

**Dear Student,**

First and foremost, we would like to sincerely congratulate you on reaching the thesis stage, a significant milestone in your academic journey. A thesis is the most valuable academic work documenting your scientific competence and must be prepared with great care within the framework of specific standards. This document summarizes the fundamental principles that Master's and PhD candidates at **Cyprus International University (CIU)** must adhere to while writing their theses.

### **Why Should We Follow the Formatting Guidelines?**

Full compliance with thesis writing rules is a fundamental element that elevates the scientific quality and professionalism of your work to the highest level. Adhering to these established standards not only provides visual order but also:

- **Enhances Readability:** It ensures that your complex academic arguments can be easily followed by the jury and readers.
- **Strengthens Academic Credibility:** The use of a consistent format proves that the study has been prepared with meticulous attention to detail.
- **Protects Ethical Standards:** Rules regarding citation and page layout prevent potential ethical violations.
- **Facilitates Archiving:** It allows your thesis to be seamlessly included in national and international databases.

### **Use of Templates and Resources**

All technical details, such as line spacing, font size, and page margins, are provided ready-to-use within the **Thesis Writing Template**, which can be downloaded from the Institute's website (<https://ciu.edu.tr/en/about-us/faculties-and-schools/institute-graduate-studies-and-research>). Using this template will ensure that your work is error-free in terms of formatting. Additionally, you can gain a clearer understanding of the visual standards by reviewing the "**Sample Thesis Pages**" document available on the same page. To streamline the process, we strongly recommend that you prepare your thesis directly using this template.

Please be reminded that you can consult our Institute staff at any stage of the process. I wish you boundless success in your thesis writing and your defense.

**Prof. Dr. Osman YILMAZ**  
Director of the Institute of Graduate Studies and Research  
Cyprus International University

February 2026



**CYPRUS INTERNATIONAL  
UNIVERSITY**

**INSTITUTE OF GRADUATE STUDIES AND RESEARCH**

**THESIS AND PROJECT REPORT WRITING GUIDELINES**

**NICOSIA- 2023**

## PART 1: WRITING GUIDELINE

### 1. GENERAL INFORMATION

- The minimum and maximum number of words (except references, attachments, front cover, abstract, contents, figures and table lists) for the Master's and Doctoral theses that will be written according to their fields are determined as follows.

Field	Master's Thesis/Project	PhD Thesis
Social Sciences	10.000-25.000	40.000-100.000
Basic Sciences	8.000-20.000	25.000-80.000

- The Print out of Theses/Project Reports will be on A4 size, one sided paper.
- The logo of Cyprus International University **will only be on the outside cover page** of the theses.
- The margins of the pages should be set to 4 cm at the top, 3.5 cm on the left, 3 cm on the right, and 2.5 cm at the bottom.
- The Times New Roman font size should be used (12 font size).
- The font must be *italic* and **bold** for highlights to be made within the body of the text.
- Short notes explaining a thought in the text can be placed under the page in 8 points. Notes exceeding 10 lines are included in the appendix.
- Alignment: Create equal margins using “Justify Alignment” (except in headings).
- Line spacing: Use 1.5 line spacing throughout the thesis. Use single line spacing for cover pages, footnotes, abstract and references. The “Before” and “After” options must be set on “Auto”.
- Headings: type section and subsection numbers with Arabic numerals according to the decimal classification system (2.1-2.2-2.3-2.3.1).
- The titles and subheadings of the sections are highlighted in bold. Sections and subheadings in main text must be 12 font size. The titles of the main section headings should be 14 font size.
- Tables: The table title should be as short as possible and above the table. The source should be written below the table.
- Use Times New Roman, and preferably 10 font size, for the content of the table.
- Column and row names of the tables that do not fit on a single page must be rewritten on the second and next page.
- Font size can be reduced to 8 if necessary in tables and figures.

