



Bilkent University

Graduate School of Education

THESIS/DISSERTATION GUIDELINES

2024-25

Graduate School of Education

Table of Contents

Introduction	2
Formatting your Thesis/Dissertation	2
Front Matter (Preliminary Pages).....	2
Cover Page	3
Blank Page.....	3
Dedication Page (Optional)	3
Title Page.....	3
Approval Page	3
Abstract	4
Özet	4
Table of Contents.....	4
List of Tables (if applicable).....	5
List of Figures (if applicable)	5
Page Size (Preliminary Pages/Front Matter).....	5
Font and Point Size (Preliminary Pages/Front Matter).....	5
Margins (Preliminary Pages/Front Matter).....	5
Pagination (Preliminary Pages/Front Matter).....	6
Spacing (Preliminary Pages/Front Matter).....	6
Main Body.....	6
Headings.....	7
Spacing and Indentation	7
In-Text Citations (APA 7th ed.).....	8
Figures.....	8
Tables.....	8
Back Matter	9
References (APA 7th ed)	9
Appendices [if any].....	10

Vita (required in PhD Dissertations only) 10

Appendix A..... 10

Sample Thesis/Dissertation Proposal Outline..... 10

Appendix B 12

Sample Thesis/Dissertation Outline 12

Introduction

This document provides guidelines for formatting and structuring your thesis or dissertation. Adhering to these standards ensures consistency, readability, professionalism in your final submission. Each section from the preliminary pages to the back matter, follows specific formatting requirements, which are outlined in detail to assist you in preparing your manuscripts according to the academic standards. Following these guidelines will not only enhance the presentation of your work but also facilitate its review and approval process. Please refer to the specific templates provided for your program on the website to confirm the precise arrangement and formatting expected.

Formatting your Thesis/Dissertation

The front matter of your thesis or dissertation includes the preliminary pages that precede the main body of your work. These sections are crucial as they provide essential information about your research, introduce key elements of your study, and set the tone for the reader. Each page in the front matter—from the cover page to the acknowledgements, table of contents and lists of tables and figures—should follow specific formatting and structural guidelines to maintain a cohesive and professional presentation. These sections are arranged in a particular order, with page numbering typically starting from the abstract (iii). Please refer to the designated program templates for detailed layout and arrangement instructions to ensure they your front matter complies with institutional standards.

Front Matter (Preliminary Pages)

[COVER PAGE]

[Blank page]

[Dedication (optional)]

[Title Page]

[Approval Page]

Abstract (page numbering starts with page iii) – about 150-250 words – single spaced if needed (on one page) -not indented

Özet – about 150-250 words – single spaced if needed (on one page)

Acknowledgements

Table of Contents

List of Tables (if applicable)

List of Figures (if applicable)

More details as to each are as follows:

Cover Page

- set a top, and bottom, of 5 cm on this page (page not to be numbered)
- make sure your full name as it appears on the Registrar's record is on this page and where needed

Blank Page

- leave a blank page after the cover page

Dedication Page (Optional)

- note that if used, there is no heading
- note if used, remember to remove the indication in the template re [dedication page]

Title Page

- set a 12-pt Title Case (in Times New Roman)
- make sure your full name appears on the Registrar's record is be on this page
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged

Approval Page

- set a top margin of 2.5 cm
- make sure all committee members sign this document in blue ink

- include the information about the universities of external committee members as necessary
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged

Abstract

- set a top margin of 2.5 cm
- start page numbering from this page (i.e., page iii); right aligned in the header
- limit the total number of words (not including Keywords) to 250.
- allocate no more than one page; spacing rearrangement is allowed if it spreads across two pages
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged

Özet

- set a top margin of 2.5 cm
- write this section in Turkish
- limit the total number of words (not including Keywords) to 250;
- allocate no more than one page; spacing rearrangement is allowed if it spreads across two pages
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged

Table of Contents

- set a top margin of 2.5 cm
- double space all entries
- retain the same font and size (Times New Roman-12 pt).
- make sure all entries and page numbers are aligned

- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged

List of Tables (if applicable)

- set a top margin of 2.5 cm
- double space all entries
- retain the same font and size (Times New Roman-12 pt).
- make sure all entries and page numbers are aligned
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged, and what it includes

List of Figures (if applicable)

