ATILIM UNIVERSITY 1996

THESIS WRITING CHECKLIST FORM

Items	Supervisor	Graduate School
1. All theses are to be bound in claret red cloth.	☐	☐
2. The binding side (left margin) must be at exactly 4 cm wide to allow for binding; other three margins must be exactly 2.5 cm wide	☐	☐
3. The formal control of the cover pages for sections should be finalized as per Pages 8, 9, 10, and 11 of the thesis writing guidelines, as well as the "Thesis Template".	☐	☐
4. The font size should be 12-point. Only Times New Roman font is acceptable.	☐	☐
5. In the text, the heading in all capitals is centered between the text margins, 3.5 cm from the top of the page; the title goes two spaces below, centered, and in all capital letters. The text begins exactly two spaces below.	☐	☐
6. The text of the manuscript must use 1.5 space; tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.	☐	☐
7. All page numbers of the thesis must appear on the bottom center of the page.	☐	☐
8. For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). Actual page numbering begins with iii on the Abstract page.	☐	☐
9. Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis.	☐	☐
10. For the preliminary pages, the title must be single-spaced, in all capital letters, and should begin at 3.5 cm from the top of the page.	☐	☐
11. The approval page of the thesis be signed in blue ink.	☐	☐
12. Chapters are numbered consecutively in Arabic numerals and capital letters (CHAPTER 1, CHAPTER 2, etc.).	☐	☐
13. Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration	☐	☐
14. Illustrations of any kind must be numbered consecutively, including appendices. Use a decimal approach (1.1, 1.2, 1.3,.., A.1, A.2, where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix).	☐	☐
15. Mathematical and chemical formulas, equations and expressions must be prepared by using an appropriate equation editor. Each equation must be numbered in parentheses and this must be given next to the right margin.	☐	☐
16. The references in the thesis are cited by number, e.g., Smith [3] or [3]. The listing should be in numerical order.	☐	☐
17. The formal control of the References section should be finalized as per Pages 16, 17, and 18 of the thesis writing guidelines.		
18. If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.).	☐	☐

Decision of the Supervisor	Decision of the Graduate School
Remarks : ☐ Approved ☐ Not Approved Ground for Objection : _____ _____ Date Name Surname	Remarks : ☐ Approved ☐ Not Approved* Ground for Objection : _____ _____ Date Name Surname

*If it is not approved, new checklist form must be filled and submitted to the Graduate School.