

**YEDİTEPE UNIVERSITY**

**INSTITUTE OF HEALTH SCIENCES**

**Writing Guide for M.S. and Ph.D. Thesis**

**İSTANBUL, 2014**

**http://sagbil.yeditepe.edu.tr**

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1. INTRODUCTION

1.1. Purpose and Content

The aim of this guide is to provide a standard for the scientific writing rules in Master and Ph.D. thesis that are prepared in the branches of the Department at Yeditepe University, Institute of Health Sciences.

This guide is accepted by decision of Yeditepe University Institute of Health Sciences Committee at....................... date, with.................. decision number and accepted by University Senate at ..................the date with .................decision number.

The candidates who will prepare master and doctoral thesis, must obey the standards which are defined in guide.

2. GENERAL WRITING RULES

2.1. Paper Quality

The copy of thesis must be printed on standard A4-size (21 cm x 29.5 cm), 70-100 gr weight, or first-degree white paper.

**2.2. Writing Sytle**

The text must be typed in computer by 12 points ‘’Times New Roman’’ font and printed on one side of the paper with a laser or laser quality printer. In Footnotes, Figures and Tables, 8-10 points fonts can be used. After punctuations, such as a comma, semicolon, fullstop; also before and after the parentheses must be followed by one space.

While preparing thesis, there should be consistency in terminology. For example, in one area the term, ‘inflammation’ is used, in another area, for the same word, ‘dermatitis’ was used, and in yet another area the word ‘intraoral’ was used, this should not occurred.

2.3. Page Layout

In every page, the margins must be used for left 3.5 cm, top and bottom 2.5 cm, and right 2.5 cm from the edge of the page. (for example, Appendix 1, page 19). Paragraphs indentation must be 1.25 cm.

2.4. Page Numbering

Page numbers should be written in the bottom right corner of the page, without any markings in front and back (separator, line, etc.). When applying numbering to the first pages of the document (Inner cover, Approval Page, Abstract, Özet, Acknowledgements, Table of Contents, Abbreviations, etc.), Roman Numericals should be used (i, ii, iii, ...), in thesis text and the references pages, numbers should be used as (1, 2, 3,...).

Example:

 Inner Cover Page i (number are not shown)

Approval Page Page ii

Declaration (if any) Page iii

Dedication (optional) Page iv

Acknowledgements Page v

Contents Page vi

List of Tables Page vii

List of Figures Page viii

List of Symbols and Abbreviations Page ix

Abstract (English) Page x

Özet (Turkish) Page xi

Introduction and Purpose Page 1

2.5. Line and Paragraph Spacing

In the main text, 1.5 line spacing should be used. For the text under figures, table explanations, and in listing of references, the same spacing should be used (1.5). For footnote texts the line spacing should be 1. The spacing between paragraphs should be 1.5 but when starting a new paragraph the first line should be indented by 1.25 cm.

2.6. Headings and Subheadings

For the main headings (first-degree headings) (THESIS APPROVAL, DECLARATION, ACKNOWLEDGEMENTS, TABLE OF CONTENTS, ÖZET (TÜRKÇE) , ABSTRACT (ENGLISH), 1. INTRODUCTION AND PURPOSE, 2. GENERAL INFORMATION, 3. MATERIALS AND METHODS, 4. RESULTS, 5. DISCUSSION AND CONCLUSION, 6. REFERENCES), capital, 12 point font, centered bold style should be used. Each section that separated with new main heading should begin on a new page. Second-degree headings, or subheadings, should be numbered 1.1…, 1.2…, if there are third-degree sub-headings they should be numbered as, 1.1.1…, 1.1.2… .Every word’s first letter should be capitalized, the others are lower case, in 12 point font, bold and written at the beginning of line. If the conjunctions such as “and, or, with” are used in a heading, they should be written in lower case.

The main headings and subheadings should be numbered according to the decimal system as shown in following example, a full spot should be placed after each number. Sub-section titles should not be used at a higher grade than the third. If necessary, further sub-headings may be used in accordance to the second level heading rules, but without being numbered and shown in the table of contents.

Example:

            1. MAIN HEADING

            1.1. First sub-heading

            1.1.1. Second sub-heading

            1.1.2. ..................

            1.1.1.1. Third sub-heading

            1.1.1.1.A. Further sub-heading

            1.1.1.1.B. .................

2.7. Abbreviations and Symbols

The abbreviations except the standard abbreviations should be used where it is very necessary. ABBREVIATIONS and/or SYMBOLS should be ordered in alphabetical order on a separate page, and should be written clearly in the first mentioned place of the text (APPENDIX 9, page 30).

