

ALTINBAŞ CYPRUS
UNIVERSITY



ALTINBAŞ KIBRIS
ÜNİVERSİTESİ

INSTITUTE OF GRADUATE STUDIES
Thesis Guidelines

INSTITUTE OF GRADUATE STUDIES

THESIS GUIDELINES

CHAPTER 1

INTRODUCTION

1.1. Introduction

This thesis guideline is done to support graduate students at Altınbaş Cyprus University with their thesis preparation. The thesis must be entirely original work by the student, and it is the student's obligation to ensure that all grammatical and spelling regulations are fulfilled.

1.2. Thesis General Framework

- All copies of the thesis must be on good quality white A4 standards (21cm X 29.7cm.) of at least 75g. weight
- Thesis must be printed by laser printer
- The left margin (binding side) must be at least 4 cm wide to allow for binding; other three margins must be 2 cm. wide.
- The thesis must be font size 12 point with Times New Roman and paragraph type is justify.
- It must use 1.5 line spacing for the thesis except for reference page
- Thesis are to be bound in blue cloth and a white blank page must be placed after the front and before the back covers.
- Footnotes from the text with a line, and leave one single-spaced line of space between the line and the footnote.
- Reference pages have to prepared with APA 6th ed. format.
- Only new chapters should begin with a new page.
- Chapter headings in the text must be all capital letters with bold and 12 font size and center aligned and 2.5 cm from top of the page.
- For subheadings, the first letter is capital with bold and 12 font size and left alligned.

- The pages that precede the chapters of your thesis, such as the title page, Abstract, Table of Contents, and Acknowledgments, Dedications are called preliminary pages. All preliminary pages are numbered in lower-case Roman numerals (i,ii,iii etc.) centered one inch from the bottom of the page. The text and all subsequent pages, including the reference and appendices used in Arabic numerals (1,2,3,4 etc.)
- Page numbers must be placed at 0.5 inch within the footer and all page numbers must appear in the bottom center of the page and must be in the same font type and size. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses.
- Word account; master's theses must be at least **15,000 words** or approximately **60 pages** in length. Doctoral dissertations should contain a minimum of **36,000 words** or approximately **120 pages**. These requirements are established to ensure the depth and academic rigor of the research.

CHAPTER 2

THESIS GENERAL STRUCTURE

2.1. Thesis Structure

The thesis should comprise the following sections.

1. Title Page
2. Approval Page
3. Dedications (if any)
4. Acknowledgements (if any)
5. Abstract
6. Öz
7. Table of Contents
8. List of Tables (if any)
9. List of Figures (if any)
10. Main body of the text
11. References
12. Appendix or Appendices (if any)

2.1.1. Title Page

The title must be single-spaced and in capital letters and begin at 4 cm from the top of the page without page number which includes thesis title; student's name and surname of the and the year which the thesis is submitted.

2.1.2. Approval Page

The approval page is the page that includes the submission date of the thesis, the signatures of the Director of The Institute of Graduate Studies, the advisor, if any, the co-advisor and the thesis jury.

2.1.3. Dedications

This dedication page is optional, there is no heading on this page and the page is numbered in lowercase Roman numerals.

2.1.4. Acknowledgments

The acknowledgement page is optional, the heading must be bold and centered and the page numbered in lowercase Roman numerals.

2.1.5. Abstract

The abstract should appear on a separate page and is a summary of the thesis which should include a statement of the problem, an outline of procedures or methods and a summary of results and conclusions and centered with single space including thesis title and student's name and surname page is numbered in lowercase Roman numerals.

2.1.6. Öz

Turkish translation of Abstract.

2.1.7. Table of Contents

Table of Contents heading must be bold, centered with single space and the page numbered in lowercase Roman numerals

2.1.8. List of Tables

List of Tables heading must be bold, centered with single space and the page numbered in lowercase Roman numerals, all lines of multi-line captions must be aligned, Tables, figures, illustrations and must be numbered consecutively in order of appearance within the thesis.

2.1.9. List of Figures

List of Figures heading must be bold, centered with single space and the page numbered in lowercase Roman numerals

2.1.10. Main body of the text

Main text Times New Roman 12pt. and it will be prepared in 1.5 line specifications.

