

Thesis Format and Appearance Guidelines

The Institute of Graduate Studies and Research

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Chapter 1

INTRODUCTION

1.1 General Policies

Every thesis accepted for an advanced degree is a mature piece of original research. Just as the research must be precise and complete to meet departmental standards, the presentation of that research must be equally precise and completed to meet Faculty standards as well as the standards set by the Institute of Graduate Studies and Research.

In addition, each manuscript must meet library and archival standards or permanence. Hence, it is essential to use paper of the prescribed quality and to follow directions for the preparation of illustrative materials exactly.

The purpose of the “Thesis Format Guidelines for the Institute of Graduate Studies and Research” is to assist our students in the correct preparation of their Masters theses and Ph.D. dissertations for submission to the Institute of Graduate Studies and Research.

Preparing a thesis with a word processor offers many advantages. *However, the limitations of your software or hardware, or your limited knowledge of their capabilities, do not release you from the responsibility of meeting the guidelines.*

Therefore, it is important that you read and understand the guidelines before

preparation of your manuscript. Manuscripts which do not follow these guidelines will not be accepted by the IGSR.

Do not use previously approved theses as a guide when preparing your manuscript. The current guidelines will be enforced. It is the responsibility of each student to meet the current guidelines exactly.

For all other cases that are not covered by the guidelines, please refer to the internationally recognized style manuals as suggested by the IGSR.

1.2 Classified Material

Because all theses are made available to the public, a thesis containing classified material cannot be accepted.

Chapter 2

FORMAT AND APPEARANCE

2.1 Paper and Duplication

To insure durability, permanency, and opacity, all copies must be on good quality white bond paper of at least 75gr. measuring 21cm by 29.7cm (A4). Only single-sided copies will be accepted.

Submission of the original copy is not required. Photocopies must be made from the original and all pages must have high contrast with consistently dark print throughout the thesis. The print must be permanent; it must not smudge. All pages must be copied onto acceptable paper as described above. *Inferior copies will not be accepted.* **It is recommended that you work with a reputable copying firm when having your thesis reproduced.**

2.2 Type

The type size should be 12-point. Only “Times New Roman” font is acceptable. Do not use script, or ornamental fonts. *The typeface and size must be consistent throughout the thesis.* Bold face letters and symbols, and italics may be used for special emphasis and foreign words.

The language must be consistent throughout the whole thesis. In other words, either U.K. English or U.S. English must be used, not both.

In the body of the thesis, different typefaces and sizes may be used to set chapter titles, section headings, footnotes, endnotes, examples, quotations, tables, and charts from the rest of the text, as long as they are easily readable and are in a hierarchy.

All print must be in permanent black ink and must appear on only one side of each page. For printing, a laser printer must be used.

No ink corrections, strikeouts, correction fluid or tape, paste-ups, insertions between lines, and letterset are permitted on the final bound copies. If you must make corrections, do so on the original manuscript before it is copied (but not by ink corrections and strikeouts which are never allowed).

2.3 Spacing

The general text of the manuscript must use double line spacing. However, tables, long quotations, footnotes, endnotes, and captions may be single-spaced.

2.4 Margins

The left margin of the document must be **4cm or 1.58 inches** wide to allow for binding. The top and bottom margins must be **2.5cm or 0.98 inch** wide.

The written text must appear between these margins and *not* the paper margins, that is, the written text must be between the 4cm left margin, the 2.5cm top and bottom margins, and the 2.5cm right margin. Page numbering must also appear within the 2.5cm bottom margin.

Paragraphs could be indented (approximately five spaces) therefore no extra spacing is required between paragraphs, depending on the style being followed. If indentation

is not used then there should be an extra space between paragraphs and the right margin should be justified.

2.5 Centering

All materials must be centered between the text margins rather than between paper edges. After the manuscript is bound, centered material will appear to be centered on the page.

