

**BEYKOZ UNIVERSITY**  
**INSTITUTE OF GRADUATE PROGRAMS**

**THESIS TITLE**  
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**Name Surname**

**İstanbul - 2025**

BEYKOZ UNIVERSITY  
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THESIS TITLE

Prepared by

Full Name

Master's Thesis

Department / Program

Advisor

Title Full Name

Jury Members

Title Full Name

İstanbul - 2025

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## ETHICS STATEMENT

I declare that this thesis is my own work and that all information contained herein has been collected and presented in accordance with academic and ethical standards. I have fully cited and referenced all materials and results as required by these standards. Where any materials used in the thesis required copyright permission, the necessary permissions have been obtained, and this thesis contains no plagiarism.

I further declare that, unless properly acknowledged, no part of this thesis uses any material or text previously written or published by another person, nor has any part of it been submitted as a thesis at this or any other university.

I accept all legal responsibility that may arise should any of these statements prove otherwise.

Name Surname

**Signature**

## **ABSTRACT**

**THESIS TITLE (IN ENGLISH)**

**Write your summary here.**

**Key Words:**

## **ABSTRACT**

**THESIS TITLE (IN TURKISH)**

**Type your abstract here.**

**Anahtar Kelimeler:**

## DEDICATION

This page is optional.

## ACKNOWLEDGEMENTS

**Write your acknowledgements here. The text below is only an example.**

I would like to express my gratitude to the many individuals and institutions that supported me throughout this thesis.

First, I extend my thanks to my thesis advisor, Prof. Dr. [Advisor's Name], for guiding me through this process, offering valuable suggestions, and supporting me with great patience.

I am deeply grateful to my family for their endless support and understanding during this period. This achievement would not have been possible without them.

I also thank my friends and classmates for our study groups and discussions; your support was truly meaningful to me.

Finally, I would like to thank everyone who contributed to the completion of this thesis.

I am grateful for all your support.

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## LIST OF SYMBOLS AND ABBREVIATIONS (If necessary)

A	System matrix
B	Input matrix
G	Plant transfer matrix
$G_1$	Plant disturbance matrix
R	A closed and bounded region in E
$\delta R$	Boundary of the region R
$\delta R^s \ s=1, \dots, p$	Complementary regular subsurface of the boundary $\delta R$ , s being a positive scalar
T	Sampling time
U	Control input
$x_c$	Controller state vector
$\alpha_c, \alpha_e$	Controller and estimator characteristics polynomials
$\Gamma$	Discrete plant control input matrix
$\Gamma_1$	Discrete plant noise input matrix
$\lambda$	Plant delay time or transportation lag
ADD	Average detection delay
USA	United States of America
RAM.	Random access memory
ASN.	Average sample number
i.i.d.	Independently and identically distributed
JACS.	Journal of American Chemical Socie

## 1. INTRODUCTION

In n this guide, you will find the instructions necessary to prepare your thesis in the correct format. Since this document is written in the required format, it may be used as a **TEMPLATE**.

Although the structure of a thesis may vary depending on its discipline, a general outline for writing a thesis is described in the paragraph below.

In addition to the sections summarized in the table of contents, each thesis must include: a Summary, an Abstract (English summary), Acknowledgements, References, and an Introduction section, which contains one or more literature review sections. The Introduction section may briefly present the general topic, provide background, define the terminology and scope, summarize and evaluate the current state of the field, explain the significance of the proposed research, identify the research problem/questions, state the aims and/or research objectives (and hypothesis), and outline the order of the chapters. In the literature review section(s), a reasonable number of references should be discussed. Depending on the research topic, the following chapters may include methods and experimental sections describing how the study was carried out. Every thesis must include chapters that present the results of the study and discuss the findings. Results and discussion may be given in a single chapter (Results and Discussion), in separate chapters (Results) and (Discussion), or as multiple chapters addressing different aspects of the study. The results and discussion section(s) are expected to include references to the literature to highlight the originality of the study or to compare the findings with current research. Each thesis must include a Conclusion chapter presenting the main findings obtained from the study.

