**ATTACHMENT 1: EXTERNAL COVER**

**Please remove the red informational notes when writing your thesis/project on this template.**

****

**ISTANBUL NISANTASI UNIVERSITY**

**GRADUATE SCHOOL OF EDUCATION**

**... DEPARTMENT**

**... PROGRAM**

*On the external cover, there should be a margin of 3 cm on the left and right sides, and a margin of 2 cm on the top and bottom. The height of the logo should be 20 mm. All text should be centered on the page, written in 12-point font size with 1 line spacing.*

*The printing month and year are the defense date. In the case of theses that undergo corrections after the defense, the defense month and year of the corrected thesis should be written.*

*Throughout the thesis/project, the first letter of the student's, advisor's, committee members', and institute director's names should be capitalized, and their surnames should be written in all capital letters.*

**Name SURNAME**

**İSTANBUL**

**Month and year**

**Master Thesis / Doctoral Thesis / Graduation Project**

**THESIS/PROJECT TITLE**

*Other clear*

*On the inner cover, there should be a margin of 3 cm on the left and right sides, and a margin of 2 cm on the top and bottom.*

*Page numbers should not be included on the external and internal covers..*

İstanbul Nişantaşi University

Graduate School of Education

... Department

... Program

İstanbul

Month and year

Advisor: Title Name SURNAME

Second Advisor: Title Name SURNAME (if applicable)

Master's Thesis / Doctoral Thesis / Master's Graduation Project

**ATTACHMENT 2: INNER COVER**

THESIS/PROJECT TITLE

Name SURNAME

ORCID ID: 0000-0000-0000-0001

ACCEPTANCE AND APPROVAL

**ATTACHMENT 3: ACCEPTANCE AND APPROVAL FOR DOCTORAL THESES**

*All signatures in the thesis should be done with a blue ink pen.*

The work titled "Thesis Title," prepared by NAME SURNAME, has been successfully accepted by our jury as a Doctoral Thesis based on the defense examination held on January 1, 2021.

Committee Member: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Name

Committee Member: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Name

Committee Member: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Name

Committee Member: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Name

Thesis Advisor: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Istanbul Nisantasi University

Second Advisor: Title Name SURNAME (No signature)

University Name

I certify that this work, accepted by the committee, fulfills the necessary requirements to be considered a Master's/Doctoral Thesis.

Title Name SURNAME

Director of the Institute

*ACCEPTANCE AND APPROVAL, NOTIFICATION, ETHICS STATEMENT, ACKNOWLEDGEMENTS, TURKISH ABSTRACT, ENGLISH ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS AND ABBREVIATIONS, REFERENCES, APPENDICES, CURRICULUM VITAE*

*The titles of these sections should be written in 12-point Times New Roman font, in uppercase and bold. They should be centered within the text block, with a 24-point spacing after the title. The text within these sections should be written in 12-point Times New Roman font, with 1-line spacing and 6-point spacing before and after paragraphs.*

*All pages from acceptance and approval to the introduction should be numbered with lowercase Roman numerals. Page numbers should be positioned 1.5 cm above the bottom edge of the page and aligned to the right. They should be written in 12-point Times New Roman font.*

ACCEPTANCE AND APPROVAL

**ATTACHMENT 3: ACCEPTANCE AND APPROVAL FOR THESIS-BASED MASTER'S THESES**

*All signatures in the thesis should be done with a blue ink pen.*

The study titled "Thesis Title," prepared by NAME SURNAME, has been accepted by our jury as a Master's Thesis, following a successful defense examination conducted on January 1, 2021.

Committee Member: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Name

Committee Member: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Name

Thesis Advisor: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Istanbul Nisantasi University

Second Advisor (if applicable): Title Name SURNAME (No signature)

University Name (if applicable)

I hereby certify that this work, accepted by the committee, fulfills the necessary requirements to be considered a Master's/Doctoral Thesis.

