

PREFACE

This document is the latest revised copy of İzmir Institute of Technology thesis guide. It is written exactly like a thesis using the requirements and guidelines of thesis writing as explained here within.

During the preparation of the thesis, main issues which should be considered are as follows:

- Please read this guide carefully instead of using previous theses. If you use previous theses as an example, you can repeat the mistakes made in them.
- Choose a style manual which are acceptable in your discipline and apply this style for in-text citation and references.
- Use short and clear sentences when writing a thesis.
- Avoid plagiarism.
- Please contact the staff for academic affairs in the Graduated School for any question.

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CHAPTER 1

INTRODUCTION

A thesis, as a requirement in a student's graduate education at İzmir Institute of Technology, serves the primary purpose of training of the student in the process of scholarly research and writing under the supervision of the graduate faculty members. Therefore, the Graduate School and the graduate faculty members of İzmir Institute of Technology have established format standards that a thesis must meet before it receives the final approval as a graduate requirement. This publication sets forth the thesis standards for İzmir Institute of Technology and provides guidance on a variety of matters related to the process of thesis preparation. It is expected that a thesis will be written in clear, grammatically correct English.

Before the thesis defense exam, a Masters or Doctoral thesis must be approved by the student's advisor and submitted to the Graduate School as a loose bound copy with the required number of copies (i.e. 5 copies for MSc and 7 copies for PhD). At this stage, the thesis can be printed out on regular quality white **A4** paper. The submitted copies must meet the format requirements set forth here. In addition, the text should be proofread and free of grammatical errors and typos. The Graduate School sets the date for the defense exam and sends the loose bound copies to the members of student's thesis defense committee. The thesis must be submitted with all the necessary chapters and attachments, i.e. appendices, photographs, pocket materials, etc. The author of the thesis bears ultimate responsibility for making the required changes recommended by the committee members during the defense exam.

After passing the defense exam, the author has to do all necessary corrections in the thesis and submit a loose bound copy of corrected thesis to the Graduate School. A process of format review is carried out to make sure the fact that the thesis meets all the requirements set forth here. If the Graduate School defines certain necessary corrections to be done, all corrections must be made before handing in the final copy. The final copy of the thesis may be printed directly onto high quality (80gr) white **thesis paper** in A4 size or photocopied onto **thesis paper** from the master original. When the required number of hard back copies of the corrected thesis are submitted to the Graduate

School, they are examined once more to make certain that all revisions have been made; and that the paper and print are of the required quality; and that all the pages are available. If everything is in order, the thesis is approved by the Graduate School, and the student is notified.

See Appendix B for the required numbers and contents of the materials which will be admitted to the Graduate School after thesis defense exam.

CHAPTER 2

FORMAT AND APPEARANCE

Every thesis which will carry the name of İzmir Institute of Technology must meet the same high standards of presentation in terms of all pertinent physical properties, including format as well as paper and print quality. The following guidelines are related to the format and appearance of the thesis that you are going to prepare.

2.1. Paper

All copies of the final thesis must be on good quality white acid-free paper, of at least 80 g, A4 (measuring 210 by 297 mm) to insure durability, permanency, and opacity. Exceptions are allowed in the quality and weight of paper for the final copy only in the case of photographic plates and pocket materials.

2.2. Margins

The left margin (binding side) must be 3.5 cm wide to allow for binding; other three margins must be 2.5 cm wide. **These margins must be kept in each page of the thesis.** Headings, text, tables, illustrations, etc., must all be contained completely within the area bounded by the margins. The whole text should be left and right justified.

2.3. Font

As a character font, use Times New Roman. Do not use script or ornamental fonts. Bold face letters, symbols, and italics may be used for special emphasis and foreign words. **The font type and font size (for chapter titles, headings, subheadings, etc.) must be consistent throughout the thesis.** The font sizes for different elements of the thesis must follow the rules given below:

- Chapter headings: 16 points

- Headings and subheadings: 14 points
- Text (body text, formulas, equations, table headings, figure captions, references, etc.): 12 points
- Title page, approval page, etc. (see the related sections in Chapter 3)

Reduced font size may be used within tables, figures, and appendices, but it should be at least 9 points in size.

All theses must be printed using qualified inkjet or preferably laser printers. *If you are uncertain about the quality of your printer, bring a sample page to the Graduate School for review.* All print must be in permanent black ink and must appear on only one side of each page.

2.4. Spacing

Standard 1.5 spacing must be used throughout the text including the abstract, the acknowledgment and the vita. Single spacing is allowed in certain limited cases; table of contents, block quotations, headings, table titles, figure captions, tables, and appendices. It is also permitted **within** the items in the list of tables, list of figures, bibliography/reference list, and notes, but 1.5 spacing must be used in **between** them.

2.5. Duplication

During the submission of the final copy of the thesis to the Graduate School, original copy is not required. However, all submitted copies must be made from the same original, and all pages must have a high contrast with consistently dark print throughout the thesis. The print must be permanent; it must not smudge. *Inferior copies or copies not made on an approved paper will not be accepted.* It is recommended that you work with a reputable copying firm or bindery when having your thesis reproduced.

2.6. Corrections

No ink corrections, strikeouts, correction fluid, correction tape, paste-ups, insertions between lines, or letterset are permitted on the final bound copies. If you have

to make corrections, make them on the original manuscript (but not by ink corrections or strikeouts which are never allowed) before it is copied for reproduction.

