Cyprus International University

Institute of Graduate Studies and Research

Thesis Writing Template

Dear Student.

After successfully defending your thesis, you must have it bound and submit it to the Institute. At this stage, the Institute staff checks whether your thesis has been prepared by following the "CIU Thesis Writing Guidelines" under "format-check work." The "Thesis Writing Template" has been developed to help you prepare an error-free thesis by following the abovementioned guidelines. If you use this template correctly, your thesis format control-correction cycle and subsequent graduation processes will be completed more quickly.

The following pages contain preformatted fields or paragraphs. You can type your text in these areas or paragraphs without worrying about format or style. If you are going to use the copy-paste method, paste using the "paste as unformatted text" option. Otherwise, the format of your thesis paragraphs may be corrupted depending on the paragraphs in your source file.

You will see blue, red, and green boxes with instructions regarding specified fields or paragraphs' content and/or format. Carefully read what is written in these boxes before entering your text into any field or paragraph. The formatting rules for that field/paragraph are shown in yellow in the boxes to help you format them manually in case of format loss.

If you need more details, please see the "CIU Thesis Writing Guidelines" on our website. For this purpose, you can also download and review the "Sample Thesis Pages" file. If necessary, you can also get help from our Institute's assistants, who are responsible for this task.

I wish you success and luck at every stage of your thesis, including this writing phase.

Prof. Dr. Osman YILMAZ
Director, Institute of Graduate Studies and Research

ATTENTION

Do not forget to delete all colored information boxes and lines on this and the following pages
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Replace this text with the title of your thesis.

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Replace this with your full name as it appears on your transcript.

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Type the full name of the diploma degree of your program. Examples:
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Check the Institutes Web Page for your programs diploma degree

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Example: INDUSTRIAL ENGINEERING

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THE DEGREE OF ….. (…)
IN
…..**

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Type the academic title and full name of your supervisor here

Example: PROF. DR. MEHMET MAVİTAŞ

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Erase this if you have no co-supervisor

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**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR
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IN
…..**

**SUPERVISOR : …..**

**CO-SUPERVISOR: …..**

**NICOSIA – …..**

**THESIS APPROVAL CERTIFICATE**

The thesis study of [1] Program student [2] with student number [3] titled **“**[4]**”** has been approved with unanimity of votes by the jury and has been accepted as a [5] Thesis.

**Thesis Defense Date:** …/…/20…

Remove the rows 4 and 5 if there are three jury members

Replace

[1] with your Program Name

[2] with your Name and Last name

[3] with your student number

[4] with your Thesis Title

[5] with your program’s short diploma degree

Example:

The thesis study of Industrial Engineering Program graduate student Murat Kaya with student number 1234567 titled **“**Environmental Problems in Northern Cyprus**”** has been approved with unanimity of votes by the jury and has been accepted as a MSc Thesis.

(12 pts, normal style, single line spacing)

2nd name:
Name of the Supervisor

1st name:
Name of the Jury’s chairperson

|  |  |
| --- | --- |
| **Jury Members** | **Signature** |
| 1) | Prof. Dr. Mark StevensChair | ……….….... |
| 2) | Prof. Dr. Supervisor | ……….….... |
| 3) | Prof. Dr. Member | ……….….... |
| 4) | Assoc. Prof. Dr. Member* Type the Name and Last Name in Title Case format (Ex: Prof. Dr. Mehmet Mavitaş)
* Replace “Member” with “Co-supervisor” if any.
* Make sure you correct the academic titles.
* Sort the 3rd, 4th and 5th members (including co-supervisor) in the order of academic title and last name

(12 pts, Title Case) | ……….….... |
| 5) | Asst. Prof. Dr. Member | ……….….... |

|  |  |
| --- | --- |
| Prof. Dr. …Supervisor | ……….….... |
| Prof. Dr. …Head of Department / Program CoordinatorDepartment of … | ……….….... |
| Prof. Dr. Osman YılmazDirectorInstitute of Graduate Studies and Research | ……….….... |

Note that there is no page number in this page

**DECLARATION**

Replace ..... with your Full Name (12 pts, Not bold, Title Case)

**Name and Surname:** …..

Replace ..... with Title of Your Thesis (12 pts, Not bold, Title Case)

**Title of the Thesis:** …..

Replace ..... with Name & Last Name of your supervisor
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**Supervisor(s):** Prof. Dr. ….