2.6 Word and Text Divisions

Words must be divided correctly at the end of a line and may not be divided one page to the next. Use a standard dictionary to determine word division. At least two lines of a paragraph must appear together at the top and bottom of every page. A subheading must be followed by at least 2 lines of a paragraph.

2.7 Pagination

All page numbers of the thesis or dissertation must appear in the same location on the page. Page numbers must be at least two single spaces above or below the nearest line of text, but within the margin boundaries as stated above. All page numbers must be in the same font and size as the text (**12 points Times New Roman**).

The following pagination plan should be used:

- a) Preliminary Pages: Use small Roman numerals (i, ii, iii, iv, etc.). The Title page and the Approval page do not have numbers but count as pages i and ii, respectively. Actual page numbering begins with iii on the Abstract page.
- b) Body of the Manuscript: Use Arabic numerals (1,2,3...) beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography, appendices. *All pages must be numbered consecutively, including*

pages containing chapter pages, illustrations, such as tables, figures, plates, and photographs.

Pages which are in “Landscape” (horizontal) form will be counted, but left unnumbered.

2.8 Multiple Volumes

If your finished manuscript exceeds 5cm in thickness it must be bound in two or more volumes. Volumes are numbered consecutively, using capital Roman numerals. Each additional volume must contain a title page. Title pages are identical except for the notation Volume I, Volume II, etc., which is placed just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems used in Volume I continue through Volume II. As with the title page of Volume I, that of Volume II is counted 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 contains the Table of Contents.

2.9 Printer Setup, Copies of Manuscript and Binding

While printing the manuscript, the paper size of the printer should be selected as A4 (21cm by 29.7cm). Five draft copies of the manuscript, including appropriate documents/forms (Originality Report of the thesis/dissertation, Authorization request to schedule a Master's/Ph.D. Thesis Defense Form) must be submitted to the Institute for distribution to committee members prior to the oral defense.

Two bound hard-copies of the entire manuscript and an electronic copy on CD-ROM of the entire manuscript, including signed approval page, must be submitted to the Institute of Graduate Studies and Research. Additional bound hard-copies are optional for departments, supervisors, etc.

All theses and dissertations are to be bound in accordance with the standards set by the Institute of Graduate Studies and Research. Theses must be bound in the regulation blue cloth and dissertations must be bound in the regulation black cloth. No substitute covers, colors, or fabrics are acceptable. The author's name and the title of the thesis/dissertation must be on the spine of the bound copies to be read from left to right.

A sample bound thesis is provided in **Appendix A**.

Chapter 3

SPECIFIC GUIDELINES FOR THE PARTS OF THE THESIS

3.1 Parts of a Thesis

Two general rules of thumb should govern the presentation of any thesis: keep the format as simple as possible, and be consistent with the format throughout the thesis.

Every thesis has three main parts or divisions which must be strictly followed:

- Part 1 includes the *preliminary pages*
- Part 2 includes the *body of the manuscript*
- Part 3 includes all *reference materials (or back matter)*

You must follow the order of items within these parts as listed below. *Optional sections are stated in parentheses. Further instruction about each section follows this list.*

List of Required and Optional Sections

(in the order they should appear in the thesis/dissertation)

- Title Page
- Approval Page
- Abstract
- Öz
- Dedication (optional)
- Acknowledgment (optional)
- Preface (if available)
- Table of Contents
- List of Tables (if available)
- List of Figures (if available)
- List of Illustrations (if available)
- List of Symbols/Abbreviations (if available)
- Main Body of Manuscript
- Bibliography/References
- Appendices (if available)
- Index (optional)

3.2 Preliminary Pages

3.2.1 Title Page

The format of the title page, including spacing and capitalization must be exactly as in the sample title page shown in **Appendix B**.

3.2.2 Approval Page

It is strongly recommended that the approval page of the thesis be signed in blue ink. The format of the approval page, including spacing and capitalization must be exactly as in the sample approval page shown in **Appendix C**.

3.2.3 Abstract

The abstract gives a succinct account of the thesis or dissertation, including a statement of the problem, procedure and methods, results, and conclusions.

