



Atılım University
Graduate School of Social Sciences
Thesis Writing Checklist

Please check your thesis to be delivered as per the items presented below, respectively. Please tick the requirements that your thesis meets.

Conditions for the General Form		
1	White A4 Paper is used.	<input type="checkbox"/>
2	The content is printed on one side only .	<input type="checkbox"/>
3	Content page (and inside cover page) margins are present at a width of 4 cm on the left side, and 2.5 cm on all other sides .	<input type="checkbox"/>
4	Times New Roman font is used, at Size 12.	<input type="checkbox"/>
5	Footnotes are at the font size of 10, if any.	<input type="checkbox"/>
6	Fonts are lowered down to Size 8 the smallest for tables and figures.	<input type="checkbox"/>
7	The justified text alignment option is used.	<input type="checkbox"/>
8	The line spacing in the textual chapters is 1,5 (18 nk).	<input type="checkbox"/>
9	The paragraph indenting in the textual chapters is 1,25 cm .	<input type="checkbox"/>
10	6 nk spaces are present between paragraphs.	<input type="checkbox"/>
11	The line spacing option of “Exactly” is used for block quotations and footnotes (6 nk before and 12 nk after paragraphs).	<input type="checkbox"/>
Page Numbers		
12	Page numbers are centered at the bottom of numbered pages. With a top margin of 1.5 cm and bottom margin of 1 cm .	<input type="checkbox"/>
13	Page numbers are sized 10.	<input type="checkbox"/>
14	No page numbers are present on the Cover, Acceptance and Approval, and Ethical Statement chapters.	<input type="checkbox"/>
15	Pages are numbered in romanettes from the start to the Introduction chapter (i, ii, iii, iv...).	<input type="checkbox"/>
16	Pages from the Introduction chapter are numbered as 1, 2, 3, 4 etc.	<input type="checkbox"/>
Headings		
17	Special page headings (Öz, Abstract etc.) are typed in uppercase letters, bold, sized 12, in Times New Roman, centered, spaced 12 nk before and after, and with a line spacing of 1.5.	<input type="checkbox"/>
18	Primary page headings are typed in uppercase letters, bold, sized 12, in Times New Roman, centered, spaced 12 nk before and after, and with a line spacing of 1.5.	<input type="checkbox"/>
19	Secondary page headings are typed in uppercase letters, bold, sized 12, in Times New Roman, centered, spaced 6 nk before and after, and with a line spacing of 1.5. Conjunctions such as “and”, “or”, and “with” are in lowercase letters, if any.	<input type="checkbox"/>
20	Tertiary page headings are typed with only the first letter of the first word (or any proper nouns) in capitals, bold, sized 12, in Times New Roman, aligned left, spaced 12 nk before and 6 nk after, and with a line spacing of 1.5.	<input type="checkbox"/>
21	Each new thesis chapter should begin on a new page .	<input type="checkbox"/>
Binding Cover		
<i>The standard hardcover format will be provided to the student by the Graduate School for printing purposes. However; please consider the formal conditions below to check accordingly.</i>		
22	The university logo; the names of the university, the graduate school, the department major, and the	<input type="checkbox"/>

