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**ISTANBUL MEDİPOL UNIVERSITY**

**INSTITUTE OF HEALTH SCIENCES**

**THESIS WRITING GUIDE**

**ISTANBUL 2021**

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# **1.INTRODUCTION**

## **1.1 PURPOSE**

This guide aims to regulate the rules of master and doctorate theses prepared in the departments affiliated with the Health Sciences Institute of Istanbul Medipol University. Theses written in different scientific fields should show a specific systematic consistency and follow the determined rules to ensure the form's integrity.

## **1.2 FOUNDATION AND CONTENT**

This guide has been prepared on the basis of the Graduate Education and Training Regulations of Istanbul Medipol University, published in the Official Gazette dated March 14, 2018, numbered 30360 and approved by the University Senate.

Students who will write master's and doctorate thesis in his/her department entitled to the Health Sciences Institute should comply with these rules and procedures stated in this guide.

# **2.THESIS WRITING AND PREPARATION RULES**

## **2.1. Writing Language**

While writing the thesis, the Spelling Guide of the Turkish Language Association (TDK) and the Turkish Dictionary's spelling rules should be followed. In the case of using a word, idiom, or term that is not in the Dictionary, their Turkish equivalents should be written within parenthesis. In the departments where a master's degree is done in a foreign language, the theses should be written in the language education taught.

In the language of the thesis, the narration should not be in the first person or plural pronouns (I did, I saw, etc.); instead, the non-personal narration passive voice (It has been done, seen etc.) should be used. Only in the preface, acknowledgment, or footnotes the first-person pronouns can be used. It should be taken into account to use qualifier expressions such as "in our research," "in our work," or "in this work" rather than to use confusing expressions such as "in this study" to possible confusion with the works of others.

The use of foreign words should be avoided. Words of foreign origin such as cancer, anaphylaxis, trauma, iodine, alcohol, calcium, phosphorus, injection, and shock, which do not have Turkish equivalent and widely used in a specific expression, should be written as they are

read, if necessary the spelling should be given in parentheses. Scientific terms which have not commonly used equivalents should be written in their original spellings. Punctuation marks should be used by the rules of TDK, and the suitability of the prepared text in terms of grammar should be ensured. Theses should be simple and easy to understand in terms of expression and form.

Numbers should be written with a letter in a text. Numbers being written with digits is not necessarily wrong, but a more common and more favorable one is to write it with letters. Sentences should not begin with digits. When using decimal fractions in texts or tables, commas should be used instead of points. (0,01 etc.) In English texts, dots are used for this matter. For percentages, the symbol "%" should be used before the number with no space. (such as 50%). More information about how to write numbers can be reached on the page of TDK.

## **2.2. Quality of the Used Paper**

In the process of thesis writing, A4 standard, 21x29,7 sized, high-grade (70-100 g/ m<sup>2</sup>) matte white paper should be used.

## **2.3. Writing Type, Writing and Print Media**

Theses should be written using developed word processors such as; Microsoft word, AmiPro, MacWrite, Nisus, and they should be printed on-sided through a laser or laser-quality printer.

The main text of the thesis should be written in "Times New Roman (12 font size). The text should begin to be written with normal letters and upright text; the bold character should be used for the titles. Italic characters can be used in necessary cases (Latin names, abbreviations, theories/descriptions, etc.). All text should be in black. After the punctuations (except for apostrophe, parenthesis, slash, hyphen), a character worth space should be left, a break should not be taken before the punctuations.

Tables/charts and figures and images should be written with 12 font sizes. However, one or two more minor size characters can be used to fit tables and figures exceeding a page. Quotes and footnotes from other references should be used two sizes smaller to 10 font size.

## **2.4. Start of Line, Line Spacing, and Lining**

Every passage should start 1 cm inside, and there should be no blank lines between passages. The thesis text should be written with 1,5 line spacing and lined on both sides. A line space should be used to write sections and sub-sections, figures, images and table descriptions, quotes, and footnotes.

Exact quotations longer than three lines should start as a paragraph 2 cm inside from the left. A line worth of space should be left before the subtitles.

In writing, 4 cm margins should be left on the left edge of each page, 2,5 cm on the right edge, and 3 cm on each page's top and bottom edges, and the texts should not exceed this frame. Words that are at the end of lines should not be divided. Corner lines are shown in Annex-1.

There should be at least two lines of text after the title or subtitles at the end of the page. If not, the headline is moved to the next page.

## **2.5. Titles**

All titles within the thesis text should be lined left. Five different sized title examples that can be used within the thesis are shown in Table 1. Section titles should be written in capital letters, font size 14 and bold; the first subtitle should have the initials of each word in capital letters, 12 font size and bold; and the rest of the subtitles should be written only in capital letters, the others in lowercase 12 font size and bold. Titles after the fifth level should be written bold, italic, and the initial in capital letters without any indentation and number.

**Table 1. Title Order**

<b>Size</b>	<b>Title Example</b>	<b>Writing Type</b>
<b>1</b>	<b>4.GENERAL INFORMATION</b>	It should be lined to the left, bold and capital characters, font size 14.
<b>2</b>	<b>4.1. Regulation of the Food Intake</b>	It should be lined to the left, bold, each initial of the first word big and font size 12.
<b>3</b>	<b>4.1.1. Mechanisms that control the food intake</b>	It should be lined to the left, bold and initial of the first word big, and font size 12.
<b>4</b>	<b><i>4.1.1.1. Peripheral signals</i></b>	It should be lined to the left, italic, bold and initial of the first word big and font size 12.
<b>5</b>	<b><i>4.1.1.1.1. Leptin</i></b>	It should be lined to the left, italic, bold and initial of the first word big and font size 12.