- Tables are written with the font used in the report, and the font used in the figures should be consistent throughout the report.
- Figures: Number figures consecutively. (I.e. Figure 2.1, Figure 3.3 etc.). The heading of the figure should be short and it should be written under the figure. Sources for figures should be written below the figures.
- Figures titles must be centered at below of the figures.
- Figures sources must be centered at below of the figures.
- A space must be left in the text after commas and the full stop.

## **2. PAGE STRUCTURE**

### **Parts that do not contain page numbers:**

- First Inside Cover (Appendix 1)
- Second Inside Cover (Appendix 2)
- Thesis/Project Approval Report (Appendix 3)
- Declaration (Appendix 4)

### **Parts that contain Roman numerals (i, ii, iii, iv ...):**

- Acknowledgements (i)
- Abstract (ii)
- The content page (iii)
- List of Tables
- List of Figures
- Abbreviations

### **Parts that contain Arabic numerals (1, 2, 3, 4, 5 ...):**

- The text body
- Reference list
- Appendices
- Curriculum Vitae (CV) (Optional)

**All page numbers are placed 1.5 cm above the bottom center of the page.**

**The font size of the page numbers should be Times New Roman and 11 font size.**

**The order of the sections to be included in the report should be in the following order;**

1. Outside Cover
2. First Inside Cover
3. Second Inside Cover
4. Approval page
5. Declaration
6. Acknowledgements
7. Abstract (Turkish/English) (language of the thesis is first)
8. Table of Contents
9. List of Tables
10. List of Figures
11. Abbreviations
12. Introduction (Chapter One)
13. Other sections (Literature, Research Method, Findings)
14. Conclusion and Recommendations
15. References
16. Appendices
17. CV (Optional)

## **2.1 The Cover Pages**

There is an outside cover page and two inside cover pages. The outside cover page (**Appendix 1**) is dark blue for English Master thesis books, light blue for Turkish thesis books, black for projects and burgundy for PhD thesis books. The outside cover page has to be clothbound with gold ink, and include the following information:

1. Title of study (Single line spaced)
2. Name and surname of the student.
3. Program name with its full and abbreviated diploma degree
4. The name of the University and the Institute should be indicated
5. All of the letters in cover pages must be uppercases.
6. The city and year of submission (e.g. Nicosia–2023).

All information on these pages should be centered.

## **2.2 Thesis / Project Approval Certificate Page**

The thesis/project approval page is completed by the student after the thesis defense is completed and signed by the advisor and the jury members with the final version of the thesis. Thesis/Project approval page should be placed in the volume as the first page after the cover pages.

You have to download the updated version of the thesis approval page which you can find it in the CIU website (<https://www.ciu.edu.tr/en/about-us/faculties-and-schools/institute-graduate-studies-and-research>)

Fill all the required information

Ask your supervisor about your defense decision, write it and make it bold style.

Specify who the Thesis supervisor is and who Members are.

Place the thesis supervisor and members below each of the jury names

No page number

Write the defense date

### **2.3 Declaration**

The declaration form is a document that the students confirm and declare that the information they use and present within the scope of their studies is in compliance with academic principles and ethics that they must sign. This document should be on the 4<sup>th</sup> page of the thesis. You have to download the updated version of the declaration page which you can find it in the CIU Institute webpage.

### **2.4 Acknowledgements (page number: i)**

On this page you express gratitude to the people, institutions and advisors that helped you throughout your work. Roman numbers must be used for paginations, start from the acknowledgement page till the Chapter One.

### **2.5 Abstract (page number: ii)**

The title of the thesis, your name, abbreviated diploma degree, the name of the program, the supervisor's and co-supervisor's name, thesis defense date and the number of pages should appear as bold and centered at the top of the Abstract page. 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. 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.

### **2.6 The Contents Page**

The table of contents should include the headings of all the main sections and subsections with their numbers and the respective page numbers.

Place lists of figures and tables as separate contents and pages.

The table of contents must be start from acknowledgement page.

