

**SABANCI UNIVERSITY**

**THESIS AND DISSERTATION FORMAT AND SUBMISSION HANDBOOK  
FOR  
SABANCI UNIVERSITY**



**GRADUATE PROGRAMS IN WRITING  
WRITING CENTER  
CENTER FOR INDIVIDUAL AND ACADEMIC DEVELOPMENT**

**Fall 2010, 3<sup>RD</sup> Revision**

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## **1. Purposes and Limitations of This Handbook**

Sabancı University's first edition of this authorized handbook is certain to undergo revision as our University grows and moves into the future. One aspect of the Handbook that will not change, however, is our belief that thesis and dissertation, the partial requirements for the Master's and the Doctor of Philosophy degrees at Sabancı University, are also the culminating achievements of graduate education. The courses you have taken have prepared you for the final experience of writing the thesis and dissertation: an original work that advances knowledge and inquiry within a particular field as well as demonstrates a candidate's competence in scholarly research and critical writing.

To aid you in producing a work of professional quality, the Writing Center, in cooperation with the graduate programs of FASS, FENS, and FMAN, has devised a set of formatting and submission guidelines. (For ease and economy of language, thesis and dissertation will be referred to as "thesis" or "theses" throughout this manual unless otherwise stated.) This Handbook is to override any other guide that you may own; please consult it as to the appropriate conventions of format and organization as well as the presentation and deposition of your thesis. Here you will receive information as to thesis format, and procedures for submission and deposition.

This manual does not offer research and note-taking information, writing process strategies or source citation guidelines. For questions regarding writing language and style, we recommend consulting the Sabancı University's Writing Center ([writingcen@sabanciuniv.edu](mailto:writingcen@sabanciuniv.edu)) as well as the writing and referencing manuals located in the Information Center (IC). Appendix A lists SU IC call numbers of these books.

The third revision of this Manual does, however, include the newly revised guidelines for electronic submission of theses to Turkey's Council of Higher Education (hereafter referred to by the Turkish acronym *YÖK*). Since July 2005, all theses/dissertations have been accessible via *YÖK's Ulusal Dijital Tez Arşivi* [National Digital Thesis/Dissertation Archives, NDA]. *YÖK* National Thesis Center aims to maintain a bibliographic archive of graduate theses in (pdf) file format. *YÖK's* intention to establish university-wide cooperation across Turkey in creating this database will enable free and efficient access to theses in Turkey, with the broader aims of publication and dissemination of knowledge.

Researchers will thus benefit from your work, which will be accessible on the Internet through the National Thesis Center, within the framework of the Articles 35 and 38 of the Literary and Artistic Works Law. As of summer 2010, all thesis/dissertation writers only submit their texts online, at <http://tez2.yok.gov.tr/>, by uploading their work onto the system database. Additionally, *YÖK* has now merged two documents into the Thesis Registration and Publication Form: 1. application for registration of the thesis in the database and 2. assigning copyright permission. Thesis writers must also must now submit CD, hardcopies, and required paperwork to individual faculty programs as well as to the IC. For further information, please see Section 6 on Thesis Submission and Deposit.

Another limitation of this guide is that it is not autonomous. Since academic conventions vary within the disciplines, you need to consult your graduate faculties to learn their stylistic requirements and follow them. The constraints and recommendations your faculty set forth naturally supersede any of the university-wide guidelines set forth here. Please consult them and/or the Writing Center for support.

Consistency and accuracy are as much hallmarks of thesis preparation and presentation as they are of good scholarship. Even in such seemingly small decisions of font, or larger ones of citation (APA versus MLA), you need to be aware of the expectations of your discipline in order to remain consistent with these conventions. While these 'rules' may seem arbitrarily prescriptive, your thesis is identical to any other manuscript to be published in a journal or as a book, except that in this case, Sabancı University is the publisher; *YÖK* can, in most situations, own the copyright. Your manuscript must conform to a set of conventions just as does any other published piece.

This manual, the referenced texts in Appendix 1, the Writing Center, and your graduate program can provide help as well as advice; however, the primary responsibility rests upon your shoulders as the degree candidate. In "creating and developing together," we hope that the above resources will enable your intellectual productivity to flourish and result in good scholarly research and writing.

Sincerely,  
The Writing Center  
Fall 2010

## **2. Format**

### **2.1. Paper Type**

The deposited and bound thesis must have acid-free or acid-neutral, white, high quality, opaque A4 paper (75-80 gr/m) for permanence and durability. Only one brand of paper manufacturer should be used throughout the dissertation. Recycled or computer printout paper for the deposited copy is unacceptable.

If you must include oversize paper (for example, illustrations, charts, etc.), then the right side of the oversize document must be evenly folded to match the standard A4 size so the folds will not be trimmed off when the thesis is bound. Whenever possible, reduce the oversize document to the standard A4 size.

### **2.2. Typeface**

Sabancı University recognizes the use of Times or Times New Roman 12-point font for the paper. Formulas, equations, page numbering, table headings, figure captions, footnotes, long biographical quotes, and extensive quotations should be 12-point font. Nine-point (9) font should be used in superscripts and subscripts.

Writers should not overuse bold face, italics, or underlining in the text for the purpose of emphasis. Your words should carry your ideas. However, please note that the characters/fonts of the thesis title and abstract pages to be placed in Turkey's *Ulusal Dijital Tez Arşivi* [National Dissertations Archive, NDA] should not possess the following: tables and figures, charts, graphics, italics, chemical and/or mathematical figures, symbols, subscripts and superscripts, Greek alphabet characters, as well as any other non-standard symbols/characters.

### **2.3. Margins**

To allow for binding and trimming, all text (including tables, figures, charts, graphs, and drawings) must be kept within the margins of the thesis as follows: 3.5 cm at the left, and 2.5 cm at the right, top and bottom. The text should be 'justified', i.e., block. Any type of oversized material should be shrunk to conform to these specifications; if not, the paper should be folded to appropriately to fit.

#### *2.4. Spacing*

One and a half (1.5) spacing is preferred throughout the thesis. Single spacing is used for long indented quotes (exceeding 40 words), abstract, multi-line and sub-level headings, figure and table captions as well as the content of figures and tables, biography, bibliography, and footnotes. Note: although footnotes and bibliography are single spaced, between their entries, one and a half spacing is required.

Chapters have six single spaces above them; between chapter number and title is a double space; quadruple space below a chapter title; centered headings have triple spaces above and below; subordinate headings flush with the left margin are triple spaced above and double spaced below.

Word can adjust your paragraph format to eliminate line and page breaks, called 'widows' and 'orphans,' respectively. 'Widows' are three or fewer ending lines of a paragraph which begin a new page and have been carried over from the preceding page; 'orphans' are less than three lines of typeface that end a page with the rest of the text following on the subsequent pages. Titles or captions should also be on the same page as their tables. If the title and table cannot fit on the same page, the table should be placed on the next page and the title centered. All headings should be placed as close as possible to the material they introduce and should never end a page.

#### *2.5. Indentation*

If you wish to indent, please use the tab margins. The first line of each paragraph is indented one centimeter. Single spaced, extensive block quotations are also indented one centimeter on the left and right margins. The initial lines of these block quotations are also indented an additional three spaces. In addition to indents, text can be organized by bullets, numbers, or roman numerals ((i), (ii)).