## **2.6. Giving Footnote**

When written in the text, descriptions that may distribute the subject or prevent the reading continuity should be given briefly at the bottom of the page as 'footnote'. That is why the symbol (\*) or a number as superscript is written at the end of the sentence or the word in the text to be explained, and a place is opened with the 'add footnote' command at the end of the relevant page.

In this field, following the (\*) or symbol number, relevant descriptions are written in 10 font sizes and one-line spacing. If more than one Footnote is to be used on the same page, footnotes are numbered according to the transition order.

## **2.7. Numbering the Pages**

Page numbers should be placed at the bottom right corner of the pages, should not be used before the numbers and divider or hyphens between them. Pages constituting the introduction section up to the summary section of the thesis should be numbered as 'i, ii, iii, iv...'. Page numbering to be made with Arabic numbers should start from the summary section, and all pages should be numbered.

## **2.8. Abbreviations and Symbols**

Abbreviations other than the standards should be given if necessary. If an abbreviation is to be used in the text, the shortened expression should be written in normal form, and its abbreviation is given in parenthesis. In the next usage in the text, only the abbreviation can be used without parentheses. Abbreviations should be made following the "Spelling Guide" of the TDK and generally accepted procedures in the relevant department. Rooted abbreviations such as TÜBİTAK, AIDS, HIV, cm, mm, kg, Hg should not be used without a description in the text. If the number of words outside of this group of words and used in the abbreviation is large, a list of abbreviations should be given after the contents page. Abbreviated expressions should be lined alphabetically.

## **2.9. Figures and Tables**

Except for the tables, every kind of image, graphic, sketch, chart, diagram, and schema should be named as 'figure'; photographs as 'images'. Figures and tables should be made with a computer as much as possible. Figures and tables should be placed centered on the first-mentioned or the following page in the text and should not exceed the text frame. Tables that are too big to fit the page should be written in smaller font size as mentioned in section 2.3. or by narrowing the line spacing a little, or they can be divided from an appropriate place.

Bigger tables can be presented in the 'Annexes' section. At least two space lines should be left between the tables and the figures and placed one after another with the thesis text. At least two space lines must be left between the thesis text and tables and figures and between tables and figures placed one after the other. Tables and figures bigger than the 2/3 of the page must be added as an 'annex' to the page, and there should not be a text addition. There should not be blank annex lines before and after the tables and figures; there should not be any unfinished pages in the thesis.

Figures and tables should be numbered by the thesis' sections' transition order (Table 3.2., Figure 5.4.) and should be added to the figures and tables list.

The table titles should be written above the table, figure descriptions should be written below the figure, and line spacing should be used in the titles. The said description should be brief; unnecessary details should be avoided. The tables should contain information that will be understood alone without any description. In the tables, horizontal lines should be used, vertical lines should not be used, or should be used limited if necessary. Photographs should not be attached to the thesis page; digital images should be used and treated by ethical



principles and personal rights (such as not using photographs that indicate identity.)

Figures and tables taken from other sources or prepared by using other writers should be cited. Special permission must be obtained from the relevant publishing house for specific figures and exact quotations. Legal responsibility in this matter belongs entirely to the thesis owner and his/her supervisor.

## **2.10. Units of Measurement**

In terms of determining Quantities (number), basic and derived units, standard symbols and prefixes belong to the International System of Units (SI) should be used. If there is a Turkish equivalent or an equivalent made Turkish, it can be used in open writings; however, if it is to be abbreviated, it should not be abbreviated randomly. (For example, arbitrary abbreviations such as 'sec' or 'san' should not be used for the word 'second' but instead 's' should be used (accepted in the SI system). (For example, for the word "second," not arbitrary abbreviations like "san" or "sn" should be used "s", which is accepted in the SI system). Numbers indicating the amount and unit are the same notions. Therefore there should be a space between the number and the unit. (For example, not 1cm, but should be written as 1 cm.) The capacity measurement unit is a cubic meter in the SI system. However, the liter unit can also be commonly used for this purpose. Although the symbol for the liter unit is (l), it should be indicated with "L" not to be confused with a number in the text. One of the units of temperature measurement used to represent the temperature in degrees is "degree Celsius," and it is a two-character expression (° C) written adjacent to its abbreviation. There should not be any space between the two characters here.

### **3.STRUCTURE OF THE THESIS**

The thesis comprises three sections, namely, the front section, main section, and back section.

#### **3.1. Front Section**

Sections in the Front Section are listed below;

Outer and Inner Cover Page

- Approval Page of the Jury and the Institute
- Statement of the Compliance of Ethical Principles and Rules
- Preface, Acknowledgement, or Dedication Page (Optional)
- Table of Contents Page
- Symbols and Abbreviations Page
- List of Tables and Figures

##### **3.1.1.Outer and Inner Cover Page and Back of the Thesis**

The outer and inner cover of the thesis should be A4 sized (21x29,7 cm), at least 160 g Bristol (chrome) white cardboard. On the Outer cover, there should be the logo of Istanbul Medipol University; the diameter should be two (2) cm. The logo can be downloaded from the website. Under the logo on the outer cover, the name of the Institute (Institute of Health Sciences), where the thesis is a master's or doctorate thesis, the name of the thesis, the name of the researcher (without title), the department where the thesis was done, the title and name of the supervisor (s), city and year must be found. The thesis title should be limited to at least 18 words. All writings should be written in "Times New Roman," thesis title font size 14; other writings should be font size 12. Only the thesis name should be written in bold. Apart from the titles, all writings on the cover should be lowercase. Order and the measures of the cover of the thesis and its English format are shown in Annex-3.