## 2.7 Tables and List of Tables

If there are tables in the study, they should be listed together with the page numbers in the table list that will be placed on a separate page.

In the text, the table title (eg **Table 3.1: Economic Development in Europe**) should be placed above the table and the source (if any) (**Source: OECD, 2022**) should be below the table. An example of an in-text table is given below.

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

Position	Country	Total Capacity	Added Capacity	Growth Rate 2015 [%]
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	33.0
5.	Portugal	5079	126	2.5
6.	Denmark	5064	217	3.7
7.	Turkey	4718	955	25.4
	Rest of the	40,800	5000	14.0
	World TOTAL	434,856	63690	17.2

Source: (Igliński, et al, 2016)

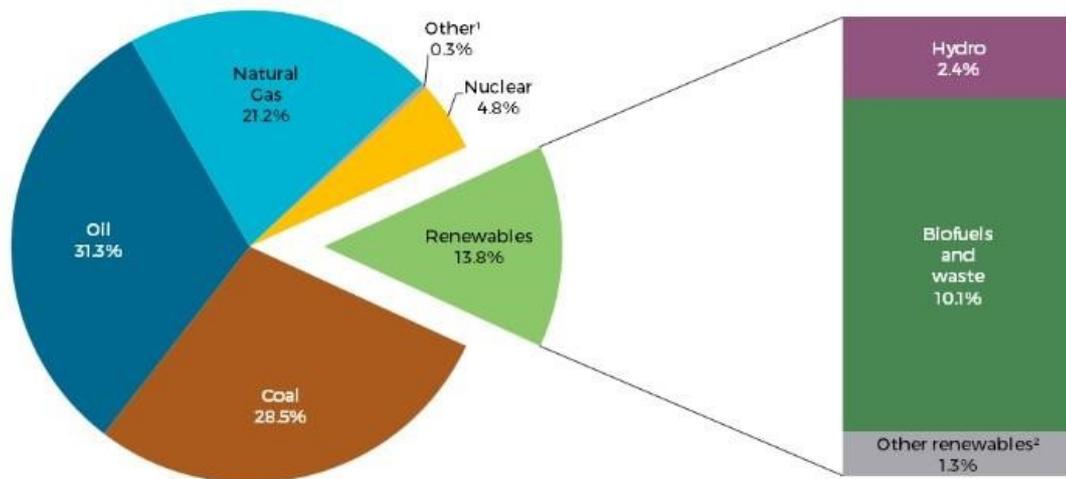
1. You have to write a table number and table title for each table
2. The table number and the table title must be placed on top of the table, left-aligned
3. The table number and table title must be not italicized.
4. The table title must be not bolded.
5. The table number and table title must be in size 12pt.
6. The font color for the table number and the table title must be black
7. Make the table number and table title bold. e.g.: **Table 4.1**
8. The table source must be placed below the table.
9. Make the word source bold. e.g.: **Source**
10. The font size inside the table must be 10pt.
11. Line spacing must be 1.5 lines within the rows.
12. The table source must be placed in the same page of the table

Follow the same comments for all the tables throughout the work.

## 2.8 List of Figures

If figures are included in the study, they should be listed along with the page numbers in the figure list, which will appear on a separate page.

The title of the figure and the source of the figure (if any) should be placed under the figure in the text of the study. (Ex. **Figure 2.3:** Universal Income Inequality) (Under the title, **Source:** OECD, 2022). In-text example:



**Figure 2.3:** Overall primary energy supplies for 2022 fuel shares around the globe

**Source:** (Iea.org, 2022)

1. Center the figure
2. Center the figure source
3. Center the figure title
4. The figure number and figure title must be placed below the figure
5. Make the word Figure and the figure number bold. E.g.: **Figure 2.1**
6. Make the word Source bold. E.g.: **Source**
7. The figure source must be placed below the figure

Follow the same comments for all the Figures throughout the work.