Title Name SURNAME

Director of the Institute

*ACCEPTANCE AND APPROVAL, NOTIFICATION, ETHICS STATEMENT, ACKNOWLEDGEMENTS, TURKISH ABSTRACT, ENGLISH ABSTRACT, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF SYMBOLS AND ABBREVIATIONS, REFERENCES, APPENDICES, CURRICULUM VITAE*

*The titles of these sections should be written in 12-point Times New Roman font, in uppercase and bold. They should be centered within the text block, with a 24-point spacing after the title. The text within these sections should be written in 12-point Times New Roman font, with 1-line spacing and 6-point spacing before and after paragraphs.*

*All pages from acceptance and approval to the introduction should be numbered with lowercase Roman numerals. Page numbers should be positioned 1.5 cm above the bottom edge of the page and aligned to the right. They should be written in 12-point Times New Roman font.*

ACCEPTANCE AND APPROVAL

**ATTACHMENT 4: ACCEPTANCE AND APPROVAL FOR NON-THESIS MASTER'S PROJECTS**

The study titled "Project Title," prepared by NAME SURNAME, has been accepted by our jury as a Master's Project based on its successful evaluation on January 1, 2021.

**Project Advisor: Title Name SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Istanbul Nisantasi University**

I hereby confirm that this non-thesis Master's graduation project has fulfilled all the necessary requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title Name SURNAME**

Department Chair

I confirm that this work, accepted by the advisor, fulfills the necessary requirements to be considered a Master's Graduation Project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title Name SURNAME**

Director of the Institute

ETHICS STATEMENT

**ATTACHMENT 5: ETHICS STATEMENT**

I hereby declare that the writing of this study has adhered to the principles of scientific ethics. In cases where the work of others has been used, appropriate citations have been made in accordance with scientific norms. No manipulation or falsification has been made in the data used. I confirm that any part of this thesis/project has not been submitted as a thesis in this university or any other university. I also declare that my thesis/project is original, except for the sources cited, and I accept all potential legal consequences that may arise in case of any violation.

Date

*Sign*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name SURNAME**

**PRE-DEFENSE/DELIVERY APPROVALS**

**ATTACHMENT 6: SIMILARITY REPORT AND PUBLICATION INFORMATION**

|  |  |  |
| --- | --- | --- |
| SIMILARITY APPROVAL | | |
| Title |  | |
| Defense Date |  | |
| Number of Pages |  | |
| Similarity Percentage (%) |  | |
| Similarity Percentage (%)  (Excluding References) |  | |
| Scanning Program |  | |
| The cover page, introduction, abstract, main sections, and conclusion of my thesis/work with the title mentioned above have been scanned using a plagiarism detection program under the supervision of myself and my thesis advisor/Institute Responsible. I hereby declare that my work, which I have completed under the supervision of my thesis advisor, does not contain any plagiarism according to the maximum similarity thresholds; and I accept any legal responsibility that may arise if otherwise detected. I also declare that the information provided above is accurate. | | |
| Student | Advisor | Institute Responsible |

|  |  |  |
| --- | --- | --- |
| ETHICS COMMITTEE APPROVAL | | |
| Title |  | |
| Ethics Committee Meeting Date |  | |
| Ethics Committee Decision Number |  | |
|  | Institute Secretary's Signature |  |

|  |  |  |
| --- | --- | --- |
| EXCLUDED PUBLICATION FROM THESIS | | |
| PUBLICATION TITLE |  | |
| PUBLICATION TYPE | ☐ Article in a National Peer-Reviewed Journal  ☐ Article in an International Peer-Reviewed Journal  ☐ Paper Presented at a National Conference/Symposium  ☐ Paper Presented at an International Conference/Symposium | |
|  | Institute Secretary's Signature |  |

*İthaf sayfasına numara verilmeli ancak içindekiler dizininde gösterilmemelidir.*

ACKNOWLEDGEMENTS

**ATTACHMENT 7: ACKNOWLEDGEMENTS**

The text in the acknowledgements section should be written with 1-line spacing and 12-point font size. This section serves as the preface of the thesis/project and is used to express gratitude to the supporting institutions and individuals. The acknowledgements section should not exceed 2 pages. Below the acknowledgement text, the date should be written aligned to the left in the format of month and year, while the student's name and surname should be written aligned to the right.