2.8. Tables and Figures

Figures and tables should be placed on the first or next page that mentioned in the text without changing the page layout and should not extend beyond the text block frame. The narrow shapes and tables than the text block, should be positioned as centering exactly the text block. In this case, 2.5-3 cm space is left between the text and table and figure, from top and bottom. The large figures and tables that occupy more than a half of page can be placed on a separate page, two or smaller figures or tables can be placed on the same page. The explanations should be such that they do not exceed the table and figure dimensions and the text block. All figures and tables should be numbered by numerals and the explanations should be kept as short as possible(APPENDIX 7, Page 28; APPENDIX 8, Page 29). The explanations about the figure should be placed under the figure, explanations about the tables should be placed on top of table. The figure number and explanations should be written 1 line below the bottom edge of the figure and starting from the bottom left corner. There should be 1 line space between the explanation of the table and the top edge of the table.

2.9. Footnotes

The explanation if it is written in the text which totally disrupts the continuity of the subject and continuity of reading; can be given as footnote at below the text of the article. They must be numbered or defined in the form of "\*, \*\* ..." in the mentioned page; the font size must be smaller than the main text (such as 8-10 font size). Footnotes should be placed after leaving 2 full spaces from the main text, laid out to the left with a broken line of 20 characters (5 cm), and the line spacing should be 1.

2.10. In-text Citations

In Yeditepe University Institute of Health Sciences Thesis Writing Guide, the latest international practices and orientations was taken into consideration for preparation of source reference and source index in the text; the system called as Numerical System has been adopted. Numerical system is a system that predicts number writing in source representation in text. Sources are numbered according to the order of passing in the text, and the number is written in parentheses. The source index is arranged by number sequence:

 (For more information: American Medical Association AMA Citation Style AMA Manual of Style: A Guide for Authors and Editors. 10th ed. Oxford: Oxford UP).

2.11. Covers and Binding

The thesis should be in one binding. The materials and printouts that do not fit into the thesis should be packaged as a separate attachment and delivered. Theses should be bound with white chrome (Bristol) cardboard. The Master thesis should be bound with a white-colored cover back, and the cover back of PhD thesis should be a royal blue colored cloth. Ph.D. thesis cover should be written in gilded letters.Temporary spiral binding can be used instead of permanent binding in theses which delivered before the exam.

3. CONTENT STANDARDS

3.1. Cover Pages

3.1.1. Inner and Outer Cover

Spine, inner and outer cover should be prepared in accordance with the format given in Appendix 2 (See pages 20-21). The back outer cover is left empty. The name of the Institute and the Department should be written to top of page in capital letters with 14 point Times New Roman font size, by leaving a space about 3 cm from the top of cover ( outside and inside). The title of the thesis (all in capital letters in 18 point) must be followed by the type of thesis as Master or PhD thesis, the candidate's name and surname, the date of presentation of the thesis (12 points in terms of location and year). In addition, the title, name and surname of the thesis advisor (if any, also co-advisor’s) should be written on the inner cover. After the thesis is accepted, attention should be paid to the direction of fixed cover back’s writing (from top to bottom).

3.1.2. Thesis Approval Page (To be added after the thesis defense)

This page shows the acceptance and approval of Thesis Defense Exam Jury Members and Institute Director. The Approval Page is prepared in accordance with the example given in the Appendix, and after the defense of the thesis, it is signed with blue ink, first by the jury then by the Institute Director and placed at the relevant fixed bound theses (See App. 3, page 22-23).

3.1.3. Declaration (About Ethics, Plagiarism, Copyright and Patent Rights)

The declaration is prepared in accordance with given example in Appendix (See Appendix 4, pages 24, 25) and signed with blue ink by the author. When the thesis exam passes successfully, this page is scanned and added to the relevant place in written thesis at electronic area.

3.1.4. Dedication

The dedication of the thesis can be placed according to your demand, it is written in accordance with the following example by centering the page right-left and top-bottom.

“I dedicate this to my Mother/Father/Husband/Teacher/ etc....”

3.1.5. Acknowledgements

In acknowledgements page, you can thank people and organizations who helped for the execution of study and arrangement of thesis (See Appendix 5, page 26). You should thank to people or establishments in non-exaggerated way that helped to show the way in the process of the thesis work, give permission to use technological tools, labs, etc. and those who helped in terms of finance or technical support . (During acknowledgements, you should clearly explain the reason of thanking to which person or establishment).

If project support is obtained, the supporting institution and project number are specified in a separate paragraph.

3.1.6. Table of Contents

In table of contents part, the pages of thesis content are given according to the main titles and their subtitles in thesis. In this part, the headings should be written as same as they were written in thesis, and the correct page numbers should be given.. (See Appendix 6, page 27).

