



Institute of  
Health Sciences

# THESIS WRITING GUIDELINES

*Updated: March 16<sup>th</sup>, 2023*



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# FOREWORD

*The purpose of this guide is to provide a standard in accordance with the rules of scientific writing in master's and doctoral theses prepared in the departments of Marmara University Health Sciences Institute.*

*The first version of the guide was accepted with the decision of the Institute Board in 23.09.2007 with numbered as 2007/03 and approved by the decision of the University Senate dated 29.01.2008 and numbered 259-7(A). Then, It has been revised with the decisions of the Institute Management Board in 16.01.2014 (2014/02-01), in 30.10.2019 (2019/45-55) and 28.05.2020 (2020/14-05) respectively.*

*We kindly ask our students who will prepare their master's and doctoral thesis to comply with the standards specified in this guide. We wish success to all our students, hoping that the sample templates we have prepared in accordance with the rules in the guide will facilitate your thesis writing process.*



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# FORMAT & WRITING STANDARTS

## 2.1. Paper

Thesis text must be printed on A4 (21x29.7 cm) white paper, single or front and back.

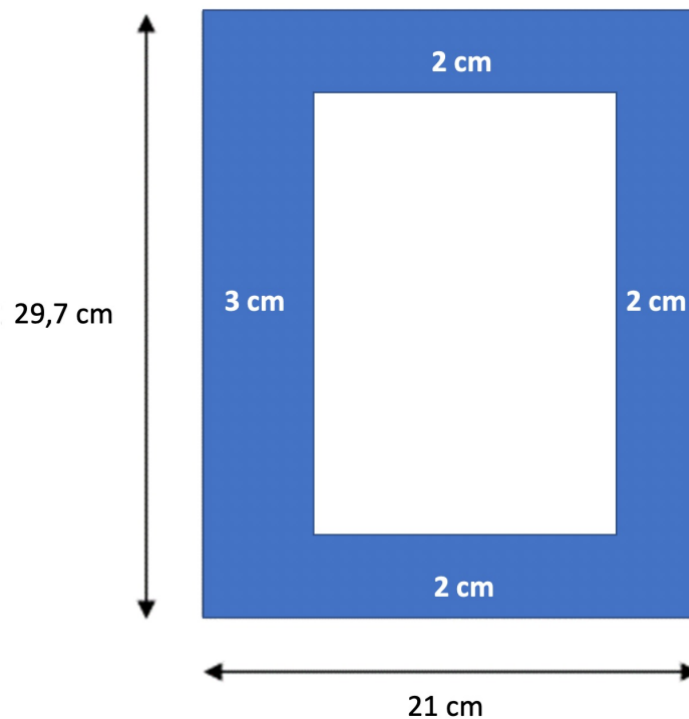
## 2.2. Writing area, line spacing and paragraphs

“Times New Roman” with font size of 12 and 1.5 line spacing must be used in the main text. Standard line spacing to be used in writing the text must be 1.5 (Except references and tables). Smaller font sizes and single line spaces can be used in the figures, tables, and legends of them.

In decimal numbers, comma should be used in the decimal point (For example: 0,3 instead of 0.3).

In writing, 3 cm in the left margin, 2 cm in the right margin and 2 cm in upper and lower margins should be left, and the writings should not go out of this frame (Figure 1).

The words at the end of the line should not be divided. At least writing of two lines has to be present after the headings or subheadings which come to the ends of the pages. The text must be justified in left and right sides. Paragraphs should not be indented.



**Figure 1.** Paper size and margins of the paper on which the thesis will be written.

## **2.4. Headings**

Thesis should be divided into main headings as thesis approval, statement, acknowledgement, contents, abbreviations and symbols, figure list, tables list, Turkish summary, English summary, introduction and objective, background, methods, results, discussion and conclusion, references, curriculum vitae, scientific activities and appendices. Each chapter should start at a separate page; double lines spacing should be left after the headings. Main and subheadings should not be intended.

All of the main headings, first letter of all words in the first subheadings, only first letter of the first word in the second subheadings should be written in capital letters and conjunctions such as “and”, “with”, “of”, “or” etc. in the subheadings should be completely written in lower case. Chapter headings should be bold and in 14 font size, and all of the other headings should be bold and in 12 font size. Punctuation should not be used in headings.