## **2. FORMAT**

After the main heading and before the next subheading, a brief explanatory text must be provided.

### **2.1. Font Styles**

The font must be Times New Roman. The font size must be 12 pt for all text, including table and figure captions. Figures, tables, superscripts, and subscripts may use a minimum of 10 pt. Footnotes, long biographical quotations, and extensive quotations must also be in 12 pt.

### **2.2. Line Spacing**

- Line spacing must be 1.5. The body text must follow paragraph formatting:  
1.5 line spacing, 0 pt before paragraph, 10 pt after paragraph.

Additionally;

- Footnotes – single spacing
- Long block quotations – double spacing.

### **2.3. Text Alignment**

The main text must be fully justified.

### **2.4. Margins**

- Left margin - 3.5 cm
- Right margin- 2 cm
- Top margin - 3.5 cm

- Bottom margin - 2 cm

All tables and figures must fit within these margins.

## 2.5. Page Numbering

Every page of the thesis (except the title page) must carry Pages from the title page to the Introduction must be numbered using lowercase Roman numerals (i, ii, iii, etc.). The title page is counted as page i, but the number does not appear. The order of preliminary pages is listed in Table 1:

**Table 1**

Order of preliminary pages

Front cover (Outer cover)	Unnumbered
Title Page (Inner cover)	Counted as page i, but number not shown
Statement of Ethics	Page ii
Abstract	Page iii
Abstract	Page iv
Dedication (optional)	Page v
Acknowledgements (optional)	Page vi
Contents	Page vii
List of Figures	Page ix
List of Tables	Page x
List of Symbols/Abbreviations	Page xi
Introduction	Page 1

The remainder of the thesis must use Arabic numerals (1, 2, 3...). Every page must be numbered, using 12 pt in the default position of this template. Numbering must start from page 1 at the beginning of the main text and continue consecutively to the end. No punctuation (such as hyphens or dots) may accompany page numbers.

## **2.6. Headings**

**IMPORTANT:** All headings have been pre-formatted in the style gallery. When using this document as a template, apply the provided styles (Heading 1, Heading 2, Heading 3, etc.).

### **2.6.1. Main Heading**

Main headings numbered 1., 2., etc., must follow these rules:

- A main heading must start on a new page. Do not place a period at the end. Main headings must be bold, uppercase, and 14 pt.
- They must be centered.
- The heading must reflect the content that follows.
- Formatting: 1.5 line spacing, 24 pt after the heading.

### **2.6.2. Second-Level Headings**

Second-Level Headings are numbered as 2.1., 2.2. etc. and must follow the rules below:

- 12 pt, left-aligned, bold, and capitalized (each word begins with a capital letter).
- The heading number is followed by a period and a tab. Conjunctions such as “and/or/with” are written in lowercase.
- The second-level headings need to comply with the following format: 1.5 line spacing, 24 pt before and after. These headings do not need to start on a new page.

### **2.6.3. First Subheading**

Numbered as 2.1.1., 2.1.2. etc., the subheadings need to follow the rules below:

- 12 punto, left-aligned, bold and the first letters of every word need to be capitalized
- The subheadings need to comply with this format: 1.5 line spacing, 24 pt before and after. The subheading does not need to start on a new page.

#### 2.6.4. Second Subheading

The second subheadings are numbered as 2.1.1.1., 2.1.1.2. etc. and need to follow the rules below but the second subheadings should be avoided if possible.

- Must begin at the left margin as separate lines.
- **Must be written in 12 pt, bold, italic, left-aligned, capitalized 12.** The first letter needs to be capitalized.
- The second subheadings need to follow these rules: 1.5 line spacing, 0 pt before, 10 pt after.
- Third-level subheadings numbered as 2.1.1.1.1 or 2.1.1.1.2. should not be numbered. Instead, use an unnumbered subheading formatted as: Bold, capitalized, left-aligned, 1.5 line spacing, 0 pt before, 10 pt after.
- These subheadings should not appear in the Table of Contents.

