

**MARMARA UNIVERSITY**

**INSTITUTE OF HEALTH SCIENCES**

#### THESIS WRITING GUIDE FOR MSc and PhD STUDENTS

**Updated: 30.10.2019**

MARMARA UNIVERSITY

**INSTITUTE OF HEALTH SCIENCES**

**POSTGRADUATE (MSc and PhD)**

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1. **FORWARD**

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The aim of this guide is to provide a standard in compliance with the scientific writing rules in masters and postgraduate thesis prepared in the departments of Marmara University, Institute of Health Sciences. The previous version of this guide has been accepted by the resolution of the Institute Council dated September 23rd 2007 with number 2007/03 and resolution of the University Senate dated 29.01.2008 with number 259-7(A) and the revised latest version has been accepted by the decision of the Board of the Institute dated October 30th, 2019. The candidates who will prepare masters and postgraduate thesis are obliged to comply with the standards stated in this guide.

 **2. FORMAT & WRITING STANDARD**

**2.1. Paper**

Thesis text has to be written on high grade paper (70-100g) with A4 **(**21x29.7 cm) dimensions.

**2.2. Writing Medium**

Thesis has to be written using word processor package software (Microsoft Office etc.). Print has to be taken on one side or both sides of the paper (both sided) by using a printer of good quality.

**2.3. Writing area, line spacing and paragraphs**

“**Times New Roman**” with font size of **12** has to be used in the main text. Standard line spacing to be used in writing the text must be **1.**5. Font size of 10 or less can be used in the annotations, charts and tables so as to fit to page. All writings have to be in black color. No inter-space has to be left before punctuation marks and a space of one character has to be left after punctuation marks.

In the citations and footnotes, figures, pictures and tables full spacing of 1 must be used. The lines except the date and abbreviations for institutes should not begin with numbers, signs and symbols. In writing the numbers greater than four digits one letter space should be left for distributing into number groups of three, punctuation marks such as full stop or comma should not be used (For example: 3 102 500). In decimal numbers, comma should be put in the beginning of decimal point (For example: 0,3 instead of 0.3).

In writing, 4 cm in the left margin, 2,5 cm in the right margin and 3 cm in upper and lower margins should be left, and the writings should not go out of this frame (Figure 1.1). 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 has to be justified in left and right sides. No paragraph indent should be used.

 

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

# 2.4. Main Heading and Subheadings

Thesis should be divided into main headings as thesis approval, statement, preface and/or acknowledgement, contents, Turkish summary, English summary, introduction and aim, general information, material and methods, results, discussion and conclusion, references, enclosures and curriculum vitae. Each chapter should start at a separate page; bouble lines spacing should be left after the headings. Main headings and subheadings should start as indented. All of the main headings, first letter of all words in the first subheadings, first letter of only 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. Main heading and subheadings should be enumerated according to the following example and in accordance with the decimal system, and a full point should be put after each number. For example:

            **1. MAIN HEADING**

**1.1. First Subheading**

**1.1.1 Second subheading**

**1.1.2** ..................

**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 connection of meaning between sentences and paragraphs must be maintained and the sentences should not be disconnected by using irrelevant expressions. In the narration, passive words (made, seen, etc.) that express third person should be preferred instead of active words (I did, I saw, in our research, etc.).The use of foreign words (for English) in expression should be avoided as much as possible. The basic units known as International System of Units ((such as mol / L, mmol / L or µmol / 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> Accession: Sep. 11. 2019).

**2.6. Abbreviations and Symbols**

Frequently used terms that consist of more than one word should be abbreviated by using initials, a point mark should be placed after the initial letter of each word. The abbreviation 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: Sep. 11. 2019). “Regulations regarding with International Units System” published in the Official Gazette on 21.6.2002 with number 24792. <https://www.sanayi.gov.tr/Handlers/MevzuatHandler.ashx?mevzuatId=95fdafdb-1621-4d2e-bd8d-72fa1c3117e3> Accession: Sep. 11. 2019).

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

Among the symbols, for the letters found in Greek alphabet such as α, β, θ, these letters should be listed in places where their equivalents in Latin alphabet can be found (for example, α, β, θ can be listed after a, b and t respectively).

**2.7. Figures, Pictures and Tables**

All kinds of graphics, drawings, charts, diagrams, schemes are designated as “Figure” , only photographs are called as “Picture”. Figures, pictures 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, pictures and tables should be enumerated individually, subgroups belonging to each other should be generated if necessary (Example: such as Figure 1, Figure 1a). Enumeration should be made with Arabic numerals. Figure, picture and table titles should be of the same font and size. The title should be concise and reflect the contents of the figure / picture / table. The numbers, names and descriptions of the figures and pictures should be written one line below the bottom edge of the figure or picture, 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 / pictures / tables that occupy more than one page, figure / picture / table number and description should be placed on each page and the phrase (continued) should be placed in parentheses.

Letter fonts in tables may be smaller than text manuscripts. Cells should not be separated by vertical lines, only horizontal separator lines should be used. Horizontal lines should also be included at the beginning, end and separation of table headings from the body of the table. Each row in the table does not need to be separated by a line. 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.