The following list of requirements for abstract is necessary:

- The abstract must be on a separate page;
- The word **ABSTRACT** must be centered and must be in bold;
- The abstract text must not have underlining, boldface or italics;
- The abstract must have the same spacing as the text (i.e., double spacing);
- The length of the abstract **must be between 250 - 350 words**;
- The abstract must not have citations, references, diagrams and mathematical formulas;
- At the end of the abstract, three to five keywords are required.

A sample abstract is provided in **Appendix D**.

3.2.4 Öz

Öz is the Turkish translation of the abstract and must also be in conformity with the abstract guidelines given in the preceding section. A sample is provided in **Appendix E**.

3.2.5 Dedication, Acknowledgments, and Preface

If included, each of these items must appear on a separate page. **A heading for the dedication is not required**, but it must have a page number. If used, the dedication must be brief and centered on the page.

Like the dedication, acknowledgments are optional and preface is added if available. They must have headings and should use the same spacing as the text (i.e., double spacing). The heading **ACKNOWLEDGMENTS** or **PREFACE** appears centered between the texts margins without punctuation. The text begins at least three single spaces below the heading.

A sample dedication and acknowledgments are provided in **Appendices F and G** respectively.

3.2.6 Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography, appendices. Each entry must have leader dots which connect it to its corresponding page number.

The heading **TABLE OF CONTENTS** appears centered between the texts margins without punctuation, 3.5cm or 24pt from the top of the page. The listing of actual contents begins at the left margin at least one double space below the heading.

3.2.7 List of Tables

A list of tables may be included for the convenience of the reader. If included, it will immediately follow the table of contents on a new page.

The heading **LIST OF TABLES** appears centered between the text margins without punctuation, 3.5cm or 24pt from the top of the page. The listing begins at the left margin at least one double space below the heading.

Each entry should have the same number and the same caption or title used for a table in the text. However, 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 (.....) which connect it to its page number.

3.2.8 List of Figures or List of Illustrations

If included, these lists may appear on separate pages depending on the number of tables, figures or illustrations and are governed by the same rules as the list of tables.

3.2.9 List of Symbols and/or Abbreviations

If included, you should follow a format consistent with acceptable practice in your discipline. First Latin then Greek letters will be used.

3.3 The Text

The text, or the body of a thesis, is divided into multiple chapters to help the reader in understanding 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, font and placement on the page.* No headers or footers giving the titles of chapters or other sections are allowed.

Chapters are numbered consecutively in Arabic numerals and typed in lowercase letters (**Chapter 1**, **Chapter 2**, ...). In addition to the general titles such as **INTRODUCTION** and **CONCLUSION**, the other chapters must have substantially descriptive titles as well.

Only 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 heading **Chapter 1** is centered between the text margins. The title goes two single spaces below. The text begins one double space below.

In many cases, the main body of the thesis will include certain materials other than ordinary text such as illustrations, formulas, quotations, footnotes and endnotes. In such cases, the following guidelines should be observed.

3.3.1 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 near as possible to the part of the text relating them. 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 by triple spacing; illustrations longer than one-half page are better placed on a separate sheet.

Illustrations that are too large to be placed sideways 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. The caption for such an

illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect. *Pages which are in "Landscape" (horizontal) form will be counted, but left unnumbered.*

Illustrations of same kind must be numbered consecutively. This includes appendices, if you have them. You may follow a straight sequence (1, 2, 3, etc.) or use a decimal approach (1.1, 1.2, 1.3,..), where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number).

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 it is continued, e.g., "Table 1 (cont.);" or "Table 1 (continued)."

All headings and captions must be prepared in the same typeface and point size as all other headings and captions. Choose a point size that can be read easily, especially for tables.

Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration.

Color may be used in figures and photographs only with prior permission from the department. Photographic illustrations must be originals or well-done 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 result (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. If audio-visual 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. Such material will be submitted only with the Departmental copy.

