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| --- | --- | --- | --- | --- |
| **No** | **Explanations** | **Student Check** | **Supervisor Check** | **Instıtute Check** |
| **Appropriate** | **Appropriate** | **Appropriate** | **Correction** | **Page** |
| **PAPER STANDARDS AND MEASUREMENTS** |  |
| **1** | Thesis has been printed with a qualified printer on one side A4 paper. | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **2** | The page usage area has been set to leave 4 cm from the left, 3cm from the top, 2.5 cm from the right and bottom edges. | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **3** | The text of the thesis has been written as justified alignment by using the normal 1.5 line spacing and block writing style (no indent for the paragraph head)? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **4** | 1. One line space has been left after the special page or main section title; between paragraphs and references, any subtitles, direct quotes, equations, before and after the table or figures on the same page with the thesis text, before and after the table and figure explanations.
 | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **5** | All the figures, charts and their introduction articles not exceeding one line have been centered. If the text goes to the second line, the text was justified and the second line was written with the relevant indent left. | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **TITLES** |  |
| **6** |  The title of the thesis is the title that has been approved by the Institute? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **7** | Are the thesis cover and inner cover pages arranged according to the spelling rules? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **8** | Are the main section and subsection titles prepared in accordance with the format? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **9** | Has the title of the thesis been given as the title it passed by the Institute Board of Directors? If a sub-section heading comes to the end of the page, has at least two lines of text been included under it or is the place or the new page passed? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **10** | Are the Acceptance / Approval and Declaration pages written in accordance with the recommended format? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **11** | Have Turkish and English abstracts written as suggested? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **12** | Are Turkish and English abstracts compatible with each other? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **13** | Acknowledgement has been written in the recommended format? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **14** | Is the Table of Contents suitable for the format? Are the headings in this section written correctly? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **15** | Is the Index of Figures, Tables and Symbols and Abbreviations prepared in accordance with the format? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **GENERAL WRITING** |  |
| **16** | Is 12 pt Times New Roman font used in the writing of the thesis? Different types and sizes of fonts may be used only in figures or tables (excluding promotional articles). | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **17** | Are figures and table descriptions, references, direct quotes, and footnotes written in a single line spacing? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **18** | Have all figures and tables been cited in the text? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **19** | Is a one-character space left after any punctuation? (Excluding the apostrophe and top separation). | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **20** | In the use of parentheses, no spaces are used before and after the expression in parentheses. For example (FBE, 2017). | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **21** | Has a specific system been chosen while making the clauses in the thesis text and is it adhered to throughout the study? For example; always a., b., c. etc. or 1st, 2nd, 3rd etc. like. | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **22** | During the binding of the thesis, have all the pages except the blank page been placed at the bottom and top, numbered? (Although the numbering starts from the inner cover, page no "i" is not written on this page, the next page continues from "ii"). Have small Roman numerals (i, ii, iii, etc.) been used from the title page to the last page of the symbol sequence, and Arabic numerals (1, 2, 3, etc.) from the beginning of the first part of the thesis to the resume page? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **23** | Have references to the sources in the text and the writing of the list of references been done in accordance with the examples specified in the thesis writing rules? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **24** | Have all the references been cited in the text listed in the "References" section? Have all the sources listed in the "References" section cited in the text? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **25** | Have the correlations been used in the text written from the beginning of the line and numbered in parentheses at the end of the line it ends? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **26** | Are there any spelling mistakes? Has it been checked? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **27** | Are the equations written correctly? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **28** | Is there an introduction and literature? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **29** | Are there Subject-Scope, Material and Method sections? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **30** | Are there Findings or Results and Discussion sections? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **31** | Are there any Conclusion and Suggestions sections? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **32** | Is the CV provided in the appropriate format? | ⬜ | ⬜ | ⬜ | ⬜ |  |
| **33** | If any, Have Annotations and / or Attachments been given in the appropriate format? | ⬜ | ⬜ | ⬜ | ⬜ |  |

 **Important notes**

1. **In thesis writing, take into consideration the Institute of Gradate Programs “Thesis Writing Guide”.**
2. **There will be no control by the Institute without checking the supervisor.**
3. **Thesis control will not be done without the student himself.**
4. **There will be no electronic control without computer printout.**
5. **The thesis will be submitted to the institute electronically.**

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| --- | --- |
| **Student Info**Full Name :Signature : | **Supervisor Info**Title, Full Name **:**Signature : |
| Tel Nu : 0-(…………..………...) |  |
| **Checker**Res. Assist. in the department : |  |
| Submission date to the Institute : | ……./……/20…. |
| Check date : | ……./……/20…. |

\* Thesis Check should be 2 days at least.

**Result**

It can be sent to the jury members ⬜ Correction ⬜