3.1.7. Tables and Figures

 **3.1.7.1. List of Tables**

If the tables are done in thesis, the titles and pages of these tables are given. In here, the table headings and page numbers that used in the thesis should be given correctly. However, long titles can be significantly shortened as that fit in one line. (See Appendix 7, page 28).

**3.1.7.2. List of Figures**

If the figures are done in thesis, the list of figures will be arranged in accordance with the statement in the tables list. (See Appendix 8, page 29).

**3.1.7.3. List of Symbols and Abbreviations**

If abbreviations or symbols are used, those acceptable in discipline of the thesis must be used. Except those abbreviations should be avoided as much as possible, but if it is very compulsory, should be used. The meanings of the symbols and abbreviations are indicated on this page. (See Appendix 9, page 30).

3.1.8. Abstract (English)

The abstract should include the subject of the thesis, its purpose, applied methods, results and comments. To write the summary pages after completing the other parts of thesis is the most correct way. In this page; paragraph tab is not used, it is not cited and should not exceed one page. The summary consists of 3 or 4 sections, the thesis presentation is written in the first part, the abstract text in the second part, the key words in the third part and the project support if any, in the fourth part. (See Appendix 10, page 31).

**Thesis Presentation:** In accordance with resource usage style,

“**Surname** of Thesis Owner**,** initials of the **N**ame (Year of thesis). Title of Thesis. Yeditepe University Institute of Health Sciences, in which program and as what type of thesis, İstanbul.” words should be written with the first letter as a capital.

**Abstract Text:** This paragraph should not exceed 250 words and should reflect the study in best way. In abstract; the main subject and aim of the study, how to work with outline (material and method), the main qualitative and quantitative findings, and important results should be given. The summary should answer the questions of "why it was done", "how it was done", "what was found", and "what the findings mean". Indeed, the non-repetition of the text given in the Thesis Title allows to provide more information.

**Key Words:** After the keywords have been typed and put a colon, minimum 3 to maximum 5 keywords or phrases are given. While choosing keywords, the English entry terms of the [Thesis Data Entry Form](http://www.yok.gov.tr) of Council of Higher Education or appropriate terms to Medical Subject Headings (MeSH) should be used. [(http://www.nlm.nih.gov/mesh/MBrowser.html).](%28http%3A/www.nlm.nih.gov/mesh/MBrowser.html%29.)

**Project Support:** In this section, if the thesis is supported by an institution, the name of supporting institution and project number should be written.

3.1.9. Turkish Abstract (Özet)

The English summary should be in the form of a Turkish translation. The Turkish title should also be defined also (See Appendix 11, page 32).

3.2. Thesis Text

3.2.1. Introduction and Purpose

In this section, it should include clear, simple, concise and brief information that prepares the reader about subject which does not exceed 2-3 pages. Firstly, it should be informed directly about the subject of the thesis, followed by the aim and importance of thesis, , reasons for studying this subject and which innovations are aiming in terms of science contribution and/or method. Information should be supported by sources and given without comment. Investigations should be based on source selection, avoid classical book knowledge as much as possible.

3.2.2. General Information

In this section, the history of the subject and detailed, explanatory literature about the subject are given. The purpose of this section is to provide current literature information that will be useful for clarification of thesis study. Literature related to the theoretical and practical basis of the thesis topic should be systematically summarized and when necessary the detailed information should be given by using subtitles. The resources related to the topic should be carefully selected, information without direct connection should be avoided, all information should be supported by references, but comments should not be made.

3.2.3. Materials and Methods

In this section, the material, method / methods, equipment and materials used in this method and the research plan should be explained in detail. The equipment and methodology section should be detailed to allow other researchers to repeat the study with the same method. The methods should be referred. If the method that is taken from another researcher has been changed, the change should be specified, data acquisition methods and experiment groups should be defined. The statistical evaluation which is applied to the data should be indicated. In here, tables, figures and equations can also be included.

For all kinds of researches to be carried out on living beings must comply with certain ethical rules, permission documents must be obtained from relevant ethics committees before the investigation starts, taken ethics permission must be mentioned in this section, the approval of the ethics committee should be included in the appendices at the end of the thesis text.

3.2.4. Results

In this section, only the results of the study, used statistical methods and the level of significance obtained by the analysis of the results should be stated. In this section, information is not transmitted from other sources, data, figures, tables etc. belonging to other sources are not used and comments are not made, only the data obtained in the thesis study is presented with integrity in line with the targets. The data must be evaluated with appropriate statistical methods. The figures (graphics, photographs, drawings) and tables are used to present the data in the most effective way in terms of purpose.