The inner cover should be printed on the paper used in the thesis writing process; the content and the order should be the same as the outer cover.

On the back of the thesis, as seen in the example in Annex-4, the name and surname of the candidate, Istanbul Medipol University, Institute of Health Sciences, Istanbul, and the year should be written, starting from the left, in 12 font size and capital letters.

### **3.1.2. Thesis Approval Page**

The Master students who will take the Thesis defense will submit his/her Thesis defense Report in Annex-5 and Doctorate students in Annex-6 and the Thesis Approval Form in Annex-7 to the department head before the examination. Thesis Approval Page form shown in annex-8 has used theses written in English. Forms filled and signed after the Thesis defense are submitted to the Institute Secretariat per Head of the Department within three weekdays. The decision of the jury is becoming decisive with the approval of the Institute Board. Signed and approved 'Thesis Approval Form' should be placed after the inner cover.

### **3.1.3. The Statement of the Compliance of the Ethical Principles and Rules**

The Statement of the Compliance of the Ethical Principles and Rules (Annex-9) declares that attempts such as scientific negligence (undisciplined research), scientific distortion, fraud, and /or plagiarism damage the reliability of the study are avoided. The Statement page should be on the page following the Thesis Approval, and the name and signature of the thesis owner should be included.

### **3.1.4. Dedication and Acknowledgement**

Dedication and/or Acknowledgement page is optional to the thesis owner, is not compulsory. People who directly contribute to the thesis and individuals and organizations who contributed outside of their usual tasks can be acknowledged. People acknowledged should be stated briefly with titles (if any), name-surname, the organization they are working, and their contribution to the work. This section should be written briefly, and the academic tone should not be avoided.

### **3.1.5. Table of Contents**

All factors that constitute the front, main and back sections of the thesis should be lined according to the order and page numbers in the 'Table of Contents. The title of 'Table of Contents' is written with capital letters and bold at the center of the page. The naming and the numbering used in the 'Table of Contents' should be the same as the used in the text. The table of contents should be written with 12 font size and 1,5 line space. Main titles are written in bold; subtitles are written as normal characters. Other than the Latin words and special characters, 'italic characters' are not used. Every name of the title and the page number related to it completed with points.

### **3.1.6. List of Abbreviations and Symbols**

The title of "List of Abbreviations and Symbols should be written at the center, with capital letters, bold, and 12 font sizes. In the thesis, the abbreviations and symbols should be given alphabetically and linked to the left.

### **3.1.7. List of Table/Chart, Figures, and Images**

The titles of "List of Tables" and "List of Figures" should be written on different pages, in capital letters, bold, and 12 font size. Information and findings in the thesis text can be given as table/chart, figure, or image. However, either a table or a chart should be preferred. Table/chart, figure, and images; are listed with their names and the page numbers on which page they are placed. Table/chart and figures and images in the lists should be lined to the left and one under the other.

### **3.2. Main Section**

The main section is made up of sections of the thesis text. Each section in the thesis text (Introduction and Purpose, General Information, etc.) should start on a new page. Factors that constitute the main section of the thesis are listed below;

Summary (Turkish) and Keywords

- Abstract (English) and Keywords

(**Note:** Theses whose writing language is English, there should be an English summary and then in Turkish.)

- Introduction and Purpose

- General Information

- Material and Method

- Findings

- Discussion

- Conclusion

- References

#### **3.2.1. Summary (Turkish)**

The Summary page; should begin with the thesis title, which is bold, 12 font size, and written in capital letters. The purpose of the summary is to give an idea to the reader about the whole thesis. For this reason, the summary should be written briefly for what purpose and what kind of problem the research was carried out to solve.

The summary section should be prepared to contain the purpose and extent of the thesis, the methods used in it, the important findings of the thesis and its significance in terms of statistics, and the thesis's main conclusions. It should be written as a single paragraph without indenting the paragraph, without using subtitles such as introduction, purpose, material, and method, not exceeding 250 words on a page.

In summary, general information should be limited to one to two sentences, there should be no figures, and lists and references should not be used. One blank line should be left at the end of the abstract, followed by the title of "Keywords" in bold; 5 keywords in the same line should

be written in alphabetical order. Keywords should be divided by a comma, and the initial should start with capital letters and the other in lowercase.

If the thesis study was carried out within the scope of a project or supported by the University's Scientific Research Projects Unit, TÜBİTAK, or similar organizations; The name of the project and the relevant organization should be indicated at the bottom of the summary, together with the project number.

### **3.2.2. Abstract (English)**

English summary should be the translation of the Turkish one and written in the same format. The keywords in the Turkish summary should be written in English under the English summary and in alphabetical order.

### **3.2.3. Introduction and Purpose**

In this section, the literature about the subject of the thesis is given straightforwardly. The reasons and objectives related to the thesis subject are emphasized. The contribution of the study to science and practice is written clearly. The purpose of the thesis and the hypothesis of the study should be clearly stated in the last paragraph of this section. This section should be at most 2-3 pages.

### **3.2.4. General Information**

The purpose of this section is to provide information about the up-to-date literature knowledge that will contribute to the understanding of the thesis subject. Literature studies related to the theoretical and practical foundations of the thesis subject should be summarized systematically in a certain order, and detailed information should be given using subtitles when necessary.

The subtitle should be by the general flow of the subject, and the subject should be brought the thesis work going from general to specific.