## **2.5. Wording**

Descriptions should be clearly expressed in a scientific English language, sentences should be in accordance with the English grammar rules and should be correct, concise, short, simple, clear, understandable and compatible, punctuation marks should be used properly. The basic units known as International System of Units ((such as mol / L, mmol / L or  $\mu\text{mol} / \text{L}$ ) should be used as much as possible in order to ensure uniform national and international uniformity in the expressions of weight, time, length and volume known as the metric system. (<https://physics.nist.gov/cuu/pdf/sp811.pdf> Access: June 02<sup>nd</sup>, 2022).

## **2.6. Abbreviations**

Frequently used terms that consist of more than one word should be abbreviated by using initials. The abbreviations of words that are not used frequently in the thesis should be avoided. If the abbreviation is used it should be stated in parenthesis after full name is written when the term is stated for the first time and thereafter, only the abbreviation should be used. Established standard abbreviations like TÜBİTAK, AIDS, HIV, ACTH, cm, kg should be used as they are without making any explanation.

The following references can be used for standard abbreviations:

“Measurement and Gauge Law” with number 3516, published in the Official Gazette on 21.1.1989 with number 20056 <http://www.mevzuat.gov.tr/MevzuatMetin/1.5.3516.pdf> Accession: June 02<sup>nd</sup>, 2022). “Regulations regarding with International Units System” published in the Official Gazette on 21.6.2002 with number 24792. <https://www.resmigazete.gov.tr/eskiler/2010/01/20100117-7.htm> Erişim tarihi: 24.03.2023 Accession: March 24<sup>th</sup>, 2023).

Terms with abbreviations should be listed alphabetically in “Abbreviations List”.

## **2.6. Figures and Tables**

All kinds of graphics, drawings, charts, diagrams, picture, schemes are designated as “Figure”. Figures and tables should be present in the text on the page it is first stated or on the following page without disturbing the page layout; the size thereof should not go out of the frame of the text block. Those which are narrower than the text block should be placed in the middle of the text block.

Figures and tables should be numbered individually, subgroups belonging to each other should be generated if necessary (Example: such as Figure 1, Figure 1a etc.). Numbering should be made with Arabic numerals. Figure and table titles should be of the same font (Times New Roman) and size with a single line spacing. The title should be concise and reflect the contents of the figure /table. The numbers, names and descriptions of the figures should be written one line below the bottom edge of the figure, starting at the bottom left corner. The numbers, names and explanations of the tables should be written one line above the top edge of the table and starting at the upper left corner. For figures tables that occupy more than one page, figure table number and description should be placed on each page and the phrase (continued) should be placed in parentheses.

If necessary, the page can be used horizontally.

The parts that need to be explained in the table can be marked with asterisks or symbols and can be explained as a footnote below the last line of the table. Table headings must be written in sentence structure.

The identity of the patient should not be deciphered in the photographs used. All photos to be taken from patients should be submitted after their written permission is obtained and their faces are properly taped.

References should be indicated in figures and tables prepared directly from other sources or conceptually prepared by using other authors.

**Example:**

Figure 1. Structure and functions of albumine (Modified from Balack et al., 2011)

**2.7. Quotations**

Quotations that quotes from another reference should be shown in quotation mark “...” by mentioning the author, year and page numbers with in branchet .

**2.8. Citation in the Text**

References within the text should be written according to APA7 style.

**Example**

    Parenthetical: .....(Grady et al., 2019)

    Narrative: Grady et al. (2019).....

If an author has more than one publication in same year, a letter such as a, b, c etc. should be added beside the specified year.

**Example**

    Parenthetical: .....(Grady et al., 2019a)

    Narrative: Grady et al. (2019a).....

**2.9. Page Numbering**

Page numbers should be written at the bottom of the page and centered.

Pages of the inner cover, thesis approval page, statement, acknowledgment and content should not be numbered.

Abbreviation and symbol list, figure list and table list pages should be numbered in small Roman numbers (as i, ii, iii, iv).