[Month, Year]

Student Name SURNAME

ÖZET

**APPENDIX 8: TURKISH SUMMARY**

Adı SOYADI

Tez Başlığı

Yüksek Lisans / Doktora Tezi / Bitirme projesi

İstanbul, 2023

Özette; Tezde araştırılan konu kısaca tanıtılarak Tezin önemi, kapsamı, amaçları, kullanılan yöntemler, elde edilen bulgular ve ulaşılan sonuçlar açık ve öz olarak yazılmalıdır. Özet en az 150, en fazla 250 kelime olmalıdır. Özette; atıf, alıntı, kaynak, şekil ve tablo verilmemelidir. Özet metnin altına “Anahtar Kelimeler” ifadesi yazılarak en az 3, en çok 8 anahtar kelime belirtilmelidir. Kısaltmalar ve özel isimler hariç olmak üzere, Birinci anahtar sözcüğün ilk harfi büyük sonraki harfleri küçük yazılmalı, diğer anahtar kelimelerin tamamı küçük harfle yazılmalıdır. YÖK Ulusal Tez Merkezine yüklenen Türkçe özet ile Tezdeki aynı olmalıdır.

**Anahtar Kelimeler**

Anahtar kelime 1, anahtar kelime 2, anahtar kelime 3, anahtar kelime 4

ABSTRACT

**APPENDIX 9: ENGLISH SUMMARY**

Name SURNAME

Thesis Title

Master's / Doctoral Thesis / Final Project

İstanbul, 2023

The abstract must briefly mention the subject, the scope and the objectives of the thesis, the methods used, findings obtained, and the conclusions derived. The abstract must have 150 words minimum and 250 words maximum. Citations, quotations, references, figures and tables must not be given in the abstract. There must be at least 3 and at most 8 keywords. The first letter of the first keyword must be in uppercase, all other keywords must be in lowercase.

**Keywords**

Keyword 1, keyword 2, keyword 3, keyword 4

TABLE OF CONTENTS

**APPENDIX 10: TABLE OF CONTENTS**

[KABUL VE ONAY i](#_Toc137304070)

[KABUL VE ONAY ii](#_Toc137304071)

[KABUL VE ONAY iii](#_Toc137304072)

[BİLDİRİM iv](#_Toc137304073)

*All subsequent chapter titles and appendices, if any, including Acceptance and Approval in the thesis should be shown in the table of contents, in order and completely (excluding the dedication page). All first-order titles in the table of contents should be written in capital letters, and the first letter of each word of the second- and third-degree titles should be capitalized and the next letters should be written in lowercase. Fourth and higher level headings should not be included in the table of contents. The space between the titles and the page numbers should be filled with a dot. Headings should be left aligned and page numbers should be right aligned.*

*First-order titles should not be indented. 0.5 cm from the left for second-order titles and 1 cm from the left for third-degree titles. The entire table of contents should be written with 1 line spacing, paragraph spacing should be 6 points before and after.*

[ETİK BEYAN v](#_Toc137304074)

[TEŞEKKÜR vii](#_Toc137304075)

[ÖZET ii](#_Toc137304076)

[ABSTRACT iii](#_Toc137304077)

[İÇİNDEKİLER iv](#_Toc137304078)

[TABLOLAR DİZİNİ v](#_Toc137304079)

[ŞEKİLLER DİZİNİ vi](#_Toc137304080)

[SİMGELER DİZİNİ vii](#_Toc137304081)

[KISALTMALAR DİZİNİ viii](#_Toc137304082)

[GİRİŞ 1](#_Toc137304083)

[1. BİRİNCİ DERECEDEN BAŞLIK 2](#_Toc137304084)