3.2.5. Discussion and Conclusion

The discussion section is the comment part of the thesis. In this section; the findings obtained by study are interpreted within themselves and in the light of literature knowledge, and the possible reasons why the findings are compatible with the literature are discussed. In some datas, tables and figures may be referred to avoid duplication of findings. When discussing, repetition of the information given in the "introduction and purpose" and "general information" sections of the thesis should be avoided; only the relevant derived sources should be mentioned. It is necessary to defined what is the contribution of studying in this area and the original parts of study should be emphasized. The results taken from the thesis study should be written as clearly as possible.

3.2.6. References

References are the utilized articles or books which directly related to the topic. The original of researches which are referred and cited in study should be in the hands of researcher. The used references should be at reasonable number, relevant directly to the thesis topic and up-to-date. However, when necessary, old and classic sources should be used. In this section, all references mentioned in the thesis are given according to the transition order in the text. The indication of references within the text are made with the sequence numbers enclosed in parentheses. The following examples should be observed when writing references. (See Appendix 12, page 33).

***Usage Of References With Numeration Of The Transition***

In this system; the first reference is numbered as 1, then for the second number 2 and so on. If the previously numbered reference is used again, the old reference number is used. "References List" is created according to the order of the given numbers. (For details: American Medical Association AMA Citation Style AMA Manual of Style: A Guide for Authors and Editors. 10th ed. Oxford: Oxford UP).

The Usage of References In the Text According to Numbered System

|  |  |  |
| --- | --- | --- |
| **Situation** | **To Be Done** | **Example** |
| **Works with single author**  | The reference number is given after the last name of author | “Tüzer (3, 5) ………..” or ‘’………. (3, 5).”  |
| **Works with two authors** | “and“ is used between their last names and the reference number is given. | “Atalay and Turhan (3) …...” or “…….….. (3).”  |
| **Works with three or more authors** | ‘’et al.’’ is written after the last name of the first author. | “Heyn et al. (2) …….”or “…………… (2).”  |
| **Display of many references** | References are listed according to their number order. For consecutive references the first and the last references are written with a “– “ sign between them.  | ”………………………….. (1, 2, 5, 7, 11-15).”  |
| **Referring to a table or a figure in a source** | Firstly the Table/Figure must be referred. In the Table/Figure, after the name the of the Table / Figure is written, it is followed by “-“ sign and the reference is given.  | Tüzer (3) ………. has been presented in a Table/Figure. (Table 2-2)“from Name of Table/Figure – Tüzer (3)…..”“adapted from Name of Table/Figure – Tüzer (3)”  |
| **Giving the information from different references in a table:** Firstly the table must be referred and then the citation should be done in accordance with the information in the table. **Example:** The MET values of leisure-time activities of patients with cardiac problems and specific resting strategies for activities are shown in Table 1 (7).**Table 1. MET Levels for Different Activities (7)**

|  |  |  |  |
| --- | --- | --- | --- |
| **MET level** | **Home environment** | **Leisure time activities / Occupational activities** | **Training / Sports** |
| **1.0-2.5 MET** | Dressing, Undressing, Watching TV , Setting the table, Cooking, Sleeping, Brushing teeth etc. | Fishing, Typing, Sitting at the office, Writing or reading, Changing a lamp, Driving a truck etc. | Jogging,Riding a horse, |

 |

**a) Examples For Writing Reference Articles**

***Format:*** Author’s last name, initial letter/letters of author’s First name. Article name. Abbreviation of Journal Name (in Italic) Year; Binding (Bold) (Number is not required): page number-page number.

Proper nouns in the title of the article are begun with capital letters. In the article title, proper nouns are started with capital letters, the Latin names of parasites, animals and plants are written in italic, standard abbreviations are used in journal names. To check for abbreviations, observe the below WEB addresses:

http://library.caltech.edu/reference/abbreviations/

http://www.public.iastate.edu/~CYBERSTACKS/JAS.htm#General

***Examples:***

**Article with a single author**

Heikkinen, E. Disability and physical activity in late life – research models and approaches. *European Review of Aging and Physical Activity*, 2006. 3: p. 3-9.

**Article with 2 or maximum 6 authors**

Atalay, A. and N. Turhan, Determinants of length of stay in stroke patients: a geriatric rehabilitation unit experience. Int J Rehabil Res, 2009. 32(1): p. 48-52.

**Article with more than 6 authors**

Fukushima H, Cureoglu S, Schachern P, et al. Cochlear changes in patients with type 1 diabetes mellitus. Otolaryngol Head Neck Surg. 2005; 133: 100-6.