- set a top margin of 2.5 cm
- double space all entries
- retain the same font and size (Times New Roman-12 pt).
- make sure all entries and page numbers are aligned
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how it is arranged

Page Size (Preliminary Pages/Front Matter)

- select paper size of A4 (210 by 297 mm)
- print on one side of the page only

Font and Point Size (Preliminary Pages/Front Matter)

- use Times New Roman 12-point size font consistently throughout (It is possible to slightly to reduce the font size in tables, figures, and appendices, if necessary)

Margins (Preliminary Pages/Front Matter)

- make sure all pages meet the following criteria: left-justified, and with a margin of at least 4 cm on the left side, and 2.5 cm on all other sides.

Pagination (Preliminary Pages/Front Matter)

- use Roman numerals in the preliminary pages starting from numbering 'Abstract' with lower case 'iii'.
- count the Title Page count as page 'i' (but not to be numbered)
- right align the page numbers in the header (approx. 1.5 cm from top)
- start page numbering from Abstract (i.e., page iii); right aligned in the header

Spacing (Preliminary Pages/Front Matter)

- use Arabic numerals consecutively starting with page number 1 starting from Chapter 1
- set "Before and After Spacing", which is accessible from Microsoft Word Paragraph dialog box, to 0 pt.

Main Body

The main body of your thesis or dissertation encompasses the core chapters and detailed content of your study. This section begins with Chapter 1. Please follow the guidelines given below:

- use Arabic numerals consecutively starting with page number 1 starting from Chapter 1 (right aligned in the header)
- continue to print on one side of the page only
- continue to use Times New Roman 12-point size font consistently throughout (note that it is possible to slightly to reduce the font size in tables, figures, and appendices, if necessary)
- make sure all pages except the top margin (4 cm) of the first page of each chapter meet the following criteria: left-justified, and with a margin of at least 4 cm on the left side, and 2.5 cm on all other sides.

Chapters

The main body of your thesis or dissertation is organized into five key chapters, each serving a distinct purpose in presenting your research comprehensively:

- **Chapter 1: Introduction**

This chapter provides an overview of your study, including the research problem, purposes, research questions, significance and definition of key terms.

- **Chapter 2: Review of the Literature**

In this chapter, you present the theoretical and/or conceptual framework, and the relevant studies conducted.

- **Chapter 3: Method**

This chapter details the research design, context, sampling, instrumentation, methods of data collection and analysis and ethical considerations.

- **Chapter 4: Results**

You present the findings of your study in an organized manner, using descriptive and/or inferential narratives.

- **Chapter 5: Discussion**

The final chapter interprets the findings, connects them to the existing research, discusses their implications and provides limitations.

Headings

- use APA (7th ed.) style [Headings](#)
- also refer to the template (MA in CI, MA in CITE, MA in TEFL, PhD in CI) provided to see how they are arranged

Spacing and Indentation

- use a hanging indent of 1.25 cm in each paragraph consistently throughout
- double-space the entire text including [blocked quotes](#)

- do not use quotation marks to enclose a block [quotation](#)
- set “Before and After Spacing”, which is accessible from Microsoft Word Paragraph dialog box, to 0 pt.
- leave one space after each punctuation mark

In-Text Citations (APA 7th ed.)

- make sure
 - your citation includes the author and year
 - use appropriate punctuation to introduce the quotation
 - long quotations (40+ words) are indented (1.25 cm)
 - long quotations are in the block quotation format
 - long quotations are double spaced
 - refer to the following link for further guidance: [In-Text Citations](#) & [In-Text Citation Checklist](#)

Figures

- use APA style (7th ed.) [Figure Setup](#) (see the [sample figures](#))
- include a figure [legend](#), if you need to explain any symbols used in the figure ([click for more information](#))
- include a figure note, if you, for example, need to provide copyright attribution ([click for more information](#))
- also refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how they are arranged

Tables

- use APA style (7th ed.) [Table Setup](#) (see the [sample tables](#)),
- split the tables that the Tables that do not fit on one page (See [Long or wide tables](#))
- include a table note, if you, for example, need to provide copyright attribution ([click for more information](#))

- also refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see how they are arranged

Back Matter

The back matter of your thesis or dissertation contains supplementary sections that support and concluding your research?