**Year:** …..

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I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.

I hereby declare that the Cyprus International University, Institute of Graduate Studies and Research is allowed to store and make available electronically the present thesis.

 This thesis will be published *via* CIU Library;

* Immediately;
* 1 year after;
* 2 years after;
* 3 years after;
* Never.

Upon submission to the Cyprus International University, Institute of Graduate Studies and Research.

**Date:** ……….…....

Use a pen with blue ink

in the day of submission

**Signature:** ……….…....

Note that there is no page number in this page

# ACKNOWLEDGEMENTS

On this page, you express gratitude to the people, institutions, and advisors that helped you throughout your work.

Replace this text with your own statements.
Click <Enter ↵ > button for new paragraphs

(Normal style, Sentence case)

(12 pts Normal style, single line spacing)

Note that page numbering starts in this page.

It must be roman numerals until the first page of the first chapter

Roman numerals are used in this section up to the next section (starting page of Chapter 1)

Page numbering starts here

# ABSTRACT

(12 pts, CAPITAL LETTERS, Single Spacing)

**TYPE THE TITLE OF YOUR THESIS HERE**

**Type Your Name Here
[1] Thesis in [2]**

Replace

[1] with your program’s short diploma degree

[2] with your Program Name

[3] with your supervisor’s Title, Name and Last Name

[4] with your co-supervisor’s Title, Name and Last Name
 (if available)

[5] with your thesis defense date

[6] with the number of pages (The page number on the last page)

(12 pts, Bold, single spaced, The first letters are capitalized)

Example:

**Murat Kaya
MSc Thesis in Industrial Engineering**

**Supervisor: Prof. Dr. Mehmet Mavitaş**

**Co-Supervisor: Assoc. Prof. Dr. Iman Agazadeh**

**2023 , 128 pages**

**Supervisor: [3]**

**Co-Supervisor: [4]**

 **[5] , [6] pages**

The abstract should be a brief description of the definition, importance, and purpose of the problem the study is attempting to solve. The main parts of the problem should be highlighted. Then, the research method should be explained briefly. The findings of the research method are then briefly explained. The abstract should not be longer than 400 words and should be written with 1 (Single) line spacing. At the bottom of the abstract, keywords related to the study should be included. Capitalize the first letter in each word in the keywords.

Replace this text with your own text. Click <Enter↵> button for new paragraphs

Minimum 200, maximum 400 words

(12 pnts Normal style, single line spacing)

**Keywords:** ….., ….., ….., ….., …..,…..,…..

Type maximum 7 keywords in alphabetical order

 (12 pts, not bold, Capitalize first letter of each keyword)

# TABLE OF CONTENTS

Page number must be right alligned

* This list should be prepared after completing the writing of the thesis and receiving approval from your supervisor.
* To update the list below which was given as an example, simply right-click and press "update field". In order for this automatic update to be possible, subject headings on all pages starting with ACKNOWLEDGEMENTS in the thesis must be formatted with the "Heading-1", "Heading-2" or "Heading-3" styles. Make sure your headings and subheadings are marked this way.

[ACKNOWLEDGEMENTS i](#_Toc154140651)

Points must lead the page numbers

[ABSTRACT ii](#_Toc154140652)

[TABLE OF CONTENTS iii](#_Toc154140653)

[LIST OF TABLES vii](#_Toc154140654)

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[LIST OF FIGURES viii](#_Toc154140655)

[ABBREVIATIONS ix](#_Toc154140656)

[CHAPTER ONE 1](#_Toc154140657)

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[1.1 TYPE YOUR SUBTITLE HERE 1](#_Toc154140659)

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[CHAPTER TWO 3](#_Toc154140671)