#### 2.7. Footnotes

The footnotes need to follow the rules below. **Footnotes should be used only when necessary:**

- Footnote references must appear in the text as superscript numbers immediately following the relevant word or sentence.
- Footnotes must be numbered consecutively throughout the thesis.
- Footnotes must appear at the bottom of the page where they are cited. Single spacing, 10 pt.

#### 2.8. Citations

Citations and references must follow **APA 7th Edition** format.

- **Paraphrasing/ Interpretation:**

When restating someone else's ideas in your own words, include an in-text citation: (Author's Surname, Year, p. Page Number). The format is as follows:

**Author(s) and Year:** (Author's Last Name, Year, page number)

Example:

Original Text: "The study found that exercise improved cognitive functions in older adults" (Smith, 2020, p. 23).

In Your Own Words: Recent research (Smith, 2020, p. 23) suggests that physical activity enhances cognitive abilities in older adults.

- **Short Direct Quotations (Fewer than 40 Words):**

When making a short direct quotation from a source, the quotation is placed in double quotation marks and followed by an in-text citation.

**Author(s), Year, and Page Number:** (Author's Last Name, Year, p. Page Number)

Example:

Original Text: "Climate change is a global issue" (Johnson, 2019, p. 25).

In-Text Citation: Johnson (2019) stated: "Climate change is a global issue" (p. 25).

- **Long Direct Quotations (40 Words or More):**

For long direct quotations, use block quotation format without quotation marks. The entire block should be indented. The in-text citation is placed after the final period:

- Start the quotation on a new line.
- Indent the entire quotation 1 cm from the left margin.
- Do not use double quotation marks.
- After the final period, add the author(s), year, and page number (if available).

- References must follow the same format as in the References section.
- The reference page should be left-aligned.
- References must have 1.5 line spacing, with 0 pt before and 10 pt after paragraph spacing.

### **2.8.1. Block Quotations**

Quotations presented as paragraphs must be separated from the original body text of the thesis. Block quotations must be written in 12-point font. If there is not enough space on the page for at least two lines of the quotation, the new quotation should not begin at the bottom of the page. No quotation marks should be used. Additionally, a 1 cm left indent must be applied, as shown in the example.

Example:

Human development is intricately woven with parental care and affection, which emerge as profound catalysts of emotional well-being. Parents, like the steady hands of a skilled weaver, create the foundation upon which a child's sense of self, confidence, and empathy are formed. Within this nurturing embrace, the seeds of resilience and the blossoms of potential find fertile ground, painting a vibrant landscape for a flourishing future. (Smiths, 1989, p. 34)

### **2.9. Tables and Figures**

All tables and figures must comply with APA 7th Edition formatting. Tables and figures must stay within page margins, be left-aligned, and have titles in 12-point font. The interior content of the table or figure should be in Times New Roman, using 8-, 10-, or 12-point font depending on the content.

**Table 2.** Results of the Factor Analysis on Parental Attention and Sensitivity (PCAT)

Measure	Urban		Rural		F(1, 294)	$\eta^2$
	M	SD	M	SD		
Self-esteem	2.91	0.49	3.35	0.35	68.87***	.19
Social support	4.22	1.50	5.56	1.20	62.60***	.17
Cognitive appraisals						
Threat	2.78	0.87	1.99	0.88	56.35***	.20
Challenge	2.48	0.88	2.83	1.20	7.87***	.03
Self-efficacy	2.65	0.79	3.53	0.92	56.35***	.16

\*\*\*p < .001.

**Source:**

Tables and figures must be numbered in list form as Table 1, Table 2, Figure 1, Figure 2, etc. The tables, figures, and their titles must be left-aligned as shown in the examples. Titles should be written like normal text, meaning only the first letter should be capitalized. The title formatting should be set to 12 pt before and 12 pt after with 1.5 line spacing for figure titles, and 12 pt before and 12 pt after with 1.5 line spacing for table titles. A blank line must be left before or after the figure or table title to separate it from the main text.