- continue to print on one side of the page only
- continue to use Times New Roman 12-point size font consistently throughout
- make sure all pages in this section meet the following criteria: left-justified, and with a margin of at least 4 cm on the left side, and 2.5 cm on all other sides.
- continue to use Arabic numerals in the pages that follow the body of text

References (APA 7th ed)

- begin on a separate page
- make sure all pages meet the following criteria: left-justified, and with a margin of at least 4 cm on the left side, and 2.5 cm on all other sides
- include only the sources mentioned in the main body
- use APA Style (7th ed) References*
- *For more information, refer to the following:
 - [Common Reference Examples Guide](#)
 - [Creating an APA \(7th ed\) Style Reference List Guide](#)
 - Other: Common Reference Examples
 - [Journal Article](#)
 - [Book/Ebook](#)
 - [Chapter in an Edited Book](#)
 - [Conference Presentation](#)
 - [Conference Proceedings](#)
 - [Published Dissertation/Thesis](#)

- [Unpublished Dissertation/Thesis](#)
- [Magazine Article](#)
- [Newspaper Article](#)
- [Dictionary Entry](#)
- [ERIC Database](#)
- [Click to see other examples not included here](#)

Appendices [if any]

- make sure this section, if any, comes after the references
- make sure all pages meet the following criteria: left-justified, and with a margin of at least 4 cm on the left side, and 2.5 cm on all other sides
- designate pages as A, B, C, etc.; if there is only one appendix, call it just Appendix.
- refer to the template ([MA in CI](#), [MA in CITE](#), [MA in TEFL](#), [PhD in CI](#)) provided to see an example
- remove any personal/personally identifiable information (e.g., telephone numbers, e-mail addresses, signatures, etc.)

Vita (required in PhD Dissertations only)

- make sure this section, if any, comes after the appendices
- make sure all pages meet the following criteria: left-justified, and with a margin of at least 4 cm on the left side, and 2.5 cm on all other sides,
- limited to one page
- double-space
- use an outline style, or a prose form

Appendix A

Sample Thesis/Dissertation Proposal Outline

Title Page TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION
Background
Problem
Purpose
Research questions
Significance
Limitations
Definition of terms
CHAPTER 2: REVIEW OF RELATED LITERATURE
CHAPTER 3: METHOD
Research Design
Context
Participants (or Sampling)
Instrumentation
Method of data collection
Method of data analysis
Ethical Considerations
REFERENCES
APPENDICES
TIMELINE

NOTES:

Chapter 1: Introduction section presents what the study focuses on

 Background to the study gives an overview of some background information on the problem presented, referring to any relevant studies.

 Problem section typically introduces a gap in the literature, theory, or practice

 Purpose section presents the focus of the study (e.g. explain, explore, describe, or predict)

 Research question(s) (or Hypotheses) presents the questions/hypotheses your study will answer/test

 Significance (this section explains why the proposed study is worth investigating)

 Definition of Terms (this section defines key terms describe the variables of the study)

Chapter 2: This chapter aims to facilitate the understanding of the problem and the key variables of a study. It typically includes a summary and a critical analysis of previous relevant literature and studies related to the focus of the study.

Chapter 3: It introduces and justifies the research design, describing the procedures to use.

References: only the ones cited in the text; use APA 7th edition for in-text referencing, tables and figures, and reference list.

Timeline: A realistic time schedule includes a list of major activities or phases of the proposed study and an expected completion time or date for each activity

Appendix B

Sample Thesis/Dissertation Outline

Cover page
Blank page
(Dedication page)
Title page
Approval Page

ABSTRACT
ÖZET
(ACKNOWLEDGEMENTS)
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES

CHAPTER 1: INTRODUCTION

Introduction
Background
Problem
Purpose
Research Questions
Significance
Definition of Key Terms

CHAPTER 2: REVIEW OF RELATED LITERATURE

Introduction
...

CHAPTER 3: METHODOLOGY

Introduction
Research Design
Context
Participants (or Sampling)
Instrumentation
Method of Data Collection
Method of Data Analysis

CHAPTER 4: RESULTS

Introduction
...

CHAPTER 5: DISCUSSION

Introduction
Overview of the Study
Major Findings
Implications for Practice
Implications for Further Research
Limitations

REFERENCES

APPENDICES

VITA [FOR PHD ONLY]