[TYPE YOUR CHAPTER TITLE HERE 3](#_Toc154140672)

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[3.10 TYPE YOUR SUBTITLE HERE 6](#_Toc154140698)

[CHAPTER FOUR 7](#_Toc154140699)

[TYPE YOUR CHAPTER TITLE HERE 7](#_Toc154140700)

[4.1 TYPE YOUR SUBTITLE HERE 7](#_Toc154140701)

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[4.7 TYPE YOUR SUBTITLE HERE 8](#_Toc154140709)

[4.8 TYPE YOUR SUBTITLE HERE 8](#_Toc154140710)

[4.9 TYPE YOUR SUBTITLE HERE 8](#_Toc154140711)

[4.10 TYPE YOUR SUBTITLE HERE 8](#_Toc154140712)

[CHAPTER FIVE 9](#_Toc154140713)

[TYPE YOUR CHAPTER TITLE HERE 9](#_Toc154140714)

[5.1 TYPE YOUR SUBTITLE HERE 9](#_Toc154140715)

[5.2 TYPE YOUR SUBTITLE HERE 9](#_Toc154140716)

[5.3 TYPE YOUR SUBTITLE HERE 9](#_Toc154140717)

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[5.10 TYPE YOUR SUBTITLE HERE 10](#_Toc154140726)

[REFERENCES 11](#_Toc154140727)

[APPENDIX A 13](#_Toc154140728)

[IN-TEXT CITATION EXAMPLES 13](#_Toc154140729)

[APPENDIX B 15](#_Toc154140730)

[SAMPLE EQUATIONS 15](#_Toc154140731)

[APPENDIX C 16](#_Toc154140732)

[SAMPLE TABLES 16](#_Toc154140733)

[APPENDIX D 18](#_Toc154140734)

[SAMPLE FIGURES 18](#_Toc154140735)

# LIST OF TABLES

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Table 1.1: Assistant’s name 28

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Table 2.1: Type your table title here 41

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# ABBREVIATIONS

Abbreviation for
(12 pts, Normal, in parenthesis)
Example: (Information Technology)

Abbreviation (12 pts, **Bold**)
Example: IT

Sort the abbreviations in alphabetical order

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# CHAPTER ONE

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* This section has chapter titles, subtitles and normal text paragraphs already formatted according to the CIU Thesis Writing Guidelines.
* There are such ready templates for five chapters in the following pages.
* You just need to replace the already existing text with your own text. Just press “enter” for new paragraphs with the same format.
* The table of contents will automatically be generated when the styles of the chapter titles and subtitles are preserved (Heading-1, Heading-2, Heading-3 etc.,)
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Paragraphs must have no indentation. They must be justified from both sides.

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Normal text

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# REFERENCES

Examples to JOURNAL ARTICLES

Title of the Article

Publication year

Authors

Bass, B. M. and Avolio, B. J. (1994). Transformational leadership and organizational culture. *The International Journal of Public Administration*, *17*(3-4), 541-554.

Volume number publication

Issue number(s)

Page number(s)

Title of the Journal (*Italic*)

Betts, S. C. (2003). Contingency theory: science or technology?. *Journal of Business & Economics Research (JBER)*, *1*(8).

Dii GmbH, (2013). *Desert Power: Getting Started*. The manual for renewable electricity in MENA Full Report. [Online] Munich: Dii GmbH, pp.1-262. Available at: https://www.db.com/cr/en/docs/Desert-Power-Getting-Started-Full-ReportEnglishScreen (1).pdf [Accessed 2 Apr. 2017].

Eisenbeis, S. A., & Boerner, S. (2013). A double‐edged sword: Transformational leadership and individual creativity. *British Journal of Management*, *24*(1), 54-68.

Franco‐Santos, M., Kennerley, M., Micheli, P., Martinez, V., Mason, S., Marr, B. and Neely, A. (2007). Towards a definition of a business performance measurement system. *International journal of operations & production management*.

Hilton, S. K., Arkorful, H., & Martins, A. (2021). Democratic leadership and organizational performance: the moderating effect of contingent reward. *Management Research Review*.