[1.1. İkinci Dereceden Başlık 2](#_Toc137304085)

[1.1.1. Üçüncü Dereceden Başlık 2](#_Toc137304086)

[2. SONUÇ 4](#_Toc137304087)

[3. METİN İÇİ LİSTELER 5](#_Toc137304088)

[4. TABLOLAR VE ŞEKİLLER 6](#_Toc137304089)

[5. DENKLEMLER 7](#_Toc137304090)

[KAYNAKLAR 8](#_Toc137304091)

[ÖZGEÇMİŞ 9](#_Toc137304092)

[EK 1. ÖRNEK BİRİNCİ EK 10](#_Toc137304093)

[ETİK KURUL/KOMİSYON İZNİ/MUAFİYETİ *Varsa* 11](#_Toc137304094)

TABLE OF TABLES

**APPENDIX 11: TABLE OF TABLES**

[Table 1. Örnek tablo başlığı 6](#_Toc13147183)

*When using this template, table headings should be written using the styles in the Styles section, and the Table of Tables area should be updated with the update command to reflect any changes in the tables.*

*All tables in the thesis should be shown completely in the tables index. All tables in the thesis should be numbered sequentially, starting with Table 1. In the tables index, the space between the table titles and the page numbers should be filled with a dot. All table headings should be left aligned and page numbers should be right aligned. The table number should be followed by a period, followed by a space, and the table title should be written with only the first letter capitalized and the following letters lowercase. The entire index of tables should be written with 1 line spacing, paragraph spacing should be 6 points before and after.*

INDEX OF FIGURES

**APPENDIX 12:** **INDEX OF FIGURES**

[Figure 1. Örnek şekil başlığı 6](#_Toc13147187)

*When using this template, the shape captions must be written by applying the styles in the styles pane, and the shapes index field must be updated with the update command.*

*All figures in the thesis should be shown completely in the figures directory. All figures in the thesis should be numbered sequentially, starting with Figure 1. In the figures directory, the space between the figure titles and the page numbers should be filled with a dot. All figure titles should be left aligned and page numbers should be right aligned. After the figure number, a period should be placed, followed by a space, and only the first letter of the figure should be capitalized and the following letters should be written in lowercase. The entire index of figures should be written with 1 line spacing, paragraph spacing should be 6 points before and after.*

INDEX OF ICONS

**APPENDIX 13: INDEX OF ICONS**

**Icon Explanation**

Ψ Psi fonksyionu

Kuvvet parametreleri matrisi

*All symbols in the thesis should be displayed in the symbols index according to the order in which they are written in the text. The description of the symbol should be written in capital letters only, with three tabs spaced after the symbols. The entire index of symbols should be written with 1 line spacing.*

INDEX OF ABBREVIATIONS

**APPENDIX 14: INDEX OF ABBREVIATIONS**

**ABBREVIATION Explanation**

AA Açıklama

*All abbreviations in the thesis should be shown in alphabetical order in the abbreviations index. After the abbreviations, the explanation of the abbreviation should be written by leaving three tabs with spaces. The entire index of abbreviations should be written with 1 line spacing.*

BB Açıklama

CC Açıklama

# INTRODUCTION

**APPENDIX 15: INTRODUCTION**

The introduction section should provide a reasonable level of detail regarding the subject, scope, significance, originality, objectives, methodology, research process, organization of chapters, and topics covered in each chapter of the thesis.

The heading of the introduction section should be formatted as a first-level heading with the chapter number as "1". The introduction section should not contain subheadings. The page numbering of the introduction section should start with the number "1", and subsequent pages should continue in sequential order. Page numbers should be aligned to the right, 1.5 cm above the bottom edge of the page, and written in 12-point Times New Roman font.

The entire text of the thesis should be justified with a line spacing of 1.5. There should be no indentation at the beginning of paragraphs. A 6-point space should be left before and after paragraphs. There should be no blank lines between paragraphs.