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. Photographs should be scanned and placed in the thesis text.

References should be indicated in figures, pictures and tables prepared directly from other sources or conceptually prepared by using other authors. The source, figure and / or picture used should be written one line below the bottom edge of the table and / or at the bottom left corner.

## 2.8. Quotations

Quotations occupying less than three lines can be written using the same font as the text. Quotations with more than three lines can be written with smaller fonts than the main text. Quotations that quotes from another reference is shown in quotation mark “....”.

#### 2.9. Annotations

In any page of the thesis, the explanations that may cause distraction and prevent the continuity of reading can be given as a short and concise footnote at the bottom of the page. To do this, first place a superscript \* at the end of the sentence to be explained and separate the end of the relevant page by a half-line line. Then, leave one-line spacing below this line, place superscript \* and write the explanation in 9-10 pt. If more than one footnote will be used on the same page, the footnotes should be numbered starting from 1 in the order of use on the page.

**2.10. Citation in the Text**

References within the text should be written in parenthesis indicating the author’s surname and publication year.

Citation for one author: (Yılmaz, 2014)

Citation for a reference written by two authors: (Yılmaz and Aslan, 2014)

Citation for a reference written by three or more authors: (Yılmaz et al., 2014)

Citation for multiple references: (Yılmaz, 2014; Yılmaz and Aslan, 2014; Yılmaz et al., 2014)

**Laws and Regulations published at Official Gazette**

Laws and Regulations published at Official Gazette should be written with the date (in day, month and year) and number published in T.R. Official Gazette (Example; T.R. Official Gazette, January 21st 1989, number: 3516).

**Verbal, written or electronic mail communications**

While verbal, written or electronic mail communications are shown as reference, the initial of the name and surname of the person met, date and type of the communication should be stated and if necessary, the contact address of the reference person should be given as a footnote but verbal or written communications should not be listed in the references. For example; (G Fişek 2003, verbal communication; G Fişek 2003, written communication).

**Web pages**

The addresses of the web pages used as reference should be given in the text with the accession date (as day, month, year) and the latest update of the page should be written (For example, <http://www.tdk.gov.tr>, Accession date: 9 January 2014). Web pages except online-only journals should not exist in the reference list.

**Unique computer programs**

If a unique licensed computer program is referred to in the thesis, the name of the software and the date of release (version) should be indicated in parentheses.

**2.11. Page Numbering**

Page numbers should be written on the bottom side of the page, located in the middle of the text block. Numbering should start by the “Summary” section and Arabic letters (as 1, 2, 3, and 4) should be used. In the pages of Preface / Acknowledgement, Contents, List of Table, List of Figures, List of Pictures, List of Abbreviations and Symbols small Roman numbers (as i, ii, iii, iv) should be used. Pages of the inner cover and thesis approval should not be numbered.

 **3. CONTENT STANDARDS**

**3.1. Thesis Cover Page**

The outer cover of the thesis should be at least 160 g bristol (chrome-plated) white board with A4 (21x29.7 cm) size. Cover page should be full-compatible to the order and measures of the sample given in Enc. 1. Accordingly, logo of Marmara University in blue color with 2x2 cm size should be present in the upper middle section of the cover. Logo in the front page of this guide can be used. Name of the institute, name of the thesis, name of the researcher, type of thesis (Master of Science or Philosophy of Doctorate), name of the department, title and name of the mentor/mentors, 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. All writings except the titles and name of the mentor should be written with capital letters. The initials of the titles and the initials of the name and surname of the mentor should be in capital letters; the following letters should be lower-case letters.

A full empty page between the outer front page of the thesis and the inner cover page should be left. Inner cover page should be printed on the paper used in thesis writing; should be completely identical with the outer front cover page in content and order. A full empty page should be left before the outer back cover page, and back cover and front cover should be made of the same cardboard.

**3.2. Thesis Approval**

Thesis Approval Form page prepared in accordance with the markup language of the thesis should be present after the inner cover page.

<https://saglik.marmara.edu.tr/en/student/student-forms>

**3.3. Statement**

“Statement” which is prepared in the same language with the thesis was should be taken from the THESIS\_WRITING\_GUIDE\_Sample pages file and signed by the researcher, and be placed after the “Thesis Approval” page.

### 3.4. Acknowledgement

Researcher may thank to persons or institutions who contribute in executing and preparing the thesis. The title, name, surname of the persons thanked (if any), name of the institution where he/she works and his/her contribution to the research should be stated briefly.

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.

**3.5. Contents**

Contents page should be present after the acknowledgement page. In this section, only the main headings of the main and subheadings should be in bold and should be numbered as written in the text. Abbreviations and symbols, lists of the figures, pictures and tables and list of enclosures should exist in this section. Each of them should be prepared in separate pages and page numbers should be given correspondingly.