Iglinski, B., Buczkowski, R., Cichosz, M., Iglinska, A. and Plaskacz-Dziuba, M. (2015). SWOT analysis of the renewable energy sector in Poland. Case study of Wielkopolskie region. *Journal of Power Technologies*, 95(2), 143-157.

Example to an ONLINE JOURNAL ARTICLES

Isaidi, K., Rehman, M. and Amamri, M. (2018). The causal nexus between economic growth and energy consumption obtained from petroleum coal and other resources: New evidence from global panel of 53 countries. *Cities and Society*, [online] 38, pp.49-561. Available at: <http://www.sciencedirect.com> [Accessed 17 Dec. 2018].

Date you accessed this online article

Page number(s)

Volume /issue number

(*Italic*)

Example to a
BOOK

Jarrant, J. S. (1975). Principles and practice of education. London: Longman

Klum, E., Achen, B., Dræby, I. ve Jensen, I. (2008). Cultural intelligence: The art of leading cultural complexity. London: Middlesex University Press.

Sort the references in
alphabetical order of the 1st author

(then by “year”, then by “2nd author”

City of publication

Publisher’s name

Examples to
OTHER
ONLINE RESOURCES

KEnergy.gov. (2017). *Hydrothermal Resources | Department of Energy*. [Online] Available at: https://energy.gov/eere/geothermal/hydrothermal-resources [Accessed 25 Mar. 2017].

Full internet address of the resource after “[Online] Available at:“

New Energy Realities. (2017). [online] Wales: World Energy Council 2017, pp.1-40. Available at: http://file:///C:/Users/user/Pictures/1.-World-Energy-Issues Monitor 2017-Full-Report.pdf [Accessed 1 Apr. 2017].

WIEA Bioenergy, (2012). Energy recovery from renewable content of waste: incentives and methodology for analysing biogenic content of mixed waste. Task 36. [online] Milano: RSE S. p. A. Ricerca sul Sistema Energetico – RSE S.p.A., pp.1-68. Available at: <http://task36.ieabioenergy.com/wp-content/uploads/2016/06/Energy-recovery-from> therenewable-content-of-waste-2.pdf [Accessed 1 Apr. 2017].

1.27 cm (half inch) hanging of paragraphs

# APPENDIX A

#  IN-TEXT CITATION EXAMPLES

Example to citation for a reference with single author

… best way to organize depends on the nature of the environment to which the organization relates (Betts, 2003). The agile organization is more…

The last name of the first author

 No initials of the first and middle names

The year of publication

Example to citation for a reference with two authors

By observing the work and abilities of transformational leaders, managers acquire knowledge and creativity skills (Eisenbeiss and Boerner, 2013).

Seperation of authors’ last names by “and”

(Do not use “&” )

Example to a citation for a reference with three authors.

…performance standards and uses rewards to reinforce positive performance, the contingent reward is a constructive transaction between the members and the leader (Hilton, Arkorful and Martins, 2021). Management-by-exception, on the other hand, is a corrective transaction between members and leaders….

“and” before the last author

Example to a citation for a reference with more than three authors.

This citation is for a reference in which there are five authors: (Iglinski, B., Buczkowski, R., Cichosz, M., Iglinska, A. and Plaskacz-Dziuba, M.)

… it has been reported (Iglinski *et al*, 2015) that this phenomenon can be used to develop solutions in …..

“et al” means “others”, or “his/her co-workers”

(*italic*)

First author

Example to a citation to a reference if the author’s name is mentioned in the sentence.

… The fundamental claim of contingency theory, as stated by Betts (2003), is that an organization's organizational structure is influenced by its environment. Similarly, organizational theorists in contingency theory argue that the…

Author’s last name is out of the parenthesis

Example to a citation for a reference with more than three authors when the authors are mentioned within the sentence

… it has been reported by Iglinski *et al* (2015) that this phenomenon can be used to develop solutions in …..