2.7. Centering

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

Paragraphs must be indented by tab of 1.27 cm. and there must be no spaces between two paragraphs.

2.8. Word and Text Divisions

If any hyphenation is used, words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary (American or British) to determine the correct word division. In text, unsightly spacing between words which may have been caused by left and right justification is not acceptable. In such cases, a proper word division must be used for those long words, manually.

At least two lines of a paragraph must appear together at the top and bottom of every page. All headings and subheadings must be followed by at least two lines of a paragraph.

2.9. Pagination

Each page in the thesis must be counted and numbered. For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). Preliminary pages include Title Page, Approval Page, Acknowledgments, Abstract, Özet, Table of Contents, List of Figures/Schematics, and List of Tables. However, do not print the roman numerals on the Title Page, Approval Page and the Acknowledgments.

Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography and appendices.

Page numbers must be typed in a consistent location, at the bottomright-corner (2 cm from both the right and bottom edges) of the pages. Page numbers *must not* be embellished with punctuation such as dashes or periods, and the word “page” *must not* be typed before numbers.

2.10. Multiple Volumes

If a finished manuscript exceeds 5 cm in thickness it must be bound in two or more volumes, each limited to 5 cm in thickness, too. All volumes must be 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., just below the title to differentiate the volumes.

Both the Roman and the Arabic numbering systems set in Volume I should 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 must contain a complete Table of Contents.

2.11. Binding

All MSc and PhD theses are to be bound in black hard cover. The characters on the black hard cover should be in gold color. After the binding process, dimensions of thesis will be 205 by 290 mm.

See Figure 2.1 for a sample front cover and spine.

2.12. Style

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. Do not use contractions (e.g., can't, shouldn't, won't, etc.) but

write each word separately (e.g., can not, should not, will not, etc.) Avoid using first person singular ‘I’, in order to sustain objectivity throughout the thesis. However, in some cases, there may be exceptions to this rule. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when simpler vocabulary will do just as well.

For more specific issues related to style and format, students should follow the guidelines of one of the style manuals widely used in their particular discipline. Students should consult with their academic advisors about the accepted styles in their discipline. The specifics of each style could be found in recently published style manuals. The following list includes the major styles widely used in different disciplines:

- The Chicago Style
- The ACS Style (American Chemical Society)
- The MLA Style (Modern Languages Association)
- The APA Style (American Psychologist Association)
- The CBE Style (Council of Biology Editors)
- The Turabian Style

For additional information about each style, you may apply to the main library of İzmir Institute of Technology or do search on the internet.

- * The cover should be black and the texture should have small grains. Binder should use stitches, not staples.
- * The font size for all the wording on the front page must be between 20 and 24 points.
- * The font size for the spine is 18 points. You could go as low as 14 points (no less) to fit the name and the title of the thesis on the spine.