**Example:**

1. **ÖZET (Summary in Turkish)**
2. **SUMMARY**
3. **INTRODUCTION and AIM**
4. **GENERAL INFORMATION**
	1. CANCER
		1. Cancer Epidemiology
5. **MATERIAL and METHODS**
6. **RESULTS**
7. **DISCUSSION and CONCLUSION**
8. **REFERENCES**

**3.6. Abbreviations and Symbols List**

This list should contain the abbreviations and symbols and their complete wordings used in the thesis.

**3.7. Figure list**

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

**3.8. Picture list**

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

**3.9. Table list**

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

 **4. THESIS TEXT**

**4.1. ÖZET (Summary in Turkish)**

In the beginning of this page, name of the student, his/her mentor and department has to be stated. After two lines space, structured summary (with parts of **aim, material and methods, results, discussion and conclusion**), not to exceed 250 words and 1 page, should be written without any paragraph indentation. At the end of this section heading of “**Key Words**” and 5 key words should be present.

**4.2. SUMMARY**

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

**4.3. INTRODUCTION and AIM**

In this section, direct information about the thesis subject should be given, consequently the aim and the importance of the thesis, reasons of working the subject, contribution to science and/or what kind of innovations it aims in view of the method should be written. Information should be supported by the references and presented without any comments.

**4.4. GENERAL INFORMATION**

The aim of this section is to give up-to-date literature information which will avail the comprehensibility of the thesis study. Literature studies related with the theoretical and practical foundations of the thesis subject should be summarized in a certain order and systematically, and detailed information using subheadings should be given when required. 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.

**4.5. MATERIAL and METHODS**

In this section, the place and date of the thesis study, type of the research, its nature and samples, sampling method, research hypothesis if any, variables, variable definitions and measurement units, data collecting means, data collecting method, data analysis format, if necessary limitations and difficulties should be explained. The material and method section should be detailed enough to allow other researchers to repeat the study with the same method. If the material and methods used was published by other researchers previously, these references should be cited, and if available, the modifications should be stated in detail. In terms of convenience for the reader, material and methods can be divided into subheadings.

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.**

**4.6. 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, graphics, figures and pictures 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 graphs).

**4.7. 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 aim” and “general information” 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.

4.8. REFERENCES

Unpublished reports, papers, abstracts, studies in print, lecture notes and personal opinions cannot be cited. Oral and personal communications should not be included in the reference list, but can be given as footnotes in the thesis. Except for electronic journals, the addresses of web pages used as references should be given in the text together with the date of access, and should not be included in the list of references.

All of the references used in the thesis should be listed in **alphabetical order** at the end of the thesis and and a space should be given between two references. References used in the text should be listed according to the examples below. The accuracy of the journal name abbreviation should be verified on the journal’s website.

**Original article:**

Karolewicz B, Maciag D, O'Dwyer G, Stockmeier CA, Feyissa AM, Rajkowska G. Reduced level of glutamic acid decarboxylase-67 kDa in the prefrontal cortex in major depression. Int J Neuropsychopharmacol. 2010;13: 411-420.

**Book:**

Underwood LE, Van Wyk JJ. Normal and aberrant growth. In: Wilson JD, Foster DW, eds. Wiliams' Textbook of Endocrinology. 1st ed. Philadelphia: WB Saunders; 1992, p:1079-1138.

**Translated book:**

Guyton AC, Hall JE. Textbook of Medical Physiology Translator: Çavuşoğlu H. Tıbbi Fizyoloji. 9. Edition, Nobel Tıp Kitabevleri Ltd. Şti., Istanbul; 1996, s: 1079-1138.

**Journal supplements (Supplement):**

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. Headache 2002;42 (Suppl 2):93-99.

**Thesis:**

Alıcı M. Efficiency of Behaviour Modification Training given to Obese Patients. M.Ü. Health Sciences Institute, Masters Thesis, 2007, Istanbul (Supervisor: Prof. Dr. R Pınar).

**Law and Regulations published in the Official Gazette:**

T.R. Official Gazette. Measurement and Gauge Law***.***  21 January 1989. Number: 3516, Başbakanlık Basımevi, Ankara.

**4.9. ENCLOSURES**

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 Enc. 1, Enc. 2, Enc. 3 according to the order within the text.

**4.10. CURRICULUM VITAE**

Brief (1 page) curriculum vitae of the masters or postgraduate student preparing the thesis should be prepared in accordance with the presented “CURRICULUM VITAE” format (THESIS\_WRITING\_GUIDE\_Sample pages)

**Title/titles of the publications (congress proceedings, international and national articles which the student produced from the thesis study) should be written in bibliographic style (such as references)**. Main documents of these activities should be given in the separate portfolio file.

**DOCUMENTS SHOULD BE PRESENTED AS A SEPARATE PORTFOLIO FILE**

**(NOT EMBEDDED IN TO THE THESIS)**

Thesis study permission documents given by hospitals, schools etc. other than the ethical approval, patient informed consent forms, a copy of the publication (congress proceedings, international and national article) which the student produced from the thesis study, approval documents for questionnaires/scales should be presented in a separate file, and should not be embedded in to the thesis.