

Graduation Thesis Formatting Guidelines

TED University Psychology Department

ACADEMIC YEAR 2019/2020

SPRING SEMESTER

## **Graduation Thesis Formatting Guidelines\***

### **1. General Policies**

The purpose of guidelines presented here is to ensure that every graduation thesis which will carry the name of TED University meets the same high standards of presentation in terms of all relevant physical properties.

All theses must be prepared electronically. All groups should submit both the electronic and hard copy of their theses to their thesis advisor.

All students should work in groups; and they should form their groups on their own. After their groups are formed, they will identify three topics they would like to study in their graduation theses. According to these topics, groups will be assigned to their advisors.

### **Ethical Guidelines and Considerations**

In academic writing, referring to works of other authors is a requirement of academic integrity. Referencing is a matter of honesty; and it also enhances the credibility of your work. Using ideas and research findings of others without referencing and pretending they are your own work is called plagiarism. Plagiarism is a type of academic fraud and it is strictly forbidden according to the TEDU Principles of Academic Integrity (<https://student.tedu.edu.tr/en/student/principles-of-academic-integrity>). Therefore, great care must be given to using a proper style in writing your graduation theses so that no ambiguity in terms of your works' originality occurs.

If there is a possibility of publication, groups should apply for an Ethical Approval from TEDU Human Research Ethics Committee.

\* If you will be using the GRANT PROPOSAL FORMAT for your thesis, you should be following the appropriate formatting when necessary specified by TUBITAK.

All groups are required to provide a Turnitin report as an attachment file in their hardcopy submissions. Similarity index should not be higher than 25% (excluding references and cited quotations).

While writing their graduation theses, all groups should follow the Guidelines of both TEDU Human Research Ethics Committee and also the Ethical Guidelines of Turkish Psychological Association:

[https://iaek.tedu.edu.tr/sites/default/files/content\\_files/docs/forms/tedu\\_iaek\\_degerlendirme\\_kriterleri.pdf](https://iaek.tedu.edu.tr/sites/default/files/content_files/docs/forms/tedu_iaek_degerlendirme_kriterleri.pdf)

<https://www.psikolog.org.tr/tr/files/folder/etik-yonetmeligi-x389.pdf>

If groups will not publish their work within 1 year after graduation, all rights of publication will be transferred to the relevant advisor.

The order of authors' names should be arranged according to APA principles (see

<https://www.apa.org/science/leadership/students/authorship-paper>).

## **2. Format and Appearance**

**2.1. Paper and margins:** All graduation theses should be on A4 Paper, typed, double-spaced on standard-sized paper with 1" margins on all sides.

**2.2. Font:** Unless specified otherwise, the font size should be 12 pt. (and Times New Roman. The font type and font size must be consistent throughout the thesis.

Bold face letters, symbols, and italics may be used for special emphasis. Fonts and point sizes may differ in chapter titles, section headings, footnotes, endnotes, quotations or tables, as long as their use is consistent and they are easily readable (legible).

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**2.3. Pagination:** All page numbers must appear in the same location (top right of the page).

Unless specified otherwise, all page numbers must be in the same font and point size (12 pt., Times New Roman).

**2.4. Running head:** Include a page header ("running head") at the top left of every page.

The running head is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

### 3. Specific Guidelines for the Parts of the Thesis

Every graduation thesis has major paper sections. Unless specified otherwise, you must follow the order of items within these parts as listed below.

1. Title Page
2. Abstract
3. Table of Content
4. The Text / Main Body
5. References
6. Appendices

**1. Title Page:** The title page should contain the title of the paper, the authors' names (names of the group members as well as the name of the advisor), and their institutional affiliation.

- Type your title in upper and lowercase letters centered in the upper half of the page.
- Your title may take up one or two lines.
- Beneath the title, type the author's name: first name, middle name and last name. Do not use titles (Dr.) or degrees (PhD).
- Beneath the author's name, type the institutional affiliation.

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- Include the running head also in the title page On the title page, your running head should look like this: “Running head: TITLE OF YOUR THESIS”. Pages after the title page should have a running head that looks like this: “TITLE OF YOUR THESIS”.

\*A sample title page is provided in Appendix A.

**2. Abstract:** The abstract page is a new page after the title page. It also includes the running head.

- On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics or underlining).
- Beginning with the next line, write a brief summary of the key points of your thesis.
- Do not indent the paragraph.
- It should not include any tables or references.
- Your abstract should be a single paragraph, double-spaced.
- Your abstract should be between 150 and 250 words.
- You should also list 5-6 keywords at the end of the abstract. They are written after an indent, as if starting a new paragraph. The word “Keywords” is italicized. The keywords are written in lower case with a comma separating each key word. There is no full stop after the last keyword.

\*A sample abstract page is provided in Appendix B.

**3. Table of Contents:** The table of contents must list the titles of sections including references and appendices. The wording used for all sections in the table of contents must match exactly with what is used in the text. Each title should be shown with its corresponding page number.

\*A sample table of contents is provided in Appendix C.

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**4. Main Body:** The main body of the thesis is divided into multiple sections in order to help the reader better understand the subject.

Throughout the main body, you should use in-text citations for the resources you included. You should include all of these references in the “References” section at the end of the paper.

Illustrations such as charts, figures, tables and photographs should appear in the main body wherever the authors feel appropriate.

## **5. References**

You should follow APA 6<sup>th</sup> Guidelines while writing in-text and end-text references.

For guidelines, please refer to:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

<https://apastyle.apa.org/index>

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## **6. Appendices**

In this section, groups must include information that are too long or distracting to include in the main body. Possible contents could be research surveys, raw data, detailed sociodemographic information of participants or examples of participant responses.

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**Appendix A: Sample Title Page**

The Psychological Impacts of Writing a Graduation

Thesis in Psychology Department

Esra F. Ünalın and İlgin Gökler Danışman

TED University

JUNE 2020

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**Appendix B: Sample Abstract Page****Abstract**

This thesis analyzes the process of writing a graduation thesis in Psychology. Psychosomatic complaints, writer's block, frustration and hysteria will be discussed alongside inspired style, and completed final drafts. The thesis will also trace the history of graduation requirements and will seek to answer questions such as why we need A4-size paper, double-spaced paragraphs and margins while writing the graduation thesis.

*Keywords:* graduation thesis, psychology department



## Appendix C: Sample Table of Contents Page

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