#### *2.6. Pagination*

With the exceptions of the title page, copyright page, and submissions page, all pages of the dissertation are to show a number.

Lower-case Roman numerals (i, ii, iii, etc.) paginate the prefatory material (title page, submissions page, copyright page, dedication page, abstracts in Turkish and English, foreword, dedication, acknowledgments, table of contents, list of figures, list of

tables, and list of symbols). Although the title page, submissions page, and copyright page are paginated successively as i, ii, and iii, these page numbers do not appear on the printed copies of the thesis. The lower-case Roman numerals appear at the bottom of the page, centered, and 1.5 centimeters from the margins, so the page markings will remain intact during the trimming of the thesis. Each prefatory page begins a new section; do not place two or more prefatory items on the same page, no matter how small the text of an item.

Arabic numerals (1, 2, and 3) are used for the remainder of the thesis, beginning with page 1 and running consecutively to the last page. Place the numbers at the bottom of page, centered, and 1.5 cm from the bottom margin. Include all page numbers for illustrations, tables, appendices, bibliography, etc.

Large size, folded papers should have the pagination in the center of the folded sheet as well. The word 'page' is not included, only the lower-case Roman or Arabic numeral. Inserted pages, i.e., "2b," are not acceptable.

### ***3. Prefatory Material or Front Matter***

Prefatory material is text which appears before the body of the thesis and whose subdivisions and order of appearance are indicated in the Table of Contents of this Handbook.

#### ***3.1. Title Page (required)***

Since thesis title and abstract pages are to be placed in the YÖK Archives, these texts should not possess the following: tables and figures, graphics, italics, chemical and/or mathematical figures, symbols, subscripts and superscripts, Greek characters, as well as any other non-standard symbols/characters.

See the Appendix for a sample title page. Center the following information for the title page:

##### ***3.1.1. First Entry***

A title that concisely and accurately defines your work increases its online accessibility. Words must be substituted for formulas, superscripts, symbols and letters other than Roman ones, etc.

Avoid obscure symbols or formulas that may prevent fellow scholars from accessing your work. Capitalize the entire title.



### 3.1.2. *Second Entry*

The full legal name of the thesis writer as given in SU records is placed under the title and introduced with the lower-case word "by."

### 3.1.3. *Third Entry*

The centered words: "Submitted to the Graduate School of (the name of the school) in partial fulfillment of the requirements for the degree of Doctor of Philosophy (or Master's in the appropriate field)."

### 3.1.4. *Fourth Entry*

The name of our university (i.e., Sabancı University) and the date which the degree is to be conferred (month and year) are listed, not the date of the submission of the thesis.

Remember, although the title page is the first page of the thesis, it is not paginated.

## 3.2. *Submissions/Approval Page (required)*

All theses must include a submissions or approval page (See Appendix 3) which must also be submitted to YÖK. This page, which follows the title page, must include original signatures of the thesis committee and/or the jury members.

The title of the thesis in capitals will appear as the first entry. The names and titles of the members of the examination committee will be listed, one on each line in alphabetical order, except for the Thesis Supervisor's, whose name will be at the top of the list. Next to each name, there should be space for the signature of each examiner. The date at the bottom of the page is the date of the thesis's approval by the committee. This page does not bear a page number; it is understood as page *ii* for counting purposes only.

## 3.3. *Copyright Page (required)*

This page is placed immediately after the submissions page, and like the Title Page, is counted but not numbered. The date of degree conferral, with the full legal name of the author, and the words, "ALL RIGHTS RESERVED" are the three entries at the lower third of the page. The copyright symbol © is included. See Appendix 4 for a sample page. See also 4.9999 ... # for information on the copyright process.

### 3.4. *Abstract/Executive Summary/Özet (required)*

The abstract should provide enough information to enable readers to determine whether they will read the complete work. The abstract does not introduce the thesis but summarizes it. Therefore, the abstract should cover the following points: the statement of the problem, procedure or method, results, conclusions. The abstract should contain no headings, tabular material, chemical formulas, or footnotes. Abstracts should not contain references, but author citing is allowed. The abstract page should contain the title of the thesis and should not exceed 250 words (See Appendix 5).

The thesis contains two abstracts of 250 words, maximum, on separate pages:

- one abstract in Turkish, titled [*Özet*] (Appendix 6)
- one abstract in a language other than Turkish.

Within the order of the thesis, the Turkish language abstract follows the page of the abstract written in a language other than Turkish. Your program advisors are to approve this translation. (It is also a requirement in the *YÖK* submission process.)

#### 3.4.1. *Abstract (Format)*

Both abstracts should contain the thesis title and full name of the author. The format of the abstract is as follows:

*First Entry*

The title of the thesis, capitalized. Enter the title exactly as it is expressed on the Title Page.

*Second entry*

The full name of the degree candidate

*Third entry*

The name of degree program, MS, MA, (or PhD) Thesis, Year

*Fourth entry*

Name of thesis supervisor

*Fifth entry*

Keywords: *at most five keywords*

*Sixth entry*

Text of the abstract

*Seventh entry* (if a mixed-media thesis)

If the thesis contains visual matter such as maps, pictures, programming software, and audio-visual recordings, this additional information should be stated by file name/reference number and indicated on both the:

- Thesis Registration and Publication Form  
<http://tez2.yok.gov.tr> , and
- Abstracts.

Follow 1st, 4th, and 5th entries by two double spaces, and 2nd and 3rd items by one double space. The 1<sup>st</sup> through 5<sup>th</sup> entries should be centered. Italicized items should be filled in as appropriate.

### **3.5. *Preface (optional)***

Prefaces explain a particular intention, rationale, limitation, or field of investigation of the thesis.

### **3.6. *Dedication Page (optional)***

Occasionally, authors would like to dedicate their thesis to their family members, friends, colleagues, and/or faculty. The Dedication Page should follow immediately after the Submissions Page. As an optional component of the thesis, the Dedication does not have to be in English, and the font can be italics. The Dedication Page should be centered and paginated with lower-case Arabic numerals.

### **3.7. *Acknowledgements (optional)***

Acknowledgments, like the Dedication, can be personal and may be expressed in first person, thanking a particular individual or group for their help. Unlike Dedications, Acknowledgments are more academic in nature, disclosing the authors and research that have been invaluable in the writing of the thesis. Students whose work has been funded by outside grants should acknowledge this funding by mentioning the names of the parties involved in this section of the thesis. The Acknowledgment is also paginated with lower-case Roman numerals as part of the prefatory materials.

### **3.8. *Table of Contents (required)***

The first entry is the listing, "TABLE OF CONTENTS," capitalized and centered (without the above quotations). The Prefatory Material does not appear in the Table of Contents. The Table of Contents is paginated in lower-case Roman numerals. See this Handbook's Table of Contents as an example.

The wording of the entries of the Table of Contents should exactly represent the wording that appears in the text headings of the thesis. All sub-level headings should also appear on the Table of Contents page. The page numbers to which the listing refers should be in the right column.

Chapter titles, headings and sub-headings have one and a half (1.5) spacing on the Table of Contents page(s). If a heading is longer than a single line, the heading is continued on the next single spaced line. Minor headings have a two-space indentation.