The information should be supported with references and given without any commendation. The researches in periodicals should be based when selecting references, and classic book information should be avoided. The length of this section should not exceed ¼ of the thesis text. The references about the subject should be selected carefully, and information without direct connection should be avoided.

### **3.2.5. Material and Method**

This section should be detailed for other researchers can repeat the research with the same method. If the used material and method have been used and published by other researchers before, then there should be a reference to that; these should be particularly stated if there are any changed sections. Used commercial products, chemicals, and information belong to the devices (brand, model, producing company, city, country, etc.) should be given in this section. Again, the dependent and independent variables of the research, how the data is evaluated, the statistical methods applied should be specified. For the convenience of the reader, the material and method section can be divided into subtitles. In this section, the question of what you have done should be answered briefly.

Topics the researcher sees ideal and wants to accomplish, but had to give up for various reasons, constitutes the limitedness of the research. These limitations, which may derive from various reasons, should be taken into account in interpreting the research in the discussion section. These limitations, which may arise from different reasons, should be taken into account in interpreting the research conclusions, that is, in the discussion section.

### **3.2.6. Findings**

In this section, the findings obtained in line with the purpose of the study are written down, and the "What did you achieve?" question is answered. The conclusion of the study should be presented as it is, and there should be no discussion and comment on it. In the presentation of the findings, it should be benefitted from narrative tools such as tables, graphics, and images, and the conclusion should be explained. The findings in the table should not repeat as text. The socio-demographic features of the participants should be given without comment.

### **3.2.7. Discussion**

In this section, the findings of the study are interpreted compared with the literature information. Similar and different aspects of the obtained findings with other research findings should be presented, conclusions that do not comply with the literature should be discussed together with their possible reasons, and finally, what the findings mean should be interpreted. If there are hypotheses, it should be stated whether the obtained conclusions support the hypothesis, in other words, if it verifies or not.

The material used in the discussion, the method applied, and the findings obtained are discussed, respectively. Presentation order should be followed during the discussion, and

nonrelative findings should not be discussed. While discussing the findings of other researchers, one should not become distant from scientificness.

Some data can be referred to tables and figures not to repeat the findings in the discussion section. While discussing, repetition of the information explained in the 'general information,' and 'introduction and purpose' sections of the thesis should be avoided, should only mention the references related to obtained data.

At the end of the discussion section, the conclusions obtained in the light of the information obtained from the research should be written in a clear, short, and understandable manner in one or two paragraphs, the extent to which the purpose of the research has been achieved and the researcher's suggestions, if any, should be stated. The points reached as a result of the discussion should be linked to the research's purpose and results.

### **3.2.8. Conclusion**

The conclusion section is written to emphasize the conclusions. If there is more than one conclusion, these can be listed as articles. The discussion and conclusion can be evaluated under the same title when wanted.

### **3.2.9. References**

#### **3.2.9.1. General Rules**

The researcher should internalize the referenced study well. The referenced studies may be needed during the thesis defense; it is suggested that these articles be kept in a file by the reference order in the thesis. No citation without reference should be used. The references should be in a reasonable number, directly linked to the thesis subject, and up-to-date. To understand the chronological order of the subject researches, old-dated studies and traditional sources can be used. However, priority should be given to up-to-date researches in reference using. In the research, using Turkish references is should be taken into consideration as well.

Unpublished reports, announcements, summaries, studies in the printing, course notes, and personal views can not be used as references.

Personal meetings should not occur in the references list; they should be given as Footnote in the thesis.

The titles of the studies in magazines and books used as a reference, and its authors' names should be written in full. The references used in the thesis should be given in the references section at the end of the thesis, starting from a separate page and numbering according to the order in the text. In the list of references list, the authors' surnames should be written in full and their names only as an initial. If the author's name is made up of multiple words, the initials of the names should be written adjacent. Multiple author names should be divided by commas; there should be a point after the last author name. In case of author names to be more than six, after writing the first six author names, expressions "et al." should be used in English articles and "ve ark." in Turkish.

Abbreviations used by international citation indexes should be used in the abbreviation of magazine names. In the abbreviation of Turkish magazines, the Turkish Medical Directory of TÜBİTAK should be taken as a basis. For the magazines that use Turkish and English names together, the English abbreviation of the name should be used. Magazine names outside of this category should be written without abbreviations.

#### 3.2.9.2. Giving Reference Within the Text

In the text, references should be indicated in parentheses with space at the end of the relevant sentence and in numbers according to the order. The punctuation mark should be used after the parenthesis.

When the author's name is used, the reference number should be written right after the name, not at the end of the sentence. If the reference has two authors, then the authors' surnames should be written, and if the number of authors is more than two, the expression 'and friends' should be used. If more than one reference number is given in the same parenthesis, the digits should be divided by a comma, and there should not be any space left after the comma. (Example: ... end of a sentence (3,7).). An abbreviation should be made in sequential references by putting the '-' between the first and last digit (example: end of a sentence (3-6).).



### 3.2.9.3. Written Examples of References

#### Example of the Standard magazine

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 347(4):284-7, 2002.

#### Example of the standard magazine without volumes:

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. Clin Orthop. 401:230-8, 2002.

#### Examples of the magazine's references published as supplementary:

Mackman N. The many faces of tissue factor. J Thromb Haemost (Suppl.1): S136-9, 2009.

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for the treatment of migraine and in comparison with sumatriptan. Headache. 42 Suppl 2:S93-9. 2002

#### Example of the references with unspecified authors (editorial writings):

Enemy of the good. Universities need to counter pressures that undermine support for younger researchers. Nature. 503(7477):437-62, 2013.