**b) Examples of Reference Book Citations**

***Format:*** Author’s last name, initial letter/letters of author’s First name. The title of the book (in italics). City where the publishing house is located, if not an unfamiliar country name or abbreviation (state abbreviation in the US): Publisher; Year.

In the title of the book, each word begins with capital letter.

***Examples:***

**Books with a single author**

Magill, R.A., *Motor Learning Concept and Applications*. New York: Mc Graw Hill Companies; 2004.

**Books with editors**

Hall, C., Brody, T. B., ed. *Therapeutic Exercise: Moving Toward Function*. 2nd ed. Therapeutic Exercise: Moving Toward Function. Lippincott Williams & Wilkins: Philadelphia; 2005.

**Books with chapter authors**

Kisner, C., Colby, L*.Resistance Exercise for Impaired Muscle Performance*, in Therapeutic Exercise: Foundations and Techniques, C. Kisner, Colby, L., FA. Davis Campany: Philadelphia. 2007. p. 147-230.

**c) Example of Congress Assertion Citation**

***Format:*** Author’s last name, initial letter/letters of author’s First name. The name of paper. The name of the congress, Year. The city, country in which congress was taken place.

***Example:***

Verel, S., F. Subasi, and T. Erbaydar. Factors Influencing body mass index among children and adolescents with mental retardation. In Proceedings of the 7th International Congress of Sports Medicine Association of Greece. 2004. Drama, Greece**.**

**d) Example Thesis Citation**

***Format:*** The last name of the author, initial/initials of the author’s first name. The title of the thesis. City, The name of the university, Year.

***Example:***

Feasel K. *Profiles of personal agency: Ethnocultural variations in self-efficacy beliefs* [dissertation]. Urbana-Champaign, IL: University of Illinois at Urbana-Champaign; 1999.

**e) Example of online source citation**

***Format:*** Author’s last name, initial letter/letters of author’s First name. The title of the article. Abbreviation of the journal name [serial online] Year; Bind Number (Serial number is not required): page number-page number. Access date (day. month. year), Access internet address should be written.

***Example:***

Cherpitel C, Bond J, Ye Y, Room R, Poznyak V, Rehm et al. Clinical assessment compared with breathalyser readings in the emergency room: concordance of ICD-10 Y90 and Y91 codes*. Emerg Med J* [serial online] 2005, 22:689-695. Accessed 17.12.2005, *http://emj.bmjjournals.com/cgi/content/full/22/10/689.*

3.2.7. Appendices

The explanation that will distribute the subject in the case of they are placed in thesis text, prevent the continuity in reading and perception, the long explanations that can not be given as footnotes, sample calculations, extraction of a formula, extensive and detailed experimental data, questionnaire forms, additional charts, thesis study permission reports, Ethics Committee approval letter, patent and copyright permission etc. information and documents should be given in this section. Appropriate headings should be selected for each appendix, they must be listed as Appendix 1, Appendix 2 , Appendix 3 etc. in accordance with the order they appear in the text and presented as each one is starting on new page.

3.2.8.Curriculum Vitae

A short curriculum vitae of a master or doctorate student who prepares thesis must be written in accordance with the form given in APPENDIX 13, under the heading "CURRICULUM VITAE’’ ( See also, page 35).

4. THESIS SUBMISSION

4.1. Things To Do Before the Thesis Defense Exam

It is recommended that before submitting the thesis that prepared in accordance with the "Thesis Writing Guideline", the researcher should check thesis according to the list given in Appendix 14 (See also page 37 The completed and spiraled thesis is delivered to the head of the department at least one month before the date of the defense exam by a petition written by the advisor, which indicates the completed thesis, the date and time of the examination, the main and substitute examination juries. The head of the department submits the thesis to the directorate of the institute with a letter for the purpose of the regulations.

The Administrative Board of Institute checks format of the thesis and approves the date and time of the examinations for the acceptability of the main and substitute examination juries. After this approval, the researcher takes the thesis submission report from the institute and submits the hard copy of the thesis to the members of the jury by signature at least 15 days before the date of the examination.

4.2. Things To Do After the Thesis Defense Exam

In case of successful passing of the thesis defense examination; if necessary, the changes or the adjustments requested by the jury must be completed in maximum one month under the guidance of the advisor.

4.2.1. Binding

The name of the institute, master's or doctoral thesis, the year, the initial/initials of the researcher's first name and the last name should be written on the back of the thesis in Times New Roman font, 11 points, in capital letters, from top to bottom (see Appendix 2, page 20). After the thesis defense exam, the approval page, which is confirmed and signed by the jury members, must be enclosed to the thesis approved by the jury must be bound as two copies for Administration of the Institute and one copy for each jury member.

