points; Times New Roman his style should be .

- to the entrance until the one which... secondary chapters (Table of Contents , Summary , Abstract, Preliminary Promise and if any Figures , Charts , Abbreviations , Index) roman number should be numbered with (I, II, III,...) .
- Page reveal numbers bottom and 1, 2, 3, should be .

1.5. Spelling Feature and Line Range

Spelling , computer with should be . in thesis definitely any a scrape , stain , paint etc should not . in thesis definitely initialed correction cannot be done .

your thesis output , laser in quality a from the printer or ink spray from printers Only your paper **only face** using must be taken . your thesis duplicated copies are clear and legible should be . Typewriter with written theses and dot percussive printer outputs accept not allowed .

Spelling feature in regards to this to the features Caution should be done .

- External lid **14 points**, inner lid and back remainder all informations **of the cover all centered 12 point and 1.5 lines with the range Annex-1 and in Annex-2** shown as complete must be written .
- Section titles and first degree subheadings _ **UPPER CAPITAL** and **BOLD** ; second , third and fourth degree subheadings _ if the first letters large others small be on condition **12 points and 1.5 lines “ BOLD” with range** must be written .
- Text partial **12 points / 1.5 lines range** ,
- footnotes **10 points / 1 line range** ,

- Writing style "**Times New Roman**" should be .
- **Line range ;**
 - Large with a letter writing down required episode and subsection _ titles before 18 pt , after first paragraph starting 12 pt ,
 - Small with a letter writing down required second , third and fourth degree in the titles and these subheadings _ first paragraph following **6 pt** ,
 - Text in Location area paragraphs between space **6 pt** ,
- **Title and paragraph indent ;**
 - Section and subsection _ titles from **the left side** ;
 - second , third , fourth degree titles **1.5cm** from the inside ,
 - in the texts paragraph indent **1.5cm** from the inside should be .
- Summary , Chapters , Conclusion , Bibliography __ page with should start .
- text of the thesis Location area your charts only to the page to fit only when requested in charts **9 or 8 points** letters available .
- all kinds punctuation of the signs (. , ; : ? ...) after definitely "**1 shot break should** be given .

1.6. Text Citation in _

Text inside source notation Referring to **Annex-6** should be created . your bibliography notation all branches for standard and same way should be .

1.7. Quotes :

directly in transfers quote , main idea , format and contents in terms

of without changing in the study Location should receive .

- 40 words more short the one which... quotes nail signs inside and regular line with intervals (general the course of in) italic a way must be written .
- 40 words and more long quotes compressed paragraph shaped should be given . For this purpose , the block in the form of your citation all only line range from right and 1 cm from the left , nail signs inside and italic is written property .

SECOND PART

2. SECTIONS OF THE THESIS

2.1. your thesis Secondary departments

2.1.1. Contents

Contents directory , to the example in **Appendix - 3** appropriate aspect should be prepared .

2.1.2. Summary / Abstract

in research reached results As stated in **Annex-5** as Turkish and foreign a languages (English , French or to be in German about to summarizing should be given .

2.1.3. abbreviations

in thesis used abbreviations this in the part should be given . A lot long the one which... work-source names including volume , number , institution names etc. expressions if abbreviation aspect if given this in the

part must be specified .

2.1.4. Front Promise

In the Preface section, the reason for the preparation of the thesis, the importance of the thesis and the studies done during the research etc. are explained. We would like to thank those who contributed to the preparation of the thesis by giving general information about the subject.

The name and surname of the person who prepared the thesis should be written in the lower right corner of this page, and the place and year of the thesis written in the lower left corner .

2.1.5. Subject and resources

The sources of the subject should be dealt with in outline, general information about the sources should be given and it should be stated in which areas the resources were used in terms of the thesis written.

2.2. Main Chapters of the Thesis

2.2.1. Introduction :

In this section to the subject login for a preparation should be done and first episode for basis should be created .

2.2.2. Chapters and Subheadings _

Section headings , subsection titles , second , third and fourth overlord titles shown in **Annex-3** in a way should be done .

2.3. Tables , Figures and pictures

table, figure and in pictures ;

— Enumerations Only in numbers should be done .

- Numbering See Annex-4 for sections from each other independent should be numbered .
- table, figure and in pictures descriptions as possible short and self must be written . Descriptions **12 points** and throws **1 s** range should be used .
- table, figure and picture titles above ; descriptions if down must be written .

2.4. Conclusion

Conclusion in the part from thesis get made general results as possible . concise a form , open and distinct aspect must be written ; get made results in the literature your studies results with by comparing should be discussed ; if any to suggestions Location should be given .

2.5. Text Citation in _

Text inside source display about **Appendix-6** attention must be taken .

2.6. appendices

General text inside Location to receive in case of of the subject the continuity inhibitory pictures , maps , signs , documents , etc. elements (in the last part of the thesis) in the part Location should receive .

appendices in the part Location will take each explanation for appropriate a title must be chosen and these presentation in order by **Annex-1., Annex-2., Annex-3.** in the form of each separate a from the page will begin way must be submitted .

appendices part of page numbers , resources part of the ending

following page its number with continue should .