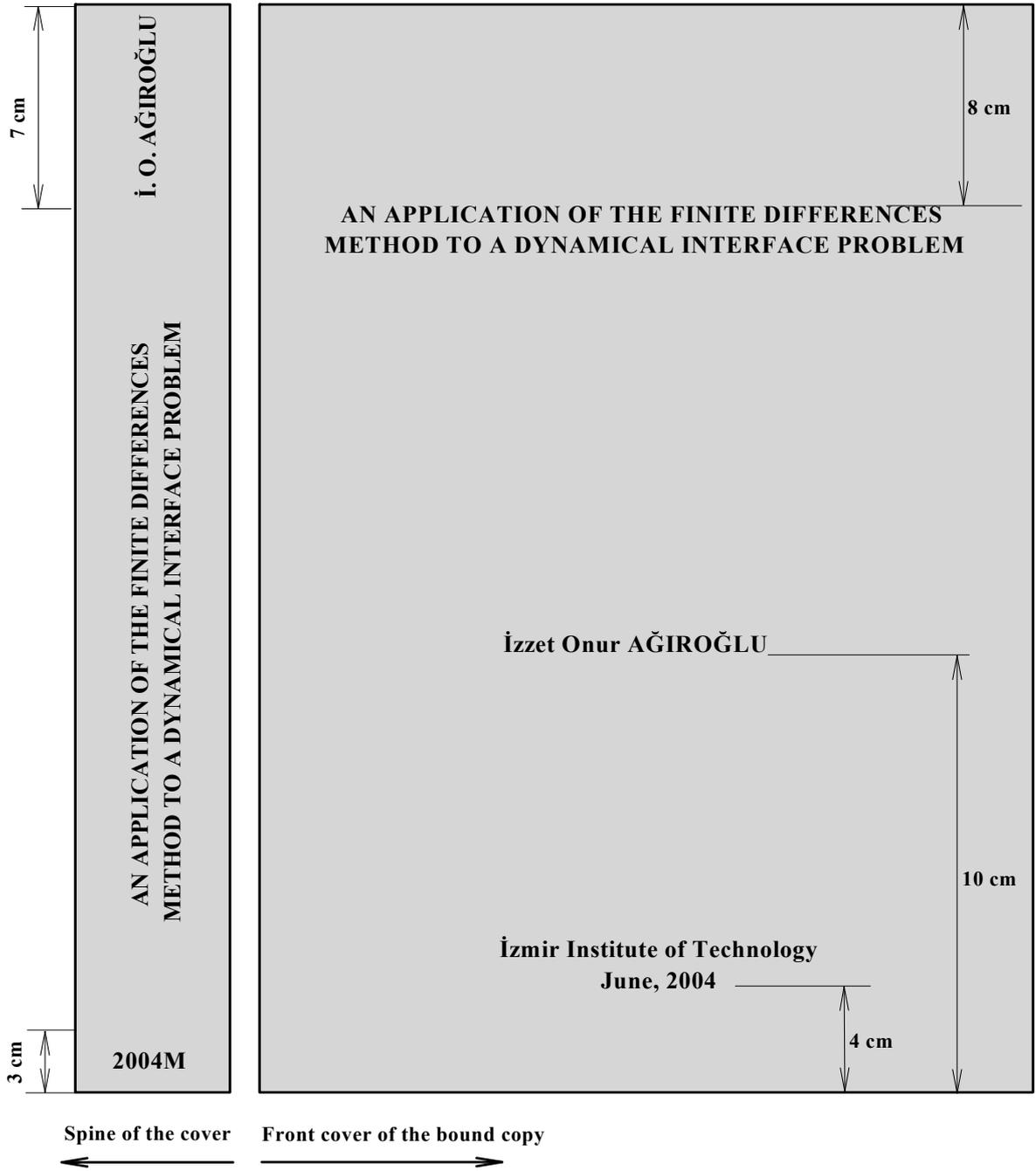


Figure 2.1. The format of the cover and the spine of the bound thesis which will be submitted to the Graduate School.

CHAPTER 3

SPECIFIC GUIDELINES FOR THE PARTS OF THE 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: the preliminary pages, the text, and the reference material. You must follow the order of items within these parts as listed below:

Preliminary Pages

- Title Page
- Approval Page
- Acknowledgments (if exists)
- Abstract
- Özet
- Dedication (if exists)
- Preface (if exists)
- Table of Contents
- List of Figures/Illustrations (if exists)
- List of Tables (if exists)
- List of Symbols and/or Abbreviations (if necessary)
- English–Turkish dictionary of the specific words used in the thesis (if necessary)

Text

- Main Body (various chapters)

Reference Material

- Bibliography or References or List of References or Literature Cited
- Appendices
- Vita (required for doctoral theses)

3.1. Preliminary Pages

Each preliminary part of the thesis should begin with a new page and numbered in small Roman numerals.

3.1.1. Title Page

Title page is the first page of the thesis (it is counted by **i** but the number will not be written). The format of the title page, including spacing and capitalization, must be exactly as in the sample title page given in Figure 3.1.

3.1.2. Approval Page

All copies of the thesis submitted must include original signatures of the Examining Committee on the approval page. A sample approval page is provided in Figure 3.2. It is strongly recommended that the approval page of the thesis be signed in black ink.