4.2.2. Final Submission

The bound thesis must be submitted to Administration of the Institute as two copies and as one copy for each jury member. In addition, the candidate submits the English and Turkish abstract which does not exceed one page and which includes the title of the thesis and the key words in the format requested by Council of Higher Education (YÖK) Documentation Center; the thesis which is completely in PDF format and saved in a CD (2 copies), the data entry form and all the other requested documents must be also submitted.

All the documents which will be submitted to YÖK must be prepared according to “THE GUIDELINE PREPARED BY THE BOARDING OF HIGHER EDUCATION WITH REFERENCE TO THE ONLINE RESOURCES”.

(<https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp> ,Access date: 8th July, 2014).

**PARTS OF THESIS**

|  |  |
| --- | --- |
| **MAIN PARTS** | **PARTS** |
| **COVER** | FRONT COVER PAGE |
| BACK COVER PAGE |
| THE SPINE (\*In thesis submission , after defense exam) |
| **FRONT PAGES** | Blank Page |
| COVER PAGE |
| APPROVAL PAGE |
| DECLARATION  |
| DEDICATION \*\* |
| ACKNOWLEDGEMENT\*\* |
| TABLE OF CONTENTS |
| LIST OF TABLES (\*If any) |
| LIST OF FIGURES (\* If any)  |
| LIST OF SYMBOLS AND ABBREVIATION (\*If any)  |
| ENGLISH ABSTRACT |
| TURKISH ABSTRACT |
| **MAIN TEXT** | INTRODUCTION AND PURPOSE |
| LITERATURE REVIEW |
| MATERIALS AND METHODS |
| RESULTS |
| DISCUSSION AND CONCLUSION |
| REFERENCES |
| **APPENDICES** | FORMS (DATA FORMS /QUESTIONNAIRE FORMS etc.) (\*If any) |
| ETHICAL COMMITTEE DECLARATION (\*If necessary)  |
| PATENT RIGHT ALLOWANCE (\*If necessary)  |
| COPYRIGHT PERMISSION (\*If necessary)  |
| CURRICULUM VITAE |
| Blank page |
| Parts with **\*\*** sign are included upon request  |

**EXAMPLE OF APPENDICES**

2,5 cm

2,5 cm

APPENDIX 1. EXAMPLE OF PAGE LAYOUT



\* The page should be in A4 size.

\*\* Footnotes must not exceed the text block lower bound.

APPENDIX 2. EXAMPLE OF SPINE, INNER AND OUTER COVER PAGES





APPENDIX 3. EXAMPLE OF THESIS APPROVAL PAGE

**THESIS APPROVAL FORM**

Institute : Yeditepe University Institute of Health Sciences

Program :

Title of the Thesis :

Owner of the Thesis :

Examination Date :

This study have approved as a Master/Doctorate Thesis in regard to content and quality by the

Jury.

|  |  |  |
| --- | --- | --- |
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APPROVAL

This thesis has been deemed by the jury in accordance with the relevant articles of Yeditepe University Graduate Education and Examinations Regulation and has been approved by Administrative Board of Institute with decision dated ............................ and numbered ..................

(Signature)

Title, Name-Surname

Director of Institute of Health Science

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ONAY

Bu tez Yeditepe Üniversitesi Lisansüstü Eğitim-Öğretim ve Sınav Yönetmeliğinin ilgili maddeleri uyarınca yukarıdaki jüri tarafından uygun görülmüş ve Enstitü Yönetim Kurulu’nun ......./....../........ tarih ve ..... sayılı kararı ile onaylanmıştır.

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APPENDIX 4. EXAMPLE OF DECLARATION PAGE

**BEYAN**

Bu tezin kendi çalışmam olduğunu, planlanmasından yazımına kadar hiçbir aşamasında etik dışı davranışımın olmadığını, tezdeki bütün bilgileri akademik ve etik kurallar içinde elde ettiğimi, tez çalışmasıyla elde edilmeyen bütün bilgi ve yorumlara kaynak gösterdiğimi ve bu kaynakları kaynaklar listesine aldığımı, tez çalışması ve yazımı sırasında patent ve telif haklarını ihlal edici bir davranışımın olmadığını beyan ederim.

Tarih

İmza

Adı Soyadı

**DECLARATION**

I hereby declare that this thesis is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree except where due acknowledgment has been made in the text.

Date

Signature

Name Surname

APPENDIX 5. EXAMPLE OF ACKNOWLEDGEMENTS PAGE

**ACKNOWLEDGEMENTS**

With all the effort made and attention paid this thesis work has been such a devotion to me and my dedicated supervisor Assoc. Prof. Dr. Mine Yarım Yüksel. She has been sincerely giving and always there whenever I needed her. For the most part it is a great honor to be her doctorate student and I am willing to take our scientific relationship forward.