### ***3.9. List(s) of Tables and Figures (required)***

These lists should use the same format as the Table of Contents page and are paginated with lower-case Roman numerals. Tables and figures differ from one another in that tables contain information presented in rows and columns; figures are everything else--drawings, graphs, photographs, and diagrams. The heading for each list should be centered and capitalized throughout. Even if there is only one item on the list, it should not be placed in the Table of Contents or one of the other List pages but on a separate page with the corresponding page number in the right column. The title of the table or figure in the List must match the wording used in the titles in the text of the thesis, and the description of the table/figure must be clear enough that the reader can locate the referenced material in the text and in the list in the prefatory matter.

### ***3.10. List(s) of Symbols and Abbreviations (required)***

This list contains information particular to the symbols and abbreviations used throughout the thesis. Consistency of use is paramount: if a concept is represented by a particular symbol, the same icon should be employed throughout with no variations.

The heading should be centered and capitalized throughout. List(s) pages are indicated with lower-case Roman numerals.

#### **4. Text**

The subdivisions of the thesis are listed in the order in which they appear in the Table of Contents Page of this manual.

##### **4.1. Chapters**

Each chapter begins on a new page. The chapters are numbered in Arabic numerals, and all titles are capitalized.

##### **4.2. Headings**

All headings must be numbered, and each number must be followed by a period. Omit periods at the end of any heading. Use 12-point font size in all headings. Follow the rules listed below:

*First-level subheadings:* Must be centered, bold-faced, and followed by a tab return. Must have the first letters of principal words capitalized.

*Second-level subheadings:* Must be left justified, bold-faced, and followed by a tab return. Must have the first letters of principal words capitalized.

*Third-level subheadings:* Must be left justified, bold-faced, and followed by a tab return. Must have the first letter of the first word capitalized.

##### **4.3. Footnotes**

Footnotes should follow the form used in scholarly publications of the candidate's field of research. In fields other than the Arts and Social Sciences, however, footnotes are used only if absolutely necessary. The following general guidelines should be observed in writing the footnotes:

1. Footnote references shall be indicated in the text by an Arabic number in superscript placed above the text and immediately following the word, phrase or sentence which the footnote concerns, but after any punctuation following the previous word; i.e. "last word."<sup>3</sup> but not "last word"<sup>3</sup>.
2. Footnotes shall be sequential for each page and for the entire thesis.
3. Footnote text shall be placed at the bottom of the page on which they are indicated. They shall be indented from the margin line of the text by one centimeter and placed under a broken line made of 20 characters (5 cm).
4. Footnotes shall be single-spaced and 12 points. Footnotes placed on the same page should be separated by one and a half line.

5. Footnote referencing shall follow the same format as the reference system used by the Graduate School of Social Sciences, but the exact page numbers of the cited text shall also be indicated.

#### 4.4. *Tables, Figures and Other Illustrations*

The placement of tables and figures (graphs, charts, photographs, and illustrations) is a stylistic one. Please follow the conventions set forth below and also consult the Writing Center and/or your advisor(s).

To ensure satisfactory reproduction, drawings, graphs, etc. should be prepared in contrasting colors, preferably in black and white. Tables and figures should be numbered consecutively throughout the text or, if your advisor permits, consecutively in each chapter. The designation of each table or figure within the text should have only the first letter capitalized. Tables, figures, and their captions should be centered. The captions should be formatted as normal text, i.e., only the first letter should be capitalized.

## **5. Audio, Visual, and Digital Materials**

Any videos, cassettes, floppies, or Compact Disks (CDs) included in the hardcopy of the thesis are to be properly labeled in permanent black ink. This label must also contain the appropriate publishing information, including copyright. The length of recording time, color or black and white, silent or sound, the language of the program, and the required hardware to use--any information crucial in describing the material should also appear on this label.

Only one copy of the material is necessary.

### **5.1. CDs**

Software should be listed on CDs. These should contain files with source codes, sample input files, and output files. A text file named readme.txt shall be included. This file should document the code and any installation instructions. The names of the files on the CD, hardware and software requirements should also be included. No copyrighted material file (compiler, library, etc.) should be put on the CD without obtaining the necessary licenses.

Please see **7.2.1. Checklist for SU Submission: Writer's Responsibilities** on page 23 for additional guidelines.

Audio-visual recordings should be prepared according to the following formats indicated below:

1. Image files:
  - a. GIF (.gif)
  - b. PDF (.pdf)
  - c. TIFF (.tiff)
  - d. JPEG (.jpeg)
2. Visual files:
  - a. MPEG (.mpg)
  - b. Quick Time – Apple (.mov)
  - c. Audio Video Interleaved – Microsoft (.avi)
3. Voice Files:
  - a. Wav (.wav)
  - b. MIDI (.midi)
  - c. MP3 (.mp3)

### **5.2. Images**

If you use photographs, mount them on the same quality and brand of archival paper that you use for the rest of the hardcopy of the thesis. Do not use tape or any kind of adhesive as it may dry over time, and thus not hold the item.

Appendices in text format or as photocopies should be enclosed in pdf form.

These documents should be scanned or digitally copied so as to be included in the above pdf files.

### 5.3. *Equations and Formulas*

Equations and formulas are centered on the page and separated from the preceding text and before the succeeding text by one and a half (1.5) spacing. They should be numbered within each chapter in the order of their appearance. An Arabic numeral in parentheses, such as (2.1), identifies these expressions; this number should be placed opposite the expression and in line with the right margin of the text.

### 5.4. *Citations*

Theses should follow the format used in scholarly publications of the candidate's field of research. Rules of form vary from one field to another, and it is important that candidates learn the system used in their discipline/program. Consent of the advisor is essential. Follow such usage consistently throughout his/her thesis. Only one of the following citation methods must be used through out the thesis:

**5.4.1. *Citation list by numerals:*** The numerical reference of the bibliographical material shall be indicated in the text by an Arabic number placed superior to the text and immediately following the name, word, phrase, or sentence which the reference concerns. The number should indicate the order of the first appearance of the reference in the text. The listing of references in the bibliography shall be in the order in which they are used in the text and shall bear the same number as was used in the reference in the text. See C B E for citation examples.

**5.4.2. *Bibliography/References/Citation list by first author's name, [surname of the first author, year] type:*** The listing of references in the bibliography is in alphabetical order by the surname of the first author /editor, or by the name of the corporate author (e.g., U.S. Census Bureau) or periodical (e.g., Wall Street Journal) if there is no individual author or editor. In the text, citation of the relevant reference is in the [surname of the first author, year] format. If an author has more than one reference in a calendar year, lower case Roman letters a, b, or c should follow the year. If there are two authors for the reference, both surnames should be included, separated by "and", and followed by the year. If there are more than two authors, only the surname of



the first author should be included in the citation, followed by the words *et al.*  
Note: The School of Management requires this type of referencing.

**5.4.3. Citation list by first author's name, numerical type:** The listing of references in the bibliography is in alphabetical order by the surname of the first author and shall be numbered accordingly. The numerical reference of bibliographical material shall be indicated in the text by an Arabic number placed superior to the text and immediately following the name, word, phrase, or sentence which the reference concerns, indicating the number used in the reference list. In this type of referencing, the reference numbers in the text do not appear sequentially. See APA and MLA for this type of citation.