#### Example of the references which the authors are organizations or study group:

(If there is a name for the organization or the study group (sign, if present) instead of the author, it should be written)

Joint National Committee on Prevention, Detection, Evaluation, and Treatment of High Blood Pressure (JNC). The seventh report of the joint national committee on prevention, detection, evaluation, and treatment of high blood pressure (NIH Publication No. 03- 5233). Washington, DC, U.S. Department of Health and Human Services, 2003.

#### Example of the references that have both authors and organizations:

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1274 European men suffering from lower urinary tract symptoms. J Urol. 169(6):2257-61, 2003.

#### Examples of sources with an unspecified author:

21st-century heart solution may have a sting in the tail. Br Med J. 325(7357):184, 2002.

Examples of references containing English title and/or abstract written in a different language:

(English title should be written in parentheses, and the language of the article should be written before the year of publication information.)

Ellingsen AE, Wilhelmsen I. (Disease anxiety among medical students and law students). Tidsskr Nor Laegeforen. 122(8):785-7, Norwegian, 2002.

Examples of the Electronical magazines:

Day WR. Electromagnetic fields, the modulation of brain tissue functions-A possible paradigm shift in biology, [http://www.emrnetwork.org/research/adey\\_encneuro\\_emfs.pdf](http://www.emrnetwork.org/research/adey_encneuro_emfs.pdf) (Accessed 24.09.2017). In Turkish writing (Access 24.09.2017)

Examples of the Books and other monographies:

"Name/s of the Author. Name of the Book, Number of the Page (For Turkish references s., For English references p.), Which edition it is (If present), City, Publishing House, Year." Should be given respectively.

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical Microbiology, pp. 410-20, 4th edition, St. Louis, Mosby, 2012.

Example of the books with organizations as authors:

"Name of the Organization, Name of the Book (For Turkish references from a single page, "p." For English references "p"; For Turkish references with more than one page "ss.", For English references "pp.", Which edition (if present), City, Publishing House, Year."

Advanced Life Support Group. Acute Medical Emergencies: The Practical Approach, pp. 454-64, London, BMJ Books, 2001.

Example of the section authorship in the book:

(Names of the Section Authors, Name of the Section, Page Number, Index, Names of the Editors, Name of the Book, City, Publishing House, should be given chronologically.)

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alteration in solid human tumors. pp. 93-8. In: Vogelstein B, Kinzler KW, editors. The Genetic Basis of Human Cancer. New York, Mc Graw-Hill, 2012.

Example of the translation books;

(Name/s of the Author. Name of the Book in Original Language (Turkish Name of the Book), number of the page, Which edition it is (If present), Editor of the Translation, City, Publishing House, Year should be given respectively.)

Guyton AC, Hall JE. Textbook of Medical Physiology, pp. 410-12, 9th edition, Translator: Çavuşoğlu H, İstanbul, Nobel Tıp Publishing House Ltd. Şti., 1996.

Example of the Conference books (Proceedings);

Harnden P, Joffe JK, Jones WG, Editors. Germ cell tumors V. Proceedings of the 5th Germ Cell Tumour Conference, pp. 287-9, 2001 Sep 13-15, Leeds UK, New York, Springer, 2002.

Example of the Conference writings;

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutten E, editors. Genetic programming. Euro GP 2002. Proceedings of the 5th European Conference on Genetic Programming; pp.182-92, 2002 Apr 3-5, Kinsdale, Ireland. Berlin, Springer, 2011.

Example of the Scientific or technical reports;

Yen GG (Oklahoma State University, School of Electrical and Computer Engineering, Stilwater, OK). Health monitoring on vibration signatures. Final report. Arlington (VA): Air Force Office of Scientific Research (US). Air Force Research Laboratory; Report No: AFRLSRBLTR022123. Contract No.: F496209810049, 2016.

World Health Organization (WHO). Physical status: The use and interpretation of anthropometry. Report of a WHO Expert Committee. Geneva, Switzerland. WHO Technical Report Series: 854, 1995.

Patent

Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. August 1, 2002.

Example of the Newspaper writings;

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. August 12; Sect. A;2 (col.4), 2012.

Example of the Visual publishings;

Chason KW, Sallustio S. Hospital preparedness for bioterrorism (videocassette). Secaucus (NJ): Network for Continuing Medical Education, 2012.

Example of laws and regulations published in the Official Gazette;

Measures and Gauge Law. January 21, 1989. Issue: 20056, Prime Ministry Printing House, Ankara.

Examples of the references taken from the thesis;

Ozansoy M, The effect of extremely low-frequency electromagnetic fields on caspase activities. B.Ü. Institute of Graduate Studies in Science and Engineering, Doctorate Thesis, s.112-18, s.140-8, İstanbul, 2006.

**3.2.10. Annexes**

Annexes in this section are not under the supervision of the Institute management but include survey, criteria, voluntary consent form, official correspondence, etc., which are a part of the thesis work attachments. If this kind of additional information is to be given, it should be given after the references with 'Annexes' title.

3.2.10.1. Back Section

The back section of the cover is made up of Ethics Council Report and CV.

3.2.10.2. Ethical Rules (Ethics Council Report and Voluntary Consent Form)

Since it is compulsory to follow certain ethical rules in all kinds of research to conduct living things, a permit should be obtained from the relevant ethical committees before starting the research. This permission should be stated in the material and method section.