I am thankful to Prof. Dr. Hakan Göker as he performed the spectral analyses ofour compounds in Ankara University, Assoc. Prof. Dr. Rengül Atalay since she conducted our biological activity measurements in Bilkent University also Assoc. Prof. Dr. Şamil Işık who performed the X-Ray spectral analyses of our compounds at Ondokuz Mayıs University, Samsun.

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**APPENDIX 9. EXAMPLE OF LIST OF SYMBOLS AND ABBREVIATIONS**

**LIST OF SYMBOLS AND ABBREVIATIONS**

BMI Body Mass Index

CP Cerebral Palsy

 DMQ Dutch Musculoskeletal Questionnaire

 EMG Electromyography

 ERF Ergonomic Risk Factors

 LOAD Life Overload Adjustment Disorder

MRI Magnetic Resonance Imaging

PTR Physiotherapy and Rehabilitation

SD Standard Deviation

**APPENDIX 10. EXAMPLE OF ENGLISH SUMMARY PAGE**

**Paskal, S. (2013). Evaluation of Musculoskeletal System Symptoms Among Office Workers and Assessment of Office Work Ergonomic Risk Factors. Yeditepe University, Institute of Health Science, Department of …………….., MSc / PhD thesis, İstanbul.**

This study was conducted to evaluate the musculoskeletal symptoms and work environment ergonomic risk factors of the office workers (mean age: 33.28±7.57 years, M/F=21/18) who worked at İstanbul. In our study to assess the musculoskeletal discomford frequencies and severities and working ability inference in several body regions, the Turkish Version of Cornell Musculoskeletal Discomford Questionnaire (CMDQ) for Sedantary Workers was used. To assess the working postures of office workers and ergonomic risk factors, a paper based check list ROSA was used. SPSS version 21.0 for MacOS was used for statistical analysis. The highest Cornell score was upper back score across both genders. There is a significant difference in Cornell shoulder average scores between males and females (p≤0.05). Total ROSA average score for males were 21.19±27.09 and for females it was 6.67±1.39. It was concluded that there is a significant difference in the average scores of monitor section between males and females (p<0.05). There are significant correlations between mean age value, Section A (Chair) and total ROSA scores, mean height value and Monitor score, ROSA final score and mean weight, ROSA final score and mean BMI value, between upper arm scores and Monitor & Section B. There are also significant correlations between Section A(Chair) and Hip & Buttocks and thigh, between Cornell wrist scores and Mouse % Keyboard scores, between ROSA final scores and Cornell hip & buttock and thigh scores. In conclusion, office work environment ergonomic risk factors should be evaluated more detailed, office equipments should be arranged to fit the person and adequate office ergonomics training should be given in order to create an awereness for office workers on their working postures.

**Key words:** Musculoskeletal Symptoms, Office Workers, Working Postures, Office Ergonomics, Ergonomic Risk Factors

The study was supported by ................................ Project No.xxxxxxx.

**APPENDIX 11. EXAMPLE OF TURKISH SUMMARY PAGE**

**ÖZET**

**Paskal, S. (2013). Ofis Çalışanlarının Kas-İskelet Sistemi Semptomlarının İncelenmesi ve Ofis Çalışma Ortamlarındaki Ergonomik Risk Faktörlerinin Değerlendirilmesi. Yeditepe Üniversitesi Sağlık Bilimleri Enstitüsü, ……………… ABD., Master/Doktora Tezi. İstanbul.**