3.3.2 Formulas

Mathematical and chemical formulas, equations and expressions must be typed. If reference is made to them, they must carry numerical identification.

3.3.3 Quotations

Short, direct prose quotations of three typewritten lines (or at most 40 words) or less should be incorporated into the text and enclosed in double quotation marks. Prose quotations which exceed three lines should be set off from the text in single spacing and indented in its entirety at least one tab from the left margin, with no quotation marks at beginning or end.

3.3.4 Notes, Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page.

Footnoting practices differ widely among publications in the sciences, the humanities, and the social sciences. 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 each page, footnotes must be separated from the text by a horizontal line one space 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.

3.4 The Reference Material

The reference material consists of a bibliography or references, which is required, and appendices, which is required if available.

3.4.1 Bibliography or References

A bibliography is a selected list of all books, articles, and other source material related to the thesis research.

In some disciplines, it is customary to list all of the references at the end of the thesis in a section headed **REFERENCES, LIST OF REFERENCES** or **LITERATURE CITED** instead of **BIBLIOGRAPHY**.

The following list of requirements is necessary:

- **the references may be given using one of the following options;**
 - **If numbering is used for each reference then no extra spacing is required between references**
 - **If numbering is not used, the first line of the paragraph is not indented but the rest of the paragraph other than the first line should be indented (approximately five spaces) therefore no extra spacing is required between paragraphs and the right margin should be justified.**
- **the bibliography or references must not be given a chapter number, but it must have page numbers written in the same typeface and size used for pagination throughout the thesis;**

- the heading **BIBLIOGRAPHY** or **REFERENCES** is centered between the text margins. The list begins one double space below;
- each bibliographic entry should be double-spaced with 24pt. spacing (Format Paragraph Spacing After 24pt) between entries;
- one of the above given reference styles that is appropriate to the discipline should be chosen and used.

3.4.2 Appendices

Some authors may desire to include certain materials of the thesis in an appendix rather than in the main text. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

- a) If the information to be appended requires more than one appendix, each should be given a letter (**APPENDIX A**, **APPENDIX B**, etc.). The heading **APPENDIX A** should appear centered between the text margins. The typeface and size should be those used for chapter titles.
- b) Spacing 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.
- c) Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading **APPENDICES**.
- d) All appendices must have page numbers written in the same typeface and size used for pagination throughout the thesis.
- e) If an appendix contains photocopied material, the photocopies should be of letter quality.

Chapter 4

SUPPLEMENTARY INFORMATION

4.1 Style¹

A thesis is a formal research presentation. Hence, it should be written in a formal style appropriate to the discipline (e.g., active voice, impersonal style). For example, adopt the past tense throughout ("Results of the experiment demonstrated ") and avoid slang and colloquialisms. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well.

Since stylistic conventions vary greatly from one discipline to another, you should consult with your supervisor and/or graduate coordinator regarding recommended style manuals. We recommend the most recent editions of the following style manuals:

- Publication Manual of the American Psychological Association, Washington, DC.
- A Manual of Style, University of Chicago Press, Chicago.

¹ The name and year system, and the footnote system instructions are taken from the following books: Lester, James D. (1991). *Writing research papers: A complete guide* (5th ed.). Glenview: Scott, Foresman and Company.
Hacker, D. (2004). *A pocket style manual* (4th ed.). Boston NY. Bedford. St. Martin's Books.

4.1.1 The Name and Year System

The name and year system of documentation is advocated by the Publication Manual of the American Psychological Association, which is known as the APA style manual. It sets standards for writers in many fields who wish to emphasize the publication date of a work to stress its timeliness. In general, the APA style requires an alphabetized list of references at the end of the paper and in-text citations to name and year of each source cited within the paper.

When writing research papers by the name and year system, conform to the following:

1. Place the year within parentheses immediately after the author's name:

Examples:

Smith (1983) ascribes no species-specific behavior to man.

However, Adams (1984) presents data that tend to be contradictory.