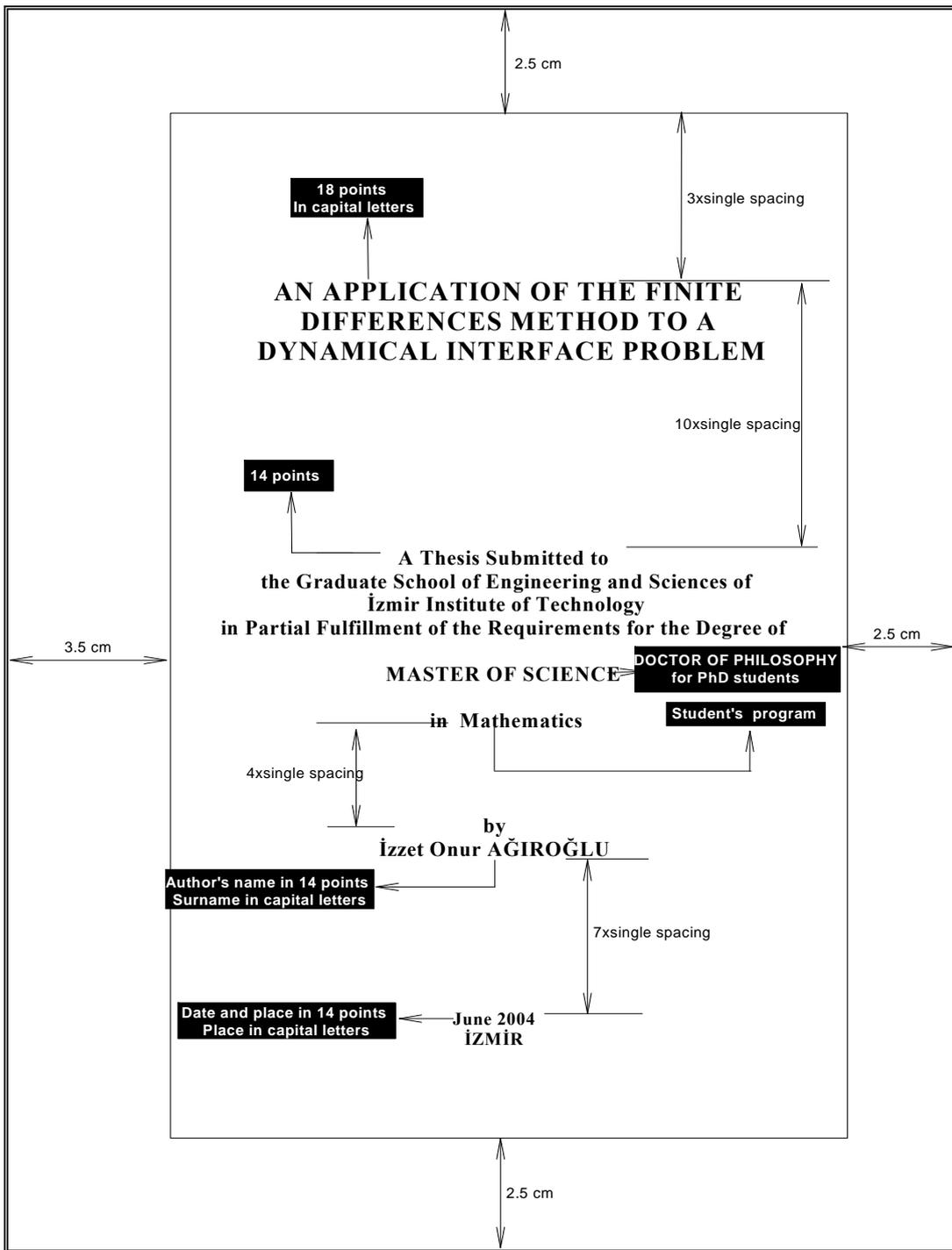


Figure 3.1. The format of the Title Page of the thesis.

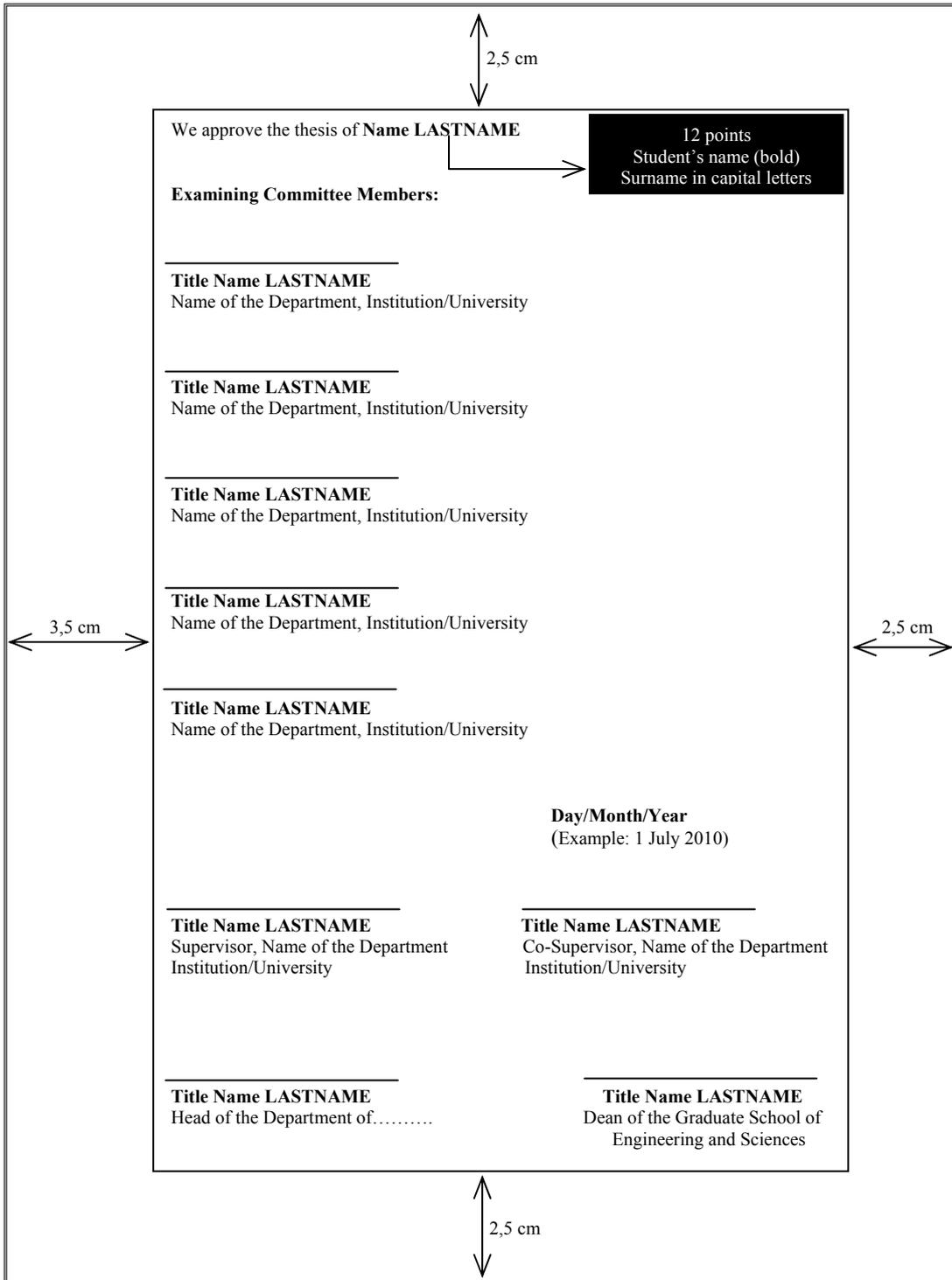


Figure 3.2. The format of the Approval Page of the thesis.