Only the year of publication is in parenthesis only

# APPENDIX B

# SAMPLE EQUATIONS

Equation number must be right aligned (Not bold, not italic)

Equation must be centered

You can copy the **whole paragraph** including the this equation and paste it to your own text followed by editing the equation and the equation number.

(ERASE THIS BOX BEFORE COPYING)

 (3.1)

Where, n = Sample size, N = Population, and = 95% confidence interval.

Eq. Number in that chapter

Chapter number

Giving an equation number for sample applications of an equation or derivation steps is optional

*n* =

*n* = 357.46

Dots (...) must lead the equation numbers

Chemical equations are treated similarly

 CH4 + O2 ⟶ CO2 + H2O (4.3)

# APPENDIX C

# SAMPLE TABLES

Table number

(12 pts, Left alligned, **Bold**)

Table title

(12 pts, not bold)

**Table 2.1**: Wind plants capacity and growth rate

Horizontal borderlines for only captions and the last data row

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Country** | **Capacity** | **Growth Rate 2015[%]** |
| **Total** | **Added** |
| 1. | China  | 2015148,0 00  | 32,970  | 29.0  |
| 2. | United States  | 74,347  | 8598  | 13.1  |
| 3. | Germany  | 45,192  | 4919  | 11.7  |
| 4. | Poland  | 5100  | 1266 Font size = 10 points, 1.5 line spacing inside the table and its footnotes | 33.0  |
| 5. | Portugal  | 5079  | 126  | 2.5  |
| 6. | Denmark  | 5064  | 217  | 3.7  |
| 7. | Turkey  | 4718  | 955  | 25.4  |
|  | Rest of the World | 40,800  | 5000  | 14.0  |

(Source: Igliński, *et al*, 2016)

Source (reference) of a table (if any) must be indicated as shown here
(12 pts, Centered)

 Of a ta

A table is cited within the text as examplified below:

…. Wind plants capacity and growth rates are shown in **Table 2.1** that has been…

In tables larger than one page, the same table number and description should be written on the second page. The word “continued” is written in between the table number and its description as exemplified below. (See the next page)

**Table 4.7**: ANOVA results

| Model | Sum of Squares | df | Mean Square | F | Sig. |
| --- | --- | --- | --- | --- | --- |
| 1 | Regression | 141.939 | 2 | 70.969 | 182.715 | 0.000a |
| Residual | 116.136 | 299 | 0.388 |  |  |
| Total | 258.075 | 301 |  |  |  |

**Table 4.7 (Continued)**: ANOVA result

Type (Continued) if the table continues from the first page

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Residual-2 | 113.321 | 298 | 0.380 |  |  |
| Total-2 | 259.8 | 303 |  |  |  |
| a. Dependent Variable: POP |
| b. Predictors: (Constant), OA, TRFL, InteractionTerm |

Draw a borderline after the footnotes as well

# APPENDIX D

A figure is cited within the text as examplified here:

# SAMPLE FIGURES

… As shown in **Figure 2.3** only 13.8% of the energy supplies is from renewable energy sources. The vast majority of the energy is produced from fossil sources …

The figure must be centered

Framing a figure is optional but consistency is expected throughout the thesis



Figure caption is below the figure

(12 pts, Centered)
Figure number is bold
Figure title is not bold)

**Figure 2.3:** Overall primary energy supplies for 2022

(**Source:** Iea.org, 2022; Ahaei *et al*, 2023)

Source (reference) of a figure (if any) must be indicated as shown here
(12 pts, Centered)

… side-by-side comparison of galaxy cluster MACS0416 as seen by the Hubble Space Telescope in optical light (**Figure 4.4 (a))** and the James Webb Space Telescope in infrared light (**Figure 4.4 (b)**) reveals different details…



These show how we use the parts of a figure as (a), (b), (c) etc.,)

(a)

(b)

**Figure 4.4:** Same galaxy from two different space telescopes
(a) Hubble, (b) James Webb

(**Source:** <https://www.flickr.com/photos/nasawebbtelescope/53321377829/in/album-72177720305127361/>)