2. If you do not mention the author's name in your sentence, insert the name, year, and page numbers in parentheses:

Examples:

Hopkins (1980) found some supporting evidence for a portion of the questionable date (Marr and Brown, 1979, pp. 23-32) through point bi-serial correlation techniques.

Emerging markets add more pieces to the 'dividend puzzle' and have recently attracted research trying to explain the dividend policy behavior of corporations operating in these markets (Glen et al., 1995).

3. For two authors, employ both names: “(Torgerson & Andrews, 1979).” For three authors, name them all in the first entry, as “(Torgerson, Andrews, & Dunlap, 1979),” but thereafter use “(Torgerson *et al.*, 1979).” For four or more authors, employ “(Fredericks et al., 1979)” in the first and all subsequent instances.
4. Use small letters (a, b, c) to identify two or more works published in the same year by the same author, for example, “Thompson (1966a) and “Thompson (1966b).” Then use “1966a” and “1966b” in your “List of References.”
5. In the case of direct quotation or paraphrase to a specific page, you must include the author, year, and page number(s), as follows:
 - a. A quotation or paraphrase in the middle of the sentence:
Example:
He stated, “These data of psychological development suggest that retarded adolescents are atypical in maturational growth” (Jones, 1983, p. 215), but he failed to clarify which data were examined.
 - b. A quotation or paraphrase that falls at the end of a sentence:
Example:
Jones (1984) found that “these data of psychological development suggest that retarded adolescents are atypical in maturational growth” (p. 215).
 - c. A long quotation is set off from the text in a block (and therefore without quotation marks):
Example:

Albert (1983) found the following:

Whenever these pathogenic organisms attack the human body and begin to multiply, the infection is set in motion. The host responds to this parasitic invasion with efforts to cleanse itself of the invading agents. When rejection efforts of the host become visible (fever, sneezing, congestion), the disease status exists. (pp. 314-315)

6. Every reference used in your text should appear in the list of references at the end of the thesis/dissertation. List chronologically two or more works by the same author, for example, Fitzgerald's 1979 publication would precede his 1983 publication/ entries of a single author precede multiple author entries beginning with the same surname:

Examples:

Fitzgerald, R. F. (1984).

Fitzgerald, R. F., & Smithson, C. A. (1981).

References with same first author and different second or third authors should be alphabetized by the surname of the second author:

Examples:

Fitzgerald, R. F., & Smithson, C. A. (1981).

Fitzgerald, R. F., & Waters, W. R. (1978).

References with same author in the same year are alphabetized and marked with lowercase letters-a, b, c- immediately after the date:

Examples:

Fitzgerald, R. F. (1984a). Controlling....

Fitzgerald, R. F. (1984b). Water samples

Each reference entry should be one double-spaced with 24pt. spacing (Format Paragraph Spacing After 24 pt) between entries;

4.1.2 The Footnote System

The fine arts and some fields in the humanities (but not literature) employ traditional footnotes, which should conform to standards set by the *Chicago Manual of Style*. With this system, you must employ superscript numerals within the text, (like this¹⁵) and place documentary footnotes on corresponding pages. Usually, no “Works Cited” will be necessary; however, some supervisors will ask for one at the end of your paper. The discussion below assumes that notes will appear as footnotes; however, some supervisors accept endnotes, that is, all notes appear together at the end of the paper, not at the bottom of individual pages.

1. In-text citation: Superscript numerals

Use Arabic numerals typed slightly above the line (like this¹²). Place this superscript numeral at the end of quotations or paraphrases, with the number following immediately without a space after the final word or mark of punctuation, as in this sample:

Example:

Colonel Warner soon rejoined his troops despite severe pain. He wrote in September of 1864: “I was obliged to ride at all times on a walk and to mount my horse from some steps or be helped on. My cains [sic] with which I walked when on foot were strapped to my saddle.”⁶ Such heroic dedication did not go unnoticed, for the Washington Chronicle cited Warner as “an example worthy of imitation.”⁷ at Gettysburg Warner’s troops did not engage in heavy fighting and suffered only limited casualties of two dead and five wounded.

