# SECTION ORDER

New sections must start with a new page as in this document. In accordance with the above requirements, all manuscripts must contain the following components, in the order listed:

* Title page
* Table of Contents
* List of Figures
* List of Tables
* List of Symbols/Abbreviations/Nomenclature/Acronyms (if necessary)
* Abstract
* Body chapters
* List of References
* Appendix (optional)

This list is also an example for inserting bullets. Make sure that all bulleted lists in your document obey the format of the above list.

## 1.1. Margins, Size (Font) and Text Spacing

Margins are defined in this document using page setup (Top:3cm, Bottom: 3cm, Right: 2cm, Left: 3.5cm, Gutter: 0.5cm, Gutter Position: Left). Do not change the margins. Use 12-point Times New Roman (font and its size in tables and figures can be changed and decreased as long as it is readable). Use double space. Indent first lines of paragraphs consistently. Single-space headings, tables, figures, equations, block quotes, and appendix matter (with only one blank line space before and after the single-spaced matter). No more than one blank line space anywhere.

## 1.2 Page Numbers

Arabic numerals (1, 2, 3, etc.) starting with the title page, all pages are numbered (except the title page), centered at the bottom of each page.

# Body chapters

Project should follow these chapters. First and last chapter headings should follow the given order. Each chapter need to end with a summary subheading.

1. INTRODUCTION
   1. Project/Problem Definition
   2. Purpose of the Study
   3. Methodology/Methodologies used in the research
   4. Research Questions
   5. Plan of the Study
   6. Summary
2. LITERATURE REVIEW
3. METHODOLOGY
4. APPLICATION AND RESULTS
5. CONCLUSION AND FUTURE WORKS
   1. Conclusion
   2. Future Work Proposals

# CREATING AND UPDATING THE TABLE OF CONTENTS, LIST OF TABLES AND LIST OF FIGURES

The Table of Contents and List of Tables/Figures were created by using the Index and Tables tool found in the Insert menu. The Table of Contents is designed to collect all text using the heading styles for section titles, chapter titles, and subheadings automatically on demand.

This document has a table of contents. After you finish writing your document, go to table of contents page and update it. Also update list of tables and list of figures with the same way.

The captions of tables should follow the format of the following example:

Table 1. List of sections contained in this document

|  |  |
| --- | --- |
| **Section name** | **This section contains** |
| Title | Title page |
| Acknowledgment | Acknowledgment page |
| Contents | Table of contents page |
| Tables | List of tables page |
| Figures | List of figures page |

This is an example of a table. The format of the captions of all tables must match with this example’s format: “Table Section Number-Table Number. Name of the table”. For example “Table 4-1. List of sections contained in this document”.

The captions of figures should follow the format of the following example:



Figure 1. İstanbul Arel University

As seen in examples, the captions for tables are placed above the tables while the figure captions are placed below the figures.

# REFERENCES AND CITING

A references is a selected list of all books, articles, and other source material related to the thesis project and is always in alphabetical order, with the author's last name first. References should be entered via “insert citation” tool of Word.

## 3.1. Citing and Referencing

You have to cite a reference within the document as the authors last name [number]. For example, “Jones [1] shows that ....”. If the article has only one author, then the citation at the references will be Jones [1]; if the article has two authors, then the citation will be Jones and Brown [2]; for all others, the citation will be Jones et al. [3]. For example; the first reference of this document is cited as Bass [4], the second one is cited as Bass and Brown [5], and the third one is cited as Bass et al. [6]. Then if the citation is in parentheses, the citations will be [2], [4]–[6] for the above example, respectively. Use the format given in the references section of this document. The references are examples for referencing journal papers, books and conference proceedings. Web references are also shown in the References section. Use the examples given in that section. Make sure that you provide the date that you reach that webpage. Try not to cite a reference for more than three times. Do not quote whole paragraph, make summaries. If you are citing a book you need to provide page number.\*

## 3.2. Quotations

Quotations must match the source document word for word and must be attributed to the original author. Quotations are single-spaced and indented as shown in the following example:

Anderson [7] defines collaboration broadly as:

*“A strategic mode of integration in which two or more organizations co-operate on parts or all stages of production, from the initial phase of research to marketing and distribution. Collaborative agreements can be short-term or long-term and encompass a spectrum of co-operation that lies between outright merger/acquisition and arms-length market transaction”*

*\*You can add a literature table to the “Literature Review” chapter.*