## **6. Reference Materials or Back Matter**

### **6.1. Bibliography**

The Bibliography or Reference List is an alphabetized, numbered listing by author. Include only works you have read. Bibliographies can be identified as: Bibliography, Selective Bibliography, Works Cited, or References. These titles are capitalized and centered at the top of the page.

If extensive, bibliographies can be divided. The first section, Primary Sources, is to be followed by Secondary Sources, and so on. Each entry is single spaced with double spacing between entries.

Individual entries in the bibliography should contain this information: author(s), full title of work (complete with sub-title) edition, revision, editor or translators, name of publication, volume (if necessary), date of publication, and pages (if article). If the source is online, the date of access is also required.

The Bibliography should be placed after the text and Conclusions/References? page as the last part of the thesis or, with departmental consent, after each chapter.

## *6.2. Appendix*

Like Footnotes, Appendices (e.g., data sheets, questionnaire samples, flow charts, illustrations, maps, software listings, charts, etc.) are optional and list material supplemental to the thesis. If this material is tangential or extremely detailed, it is placed in a separate section after the body of the paper, not at the ends of the chapters. Materials that belong to different categories are placed in separate appendices. Headings for appendices are capitalized, centered, and lettered if there is more than one appendix. Each appendix has a descriptive title just as the main section headings do.

Note: If the text contains no references to illustrations, for example, then all illustrations are grouped as back matter and titled Illustrations. If some illustrations do exist in the text, however, the remaining illustrations are classified as an appendix.

Since they are auxiliary text, appendices are paginated as part of the dissertation and precede the bibliography.

When photocopied materials (previously published questionnaires, manuscripts or articles) appear in the appendix, their pagination is bracketed to indicate its sequence in the pagination of the paper.

## *6.3. Glossary*

Any unfamiliar foreign words or technical terms should be listed alphabetically, left justified, set off by a period, colon, or dash and are followed by their meaning. Only the first letter of the translation or definition is capitalized with no final punctuation.

## *6.4. Index*

Indices are optional and used mainly in longer works, such as books. Follow the formatting convention used in the citation.

## ***7. Thesis Hardcopy Submission and Deposition***

The rules and regulations for the submission of an MS, MA, or a PhD thesis are set forth under clauses 30 and 35, respectively, of the Instruction Letter for Sabancı University Graduate Programs.

The Examining Committee and the candidate's supervisor, in accordance with the rules and regulations of the University, schedule the oral examination. The last day for the oral examination in a given semester will be listed in the academic calendar.

### ***7.1. Preparation of the Final Hardcopies (Paper) for Binding and Archives:***

After the Examining Committee has approved the thesis, it should be bound as hardcopy. The thesis should also be uploaded with the required *YÖK* Registration and Copyright form (see the Appendix). All members of the Examining Committee must sign the title page of the final copy.

**7.1.1. *Typesetting:*** Use Microsoft Word for Windows, TeX/LaTeX, and Star Office software on a platform of your choice.

**7.1.2. *Printer:*** Only laser or Ink Jet printer output is acceptable. Mimeographed copies of the thesis and the separate abstract are not acceptable for the Institute or SU Information Center copies.

**7.1.3. *Reproduction:*** Photocopy reproduction is acceptable for all parts or copies of the thesis. Care must be taken to ensure that the proper grade of paper is used at all times and that copying contrast is dark.

**7.1.4. *Binding:*** The thesis should be bound in dark blue hard cover. The final bound size of the thesis should conform to the standard A4 size. The name and surname of the candidate, the type of degree obtained, and the month and year the degree is obtained should be printed in the above order on the spine of the cover. When the thesis is placed front cover up, the spine should read from left to right.

## 7.2. Submission Procedures

Graduate students should follow all the stages of Sabanci University Procedure for Depositing Master Theses and Doctoral Dissertations outlined below. Internal SU submission begins with initial submission to the Faculty Administrative Affairs Specialists/ Secretariats and ends with final deposit at the Information Center. The third and external step is submission to *YÖK*. Students are required to upload their thesis as well as the Thesis Registration and Copyright Form to *YÖK*. Candidates can also submit to University Microfilms International (UMI).

### 7.2.1. Checklist for SU Submission: Writer's Responsibilities

Writers should submit:

1. Five (5) copies of drafts of the thesis
2. [SU Thesis Draft Submission Form \(FSR-C24001-05\)](#) containing the signature of the Thesis Advisor
3. CDs on which a softcopy and all other materials have been saved
4. The full text of the thesis prepared as a pdf file on a CD.
5. The pdf files must be identical to the copy approved by the Institute/Dean Office. The author of the thesis will be held responsible for maintaining the identical nature of both pdf file and institute copy. Additionally, the author's responsibility is to maintain that the page numbers, the pictures, graphics, shapes or charts within the thesis are the same in both online and hardcopy version(s).
6. The full text of the thesis should be unzipped and unencrypted. Appendices will be zipped via WinRAR software
7. While the files are being named, the reference number in the Thesis Registration and Publication Form will be used.
  - a. Example:
  - b. For the full text: referansno.pdf
  - c. For the appendixes: referansno.rar
8. The hardcopy appendixes will be scanned, converted into a pdf file and included in the pdf file that contains the full text of the thesis.
9. Composite Thesis: If the thesis includes picture, map, software, or voice records, these files should be zipped via WinRAR, reduced to a single pdf file and titled referenceno.rar, which includes reference number, and are saved in the CD.
10. One hardcopy of their thesis to the Faculty Administrative Affairs Specialists/ Secretariats.

11. Two abstracts, each abstract must be no longer than 250 words and in pdf format. Paper or diskettes are not acceptable. The abstract page(s) should contain the thesis title and full name of the author(s).
12. One abstract must be in Turkish, and the other abstract must be in a language other than Turkish. Both abstracts should contain the file names of all visual matter such as maps, pictures, programming software, and audio-visual recordings that are contained in the thesis. The inclusion of mixed media should also be indicated on the appendices which are to be registered with the file name/reference number obtained from <http://tez2.yok.gov.tr>.

Please see the Appendix for examples.

The Faculty Administrative Affairs Specialists/ Secretariats submits the original copy of the [SU Thesis Draft Submission Form \(FSR-C24001-05\)](#) to SU ALP.

The University/Institute sends the hardcopy of the consent form for the thesis registration and publication to the *YÖK* National Thesis Center and upload the files that are on the CD to the *YÖK* national database.

#### 7.2.2. Checklist for IC Submission: Writer's Responsibilities

The following forms, attached documents, and thesis/ dissertation copies are to be submitted to IC for the following procedures.

1. [Thesis/ Dissertation Submission Form \(FSR-C24001-11\)](#)
2. [2. YÖK Tez Veri Giriş Formu http://tez2.yok.gov.tr](#)
3. UMI Doctoral Dissertation Agreement Form (if necessary)
4. *Turkish and English Abstracts* for *YÖK*
5. *Title Page* and *Abstract* for UMI processing (if necessary)
6. One (1) CD of the thesis/ dissertation for *YÖK*
7. One (1) printed copy of the thesis/ dissertation for the University History Archives
8. One (1) printed copy for UMI procedures (if needed for those doctoral dissertations whose copyrights are granted to the University)
9. One (1) electronic copy for the Information Center

#### 7.2.3. Checklist for YÖK Submission: Writer's Responsibilities

Note: See in the Appendix, “Steps to *YÖK* Registration” to guide you in the process.