The superscript numbers go outside the marks of punctuation. The use of “[sic]” indicates exact quotation, even to the point of typing an apparent error.

Avoid placing one superscript at the end of a long paragraph because readers will not know if it refers to the final sentence only or to the entire paragraph.

If you introduce borrowed materials with an author’s name and then place a superscript numeral at the end, you direct the reader to the full extent of the borrowed material.

2. Footnotes

Citations appear as footnotes at the bottom of pages to correspond with superscript numerals. Some theses will require footnotes almost every page.

Follow these conventions:

- a. *Spacing*: Single space footnotes, but double space between notes;
- b. *Indentation*: Use a raised superscript numeral with no space between it and the first word of the note;
- c. *Numbering*: Number the notes consecutively throughout the entire paper;
- d. *Placement*: Collect at the bottom of each page all footnotes to citations made on that page;
- e. *Distinguish footnotes from text*: Separate footnotes from text by a twelve-space bar line from the left margin.
- f. *Footnote form*: Basic forms of notes as stipulated by the Chicago Manual of Style should conform to the following:

For a book:

¹W. V. Quine, *Word and Object* (Cambridge, MA: MIT Press, 1966), 8.

For a Journal article:

²G. S. Boolos, "On Second-Order Logic," *Journal of Philosophy* 72 (1975): 590-610.

For a collection:

³Lonne Elder, "Ceremonies in Dark Old Men," in *New Black Playwrights: An Anthology*, ed. William Couch, Jr. (Baton Rouge: Louisiana State University Press, 1968), 62-63.

For an edition with multiple authors:

⁴Albert C. Baugh, et al. *A Literary History of England*. 2nd ed. (New York: Appleton, 1967), 602-11.

For a magazine article:

⁵von Hoffman, Nicholas, "The White house News Hole," *The New Republic*, 6 September 1982, 19-23.

For a newspaper article:

⁶Malcolm G. Scully, "National Concern Over Educational Quality Seen Spreading from Schools to Colleges," *The Chronicle of Higher Education*, 12 September 1984, 1, 20.

For a review article:

⁷John Gardner, review of *Falconer*, by John Cheever, *Saturday Review*, 2 April 1977, 20.

g. *Subsequent footnote references*: According to the Chicago Manual of Style, after a first full reference should be shortened to author's name and page

number. When an author has two works mentioned, employ a shortened version of the title, “3Jones, Paine, 25.” In general, avoid Latinate abbreviations such as loc. cit. or op. cit.; however, whenever a note refers to the source in the immediately preceding note, you may use “Ibid.” with a page number as follows (note the difference between notes 4 and 6):

³S. C. Kleene, *Introduction to Mathematics*. (Princeton, N. J.: Van Nostrand, 1964), 24.

⁴Ibid., 27.