Contents **ATTACHMENTS** also in the directory title Location should receive .

3. THESIS DELIVERY PROCESS

Thesis defense done later accepted _ theses Institute by after examining Then **Additional.** thesis in 7 to the cover appropriate 2 pieces as edition should be done . printing from the process then 2 PDFs and 1 Word _ _ _ in 3 cds thesis printed with books together to the institute delivery should be done .

ATTACHMENTS

ANNEX 1. OUTER COVER PAGE

↑ 19 cm		
5.5cm ↔	FROM TANZIMAT TO THE REPUBLIC SİİRT Abdurrezzak CELIK High Licence thesis History department branch Advisor : Dr. teach Member of 20.. ALL RIGHTS RESERVED. (in this section texts should be 14 pt .)	5 cm ↔
↑ 3.5 cm		

APPENDIX -2. INNER COVER

**TR
SİİRT UNIVERSITY
SOCIAL SCIENCES INSTITUTE
DEPARTMENT OF HISTORY
CONTEMPORARY SCIENCE**

**1,5 Satır
Aralığıyla
3 boşluk**

Abdurrezzak CELİK

**1,5 Satır
Aralığıyla
3 Boşluk**

TURKISH-ISLAMIC SCIENTISTS IN THE MEDIEVAL

**1,5 Satır
Aralığıyla
3 Boşluk**

MASTER'S THESIS

**1,5 Satır
Aralığıyla
3 Boşluk**

Advisor : Assoc . Dr.

**1,5 Satır
Aralığıyla
3 Boşluk**

SİİRT – 20..

(in this section texts should be 12 point and bold)

E C-3. EXAMPLE OF TABLE OF CONTENTS AND HEADING FORMAT

CONTENTS

TABLE OF CONTENTSII
SUMMARY	III
ABSTRACT	IV
ABBREVIATIONS (If any).....	V
SCHEDULES (If any).....	VI
TABLES AND FIGURES (If any).....	VII
FOREWORD	VIII
SUBJECT AND RESOURCES (If any).....	IX
 LOGIN	
INTRODUCTION TITLE	
I	
A	
1	
a.....	
.....	
 FIRST PART	
LEADERSHIP AND TRANSFORMING LEADERSHIP	
APPROACH	
1.1. LEADERSHIP CONCEPT.	6
1.2. MANAGEMENT AND LEADERSHIP	8
1.3. LEADERSHIP APPROACHES.	11th
1.3.1. Traditional Leadership Approaches	11
1.3.1.1. Features Approach	12
1.3.1.2. Behavioral Leadership Approaches	15
1.3.1.2.1. Classical Approach	15
1.3.1.2.2. Modern Approach	17
 SECOND PART	
CHAPTER TITLE	
2.1. FIRST DEGREE SUBTITLE	
2.2. FIRST DEGREE SUBTITLE	
2.2.1. Second Degree Subtitle _	
2.2.1.1 Third Degree Subtitle _	
2.2.1.2. Third Degree Subtitle _	
RESULT	235

REFERENCES	245
ANNEXES	266

APPENDIX -4. EXAMPLE OF TABLE, FIGURE AND PICTURE

Birinci Bölüm'ün Tablo ve Şekilleri:

Tablo 1.1.
Tablo 1.2.
Şekil 1.1.
Şekil 1.2.
Resim 1.1.
Resim 1.2.

İkinci Bölüm'ün Tablo ve Şekilleri:

Tablo 2.1.
Tablo 2.2.
Şekil 2.1.
Şekil 2.2.
Resim 2.1.
Resim 2.2.

ANNEX-5. EXAMPLE OF TURKISH AND ENGLISH SUMMARY PAGE

ÖZET
YÜKSEK LİSANS TEZİ
TEZ ADI
ÖĞRENCİ ADI SOYADI
2022/Sayfa: 155

Türkçe Tez Özeti

Anahtar Kelimeler:

ABSTRACT
Ph. D. DISSERTATION
THESIS TITLE
Student Name Surname
2019/Page: 155

İngilizce Tez Özeti




Key Words:

APPENDIX-6 . REFERENCES IN TEXT

department branches	
Education sciences	APA
Turkish Language and literature	APA
Turkish and Social Informations education	APA
Economy	APA
Finance	APA
Geography	APA
Basic Islamic Sciences	ISNAD
History	FOOTNOTE

APPENDIX-7. DOCTORAL AND MASTER'S THESIS COVERS

Thesis Cover

 <p>SIIRT <i>Bilimin Işığında</i> ÜNİVERSİTESİ SOSYAL BİLİMLER ENSTİTÜSÜ</p>	 <p>SIIRT <i>Bilimin Işığında</i> ÜNİVERSİTESİ</p>  <p>SOSYAL BİLİMLER ENSTİTÜSÜ INSTITUTE OF SOCIAL SCIENCES</p> <p>Tez Konusu:.....</p> <p>Hazırlayan:.....</p> <p>Yüksek Lisans Tezi Anabilim Dalı</p> <p>Danışman:.....</p> <p>20.... Her Hakkı Saklıdır.</p>
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