Theses will be uploaded to YÖK's database with the electronic Thesis Registration and Publication Form at <http://tez2.yok.gov.tr>. Hardcopies of theses and the copies that are saved to a floppy disc will no longer be accepted.

#### *7.2.4. Completing the Thesis Registration and Publication Form*

This document contains the name, the author, the reference number, and other necessary bibliographic information so as to obtain the permission of the author for use in other scholarly applications. The Thesis Registration and Publication Form may be found at <http://tez2.yok.gov.tr>. Membership is required in order to fill this form.

The publication form is designed to assign the information provided by the author to a temporary chart that is connected to the National Thesis Center Database. When the form is filed and saved, it is issued a Reference Number by the system. If an error is made during the filing process, the system enables the author to reopen the document to correct the information before a final reference number is issued. During the archival process by the National Thesis Center, this reference number serves as the identification of the document.

The titles and the abstract pages of the theses are uploaded to specific areas of the Thesis Database scanning. Therefore, within these parts of the thesis, no italic font, chart, graphics, chemical or mathematical formulas, subscript/superscript, and/or Greek letters should not be used.

If there is no information about the Department, this section may be ignored.

*7.2.5. Index Terms:* An alphabetical list of the keywords. These keywords provide researchers access to the theses in the National Thesis Database.

*7.2.6. Suggested Index Terms:* If key words are not found in the Index Terms List, the key word that is suggested by the author should be given in this section.

*7.2.7. Abstract/Executive Summaries* should be prepared in two languages, providing that one is Turkish and does not exceed 250 words.

*7.2.8.* As part of the submission package to YÖK, all audio, visual, and digital matter such as maps, pictures, programming software, and audio-visual recordings cannot be submitted on paper or diskettes. The material must also

be indicated by electronic file format(s) on both the Thesis Registration and Publication Form, accessed at: <http://tez2.yok.gov.tr> , and the two Abstracts.

### *7.3. Consent Form for Publication and Postponement:*

No other form is required other than the Thesis Registration and Publication Form, since it includes the consent text that allows the theses to be published on the Internet. The authors who agree to the sharing of their thesis via the Board of Higher Education National Center Database on the Internet may indicate this consent by checking the “I allow it to be published” option. If the thesis is in the process of being published or a patent is pending, its accessibility may be postponed for a maximum period of 3 years. In this situation, the author checks the option for postponement and indicates the period of postponement.

### *7.4. Procedures for Doctoral Submission, UMI Track*

UMI Doctoral Dissertation Agreement Form (PhD Candidates Only) Dissertation writers who would like their dissertations in the UMI database should note the following:

1. Complete and sign the [UMI Doctoral Dissertation Agreement Form](#) (obtained from the Faculty Administrative Affairs Specialists/ Secretariats) as well as the related section of the [Thesis/Dissertation Submission Form \(FSR-C24001-11\)](#). For further information, please see [www.umi.com](http://www.umi.com). Those dissertations whose copyrights are granted to the University are sent to UMI by the University. In this case, the University pays the cost of this procedure. Those dissertation writers who do not wish to grant the copyright to the University can send their dissertations directly but must then independently complete the submission process and incur the procedure costs.
2. Submit one CD, along with the necessary forms, for *YÖK*. *Note: Please check if YÖK requires a CD or a uploaded document as of 2010.*
2. One printed copy for the University History Archives
3. One printed copy for UMI procedures (for those doctoral dissertations whose copyrights are granted to the University)
4. One electronic copy for the Information Center in pdf format.

5. Note: ‘Mixed’ theses, i.e., those that contain text, visual design, and/or audio, are outlined in section 5 and 7. PDF files should be the exact duplicates of the thesis that has been confirmed by the faculty dean or institute director.
6. The CD (or uploaded document) should include the abstracts pages in Turkish and in the foreign language other than Turkish as separate pdf files.
7. All the files should not be compacted (win-zipped) and accessible without password.
8. While identifying the file name(s), do not use Turkish letters/characters as their use will cause problems in accessibility.
9. When identifying the file name, use the formats below:
  - i. Example(s):
    - a. name\_lastname\_thesis.pdf
    - b. name\_lastname\_abstract\_tr.pdf
    - c. name\_lastname\_abstract\_en.pdf
10. Appendices in text format or as photocopies should be enclosed in pdf form. These documents should be scanned or digitally copied so as to be included in the above pdf files.
11. Mixed multi-media thesis: If the thesis contains visual matter such as maps, pictures, programming software, audio-visual recordings, this additional situation should be indicated both on: 1. the signature page 2. the abstract(s), stating their file names.

#### *7.5. Delaying Copyright/Accessibility*

In all of the above cases, the accessibility of the thesis cannot be postponed because of the writer’s concern that the materials contained in the thesis will be plagiarized and/or copied. This copyright will be granted to *YÖK* and can only be postponed for a period up to three years. If the copyright is to be postponed, the Director of the Institute or the Dean of the Faculty must approve this postponement; otherwise, it is invalid.



Because *YÖK*'s aim is to create unlimited accessibility of all theses to all researchers/scholars in Turkey, copyright can only be postponed if:

1. If this thesis is funded by *Yükseköğretim Kurukları Bilimsel Araştırma Projeleri Hakkında Yönetmelik* [Higher Education Scientific Research Project Rules and Regulations] and the owner of the copyright is Sabancı University.
2. When the thesis owner is in the process of requesting a patent, copyright can be delayed for up to 3 years.
3. If it is going to be in the University Microfilms International.
4. The thesis is to be printed by a publisher.
5. If the work is a doctoral dissertation that is being sent to University Microfilms International (UMI), publication may be postponed for an unlimited period; in this case, UMI owns the rights to publication.

Please note that concern for plagiarism of the thesis does not constitute a conceivable reason for denial of access.

#### *7.6. Publication of the Thesis*

Theses or extracts from thesis may be published upon release for publication by the major adviser and provided proper credit is given to Sabancı University. All theses are the property of the University. As many theses will be important to other scholars and to a more general body of readers, degree candidates should plan, if possible, for publication of their work.

### **8. Faculty Administrative Affairs Specialists / Secretariat's Responsibilities**

Faculty Administrative Affairs Specialists/ Secretariats send the following forms, attached documents, and thesis/ dissertation copies obtained from the thesis/ dissertation writers to the Information Center.

The Faculty Administrative Affairs Specialists/ Secretariats should submit the original copy of the [SU Thesis Draft Form \(FSR-C24001-05\)](#) to the SU ALP.