**Figure 1.** Beykoz University Institutional Logo

**Source:** <https://www.beykoz.edu.tr/>

## **2.10. Appendices**

The final section may contain supporting data for the text provided in one or more appendices. Examples of supplementary material include data sheets, sample questionnaires, flowcharts, photographs, maps, software listings, tables, etc. If the appended data need to include large images or maps, several alternative attachment methods are available.

If a consent form is to be used for the study presented in the thesis, the form must be prepared according to your own academic work, and an **unsigned** copy should be included in the thesis.

### **Example APPENDIX A: CONSENT FORM**

If an Ethics Report has been obtained for the study presented in the thesis, **the original signed version (with the signature concealed during printing) must be included only in the printed version.** In the version submitted on CD, an **unsigned** copy should be included.

### **Example APPENDIX B: ETHICS REPORT**

### 3. PREPARATION OF FINAL COPIES

A brief explanatory text must be provided after the main heading and before the next subheading.

#### 3.1. Typesetting

It is recommended to use word-processing programs such as MS Office WORD and Open Office WRITER.

#### 3.2. Paper Quality

The original copy must be printed on 75 or 80 g/m<sup>2</sup> white A4-size paper. All duplicated copies must be printed on paper of the same quality.

#### 3.3. Binding

Master's theses must be bound with a **navy-blue** (MA) cover, and doctoral theses must be bound with a **black** (PhD) cover. The final bound thesis must conform to A4 size. The spine must include the candidate's first name, surname, type of degree, and year, written in this order. When the thesis is placed with its front cover facing up, the spine should be readable from left to right.

Sample thesis spine;

<b>SEVGİ SOYSAL</b>	<b>MA THESIS</b>	<b>2023</b>
---------------------	------------------	-------------

### 3.4. Thesis on CD

Log in to the National Thesis Centre website (<https://tez.yok.gov.tr/UlusalTezMerkezi/>) using your Turkish ID number and e-Government password, fill in the **thesis data entry form**, and obtain the automatically generated reference number. A printout of this form must be taken and submitted to the Institute along with the thesis.

The **thesis abstract pages**—one in Turkish and the other in the foreign language accepted by the relevant department—must also be uploaded to the thesis data entry form, with each abstract not exceeding 250.

While completing the **thesis data entry form**, you must click the “Obtain Orcid number” link in the form and obtain an Open Researcher and Contributor ID (ORCID) number.

A PDF copy of the thesis must be uploaded separately onto **2 CDs**.

The reference number automatically generated by the system when you complete the thesis data entry form must be used as the PDF file name when loading the thesis onto the CDs (e.g., “123456”).

The thesis must be submitted to the Institute together with **two CD (or USB) copies, three bound thesis, the thesis data entry form, and the thesis approval page**. The format for the thesis approval page can be accessed on the website.

<https://www.beykoz.edu.tr/icerik/5350-tez-formlari>

**Personal information (such as phone numbers, email addresses, Turkish ID numbers, handwritten signatures, etc.) of the student, advisor, or jury members should not appear in any part of the printed thesis.**

## REFERENCES

Source titles should be written in the original language in which they were published. If desired, the Turkish translation of the title may be provided in parentheses immediately afterward.

The page numbers of books listed in the references are not indicated. However, for articles, the page range of the publication must be given using the abbreviation “pp.” (e.g., pp. 12–45).

If in-text citation is used in the thesis, the references should be arranged alphabetically with the author’s name and publication year aligned to the left.

Although there are some stylistic differences in indicating place, date, and publisher, one of the following formats should be used:

- Coşkun, M., (2007), Sözü'n Büyüsü: Edebi Sanatlar, İstanbul, Dergah Yayınları.
- Köprülü, M. Fuad, Osmanlı İmparatorluğunun Kuruluşu, 3. Baskı, Akçağ Yayınları, Ankara, 2003.
- Taşkın, Erdoğan. (1993). İşletme Yönetiminde Eğitim ve Geliştirme. İstanbul: Der Yayınları.