Bu çalışma ofis çalışanlarının kas-iskelet sistemi semptomlarını incelemek ve ofis çalışma ortamlarındaki ergonomik risk faktörlerini değerlendirmek amacıyla İstanbul’da çalışmakta olan 39 ofis çalışanı (yaş ort: 33.28±7.57 yıl, E/K=21/18) ile yapılmıştır. Çalışmamızda, kas-iskelet sistemi semptomlarının sıklığını, şiddetini ve çalışmaya engel oluş seviyesini belirlemek amacıyla sedanter çalışanlar için Cornell Kas-iskelet Diskomfort Anketi kullanılmıştır. Çalışma postürleri ve ergonomik risk faktörlerinin değerlendirilmesi amacıyla ROSA formu kullanılmıştır. İstatistiksel analiz SPSS 21.0 MacOS versiyonu ile yapılmıştır. Çalışmamızın sonucunda; en yüksek Cornell skoru hem kadın hem erkek ofis çalışanlarında da sırt bölgesinde görülmüştür. Kadın ve erkek ofis çalışanlarının Cornell omuz skorlarında anlamlı farklılık olduğu saptanmıştır (p≤0.05). Erkek ofis çalışanları için total ROSA skoru 21.19±27.09 iken kadınlarda 6.67±1.39 olarak bulunmuştur. Kadın ve erkek ofis çalışanlarının ROSA Monitör skorları arasında anlamlı farklılık bulunmuştur (p<0.05). Yapılan korrelasyon analizlerinde; yaş ortalaması ile Section A(Sandalye) ve ROSA final skoru arasında, boy ortalaması ile Monitör skoru arasında, ROSA final skoru ile ortalama kilo ve VKİ değerleri arasında anlamlı ilişki bulunmuştur. Ayrıca, Cornell üst kol skoru ile Monitör ve Section B skorları arasında, Section A(Sandalye) skoru ile Cornell üst bacak ve kalça skorları arasında, Cornell el bileği skoru ile klavye ve mouse skorları arasında anlamlı ilişki bulunmuştur. Bunun yanı sıra, Total ROSA skoru ile de Cornell üst bacak ve kalça skorları arasında anlamlı ilişki görülmüştür. Sonuç olarak ofis ortamındaki ergonomik risk faktörleri daha detaylı incelenmeli, ofis ekipmanları kişiye özel düzenlenmeli, ofis çalışanlarına gerekli ergonomik eğitim verilerek çalışma postürleri üzerine farkındalıkları arttırılmalıdır.

**Anahtar Kelimeler:** Kas iskelet Sistemi Semptomları, Ofis Çalışanları, Çalışma Postürü, Ofis Ergonomisi, Ergonomik Risk Faktörleri

Bu çalışma ………………. Tarafımdan desteklenmiştir (Proje no: ……………).

**APPENDIX 12.EXAMPLE OF REFERENCES PAGE**

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**APPENDIX 13. Curriculum Vitae**

**Personal Informations**

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| --- | --- | --- | --- |
| **Name** |  | **Surname** |  |
| **Place of Birth** |  | **Date of Birth** |  |
| **Nationality** |  | **TR ID Number** |  |
| **E-mail** |  | **Phone number** |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Department** | **The name of the Institution Graduated From** | **Graduation year** |
| **Doctorate** |  |  |  |
| **Master** |  |  |  |
| **University** |  |  |  |
| **High school** | - |  |  |

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| --- | --- |
| **Languages** | **Grades (#) )** |
|  |  |  |
|  |  |  |

**#** All the grades must be listed if there is more than one (KPDS, ÜDS, TOEFL; EELTS vs),

 **Work Experience (Sort from present to past)**

|  |  |  |
| --- | --- | --- |
| **Position** | Institute | **Duration (Year - Year)** |
|  |  |  | - |
|  |  |  | - |

**Computer Skills**

|  |  |
| --- | --- |
| **Program** | **Level** |
|  |  |
|  |  |

**\*Excellent , good, average or basic**

**Scientific works**
**The articles published in the journals indexed by** **SCI, SSCI, AHCI**

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**Articles published in other journals**

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**Proceedings presented in international scientific meetings and published in proceedings book.**

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**Journals in the proceedings book of the refereed conference / symposium**

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**Others (Projects / Certificates / Rewards)**

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Following checks must be done before finalizing and replicating the thesis.

* The title obtained as MSc. or Ph.D is written on cover and inner cover page. (The name of advisor should not be written on cover page)
* The name of PROGRAM to be graduated (not the name of DEPARTMENT) is written on cover page.
* The name-surname, name of institute, program and year are written on the back part of thesis cover as mentioned in the guide (attention about direction of writing!)
* On thesis cover; only title of thesis is written by 18 point and bold. For the name of INSTITUTE and DEPARTMENT 14 point, for other writings 12 point fonts are used.
* The approval page (earned titles as MSc or Ph.D must be included) is properly prepared and signed. ( The signature of the Director of Institute is also necessary, pay attention about the colour of pen, it must be same colour while signing.
* The printouts are taken only one side of paper by using computer that provide a high-quality output.
* The index is prepared as explained in the guide.
* On front pages, i,ii,iii etc. are put in Roman numerals.
* The page numbers are prepared as explained in guide.
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* The main text is printed in Times New Roman by using 12 points font.
* The footnote letter is printed in 8-10 points font.
* The main text is written by using 1.5 line spacing.
* Turkish and English abstracts are written in compatible with each other.
* The proper keywords are used in Turkish and English summary.
* The abbreviations and symbols are appropriately made.
* In sources list, each source is numbered. It is written in accordance with source presentation principles and citation rules.
* All sources that used in thesis are provided.
* Appendixes are given with appropriate titles, starting from separate pages, according to the order of presentation in the thesis.