#### **1. Forms for Submission**

- a. [Thesis/ Dissertation Submission Form \(FSR-C24001-11\)](#)
- b. *YÖK* Consent Form for thesis Registration and Publication  
<http://tez2.yok.gov.tr>
- c. UMI Doctoral Dissertation Agreement Form (PhD candidates only)
  - The student is responsible for submission.
- d. [For those thesis whose copyright belongs to the institutions of higher education.](#) ([http://www.yok.gov.tr/tez/telif\\_hakki\\_yuksekok\\_ogrenim.pdf](http://www.yok.gov.tr/tez/telif_hakki_yuksekok_ogrenim.pdf))

Note: Appendix .>>>provides the proceedings for a thesis to be published on the internet. (title of file). Emily, this also needs editing down, it is too talky

#### **2. Thesis / Dissertation Copies for the Archives**

#### **3. Documents to Be Attached**

## **9. Information Center's (IC) Responsibilities**

### **1. Material for Submission**

### **2. Procedures for Cataloguing and Publication**

- a. 1 printed copy of the thesis/ dissertation, *English and Turkish Abstracts* <http://tez2.yok.gov.tr>
- b. 1 printed copy of the doctoral dissertation copyrights, which is granted to the University, UMI Doctoral Dissertation Agreement Form, Title Page, and Abstract, are sent to the UMI. IC follows up all the procedures of UMI submission (i.e., payment, publication in the database, copyright payment). IC also informs the administration about the current state of the procedures.
- c. 1 electronic copy for Information Center and 1 printed copy for the University History Archives are arranged.

## **10. Advisor Responsibilities and/or Defense Committee Members' Thesis / Dissertation Request Option**

Students can submit a copy of their thesis/ dissertations upon the advisors and/ or members of the defense committee members' request(s).

The Advisor is requested to sign the “[SU Thesis Draft Submission Form \(FSR-C24001-05\)](#)” and the “[SU Thesis/Dissertation Submission Form \(FSR-C24001-11\)](#)” which will be obtained from the Thesis Dissertation writer.

## Appendix 1

### Writing and Referencing Manuals

American Psychological Association. *Publication Manual of the American Psychological Association*. 4<sup>th</sup>Ed. Washington, D.C.: American Psychological Association, 1994.

Altick, Richard D. *The Art of Literary Research*. Rev. Ed. NY: Norton, 1975.  
Book Collection [PR56 .A48 1993](#)  
Student Reserve Collection [BF76.7 .P83 1994](#)

Barzun, Jacques. *The Modern Researcher*. NY: HBJ, 1985.  
Book Collection [LB2369 .B37 1992](#)  
Student Reserve Collection [Z253 .C45 1993](#)

Chicago, University of, Press. *A Manual of Style*. 13<sup>th</sup> Ed., Rev. Chicago: The University of Chicago Press, 1982

Day, Robert A. *How to Write a Scientific Paper*. 5<sup>th</sup> Ed. Boulder, Colorado: Net Library, Inc., 2000. Electronic Access. Student Reserve Collection  
[T11 .D39 1998 \(print version is available\)](#)

Gibaldi, Joseph. *The MLA Style. Manual and Guide to Scholarly Publishing*. New York: Modern Language Association of America, 1998.  
Student Reserve Collection [PN147 .G43 1998](#)

Hacker, Diana. *A Pocket Style Manual*. 3<sup>rd</sup> Ed. Boston: Bedford, 2000.  
Book Collection [PE1408 .H33 2000](#)

Pechenek, Jan. A, *A Short Guide to Writing about Biology*, 5<sup>th</sup> ed. Pearson Longman: NY, 2004.

Strunk, William, Jr., and E. B. White. *The Elements of Style*. 4<sup>th</sup> Ed. Boston: Allyn and Bacon, 1999. Book Collection [PE1408 .S77 2000](#)

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 5<sup>th</sup> Edition. Chicago: University of Chicago Press, 1987.  
Book Collection [LB2369 .T87 1996](#)

**Appendix 2**

ELECTROSPINNING AND WET-SPINNING OF ELASTIC FIBERS

by  
MUSTAFA M. DEMİR

Submitted to the Graduate School of Engineering and Natural Sciences  
in partial fulfillment of  
the requirements for the degree of  
Master of Science

Sabancı University  
Spring 2001

**Appendix 3**

ELECTROSPINNING AND WET-SPINNING OF ELASTIC FIBERS

APPROVED BY:

Prof. Dr. Burak Erman .....

(Dissertation Supervisor)

Dr. Yusuf Menciloğlu .....

Assoc. Prof. Dr. Turgut Nugay .....

DATE OF APPROVAL: .....

## **Appendix 4**

© Mustafa M. Demir 2001

All Rights Reserved



## **Appendix 5**

### **Abstract\***

Fiber spinning processes were designed and studied by conventional wet spinning and electro-spinning. Diameter, surface roughness, surface elasticity and surface morphology of fibers were characterized using optical, atomic force, and scanning electron microscopes.

The electrospinning process produces nanoscale fibers by applying electrical force to polymer solution. A nonwoven mat with a porous structure composed of unusually thin fibers was obtained. The effect of the solution and instrumental characteristics on fiber morphology including viscosity, conductivity and applied electrical field strength were investigated. The diameter of ultra thin fibers was found to depend mainly on viscosity with a power-law relationship.

Macro scale fibers were produced by using the wet spinning technique. The rate of drawing was inversely proportional whereas the rate of extrusion was directly proportional to fiber diameter. The surface of fibers included disordered, fibrillar, and flat structures. The morphology exhibited on fiber surface did not depend on the two process variables.

Fiber diameters in the range of 7 nm to 150  $\mu\text{m}$  were successfully spun from polyurethane based polymer with electrospinning and wet spinning, respectively. Furthermore, nanofibers obtained from polyurethane solutions have rougher surface than do wet-spun fibers.

To compare surface elasticity of two fibers, AFM sensitivity of reference materials (glass slide, Teflon film and parafilm) were examined. Polyurethane based polymer solution was processed with electrospinning, wet spinning and film casting. Parafilm was found to be the softest material; glass slide, the hardest. Electrospun fibers were harder than the film of the same polymer solution.

\*This abstract is included in this Manual as a sample in line with *YÖK*'s new rules and regulations; consequently, it has been reduced from its original length of 350 words to 250.

## **Appendix 6**

### **ÖZET**

Geleneksel ıslak çekme ve göreceli olarak yeni bir yöntem olan elektrik kuvvetiyle çekme yöntemi tasarlanmış ve incelenmiştir. Her iki yöntem için liflerin çap, yüzey pürüzlülüğü, yüzey esnekliği ve yüzey morfolojisi optik, atom kuvveti tarama ve tarama elektron mikroskoplarıyla tanımlanmıştır.

Elektrik kuvvetiyle çekme yöntemi, polimer çözeltisine elektrik kuvveti uygulanarak nano mertebesinde lifler oluşturmaktır. İşlem sonucu beklenmedik incelikte liflerden oluşmuş örgüsüz geçirgen kumaş bir yapı elde edilmiştir. Vizkozite, iletkenlik ve elektrik alan şiddeti gibi çözelti ve alet özelliklerinin lif morfolojisine etkileri araştırılmıştır. Lif çaplarının vizkoziteyle üssel bir bağlantısı olduğu görülmüştür.

Islak çekme yönteminde makro mertebede lif elde edilmiştir. Lif çapı sıkıştırma hızı ile doğru, sarım hızı ile ters orantılıdır. Heterojen lif yüzeyi; düzensiz, lifli ve düz bir yapı içermektedir. Yüzey morfolojisi ile işlem değişkenleri arasında bir bağlantı görülmemiştir.