2.1.11. References

References are listed alphabetically according to surname of the author and 1 line spacing in this section is applied and it is numbered with Arabic numerals (1.2,3 etc). Below you can find examples of APA 6th edition format, for detailed information, please visit <https://apastyle.apa.org/>

Journal Article Example:

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>

Authored Book:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association

Newspaper Article:

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Website example:

Mitchell, J.A. (2017, May 21). *How and when to reference*. Retrieved from <https://www.howandwhentoreference.com>.

2.1.12. Appendix

An appendix includes supplemental material or detailed information that would be distracting to read in the main body of your text. The appendices follow the same margin requirements as the text. All appendix headings and titles must be included in the table of contents. Page numbering must continue throughout yours appendix or appendices and the number the appendices

consecutively either alphabetically or numerically (Appendix A, Appendix B... or Appendix 1, Appendix 2...)

THESIS FORMAT SAMPLE

ALTINBAŞ CYPRUS
UNIVERSITY



ALTINBAŞ KIBRIS
ÜNİVERSİTESİ

THESIS TITLE

THESIS TITLE

(18 pt, Times New Roman, Bold, 1 line spacing, Centered)

NAME AND SURNAME

(16 pt, Times New Roman, Bold, Centered)

NAME AND SURNAME

Submitted to the Institute of Graduate Studies and
In Partial fulfillment of the requirements for the degree of

Masters/ Ph.D. of

in

.....

(16 pt, Times New Roman, Centered)

YEAR

(14 pt, Times New Roman, single line space, Centered)

Altınbaş Cyprus University
November, 2025
Nicosia, Cyprus

THESIS TITLE

NAME AND SURNAME

Submitted to the Institute of Graduate Studies and Research
In Partial fulfillment of the requirements for the degree of

Masters/Ph.D. of

in

.....

Altınbaş Cyprus University
November, 2025
Nicosia, Cyprus

THESIS TITLE

*(18 pt, Times New Roman, Bold, 1 line spacing,
Centered)*

NAME AND SURNAME

(16 pt, Times New Roman, Bold, Centered)

Submitted to the Institute of Graduate Studies
In Partial fulfillment of the requirements for the degree of

Masters/Ph.D. of

in

.....

(16 pt, Times New Roman, Centered)

(14 pt, Times New Roman, 1 line space, Centered)

Altınbaş Cyprus University
November, 2021
Nicosia, Cyprus

Approval of the Institute of Graduate Studies

Prof. Dr. Şahin Ahmedov

Director of the Institute of Graduate Studies and Research

I certify that this thesis satisfies the requirements as a thesis for the degree of Master/
Ph.D. of ____(*Program name*)____.

Assist. Prof. Dr.

Head of Department

We certify that we have read this thesis and that in our opinion it is fully adequate in
scope and quantity as a thesis for the degree of Master / Ph.D. of
____(*Program name*)____.

Prof. Dr.

Co-Supervisor

Prof. Dr.

Advisor

Examining Committee

Prof. Dr.

Assoc. Prof. Dr.

Assist Prof. Dr.

ABSTRACT

Abstract text..

Keywords: text, text

ÖZ

Turkish Abstract

Anahtar Kelimeler: text, text

DEDICATION

Text here

ACKNOWLEDGEMENTS

Text here

“TABLE OF CONTENTS” FORMAT

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“LIST OF TABLE” FORMAT

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“ABBREVIATIONS” FORMAT

ABBREVIATIONS

APA	: American Psychological Association
AI	: Artificial Intelligence
BP	: Backpropagation
CDB	: China Development Bank
IMF	: International Monetary Fund

“REFERENCES” FORMAT

REFERENCES

Kyratsis, A. (2004). Talk and interaction among children and the co-construction of peer groups and peer culture. *Annual Review of Anthropology*, 33(4), 231-247.

Zhang, B., Cohen, J., Ferrence, R., & Rehm, J. (2006). The impact of tobacco tax cuts on smoking initiation among Canadian young adults. *American Journal of Preventive Medicine*, 30(6), 474-479.