## 2.9 Important Information about Tables and Figures

- Tables and figures should be placed as close as possible immediately after the first mention in the text, provided that they comply with the principles of the page layout. Before the tables and figures, reference should be made to the relevant table or figure.

- All figures and their descriptions should be centered with respect to the text block.
- All tables and their descriptions should be left-aligned with respect to the text block.
- Tables and figures are assigned the first digit section number (letters in the appendix) and the second number the sequence number of the table (or figure) within the section. (Example: **Table 1.2**, **Figure 3.5**, **Table A.1**, **Figure B.5**). As in the example, tables, figure words and numbers are written in bold style.
- The number and description of each figure is written at the bottom of the figure, and the number and description of each table is left-aligned in the row above the table.
- Multiple tables or figures can be placed on the same page.
- In tables and figures larger than one page, the same table/figure number and description should be written on the second page and between the table/figure number and its description, in parenthesis (continued). (Eg **Table 1.1 (continued)**: Metal contents in wastes, **Figure 1.1 (continued)**: Istanbul's water supply.
- The graphics and pictures given in the report should be accepted as figures and must be numbered and explained.
- Pages that disrupt the opening order of the thesis by increasing the page thickness such as folded page and visual material attached on the page should be given in the appendices section.

## 2.10 Equations

- Equations are written with the Equation Editor in accordance with the following rules.
- Equations are written at 1.5 line spacing.
- 6 point spacing should be left before and after the equations.
- There are no blank lines before and after the equations. In this case, between the equations and the text, 12 pt above and 12 pt below are left.
- Equations are centered aligned to the text block.
- An equation number is assigned to all equations. Equations in intermediate steps of a derivation, if any, may not be numbered. Equation numbers are given in sequence starting from 1, provided that the section number is the first number in the relevant section. These numbers are typed with normal style (not bold or italic) and are, for example, in the first part (1.1), (1.2), the second part (2.1), (2.2), if necessary, in the form of subexpressions (1.1a) and (1.1b)

of the same equation. It is written to the far right of the line where the equation is located.

- The equations given in the appendix section are numbered by specifying the appendix section in which they are given. (Example: A.1, A.2).

## **2.11 Abbreviations (Appendix 10)**

Abbreviations may be used with names or concepts that are commonly used in the text of the study [example: EU (European Union)]. Following the figures and tables pages, a table of abbreviations can be prepared on a separate page. The name or concept should be used in its entirety at least once without using its abbreviation in the text.

## **3. HOW TO CITE SOURCES**

Citation shows the sources used in the study in the text and on the references page. You should cite and refer to the work of another author you use within your own work. If citations are not cited, this is considered plagiarism and the thesis/project is considered unsuccessful. The maximum accepted quote rate is %20 in total and should not exceed 2% from a single source. The accepted form of referral in the Institute is APA.

A plagiarism report must be submitted to the Institute together with the thesis/project and a

‘Thesis/Project Submission Form’, available at

<https://www.ciu.edu.tr/en/about-us/faculties-and-schools/institute-graduate-studies-and-research>

### **3.1 In-text Citations**

You may refer to someone else's ideas or work either by repeating the exact words that another author has written (‘quoting’) or by expressing what somebody has written by using your own words (‘paraphrasing’).

The most important point when citing within the study is that the same citation style should be used throughout the study. In-text citations from the beginning to the end of the study should be consistent with a particular style.

#### Quoting:

Place quotation marks (“...”) around the words being taken from another author.

Give publication dates (the name of the author, the year of publication of the text being quoted and the **page number** of the text from which the quote has been taken) in brackets after the second quotation mark.

Example: The metaphor “the sun was crying tears from hell” is linked to that of “devilish spawns erupted from under the ground to calm the Gods...” (Neve, 1996, p. 27).