3.1.3. Abstract

An abstract should start with a clear statement of the object or purpose of the work done. The objective of the abstract is to furnish the reader, who may not be intimately concerned with details of the study, its purpose, results, important conclusions, and recommendations. Therefore, the abstract should cover the following points: Statement of the problem, procedure or method, results, conclusions.

An abstract must not exceed 250 words, and contain no headings, tabular material, chemical/mathematical formulas, symbols, Greek letters, or footnotes. Abstracts should not contain references but author citing is allowed.

A sample abstract is provided in Figure 3.3.

3.1.4. Özet

“Özet” is not a word-by-word translation of the Abstract. The most important guideline for this page is that it should be detailed enough, such as an extended abstract, for those readers who do not possess English proficiency, but who need to have a satisfactory understanding of the details of the thesis. However, the “Özet” part of the thesis can not be larger than 250 words. The format of the “Özet” page is identical to that of the Abstract page.

3.1.5. Dedication, Acknowledgments and Preface

If included, each of these items must appear on a separate page.

Occasionally, authors would like to dedicate their thesis to their family members, friends or some scientists in their area of research. 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 and preface are optional. Different from dedication, they must have headings. This page is written to acknowledge the persons who had a real effort in helping the author in the preparation of the manuscript. Any kind of help can be acknowledged (Figure 3.4).

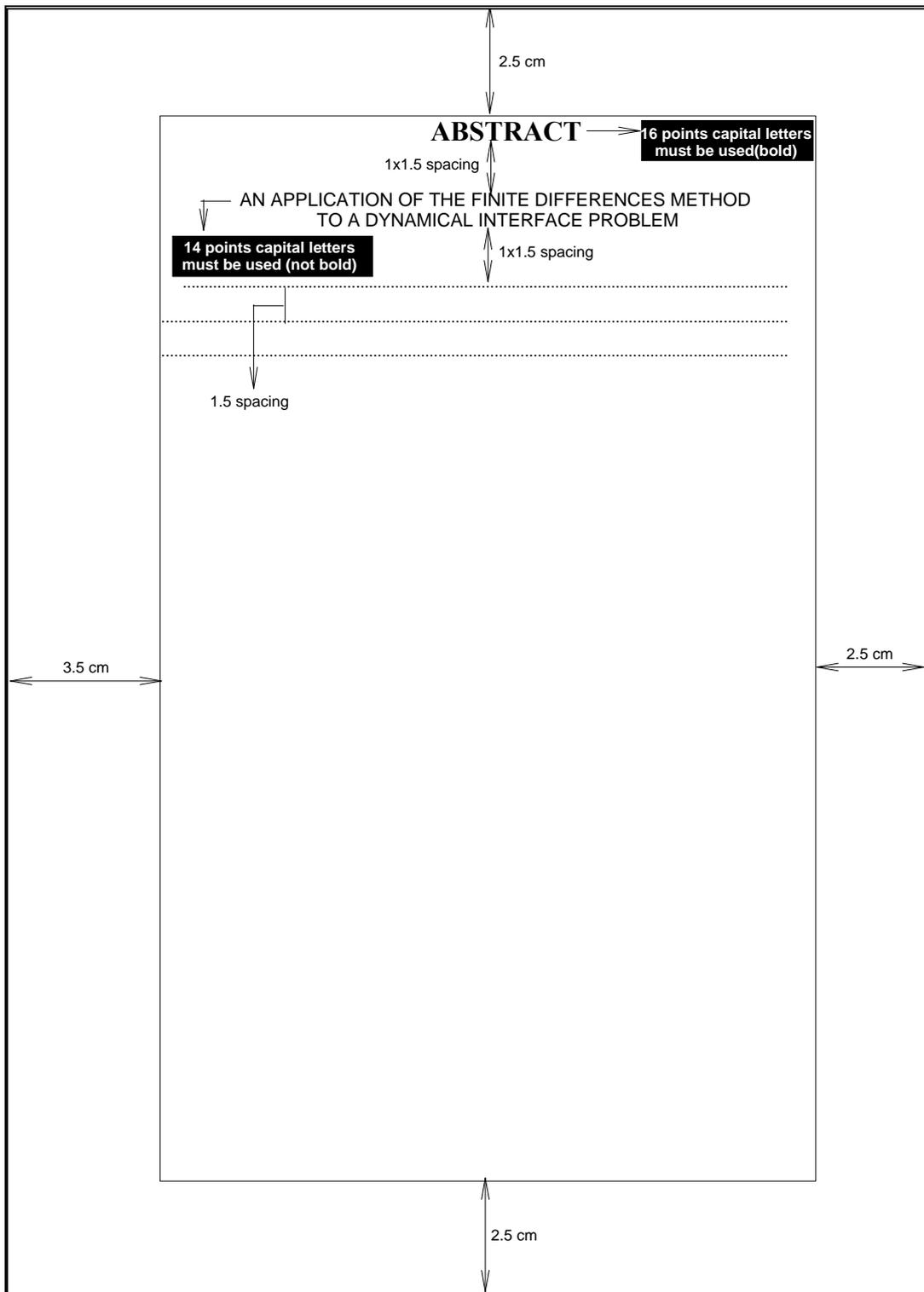


Figure 3.3. The format of the Abstract Page of the thesis.