Numbering should start by the “Summary” section and Arabic letters (as 1, 2, 3, and 4) should be used.





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# CONTENT STANDARTS

### **3.1. Thesis Cover Page**

Cover page should be fully compatible with thesis template. Accordingly, logo of Marmara University in blue color with 2x2 cm size should be present in the upper middle section of the cover. Name of the institute, name of the thesis, name of the student, type of thesis (Master of Science or Philosophy of Doctorate), title and name of the supervisor, name of the program, title and name of co- supervisor, city and year should exist under the logo. Thesis title should be written in “Times New Roman” in bold with font size of 14 and limited to 20 words. All other writings on the cover page should be in font size of 12. Inner cover page should be fully compatible with the outer cover.

### **3.2. Thesis Approval**

Thesis Approval Form page which is prepared in accordance with the markup language of the thesis (Turkish or English) should be present after the inner cover page.

When the thesis will be uploaded to the national thesis center, the thesis approval page, if any, the ethics committee approval document, and all other signed documents should be removed from the thesis within the scope of the Personal Data Protection Law.

### **3.3. Statement**

“Statement” should be written according to thesis template and signed.

### **3.4. Acknowledgement**

Student may thank to persons or institutions who contribute to executing and preparing the thesis. If the thesis study is performed within the context of a project the name of the project and related institution should be stated along with the project number (Example: This thesis was supported by Marmara University, Scientific Research Projects Commission with the ..... project number and entitled as.....)

### **3.5. Contents**

Contents page should conform to the layout given in the thesis template and should be placed after the acknowledgments page.

### **3.6. Abbreviations List**

This list should contain the abbreviations their complete wordings used in the thesis. The ordering should be based on the alphabetical index of the explanations.

### **3.7. Figure List**

Figures that have been presented in the thesis should be listed with titles in numbered order.

### **3.8. Table List**

Tables that have been presented in the thesis should be listed with titles in numbered order.



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**THESIS TEXT**

#### **4.1. TITLE**

The title should give an idea about the whole thesis. The use of the name of a private or official institution and abbreviations should be avoided in the title, and the number of words should not exceed 20. The thesis title should be the same as the title in the ethics committee approval document.

#### **4.2. ÖZET (Summary in Turkish)**

The abstract should be in accordance with the layout given in the thesis template.

In the beginning of this page, title of thesis, name of the student, supervisor and program has to be stated. After a line space, summary should be structured as objective, materials and methods, results, conclusion, and keywords (the first letters of first words should be written uppercase, others should be written in lowercase and maximum 5). Text should be limited with a single page and written without any paragraph indentation, and references should not be cited.

#### **4.3. SUMMARY**

Should be prepared by obeying all the rules stated for the summary in Turkish.

#### **4.4. INTRODUCTION and OBJECTIVE**

In this section, basic information about the thesis subject should be given including what has been done so far, what is unknown, what is the main research question, its contribution to the field of health should be explained by referring to the current literature.

The objective of the thesis should be clear, measurable, and realistic.

#### **4.5. BACKGROUND**

Literature studies related with the theoretical and practical foundations of the thesis subject should be given in a systematical manner, and detailed information can be given by using subheadings if necessary. Subheadings should be in accordance with the overall flow of the subject, and the subject should be brought to the thesis study by proceeding from the general to the specific. This section should be written with reference to the current literature without any comment.

#### **4.6. MATERIALS and METHODS**

This section should be detailed enough to allow other researchers to repeat the study with the same method and should be presented with subheadings.

In this section, the place and date of the thesis study, design, population and sample of the research, sampling method, research question(s) and hypothesis, variables, variable definitions and measurement methods, data collection tools and methods, devices and chemicals used, statistical data evaluation method(s) should be explained.

Since it is obligatory to comply with certain ethical rules in all kinds of researches that will be carried out on living organisms, permission should be obtained from the relevant ethics committee before starting the research, the approval of the ethics committee should be indicated in this section and the approval of the ethics committee should be included in the enclosures section at the end of the thesis text. Thesis title on the cover page of the thesis and the thesis title approved by the ethics committee (approval should be added at the end of the thesis text) should be the same.