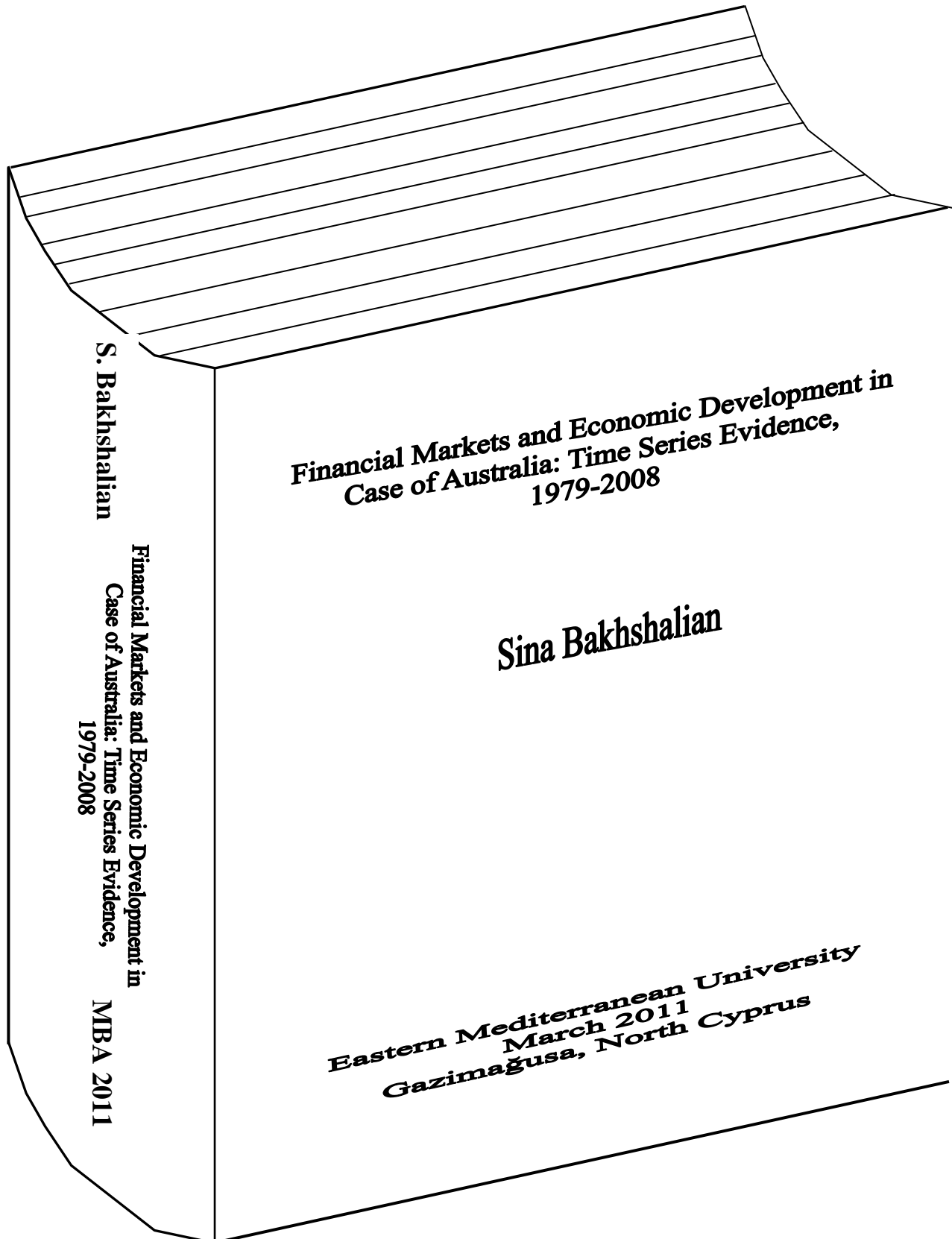
⁵Abraham J. Heschel, *Man is Not Alone: A Philosophy of Religion* (New York: Farrar, Straus, and Young, 1951), 221.

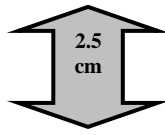
⁶Kleene, 24.

⁷Ibid.,

APPENDICES

Appendix A: Sample Bound Thesis





**Financial Markets and Economic Development in
Case of Australia: Time Series Evidence,
1979-2008**

18 pt, Times New Roman,
Bold, Centered

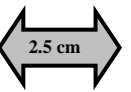
Sina Bakhshalian

16 pt, Times New
Roman, Bold, Centered

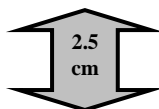
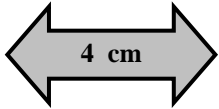
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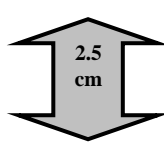
Master
of
Business Administration

Eastern Mediterranean University
March 2011
Gazimağusa, North Cyprus



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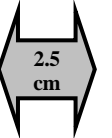
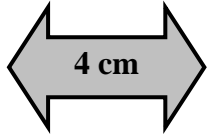
Approval of the Institute of Graduate Studies and Research

Prof. Dr. Cem Tanova
Acting Director

I certify that this thesis satisfies the requirements as a thesis for the degree of Master of Science in Banking and Finance.