Ethics Council Report should be before the 'CV' page in the back of the thesis. For non-interventional studies, the approval obtained from the Istanbul Medipol University Non-Interventional Clinical Research Ethics Committee is sufficient. Works that can be included in this concept are as follows: All observational studies: survey studies; retrospective archive scannings such as file and imaging records; blood, urine, tissue, biochemistry like radiologic imaging, microbiology, pathology, and radiology collection materials or a routine examination, researches to be carried out with the materials obtained during the examination, analysis and treatment procedures; cell or tissue culture studies, researches with genetic material excluding gene therapy clinical trials and for identification purposes; researches to be done within nursing activities; dietary studies with food additives, researches about body physiology such as

exercise; studies based on anthropometrics; researches about not needing a direct physician's intervention, such as evaluation of life habits.

For Interventional Studies, it is compulsory to get an authorized permit from the Ministry of Health.

### 3.2.10.3.CV Page

The information includes the researcher's education, professional background, publications, scientific/artistic activities, awards, and membership information. An example of the CV page is shown in Annex-10. Each information box in the CV is separated from each other with lining to the left of the page. The date order at the end of the thesis should go from today to the past; the guide rules should write publications that will take place in this guide.

## **4.SUBMISSION OF THE THESIS TO THE INSTITUTE**

### **4.1. Plagiarism Program Report**

The complete and bound thesis is scanned for plagiarism by the supervisor of the thesis owner before it is submitted to the Institute directorate. Starting from the 'Summary' section up to the 'References' section should be scanned with a plagiarism program. According to the plagiarism report, those that have more than 30% similarity are not processed on the grounds of ethical violation. The findings section of the thesis should completely belong to the researcher, and there should not be any citations from other works. Citations in the findings section are the rejection reason of the thesis. A printed output of the scanning is submitted to the Institute directorate.

### **4.2. Doctorate Publication Information Form**

For doctorate students who have completed his/her thesis studies to defend their thesis in front of the jury, by the Senate of our university's decision, they must meet the conditions for publishing, utility models, and/or patents during their doctorate. Mentioned Senate Decision is accessible on the Institution website or the legislation section on the university website. Students submit a copy of the complete and approved 'Doctorate Publication Information Form,' accessible on our Institute's website, to the Institute directorate.

### **4.3. Submission of the Thesis to the Institute**

Before printing the complete thesis, a final control should be made by the supervisor and the student by the "Thesis Control List" shown in Annex-11; the page arrangements should be made according to the rules mentioned above, it should be printed both on the paper and prepared as a spiral bound. A copy of the thesis, which is duly printed, is submitted by the supervisor to the head of the relevant department and the "Thesis defense Jury Members and Exam Date" form. The Head of the Department submits a copy of the thesis and an approved form to the Institute directorate for further action.

The Institute directorate controls the thesis in terms of type and approves the date and time of the anticipated thesis defense and the suitability of the jury members. After this

approval, the student receives a print-out of the thesis submission report in Annex-12 and submits spiral-bound copies of the thesis submitted to the jury members in exchange for signatures and returns the thesis submission report is signed by parties to the Institute directorate. After this approval, the student receives a print-out of the thesis submission report in Annex-12. The spiral-bound copies of his thesis are submitted to the jury members for signature and return the thesis submission report is signed by the parties to the Institute directorate. Thesis submission to jury members should be made at least 15 days before the exam date. The thesis defense should be made within one month following the submission of the thesis to the jury members.

#### **4.4. What to do after the Thesis defense**

Signed Thesis Defense Record (Annex-5 / Annex-6) and Thesis Approval Form (Annex-7 / Annex-8) belonging to the students who are successful in the thesis defense nation and whose thesis is not suggested correction by the jury members are submitted to the Institute Directorate within the time limit by the head of the relevant department.

Students who succeed in the thesis defense but get correction suggestions about thesis writing, presentation of the findings, and page editing will need correction within 15 days and submit the thesis spiral-bound to the Institute Directorate. The Thesis Defense Report (Annex-5 / Annex-6) and Thesis Approval Form (Annex-7 / Annex-8), which are prepared and approved on the day of the exam, are submitted to the Institute Directorate, the head of the relevant department.

After the final evaluations of the exam documents and the thesis, it is approved by the Institute Administration.

#### **4.5. Binding the Thesis**

The students print the Institute directorate approved thesis using only one side of the paper without making any changes. Since the page layouts can be changed in different printers, it is suggested to take the last print of the thesis or convert the thesis text to 'pdf' format before printing. The outer and inner cover pages and the back of the thesis are printed by this guide and prepared as bound to submit to the Institute directorate.

#### **4.6. Final Submission**

Students submit one copy of the bound thesis to the Institute Directorate and one copy of it to jury members in exchange for a signature. The thesis text and the related document prepared by the "Guide on Submission of Master's, Doctorate, Specialization in Medicine, Proficiency in Art Theses Prepared in Higher Education Institutions to YÖK Thesis Center" are recorded on a CD and submitted to the Institute management. To avoid errors and omissions in the documents sent to National Thesis Center, students should carefully analyze the mentioned guide. The responsibility of possible delays and problems belongs to students.



## **5. REFERENCES USED IN THE PREPARATION OF THESIS WRITING GUIDE**

*Thesis Writing Guides of the Vocational Schools of Health Sciences, Marmara University, Istanbul University, Atatürk University, Anadolu University, and Ankara University*

*“International Committee of Medical Journal Editors (ICMJE) Recommendations 25ort he Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals” thesis writing suggestions.*

## **6. ANNEXES**

Annex-1: Margins to use in Thesis pages

Annex-2: Order and size of the outer and inner cover of the Thesis

Annex-3: Order and size of the outer and inner cover of the Thesis (English)

Annex-3: Order and size of the back of the Thesis

Annex-4: Master Thesis defense Report

Annex-5: Doctorate Thesis defense Report

Annex-6: Thesis Approval Form (Turkish)

Annex-7: Thesis Approval Form (English)

Annex-8: Statement

Annex-9: CV

Annex-10: Thesis Control List

Annex-11: Thesis Submission Report

**Annex-1: Margins to use in the Thesis pages.**



T.C.