If multiple works by the same author are cited in the thesis, the earlier publication should be listed first. If the author has more than one publication from the same year, the year should be followed by letters such as a, b, c.

- Giddens, A., (1982), Sociology, Oxford: Polity Press.
- Giddens, A., (1984), The Constitution of Society, Oxford: Polity Press.
- Giddens, A., (1996a) In Defence of Sociology, Oxford: Polity Press.
- Giddens, A., (1996b) BeyondLeft and Right, Oxford: Polity Press.

If a book or article has multiple authors, the surname of the first author listed in the work should be used as the basis for ordering. If there are more than three authors, the abbreviation “et al.” should follow the first author’s name.

- Benton, L.-Castells, M.-Portes, A., (1989), *Informal Economy*, Baltimore, The John Hopkins University Press.
- Yalçın, D. et al. (2002), *Türkiye Cumhuriyeti Tarihi II*, Atatürk Araştırma Merkezi, Ankara.

The style used for in-text citations, footnotes, and reference formatting is determined by the Thesis Advisor, provided that it is consistent throughout the entire thesis and follows one of the options specified in the guidelines.

Additional detailed examples for references are provided below:

- Aydın, M., & Kocaman, F. (2020). İş Ahlakı ve İş Performansı: Bir Araştırma. *Toplumsal Bilimler Dergisi*, 42(3), 201-215. **(Journal Article)**
- Çelik, A. (2018). Eğitimde Teknolojik Dönüşüm. Presented at: Eğitimde Teknolojik Gelişmeler Konferansı, Ankara Üniversitesi. **(Conference Paper)**
- Demir, S. (2019). İş Dünyasında Liderlik. In E. Kaya (Ed.), *Çağdaş Yönetim Yaklaşımları* (pp. 45-67). Ankara: Bilimsel Yayıncılık. **Edited Book Chapter**
- Erdoğan, R. (2020, Haziran 10). Kişisel Görüşme: Toplumsal Değişim Üzerine. [Interview] **(Oral Interview)**
- Karadağ, H. (2022, Mart 15). Eğitimde Yenilikçi Yaklaşımlar. *Eğitim Haberleri Gazetesi*, s. A6. **(Newspaper Article)**
- Kaya, E. (2016). Sosyal Medyanın İş Dünyasındaki Rolü: Bir İnceleme. Master's Thesis, Hacettepe Üniversitesi, Ankara. **(Master's Thesis)**
- Sağlık Bakanlığı. (2021). COVID-19 Bilgi Kaynağı. Retrieved from: <https://www.examplewebsite.org/covid19-bilgi> **(Website)**
- Şahin, B. (2017). Kentsel Dönüşümün Sosyal Etkileri: İstanbul Örneği. Doctoral Dissertation, Boğaziçi Üniversitesi, İstanbul. **(Doctoral Dissertation)**
- Türkiye İstatistik Kurumu. (2019). Genç İşsizlik Raporu 2019. Retrieved from: <https://www.examplewebsite.com/genç-issizlik-raporu-2019.pdf> **(Grey Literature)**
- Yılmaz, A. (2018). Sosyal Değişim ve Toplumsal Dönüşüm: Bir İnceleme. İstanbul: Akademik Yayınlar. **(Book)**

## **APPENDIX A: CONSENT FORM**

**Study Title: The Effect of Social Media on Interpersonal Relationships**

**Researcher: Sevgi SOYSAL**

Introduction:

You are invited to participate in a research study conducted by Sevgi SOYSAL, a sociology researcher at [Your Institution's Name]. The purpose of this study is to examine the impact of social media on interpersonal relationships. It is important that you understand the nature of the study and your role in it before deciding whether to participate.

Study Procedures:

If you choose to participate in this study, you will be asked to:

Complete a brief online survey about your social media use and interpersonal relationships. Optionally, participate in a follow-up interview (if selected) to provide more in-depth information.