Bahsi geçen iki yöntem ile Poliüretan bazlı polimer solüsyonundan lif çapları 7 nanometre ile 150 mikrometere arası değişen lifler elde edilmiştir. Ayrıca, elektrik gücü ile elde edilen nanoliflerin yüzeyi ıslak çekim ile elde edilmiş mikroliflerden daha pürüzlüdür.

Liflerin yüzey elastisitesini karşılaştırmak amacıyla atom kuvveti tarama mikroskop duyarlılığı incelenmiştir. Daha isabetli bir karşılaştırma için cam slayt, teflon film ve parafilm referans malzeme olarak kullanılmıştır. Poliüretan bazlı polimer solüsyonu üç farklı biçimde işlenmiştir, bunlar ıslak çekim yöntemi, elektrik kuvveti ile çekim yöntemi ve film döküm yöntemidir. Parafilm en yumuşak malzeme ve cam en sert malzeme olarak gözlenmiştir. Elektrik kuvveti ile lif çekim yöntemi ile elde edilen liflerin yüzeyi aynı polimer solüsyonu ile elde edilen filminden daha serttir.

\* *YÖK*'ün yeni kurallarına uygun bir örnek sağlaması için Özet bu El Kitapçığına sözcük sayısı 350'den 250'ye indirilerek konmuştur.

## Appendix 7

### YÖK COPYRIGHT REGULATION

EK-1B

T.C.  
YÜKSEKÖĞRETİM KURULU  
ULUSAL TEZ MERKEZİ

#### TEZ VERİ GİRİŞİ VE YAYIMLAMA İZİN FORMU

Referans No	355379
Yazar Adı / Soyadı	Erol Duman
Uyruğu / T.C.Kimlik No	T.C. 23536814511
Telefon / Cep Telefonu	3125683247 / 5054582314
e-Posta	agbaba@gmail.com
Tezin Dili	Türkçe
Tezin Özgün Adı	Ankara'daki halk kütüphaneleri
Tezin Tercümesi	The public libraries in Ankara
Konu Başlıkları	Bilgi ve Belge Yönetimi
Üniversite	Gazi Üniversitesi
Enstitü / Hastane	Eğitim Bilimleri Enstitüsü
Anabilim Dalı	Bilgi ve Belge Yönetimi Anabilim Dalı
Bilim Dalı / Bölüm	
Tez Türü	Yüksek Lisans
Yılı	2009
Sayfa	236
Tez Danışmanları	Prof. Dr. Doğan Atılgan
Dizin Terimleri	Bilgi iletimi=Information transmission
	Bilgi merkezleri=Information centers
Önerilen Dizin Terimleri	Ankara Halk kütüphaneleri
Yayımlama izni	<input type="checkbox"/> Tezimin yayımlanmasına izin veriyorum <input checked="" type="checkbox"/> Ertelemesini istiyorum 3 yıl ▼

Tezimin Yükseköğretim Kurulu Tez Merkezi tarafından çoğaltılması veya yayımının 29.12.2012 tarihine kadar ertelenmesini talep ediyorum. Bu tarihten sonra tezimin, internet dahil olmak üzere her türlü ortamda çoğaltılması, ödünç verilmesi, dağıtımı ve yayımı için, tezime ilgili fikri mülkiyet haklarım saklı kalmak üzere hiçbir ücret (royalty) talep etmeksizin izin verdiğimi beyan ederim.

NOT: (Erteleme süresi formun imzalandığı tarihten itibaren en fazla 3 (üç) yıldır.)

29.12.2009

İmza:.....



**Appendix 8**  
**UNIVERSITY/INSTITUTE FORM**

EK-2

**ENSTİTÜ BİLGİ FORMU**

Üniversite Adı : .....  
Enstitü Adı: .....

IP Numaraları

1	
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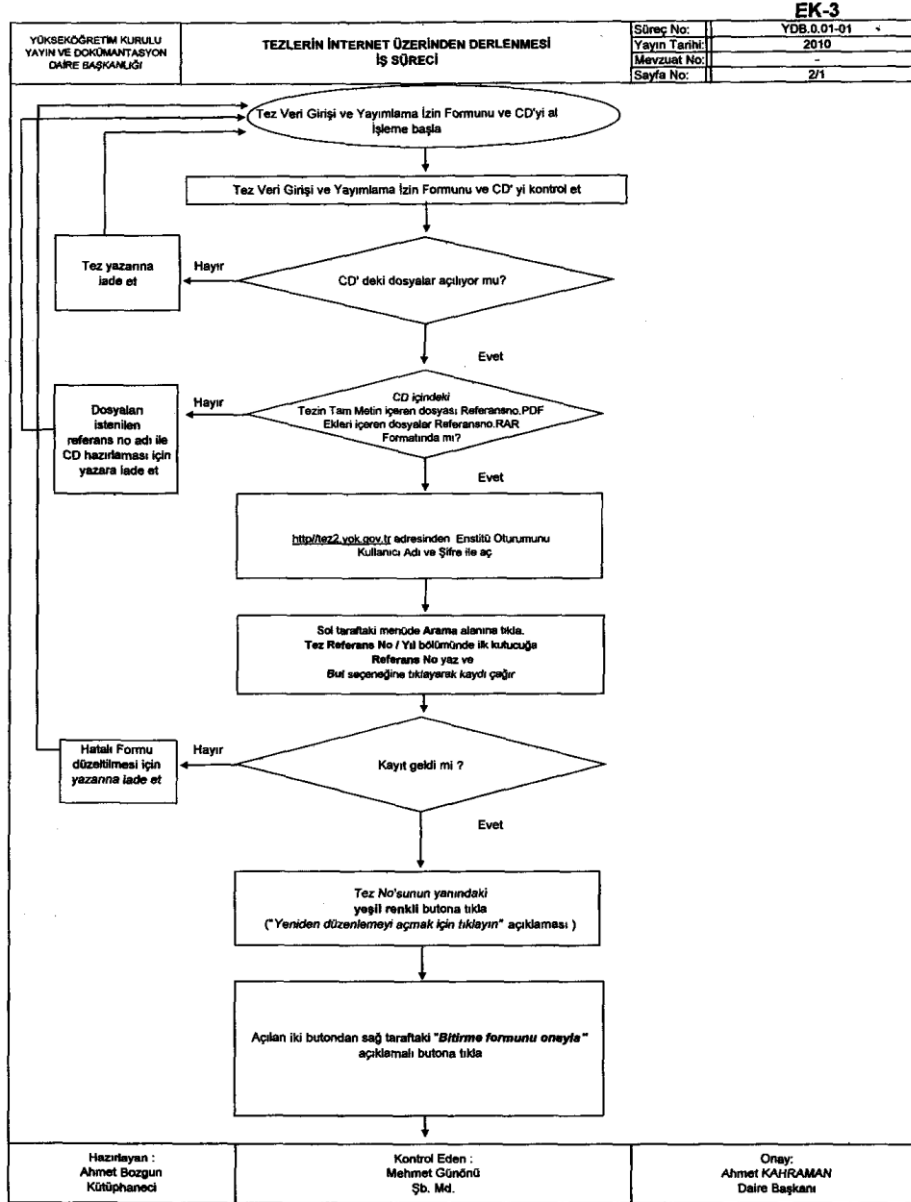
Sıra	Ünvanı	Adı	Soyadı	Tc Kimlik No	e-posta
1					
2					
3					
4					
5					
6					
7					

**Gerçek İp Adresinizi Öğrenmek İçin Tıklayınız**

Form bilgisayar ortamında doldurulduktan sonra [tezderleme@yok.gov.tr](mailto:tezderleme@yok.gov.tr) adresine elektronik posta olarak gönderilecektir.