ISTANBUL MEDİPOL UNIVERSITY

INSTITUTE OF HEALTH SCIENCES

MASTER/DOCTORATE THESIS

**THE VALUE OF SERUM BIOMARKERS (Bc1, Bc2, Bc3)  
IN THE DIAGNOSIS OF EARLY BREAST CANCER**

BEYZA BAYRAKTAR

DEPARTMENT OF MEDICAL BIOCHEMISTRY

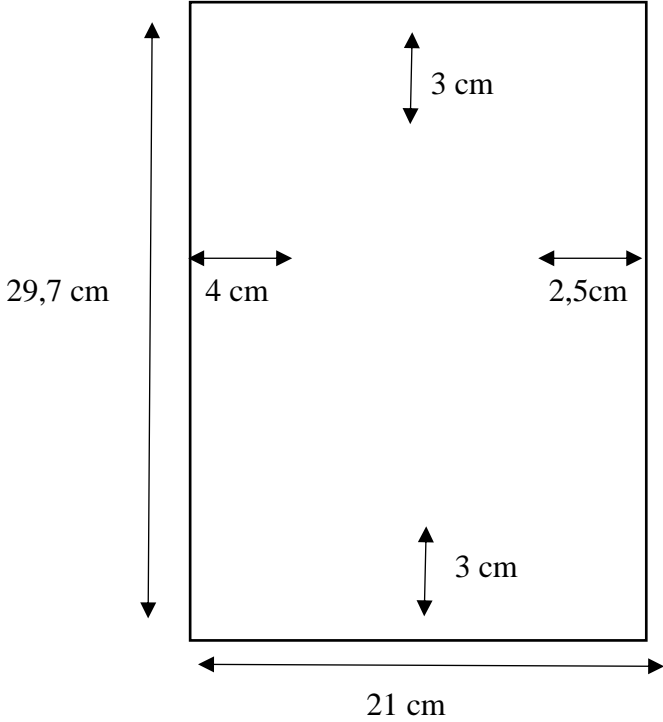
SUPERVISOR

Prof. Dr. MEHMET SOLMAZ


Second Supervisor (If present)

ISTANBUL – Date

**Annex-2: Order and the size of the outer and inner cover of the thesis**



**Annex-3: Order and size of the back of the Thesis**

NAME SURNAME	
ISTANBUL MEDIPOL UNIVERSITY INSTITUTE OF HEALTH SCIENCES	T.C. ISTANBUL MEDIPOL UNIVERSITY INSTITUTE OF HEALTH SCIENCES  MASTER/DOCTORATE THESIS  <b>THE VALUE OF SERUM BIOMARKERS (Bc1, Bc2, Bc3) IN THE DIAGNOSIS OF EARLY BREAST CANCER</b>  BEYZA BAYRAKTAR  DEPARTMENT OF MEDICAL BIOCHEMISTRY
MASTER/DOCTORATE	SUPERVISOR Prof. Dr. MEHMET SOLMAZ  Second Supervisor (If present)
ISTANBUL-DATE	ISTANBUL – Date

BACK

FRONT FACE

**Annex-5: Master's Thesis Defense Exam Minutes**



**INSTITUTE OF HEALTH SCIENCES  
MASTER THESIS DEFENSE REPORT**

....., who continues her/his master's degree education at the  
.....department, has attended the thesis defense for her/his thesis  
named ..... under the invigilation of the thesis defense jury,  
which has been constituted by the decision of the Health Sciences Institute Board dated  
..... and numbered.....

Constituted with the decision of the Health Sciences Institute Board .....numbered and  
...../...../.....dated

The studies of the Master student ..... has been  
accepted as **SUCCESSFUL/UNSUCCESSFUL** by unanimous vote by the Thesis  
Defense Jury.

Name, Surname, and Signature  
SUPERVISOR

Name, Surname and Signature  
MEMBER

Name, Surname and Signature  
MEMBER

NOTE: This report is to be submitted to the Institute within three weekdays following the  
evaluation of the department.

**Annex-6: PhD Thesis Defense Exam Minutes**



**INSTITUTE OF HEALTH SCIENCES  
DOCTORATE THESIS DEFENSE REPORT**

....., who continues her/his doctorate education at the .....department, has attended the thesis defense for her/his thesis named..... under the invigilation of the thesis defense jury, which has been constituted by the decision of the Health Sciences Institute Board dated ...../...../..... and numbered .....

The studies of the Doctorate student ..... has been accepted as **SUCCESSFUL/UNSUCCESSFUL** by unanimous vote by the Thesis defense Jury.

Name, Surname, and Signature  
SUPERVISOR

Name Surname and Signature  
MEMBER

Name Surname and Signature  
MEMBER

Name Surname and Signature  
MEMBER

Name Surname and Signature  
MEMBER

NOTE: This report is to be submitted to the Institute within three weekdays following the evaluation of the department.

## **Annex-7: Thesis Approval Form**

### **THESIS APPROVAL FORM**

Institution : Istanbul Medipol University Institute of Health Sciences

Level of the program: Master ( )                      PhD( )

Branch of Science :

Student :

Thesis Title :

Exam Place :

Exam Date :

We have reviewed the present thesis regarding content and quality and approved it as a Master/Doctorate Thesis.