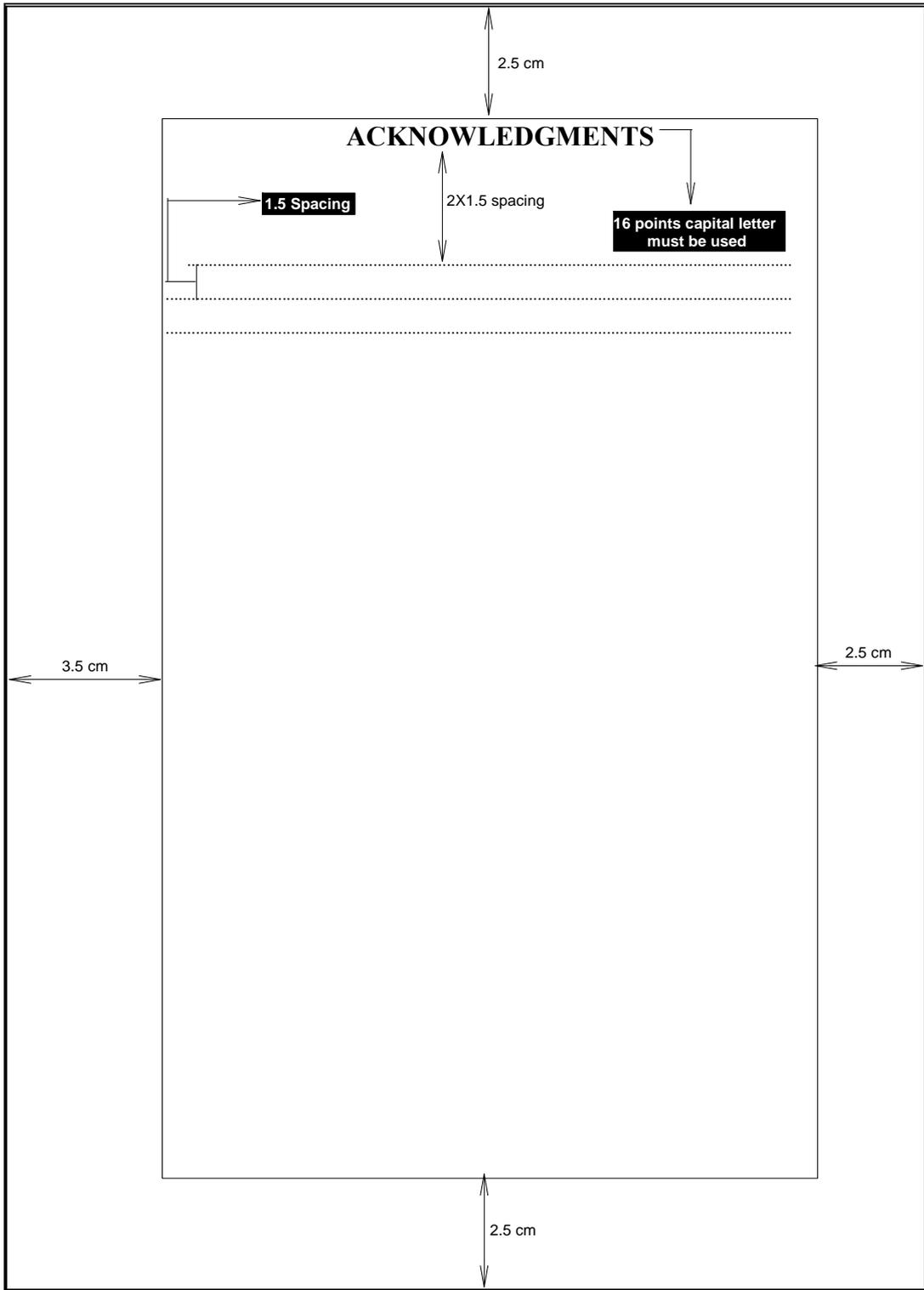


Figure 3.4. The format of the Acknowledgments Page of the thesis.

3.1.6. Table of Contents

The table of contents must list the title of each chapter and its parts and sections, references or bibliography and appendices. The wording used for all entries in the table of contents must match exactly with what is used in the text.

The Table of Contents pages of this manual given in the beginning of the manuscript should be taken as a guide for creating the table of contents pages.

3.1.7. List of Tables

A list of tables should be included for the convenience of the reader. Each entry should have the same number and the same caption or title used for a table in the text, although a long caption may be abbreviated to the extent of using only the first full sentence. A sample list of tables is provided in Figure 3.5.

3.1.8. List of Figures / Illustrations

A list of figures/illustrations should be included for the convenience of the reader. The List of Figures pages of this manual given in the beginning of the manuscript should be taken as a guide for creating the List of Figures.

3.1.9. List of Symbols and/or Abbreviations

If included, you should follow a format consistent with acceptable practice in your discipline.

3.2. The Text

The text, or the main body of a thesis, is divided into multiple chapters to help the reader in understanding the subject matter. The chapters and the subheadings within the chapters are given in titles indicating their content.

Although the detailed organization of the text varies among academic disciplines, the formatting of the text must be consistent throughout. Neither headers, giving the titles of chapters or other sections, are allowed at the top of the pages, nor any footers at the bottom of pages.