#### Paraphrasing:

Provide publication dates (the name of the author, the year of publication of the text being paraphrased and the number of the page the paraphrasing is based upon) in brackets after the sentence or paragraph in which the ideas written down by somebody else are paraphrased. Example: (Rees, 1998)

If the name of the author is referred to in the text is mentioned, the year of the author’s publication has to be given immediately after the author’s name.

Example: Rees, (1998) explains.....

If the source you are using has 2 authors, you will cite it as (Soyer and Kucuksener, 2018), whereas if the source has 3 authors you will cite it as (Soyer, Kucuksener and Ozgit, 2018). If the source has more than 3 authors, you will in-text cite it as (Soyer, et al., 2018).

### **3.2 References List**

The structure of the list of references will differ upon the referencing style chosen  
APA is the accepted format by our university.

#### ➤ **Journal or Magazine Article:**

In-text: (Uzunoglu, 2017)

In the References List: Uzunoglu, S. (2017). Evaluation of style preferences in architectural design among the undergraduate students from different nationalities in North Cyprus. *New Trends and Issues Proceedings on Humanities and Social Sciences*, 4(4), pp.184-194.

#### ➤ **For Electronic journal articles:**

In-text: (Saidi, Rahman and Amamri, 2017)

In the References List: Saidi, K., Rahman, M. ve Amamri, M. (2017). The causal nexus between economic growth and energy consumption: New evidence from

global panel of 53 countries. *Sustainable Cities and Society*, [online] 33, pp.45-56. Available at: <http://www.sciencedirect.com> [Accessed 14 Dec. 2017].

➤ **Book:**

In-text: (Plum ve diğerleri, 2008)

In the References List: Plum, E., Achen, B., Dræby, I. ve Jensen, I. (2008). *CI*. London: Middlesex University Press.

➤ **Chapter in a Book:**

In-text: (EL-Shimy, Soyer ve Balcıoğlu, 2017)

In the References List: EL-Shimy, M., Soyer, K. ve Balcıoğlu, H. (2017). Renewable Energy– Background. In: E. Mohamed, ed., *Economics of Variable Renewable Sources for Electric Power Production*. Germany: Lambert Academic Publishing / Omniscryptum GmbH & Company Kg, pp.17-33.

Further information:

APA Manual (Publication manual of the American Psychological Association) (2020 7<sup>th</sup> Edition). Washington, DC: American Psychological Association.

The most important aspect of referencing is that the same style must be used throughout the list. Starting from the beginning of the list, the same type of source must be referenced the same.

### 3.3 Footnotes

In addition to in-text citations, it is preferable to use footnotes to facilitate reading. When referencing a source by footnote method, the page number of the source should be specified.

To cite a book previously cited in footnotes, you can use “ibid” with the number of the footnote the book was first mentioned in, then put the page number. For example:

<sup>1</sup> Sturgeon, T. (1995). Science fiction. In *The Encyclopedia Americana* (Vol. 24). Danbury, CT: Grolier, pp. 390-392   <sup>2</sup> *Ibid*, 1, 394

#### **4. THE SUBMISSION OF THE THESIS AND PROJECT TO THE INSTITUTE OF GRADUATE STUDIES AND RESEARCH**

##### **Requirements;**

##### **THESIS:**

**2 copies** of bound thesis books

**3 copies** of CD's (including theses in PDF format and please write your name on the CD)

**Plagiarism Report** (maximum %20)

Thesis submission form (downloadable from: <https://www.ciu.edu.tr/en/about-us/faculties-and-schools/institute-graduate-studies-and-research>)

For PhD thesis, also publication form. (Can be accessed via:

<https://www.ciu.edu.tr/en/about-us/faculties-and-schools/institute-graduate-studies-and-research>)

##### **PROJECTS:**

1 copy of bound project books

2 copies of CD's (including theses in PDF format and please write your name on the CD) Plagiarism Report (maximum %20)

**Project submission form** (downloadable from <https://www.ciu.edu.tr/en/about-us/faculties-and-schools/institute-graduate-studies-and-research>)