Master's theses should consist of a minimum of 80 pages unless otherwise specified in the guidelines. Except for special cases mentioned in the guidelines, the entire text of the thesis should be written in Times New Roman font. The page margins should be 4 cm on the left, 2 cm on the right, and 3 cm at the top and bottom.

**CHAPTER 1: WRITE THE CHAPTER TITLE**

In text sections (introduction, other chapters, conclusion), all chapter titles should be left-aligned. There should be no indentation in the headings. The headings should be written with a line spacing of 1. There should be an 18-point space before the headings and a 12-point space after them.

No blank lines should be inserted before or after the headings. Headings should not be placed as the last line of a page, and if there is not enough space for at least 2 lines of text after the heading, the heading should appear on the next page. There should be at least two headings at any level. After the headings, there should be text or a subheading.

The conjunctions "and", "with", "or", "whether", "or", "that", "also", "even", and the question particles "mi", "mi", "mu", "mü" should be written with a capital letter in first-level headings and with lowercase letters in all other headings. There should be a space between the heading number and the text. Headings should not have any punctuation marks other than the periods in the heading numbers.

First-level headings should be numbered as "1.", "2.", etc. First-level headings should start on a new page, be written in bold and all uppercase letters. First-level headings should start on a new page.

**1.1. Second-Level Heading**

Second-level headings should be numbered as "1.1.", "1.2.", etc. Second-level headings should be written in bold with the first letter of each word capitalized and subsequent letters in lowercase.

**1.1.1. Third-Level Heading**

Third-level headings should be numbered as "1.1.1.", "1.1.2.", "1.1.3.", etc. Third-level headings should have the first letter of each word capitalized and subsequent letters in lowercase.

**1.1.1.1. Fourth-Level Heading**

Fourth-level headings should be numbered as "1.1.1.1.", "1.1.1.2.", "1.1.1.3.", etc. Fourth-level headings should have the first letter of the first word capitalized and subsequent letters in lowercase.

**a. Fifth-Level Heading**

Fifth-level headings should not be numbered. Fifth-level headings should have the first letter of the first word capitalized and subsequent letters in lowercase. Lowercase letters can be used at the beginning of fifth-level headings to classify them among themselves.

A maximum of five levels of headings should be used in the thesis.

**CONCLUSION**

The conclusion section should provide a reasonable level of detail regarding the objectives, methodology, findings, comparison with previous studies, contribution to knowledge, evaluations, recommendations, discussions, and the results obtained from the thesis/project.

*The conclusion section should not consist of sub-headings in itself.*

**APPENDIX 18: IN-TEXT LISTS**

Example bulleted list:

• First-level bulleted list item

– Second-level bulleted list item

Example numbered signed list:

(1) First level numbered list item

(i) Second level numbered list item

*The list bullet and list number styles in the styles pane should be used when using this template.*

# TABLES AND FIGURES

*When using this template, table and figure captions in the styles pane should be written by applying the styles.*

**APPENDIX 19: TABLES AND FIGURES**

Example table:

Table 1. Örnek Tablo Başlığı

|  |  |  |
| --- | --- | --- |
| Sütun A | Sütun B | Sütun C |
| Satır A | Hücre 1 | Hücre 2 |
| Satır B | Hücre 3 | Hücre 4 |
| Satır C | Hücre 5 | Hücre 6 |

(Kaynak: Tablonun alıntılandığı kaynak)

Örnek şekil:

Örnek Şekil

Figure 1. Örnek Şekil Başlığı

(Kaynak: Şeklin alıntılandığı kaynak)

# EQUATIONS

**APPENDIX 20: EQUATIONS**

|  |  |
| --- | --- |
|  | (1) |

RESOURCES

**APPENDIX 21: RESOURCES**

Alavi, M., & Leidner, D. E. (2001). Knowledge management and knowledge management systems: Conceptual foundations and research issues. *MIS Quarterly*, *25*(1), 107-136.