	program; thesis type (graduate/ doctorate), thesis title, the full name of the student, the place of publication, and the year of publication are present, respectively.	<input type="checkbox"/>
23	A margin of 2 cm should be present on all sides of the binding cover page.	<input type="checkbox"/>
24	All texts should be centered.	<input type="checkbox"/>
25	Texts should be printed in white, on a blue background. The thesis type and the full name of the thesis author should be printed in black on a white background bordered in red.	<input type="checkbox"/>
26	The names of the university, the graduate school, the department major, and the program should be in Times New Roman, and sized 12. All letters should be uppercase. Line spacing should be 1.5 with 0 nk spaces before and after.	<input type="checkbox"/>
27	The thesis title should be in Times New Roman and sized 14. All letters should be uppercase. Line spacing should be 1.5 with 0 nk spaces before and after.	<input type="checkbox"/>
28	The remaining text on this page should be in Times New Roman and sized 12, with only the first letter of each word in capitals (the surname should be in capitals). (Example - Appendix 1)	<input type="checkbox"/>
29	The thesis title, the name of the author, and the year of acceptance should be printed on the spine of the bound copy, legible from the top down. If these pieces of information do not fit on the spine area, the thesis title should not be shortened, but the font size may be decreased.	<input type="checkbox"/>
30	A blank page should be present between the binding cover, and the inside cover.	<input type="checkbox"/>
Inside Cover		
31	This chapter bears the names of the university, the graduate school, the department major, and the program; thesis title, thesis type (graduate/ doctorate thesis), the full name of the student, the place of publication, and the year of publication.	<input type="checkbox"/>
32	The left margin of the inside cover should be 4 cm exact, with that of all other margins 2.5 cm exact.	<input type="checkbox"/>
33	The names of the university, the graduate school, the department major, and the program should be in Times New Roman, and sized 12. (All letters should be uppercase.) Line spacing should be 1.5 with 0 nk spaces before and after.	<input type="checkbox"/>
34	The thesis title should be in Times New Roman and sized 14. (All letters should be uppercase.)	<input type="checkbox"/>
35	The remaining text on this page should be in Times New Roman and sized 12, with only the first letter of each word in capitals. (The surname of the author should be in capitals).	<input type="checkbox"/>
36	The title, and the full name of the thesis advisor should be present under “Thesis Advisor”, underneath the name of the student (Their surname should be in all capitals). (Example - Appendix 2)	<input type="checkbox"/>
References and Citations		
37	The APA, MLA, or Chicago System is used. (Please see the Thesis Writing Guidelines and its appendices for details).	<input type="checkbox"/>
Figures and Tables		
38	The titles of figures and tables should be in Times New Roman, sized down to 8 the lowest, and italicized. Figures and tables should be numbered consecutively throughout. (Figure 1, Figure 2...; Table 1, Table 2...) Figure titles should be centered underneath their respective figures, and table titles should be aligned left above their respective tables. The figures and tables in this document constitute a good reference point.	<input type="checkbox"/>

Chapters to be Included in a Thesis

The listed chapters should be included with respect to the order presented below.

1	Binding Cover	<input type="checkbox"/>
2	Blank Page	<input type="checkbox"/>
3	Inside Cover	<input type="checkbox"/>
4	Acceptance and Approval	<input type="checkbox"/>
5	Ethical Statement	<input type="checkbox"/>
6	Öz (Abstract Page in Turkish) <ul style="list-style-type: none">• The title ÖZ is centered in bold.• The thesis ID is included.• 300 words at most• 5 keywords	<input type="checkbox"/>
7	Abstract <ul style="list-style-type: none">• Same in formatting as the “ÖZ” chapter• 400 words at most	<input type="checkbox"/>
8	Acknowledgments (optional)	<input type="checkbox"/>
9	Table of Contents	<input type="checkbox"/>
10	Symbols and Abbreviations (if required)	<input type="checkbox"/>
11	Index of Tables (if required)	<input type="checkbox"/>
12	Index of Figures (if required)	<input type="checkbox"/>
13	Foreword (if required)	<input type="checkbox"/>
14	Main Body of Thesis	<input type="checkbox"/>
15	References	<input type="checkbox"/>
16	Appendices (if any)	<input type="checkbox"/>
17	Plagiarism (Turnitin) Report (from the percentages chapter onwards).	<input type="checkbox"/>
18	Résumé (In line with PPD L)	<input type="checkbox"/>
19	Blank Page	<input type="checkbox"/>
20	A CD with the electronic copy of the thesis. (Not including any signatures in ink) (The PDF document name should be the National Thesis Center reference number.)	<input type="checkbox"/>

Please see the Thesis Writing Guidelines and its appendices for details on the formal conditions of the aforementioned items.

Important Notes

The document format should be maintained while printing your thesis and no automatic corrections should be made through the printing process. In other words, aspect ratios should not be changed while printing your thesis. (Do not use the “Fit” option while printing.)

- Please read the Thesis Writing Process and the Thesis Writing Guidelines on the Atılım University GSSS web site carefully.

	Student	Advisor
Name Surname		
Signature		
Date: .../.../...		