Confidentiality:

Your responses and any information you provide during the interview will be kept confidential to the extent permitted by law. Your identity will not be disclosed, and all data will be anonymized for analysis.

Voluntary Participation:

Participation in this study is entirely voluntary. You may refuse to participate or withdraw from the study at any time without any penalty or loss of benefits to which you are entitled. Your decision will not affect your current or future relationship with [Your Institution's Name].

Risks and Benefits:

There are no known risks associated with participating in this study. However, your participation may contribute to a better understanding of the effects of social media on interpersonal relationships, which may benefit society.

Questions and Contact Information:

If you have any questions or concerns about the study, you may contact Sevgi SOYSAL. If you have questions regarding your rights as a research participant, you may contact the Institutional Ethics Committee.

Consent:

I have read and understood the information provided above. I agree to participate voluntarily in this study. I understand that I can withdraw from the study at any time without facing any consequences. I acknowledge that I have received a copy of this consent form for my records.

Participant's Name:.....

Date: ... /... /2023

NOTE: If a consent form is to be used for the study presented in the thesis, the form should be adapted to your own academic research and a copy **without signatures** should be included as an example in the thesis.

## **APPENDIX B: ETHICS REPORT**

..... **University Ethics Committee Report**

**Project Title:** Exploring the Psychological Well-Being of Adolescents: A Qualitative Interview Study

**Principal Investigator:** Dr. Elif Şahin

**Affiliation:** Department of Psychology, ..... University

**Submission Date:** [Date]

**Report Summary:**

The Ethics Committee has reviewed the research proposal titled “Exploring the Psychological Well-Being of Adolescents: A Qualitative Interview Study” submitted by Dr.

Elif Şahin. The study aims to investigate adolescents' psychological well-being through qualitative interviews.

**Ethical Evaluations:**

1. **Informed Consent:** The researcher has provided a detailed informed consent form for participants, specifying the study's purpose, potential risks and benefits, confidentiality measures, and the voluntary nature of participation. The Committee finds the informed consent process adequate and appropriate.
2. **Confidentiality:** The researcher has outlined a detailed plan to protect participants' identities and responses. All data collected during the interviews will be anonymized, and identifying information will be stored separately from the research data.
3. **Data Security:** Measures for data security, including secure storage and restricted access to research materials, have been addressed in detail.
4. **Participant Well-Being:** The researcher has considered potential psychological distress or discomfort that participants may experience during the interviews. Participants experiencing emotional distress will be referred to appropriate support and counselling services.
5. **Data Processing and Analysis:** Data collection, processing, and analysis methods are detailed in the proposal. The researcher plans to use thematic analysis and ensure reliability and validity throughout the interpretation process.

**Recommendations:**

The Ethics Committee approves the research proposal "Exploring the Psychological Well-Being of Adolescents: A Qualitative Interview Study" with the following recommendations:

1. After each interview, the researcher should clearly remind participants of the voluntary nature of their participation and provide information about counselling services for those who need it.
2. The researcher should maintain detailed records of the informed consent process, including signed consent forms and relevant participant communications.

3. The researcher should periodically report to the Ethics Committee on the progress of the study and any changes to the research design or procedures.

**Conclusion:**

The Ethics Committee acknowledges the importance of the research and considers the study to be sufficient and appropriate to ensure adherence to principles of informed consent, confidentiality, and participant well-being. The researcher is advised to follow the above recommendations and ensure that the study is conducted ethically.

**Committee Members:**

1. Dr. Ayşe Demir - Chair
2. Prof. Mehmet Yılmaz - Member
3. Dr. Zeynep Kaya - Member
4. Prof. Ahmet Çelik - Member
5. Dr. Hande Karadağ - Member
6. Prof. Hüseyin Erdoğan - Member

All names and institutions listed above are entirely fictitious and are provided for illustrative purposes only.

NOTE: If an Ethics Report has been obtained for the study presented in the thesis, the **original signed report should only appear in the printed version** (with the signature covered/obscured). The version submitted on CD/USB should be included **without signatures**.