Chapters are numbered consecutively in Arabic numerals and must be written in capital letters (CHAPTER 1, CHAPTER 2, etc.) in 16 points. In addition to general titles like INTRODUCTION, the chapters need short but substantially descriptive titles (in 16 points), 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.

3.2.1. Headings

For chapters, heading CHAPTER 1, for example, must be written in all capitals is centered between the text margins; the title goes 2x1.5 spacing below, centered, and in all capital letters. The text begins at 2x1.5 spacing below the title of the chapter.

In text, headings and subheadings must be written bold, in 14 points and separated from the preceding and succeeding text with 2x1.5 spacing. First letter of each word must be capital. Numbering rules for headings are given as follows:

1. 1. First-Level Subheading

1. 1. 1. Second-Level Subheading

1. 1. 2. Second-Level Subheading

1. 1. 2. 1. Third-Level Subheading

1. 1. 2. 2. Third-Level Subheading

1. 1. 2. 2. 1. Fifth-Level Subheading

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.

3.2.2. 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 first referred to them.

Illustrations of any kind must be numbered consecutively, including appendices. You may follow a straight sequence (Figure 1, Figure 2, Table 1, Table 2, etc.) or use a decimal approach (Figure 1.1, Figure 1.2, Table 2.1, Table 2.2, Figure A.1, Table A.2, etc.) where the first digit is the chapter number or appendix letter, and the digit after the decimal point is the illustration number within that chapter or appendix. Note that, Figure 1.1.2, Table 2.1.3, etc. should not be used for numbering the illustrations.

Table numbers and captions are placed one-and-a-half space above the top line of the illustration; figure numbers and captions are placed one-and-a-half space below the last line or bottom of the illustration. The font and size (not less than 9-points) used within tables or figures vary from the text's if necessary, but their numbers and titles should match each other in format and in type style and size.

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 2x1.5 spacing. Two or more small tables or figures may be included on a single page, but they should be separated by at least three lines of space. A table or figure that is a more than half a page in length should be placed on a separate page. If you find it appropriate to group two or more illustrations together as one figure, a comprehensive caption should be provided for the figure. It is acceptable to label the parts **a, b, c... etc.**; in this case, the caption should identify the parts and include any necessary explanation.

If a figure or table is taken from another source, the source must be indicated at the bottom after the caption for figures, and at the top after the caption for the table as (Source:) (in parentheses). If a figure or table is photocopied from its source, the same standards of type size and legibility apply as for the thesis in general.

The number and caption (if any) must be deleted from the original, and a new number and caption must be written in the same font used for the other figures or tables in the thesis.

If there is a trouble in fitting a large table or figure within the margins, even after using relaxed margins, the following options should be consulted and the method or combination of methods must be selected.

3.2.2.1. Landscape Pages

Illustration should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

3.2.2.2. Continuation of Table/Figures

The table or figure can be continued on succeeding pages. Type **(cont. on next page)** (in parentheses) at the bottom right of the table or figure. In the case of a table, the following page should have the heading **Table 3.1 (cont.)**. If a figure is carried over to another page or pages, the complete caption should appear at the bottom of the first page only. At the bottom, **Figure 1.4 (cont.)** should be written. (Note that, the numbers given here are samples, appropriate numbers should be used in thesis.)

3.2.2.3. Facing Page for the Caption

The entire typing area may be used for the table or figures and the number and caption are placed on a facing page preceding the table or figure. The number and caption are typed such a way that they will read in the same direction as the table or figure. The number must be placed on the same side of the sheet as the figure/table number and caption. The front side of the page must be left completely blank since on both side of a page *must not* be typed.

3.2.2.4. Foldout Pages

An illustration may be folded and inserted in either of the following ways:

a) Fold the illustration and insert it in a white or manila envelope approximately 16.5 by 24 cm and no larger than this, which may be mounted on paper of the proper weight for inclusion in the thesis. Each page enclosed in the envelope must be included in the pagination of the thesis; the page on which the envelope is mounted should have a single page number or inclusive page numbers, as needed,

or

b) Fold the illustration and mount it on 21 by 29.7 cm sheet such that the illustration does not overflow the sides of this sheet. Treat this sheet as a regular page of the thesis.

3.2.2.5. Photographs

Photographic illustrations to be used in a thesis must be either original photographs or high quality reproductions. Color prints should be avoided whenever possible. Photographs are listed and captioned as figures unless the author wishes to have a separate list of photographs or plates. They must be permanently attached to the page. A proper adhesive material must be used for mounting. Tape, rubber cement, or adhesive corners *must not* be used.

3.2.2.6. Audio-visual Material

If an 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.

Stored information in the form of CD will be submitted with all copies.

3.2.3. Specially Designated Expressions

Specially designated expressions usually mean equations, formulae, etc.

They will be centered on the page separated from the preceding and the succeeding text by 2x1.5 spacing.

The expressions shall be identified by an Arabic number in parentheses like “(2.1)”, “(2.2)”, “(2.3)”, etc., which should be placed opposite the expression and in line with the right margin of the text. They should be numbered within each chapter in the order of their appearance.

If an equation is too long for one line, it can be broken before an operational sign. Unless the equation is centered, the second line can be flush right, aligned on an operational sign, or indented far enough from the right to make room for any equation number. Equations longer than two lines are aligned on operational or descriptive signs.