## Appendix 9 THESIS SUBMISSION PROCESS



**Appendix 10**  
**SUBMISSION CHECKLIST FOR WRITERS**  
**PROCEEDINGS FOR THESIS TO BE PUBLISHED VIA THE INTERNET**

1. Check the Consent Form for Thesis Registration and Publication and make sure the CD functions properly.
2. Be sure that the CD holds a file that contains the full text of the thesis called “Referansno.PDF” and the file that contains the appendixes is called “Referansno.RAR”.
3. Having verified the content and formatting of the files in the CD, proceed to <http://tez2.yok.gov.tr>. Complete the form with the user name and the password, which you receive from the *YÖK* Thesis Center and sign in.
4. Click the “Arama” (Search) button on the menu at the left side of the page. Under the “Tez Referans No/Yıl”, write the “referans no” of the thesis in the first box and recall the registry by clicking the “Bul” (Find) button.
5. If the registry appears on the screen, click on the green button, which includes the explanation “Yeniden düzenlemeyi açmak için tıklayın” (Click to reopen the arrangement).
6. After clicking the green button, two buttons appear. Click on the “Bitirme formunu onayla” (Confirmation), which is the button on the right side.
7. Upload the full text of the thesis in PDF format and, if any, the appendixes in win.RAR format.
8. If the warning “Pdf yüklendi. Form üzerindeki kontrolleriniz tamamsa onay verebilirsiniz” (Pdf is uploaded. You can confirm if you have completed checking the information on the form) appears, click on the “Kabul et” (Accept) button. If not, contact to the Higher Education Board National Thesis Center.

**!!! If the file is larger than 100 MB, send the CD along with the Consent Form for the Registration and Publication to the National Thesis Center!!!**

9. After clicking the “Kabul et” (Accept) button, if the warning “Onay kabul edildi. *YÖK* tez servisinin vereceği onaydan sonra eDosyalar web ortamında açılacak” (“The approval is accepted. The e-files will be available on web after the *YÖK* thesis service’s approval”) appears, end the proceeding. If not, contact to the Higher Education Board National Thesis Center.

## Appendix 11

### THE GUIDELINE FOR INTERNET COLLECTION OF THESES PRODUCED BY INSTITUTIONS OF HIGHER EDUCATION

#### 1. INTRODUCTION

This Guide explains the regulations and procedures for graduate theses: their submission to a particular university/institute, their uploading to the online National Thesis Center Automation System, the required information and subsequent possible modifications, as well as the final submission process of the full text as a pdf file. *YÖK* National Thesis Center maintains a bibliographic archive of graduate theses so as to provide accessible information; however, the existence and usefulness of such a site depends upon university-wide cooperation. Maintaining a data base of theses in (pdf) file format will enable:

- Free, easy, and fast access to theses produced in Turkey
- Publication of scientific knowledge
- Discouraging repetition in scientific research
- Preventing and detecting plagiarism

Researchers benefit from the research work of theses, which have been open to access on the Internet by the National Thesis Center, within the framework of the Articles 35 and 38 of the Literary and Artistic Works Law.

The Board of Higher Education acknowledges that all theses should be open to access by all researchers, with exceptions. Exceptional cases may deny access to a thesis for a maximum period only up to 3 years in the cases where the thesis is in the process of publication or patent pending. Please note that concern for plagiarism of the thesis does not constitute a conceivable reason for denial of access.

#### INSTITUTE'S RESPONSIBILITIES:

1. Institutes/universities are responsible for accepting the thesis in its completed form, uploading it to the *YÖK* National Thesis Center Database, and delivering the Consent Form for Thesis Registration and Publication.
2. The institute determines that the content of the file and the file's name is the same as the reference number found in the Consent Form for Thesis Registration and Publication.
3. In order to upload the theses to the system, institutes should obtain a user name and a password by completing the Institute Information Form (may be found at and e-mailing it to
4. The institute enters into the system via the connection called Institute Sign-in by entering user name and password.
5. Institutes will regularly send an attachment list, including the Consent Form for Thesis Registration and Publication, the thesis title, the author's name, year and the thesis type to the National Thesis Center in March, June, and December.

## Appendix 12

### ACKNOWLEDGMENTS

The author wishes to express his gratitude to his thesis supervisor, Associate Professor Metin Kunt and his thesis co-supervisor Assistant Professor Hülya Canbakal for their guidance in all phases of the thesis and for their constant encouragement. Throughout the thesis, they also helped the author to broaden his spectrum on various subjects of Ottoman history.

Special thanks are due to Associate Professor Tülay Artan for her suggestions and constructive criticisms.

The author would also like to thank Yücel Demirel and Metin Berke, who initiated him years ago to the beauties of Ottoman history and paleography.

The moral support and encouragement provided by the family of the author is gratefully acknowledged.



## ACKNOWLEDGEMENTS

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I would like to express my special thanks to the members of Faculty of Engineering and Natural Sciences of Sabancı University who kindly shared the knowledge and experience with me. The staff of Sabancı University also deserves to be acknowledged for their contributions to this work. I would like to thank Sibel Pürçüklü for her endless support and also Atilla Yazıcı for ICP analysis.

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## **Appendix 13**

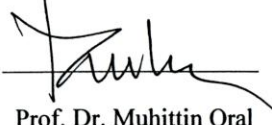
**«»To my family«»**

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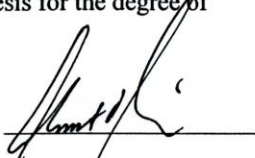
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## Appendix 14


Approval of the Institute of Social Sciences.


  
Prof. Dr. Muhittin Oral  
Director

I certify that this thesis satisfies all the requirements as a thesis for the degree of Master of Art.

  
Prof. Dr. Ahmet Ö. Evin  
Dean

This is to certify that we have read this thesis and that in our opinion it is fully adequate, in scope and quality, as a thesis for the degree of Master of Art.

  
Assistant Prof. Hülya Canbakal  
Co-supervisor

  
Associate Prof. Metin Kunt  
Supervisor

Examining Committee Members

  
Name Associate Prof. Tülay Artan

**Appendix 15**

ÂŞIKPAŞA-ZÂDE AS HISTORIAN:  
A STUDY ON THE *TEVÂRİH-İ ÂL-İ OSMAN*

A THESIS SUBMITTED TO  
THE INSTITUTE OF SOCIAL SCIENCES  
OF  
SABANCI UNIVERSITY

BY

İBRAHİM KAYA ŞAHİN

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR  
THE DEGREE OF MASTER OF ARTS

IN

HISTORY

OCTOBER 2000

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