**Advisor**

**Institution**

**Signature**

**Exam Jury Members**

The Institute Board has approved the above jury decision of Directors with the decision number ..... / ....., ..... dated ...../...../.....

Prof. Dr. Neslin EMEKLİ

**Director of Institute of Health Sciences**



## **Annex-8: Statement**

### **STATEMENT OF COMPLIANCE OF ETHICS AND RULES**

Hereby I acknowledge that the thesis work is mine; I had no unethical behaviors from planning up to the writing of the thesis, I obtained all information on this thesis within the academic and ethical rules, I have added all the information and interpretation obtained from other reference and authors to the reference list, I had no behaviors that violate the patent and copyrights during the writing and thesis study.

Thesis Owner  
Name and Surname  
Signature

**Annex-9: CV**

**Personal Information**

<b>Name</b>		<b>Surname</b>	
<b>Place of Birth</b>		<b>Date of Birth</b>	
<b>Nationality</b>		<b>Tel</b>	
<b>E-mail</b>			

**Level of Education**

	<b>Name of the Institution They Graduated</b>	<b>Year of the Graduation</b>
<b>Doctorate/Specialty</b>		
<b>Master</b>		
<b>Bachelor</b>		
<b>High-School</b>		

**Work Experience (Please list it from most recent to past)**

<b>Title</b>	<b>Institution</b>	<b>Period (Year -Year)</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

<b>Level of Foreign Language*</b>	<b>Reading Comprehension*</b>	<b>Speaking</b>	<b>Writing</b>

\* Please evaluate as Very Good, Good, Medium, Low.

<b>Foreign Language Exam Score**</b>								
<b>KPDS</b>	<b>YDS</b>	<b>IELTS</b>	<b>TOEFL-IBT</b>	<b>TOEFL-PBT</b>	<b>TOEFL-CBT</b>	<b>FCE</b>	<b>CAE</b>	<b>CPE</b>

\*\*If there is more than one successful exam, all scores are to be written.

**Abbreviations;** KPDS: Foreign Language Proficiency Examination for State Employees; YDS: Foreign Language Exam; IELTS: International English Language Testing System; TOEFLIBT: Test of English as a Foreign Language-Internet-Based Test TOEFL PBT: Test of English as a Foreign Language-Paper-Based Test; TOEFL CBT: Test of English as a Foreign Language-Computer-Based Test; FCE: First Certificate in English; CAE: Certificate in Advanced English; CPE: Certificate of Proficiency in English

	<b>Science</b>	<b>Turkish&amp;Mathematics</b>	<b>Social Science</b>
<b>ALES Score</b>			
<b>(Other) Score</b>			

**Computer Knowledge**

<b>Program</b>	<b>Use Skills</b>

\*Please evaluate as Very Good, Good, Medium, Low.

International and National Publications / Announcements / Certificates / Awards / Other

### Annex-10: Thesis Control List

	Yes	No
Is the Thesis Title the same as the Thesis Suggestion Form and Ethics Report?		
Is the text printed on A4 standard, 21x29,7 sized, high-grade (70-100 g/ m <sup>2</sup> ) matte white paper?		
Have 4 cm on the left of each page, 2,5 cm on the right, 3 cm at the top and bottom?		
Are control print-outs printed on both sides of the paper used a computer that prints quality outputs?		
Is Times New Roman used as a writing font?		
Are thesis and main titles written in font size 14, other writings in font size 12, if necessary in 9-10?		
Is space left after the punctuation marks?		
Are line spacing and paragraph spacing standards followed?		
Are the main and subtitles written in the appropriate font and specification?		
Are abbreviations and symbols done properly?		
Are the figure, image, and tables list prepared properly?		
If present, are quotations written properly?		
If present, are footnotes written properly?		
Is page numbering done properly?		
Is the Turkish summary reflecting the content of the thesis?		
Is the Turkish summary in proper length in word count?		
Are keywords included in the Turkish summary as suggested?		
Is the Thesis title put in the English summary?		
Are Turkish and English summaries compatible with each other?		
Is the English summary proper length in word count?		
Are keywords placed in the English summary?		
Are figures, images, and tables prepared in proper sizes?		
Is the university logo placed on the outer cover		
Is the university logo of 2x2 cm size placed on the outer cover of the thesis?		
Is the Thesis title on the cover page written in font size 14 and bold, and others in font size 12?		
Are references used accurately within the text?		
Are the references list properly prepared? Are the references used in the thesis available?		
Is the Ethics Report of the Thesis placed before the CV page?		
Are annexes given in the presentation order with the proper titles on different pages?		
Is the statement written properly and added on the page after the approval page?		
Is the CV written in the proper format and added at the end of the thesis?		
Is the Thesis Approval Form added? (After the Defense)		
Is the thesis properly bound? (After the Defense)		

## Annex-11: Thesis Submission Report



### INSTITUTE OF HEALTH SCIENCES

**Name-Surname of the Student:**

**Signature and Date:**

### THESIS SUBMISSION REPORT

Jury Members	Date	Signature
<b>Substitute Members</b>		

**-Student is obligated to submit his/her thesis to the Jury members at least 15 days before the exam date.**

**-Jury member who cannot attend the exam is obligated to submit an Excuse Petition at least one week before the exam date.**

**-A copy of the Thesis defense Report is to be kept in the relevant department.**

**-Exam documents should be submitted as the only copy to the Institute with the original signature within three weekdays.**