#### **4.7. RESULTS**

All the findings that are examined for the purposes and which shed light on the problem solving should be given. In this section, the results of the study, the statistical method used and the level of significance obtained by the analysis of the results should be specified. Expression tools such as tables and figures should be used in the presentation of the findings. However, the same findings should not be expressed by two different methods (such as tables and figures). In cases where the findings need to be supported by tables and/or figures, they should be presented following the explanations of the related results.

#### **4.8. DISCUSSION and CONCLUSION**

Discussion section is the interpretation part of the thesis. The findings obtained should be compared with other studies performed in this subject, similar and different aspects should be revealed, the results which are fitted to or not should be discussed along with their probable reasons and the meaning of the findings should be interpreted. It should be stated whether the obtained results support the proposed hypothesis or not/the hypothesis is verified or not.

Discussion should be made according to the presentation order of the findings. In order not to repeat the findings in the discussion part, citation to the tables and figures can be made in some data. While discussion is made, repetition of the information disclosed in the “introduction and objective” and “background” parts of the thesis should be avoided; only the references related with the obtained data should be mentioned.

The results attained in the light of the information obtained from the research should be written in a clear, short and understandable manner at the end of the discussion part, it should be stated how much the goal of the research is accomplished and the suggestions of the researcher, if any, should be stated. Suggestions should be directly associated with the aim and results of the research.

#### **4.9. REFERENCES**

References should be written in accordance with the American Psychological Association (APA)-7 style guide, one line spacing, hanging (1.25 cm) and listed alphabetically.

##### **EXAMPLES**

###### **1. Article**

###### **In references list:**

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217.  
<https://doi.org/10.1037/ppm0000185>

###### **In text:**

Parenthetical: .....(Grady et al., 2019)

Narrative: Grady et al. (2019).....

###### **2. Book**

###### **In references list:**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>  
Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

**In text:**

Parenthetical: (Jackson, 2019; Sapolsky, 2017; Svendsen & Løber, 2020)

Narrative: Jackson (2019), Sapolsky (2017), and Svendsen and Løber (2020)

### **3. Book Section**

**In references list:**

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

Thestrup, K. (2010). To transform, to communicate, to play—The experimenting community in action. In E. Hygum & P. M. Pedersen (Eds.), *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192>

**In text:**

Parenthetical: (Aron et al., 2019; Dillard, 2020; Thestrup, 2010)

Narrative: Aron et al. (2019), Dillard (2020), and Thestrup (2010)

### **4. Report by a Government**

**In references list:**

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>



**In text:**

Parenthetical: (National Cancer Institute, 2019)

Narrative: National Cancer Institute (2019)

**5. Unpublished Dissertation**

**In references list:**

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

**In text:**

Parenthetical: (Harris, 2014)

Narrative: Harris (2014)

**6. Proceeding**

**In references list:**

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

**In text:**

Parenthetical: (Duckworth et al., 2019)

Narrative: Duckworth et al. (2019)

**7. Websites**

**In references list:**

National Institute of Mental Health. (2018, July). *Anxiety disorders*. U.S. Department of Health and Human Services, National Institutes of Health. <https://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>

**In text:**

Parenthetical: (National Institute of Mental Health, 2018)

Narrative: National Institute of Mental Health (2018)

Visit this link for additional examples <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

#### **4.10. CURRICULUM VITAE**

A short curriculum vitae of the student should be prepared in accordance with thesis template as a single page.

#### **4.11. SCIENTIFIC ACTIVITIES**

The bibliographic information of the academic activities such as projects, scientific meetings, patents, articles, etc., in which the student has participated since the registration date should be presented (written in accordance with references style). The full documents of the publications/presentations that meet the graduation requirement should be sent to the institute as an additional portfolio file and should not be attached to the thesis.

#### **4.12. APPENDICES**

Information and documents such as explanations, questionnaire forms, exemplary calculations, derivation, comprehensive and detailed experimental data, additional charts, ethical committee approval should be presented in enclosures section. Each enclosure should be presented on a separate page as Appx. 1, Appx. 2, Appx. 3 according to the order within the text.