*Article*

Araz, T. (1992). *Atölye tipi üretim için benzetim amaçlı uzman sistem*. Doktora tezi, İstanbul Teknik Üniversitesi, Fen Bilimleri Enstitüsü, İstanbul.

*Thesis*

Game, A. (2001). Creative ways of being. J. R. Morss, N. Stephenson ve J. F. H. V. Rappard (Ed.), *Theoretical Issues in Psychology: Proceedings of the International Society for Theoretical Psychology 1999 Conference* içinde (ss. 3-12). Sydney, Avustralya: Springer.

*Scientific Paper*

Jaaniste, J. (2019). *Creative arts therapies can help people with dementia socialise and express their grief*. Erişim adresi: http://theconversation.com/creative-arts-therapies-can-help-people-with-dementia-socialise-and-express-their-grief-114623. Erişim tarihi: 01 Ocak 2019

*Web*

Hole, F., Heizer, R. F., & Leidner, D. E. (1969). *An introduction to prehistoric archeology*. New York, NY: Holt, Rinehart and Winston.

*Book*

Watson, J. B., & Rayner, R. (2013). *Conditioned emotional reactions: The case of Little Albert* (D. Webb, Ed.). CreateSpace Independent Publishing Platform.

*Book Chapter*

*References should be listed in alphabetical order without being classified according to the type of work. It should be written with 1 cm indented hanging paragraph layout, 1-spaced, 6-point paragraph spacing before and after, left-aligned with 12-point Times New Roman font. References should be shown in accordance with the rules specified in the Thesis/Project Writing Directive..*

*All theses/projects prepared within the body of Istanbul Nişantaşı University Institutes must comply with the scientific ethics rules determined within the scope of "Higher Education Institutions Scientific Research and Publication Ethics Directive". In thesis/project writing, be sure to read the relevant directive:*<https://www.yok.gov.tr/Sayfalar/Kurumsal/mevzuat/bilimsel-arastirma-ve-etik-yonetmeligi.aspx>

EK 1. ÖRNEK BİRİNCİ EK

ETİK KURUL/KOMİSYON İZNİ/MUAFİYETİ *Varsa*

**APPENDIX 23: SKIN BACK SAMPLE**

|  |  |  |
| --- | --- | --- |
|  | **TEZ/PROJE BAŞLIĞI** | **İSTANBUL NİŞANTAŞI ÜNİVERSİTESİ LİSANSÜSTÜ EĞİTİM ENSTİTÜSÜ … ANABİLİM DALI … PROGRAMI**  **TEZ/PROJE BAŞLIĞI**  **Adı SOYADI**  **Yüksek Lisans Tezi/Projesi/Doktora Tezi**  **İSTANBUL Ocak 2021** |
| **Adı SOYADI** |
| **2021** |



**İSTANBUL NİŞANTAŞI ÜNİVERSİTESİ**

Lisansüstü Eğitim Enstitüsü

… Anabilim Dalı  
… Bilim Dalı

Yüksek Lisans / Doktora Programı

Tez Başlığı

Öğrenci Numarası

Adı SOYADI

Danışman: Unvanı Adı SOYADI  
Referans Numarası:

Tez Konusu

Öğrenci Numarası

Adı Soyadı

Danışmanı

Program Adı

Tezli Yüksek Lisans/Doktora Programı

**APPENDIX 24: CD / USB MEMORY LABEL**

metin, yazı tipi, grafik, grafik tasarım içeren bir resim

Açıklama otomatik olarak oluşturuldu

**İSTANBUL NİŞANTAŞI ÜNİVERSİTESİ**

Lisansüstü Eğitim Enstitüsü

… Anabilim Dalı  
… Bilim Dalı

Yüksek Lisans / Doktora Programı

Tez Başlığı

Öğrenci Numarası

Adı SOYADI

Danışman: Unvanı Adı SOYADI  
Referans Numarası:

Tez Konusu

Öğrenci Numarası

Adı Soyadı

Danışmanı

Program Adı

Tezli Yüksek Lisans/Doktora Programı