3.2.4. Quotations

Quotations should be written in single spaced and 10 points. Short, direct prose quotations of three lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines should be indented in its entirety at least four spaces from the left margin, with no quotation marks at beginning or end.

Segments of computer programs may be treated as quotation.

When a direct quotation from a source is taken, it should run into the text with double quotation marks if it is reasonably brief (four or five lines or less) with the end-of-sentence period in the normal place. If it is long, it must be set off from the text as a block quotation, placing the period to the end of the quoted matter with no period after the reference citation page number. The quotation may be single spaced; it must be differentiated from the text by indentation of the entire block. Extra spacing above and below should be used.

3.2.5. Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography.

Footnotes should obey the following rules; however, footnotes should be used only if absolutely necessary:

- Footnote references shall be indicated in the text by an Arabic number placed superior to the text and immediately following the word, phrase or sentence which the footnote concerns.
- Footnotes shall be sequential for each page and for the entire thesis.
- Footnotes shall be placed at the bottom of the page on which they are indicated. They shall be indented from the left margin of the text by one centimeter and placed under a broken line made of 20 characters (5 cm). Footnotes shall be single-spaced and 10 points.

3.3. The Reference Material

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

3.3.1. Bibliography or References

A bibliography is a list of source materials that are used or consulted in the preparation of thesis or that are referred to in the thesis. In some disciplines, the list of source materials could be called as “References”, “List of References”, or “Literature Cited” instead of “Bibliography”. The heading and the style of the list together with the style of in-text citations should be determined by each department depending on the specific style used in the respective discipline.

Each thesis should be comply with the following requirements regardless of the specifics of the selected style:

- Do not give the bibliography or references a chapter number, but it must have page numbers written in the same font and point size used for pagination throughout the thesis.
- The heading (e.g. **BIBLIOGRAPHY** or **REFERENCES** or **LIST OF REFERENCES** or **LITERATURE CITED**) is centered between the text margins, without punctuation, 2.5 cm from the top of the page; the list 2x1.5 spacing below.
- Each bibliographic entry should be single-spaced with double spacing between entries.

3.3.2. Appendices

You may use appendices if you want to present some additional materials of the thesis keeping the main text free of such details. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

If the information to be appended requires more than one appendix, each should be given a letter (APPENDIX A, APPENDIX B, etc.). If there is only one appendix, its title must be “APPENDIX A”.

Pages of appendix must be numbered in Arabic numerals as a continuation of the main body text.

Appendix material may be single spaced.

If there are more than one appendix, each with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.

3.3.3. Vita

The vita is required only for doctoral theses (maximum one-page). It is a professional biography of the candidate which includes date and place of birth, educational institutions attended (after high school), degrees and honors won, titles of publications, membership in professional organizations, and teaching and professional experience. It should be short, concise, and written in the third person; although in some departments a resume or curriculum vitae may be substituted. The vita is the last page

of the thesis, but it does not have a page number and is not listed in the table of contents. The vita may be in outline or narrative form. The text should be one-and-a-half spaced unless it is outline form, when it may be single spaced.

APPENDIX A

FORMAT OF DISKETTES/CD CONTAINING COMPUTER SOFTWARE

Listings of software should be given in a diskette/CD as specified by the Institute. The diskette/CD should contain files containing the source code, one or more sample input and corresponding output separately. Other than these, there must be another file named "READ.ME".

In this ASCII text file, the following sections must appear:

- **Files in the Disk:** In this section, the names of the files together with their contents must be listed.
- **Hardware Requirements:** In this section, the equipment, graphics card, mouse, disk capacity, RAM capacity etc. necessary to run the software must be noted.
- **Software Requirements:** In this section, the operating system, the compiler, linker, and the libraries etc. necessary to compile and link the software must be listed. Please note that no copyrighted material file (compiler, library etc.) should be put on the disk without obtaining the necessary license from the copyright owner.

APPENDIX B

THE MATERIALS WHICH WILL BE ADMITTED TO THE GRADUATE SCHOOL

After the thesis defense exam is succeeded, a student must submit;

- 1 hard copy of the thesis carrying the format requirements of the Graduate School, filled and signed (with black ink)
- “Tez Veri Giriş ve Yayın İzin Formu” available at the following web address (**three copies**):

<http://tez2.yok.gov.tr/tez.htm>

You first need to become a member of the “Ulusal Tez Merkezi” to fill out this form.

Save the form after filling it out. Print three copies of the form and sign them.

- Compact Disks containing the PDF file of the complete thesis (including the title page, approval page, abstract, özet, list of tables, bibliography or references, appendices, etc.) (**Submit two CDs if the PDF file is smaller than 100 MB, three CDs if the PDF file is larger than 100 MB**) (Name the PDF file in the CD as the reference number of the above form, i.e. **referenceno.pdf**).

Each compact disk must be submitted in a CD box. Compact disks and their boxes (**both**) must include standard labels. Format for the labels for the compact disk itself and the CD box can be obtained from the following web site:

http://enstitu.iyte.edu.tr/main.jsp?pageName=belge_formatlari.htm

Note that, these files must not be zipped or have security passwords.

If any computer programs, records (image or sound), etc. are used while preparing the thesis, they should be saved in the compact disk as one file using the **WinRAR** program (This WinRAR file should be named as the reference number in the above form, i.e. **referenceno.rar**).

Please choose a high quality CD brand (compact disks of Verbatim, Sony and TDK are recommended).