Assoc. Prof. Dr. Hatice Jenkins
Chair, Department of Banking and Finance



We 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 Science in Banking and Finance.



Prof. Dr. Hasan Ali Bıçak
Supervisor

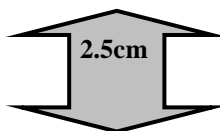


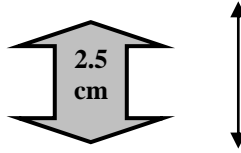
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Sample Approval Page for Ph.D. Dissertations

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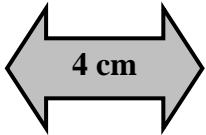


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I certify that this thesis satisfies the requirements as a thesis for the degree of Doctor of Philosophy in Mechanical Engineering.



Assoc. Prof. Dr. Fuat Egelioglu
Chair, Department of Mechanical Engineering



We 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 Doctor of Philosophy in Mechanical Engineering.



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Examining Committee

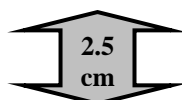
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Appendix D: Sample Abstract

ABSTRACT

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Privatization is the process of transferring government properties (public utilities) from the public sector to the private sector. There should be rules and regulations, which privatizations have to follow to get those resources. There are both positive and negative externalities from the privatization of water systems. Provision of the basic water services is a government's responsibility in many developing countries around the world. Whether government is unable to supply the water or it lacks the necessary authority over the natural sources of water, the government has to make arrangements for a reliable water provision.

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This thesis deals with the privatization of water system and its impacts on the stakeholders. How does privatization affect the poor people? What will happen to the stakeholders when government starts to privatize the water systems? The secondary data used for this study is derived from three cases: Metro Manila Waterworks and Sewerage System, Philippines, Espirito Santo Water System, Brazil and Water and Sewerage Utility, Panama. A key priority in designing urban water policy and institutional reforms with the appropriate structure of water charges is to ensure long-term sustainability of supply. The recommendations which are developed in this thesis are that the governments have to be very precise in the specification of the terms and conditions of the privatization, if it is going to achieve its goals.

Keywords: Stakeholder analysis, poor, economic analysis, financial analysis.

Appendix E: Sample Öz

ÖZ

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Devletin vermekle yükümlü olduğu hizmetleri özel sektöre devretmesine özelleştirme denir. Özelleştirmenin gerçekleşebilmesi için kurallar ve düzenlemeler vardır. Özelleştirmede birçok pozitif ve negatif dış etkenler vardır. Gelişmekte olan ülkelerde su dağıtım sistemi devletlerin sorumluluğu altındadır. Devletler yeterli ve verimli su dağıtımını yapamadıkları için özelleştirme yolunu seçmektedirler.

Anahtar Kelimeler: Özelleştirme, ekonomik analiz, finansal analiz

Appendix F: Sample Dedication Page

To My Family

Appendix G: Sample Acknowledgments Page

ACKNOWLEDGMENT

Header 1
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I would like to thank Prof. Dr. Glenn Jenkins for his continuous support and guidance in the preparation of this study. Without his invaluable supervision, all my efforts could have been short-sighted.

Assoc. Prof. Dr. Hatice Jenkins, Chairman of the Department of Banking and Finance Department, Eastern Mediterranean University, helped me with various issues during the thesis and I am grateful to her. I am also obliged to Prof. Dr. Hasan Ali Bıçak for his help during my thesis. Besides, a number of friends had always been around to support me morally. I would like to thank them as well.

I owe quit a lot to my family who allowed me to travel all the way from Nepal to Cyprus and supported me all throughout my studies. I would like to dedicate this study to them as an indication of their significance in this study as well as in my life.