**T.C.**

**SELÇUK UNIVERSITY**

**INSTITUTE OF HEALTH SCIENCES**

**SEMINAR and FINAL PROJECT WRITING GUIDE**

**KONYA-2015**

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**1. INTRODUCTION**

In this written guide, the writing rules that must be followed in the registered and proper writing of master's and doctoral seminars and term projects offered in the Departments of Selçuk University Health Sciences Institute are presented briefly and briefly. Before the bound seminar booklet, seminar formula and seminar audience formula are delivered to the Institute of Health Sciences, the forms must be signed by the student and the advisor. **If term projects are in the form of experimental research, they should be prepared by taking into account the thesis writing guide..**

**2. GENERAL FORMAT AND WRITING PLAN**

**2.1. Writing Language**

The writing language of the seminar/project must be Turkish. It should be written in a simple, easy-to-understand language and in accordance with the rules of the Turkish Language Institute. However, the consultant and the institute may also be written in a foreign language, including one of the languages specified in article 40 of the University of Salzburg's Postgraduate Education and Teaching Regulations, if deemed appropriate by the U.S. Board of Directors and with the approval of the board of directors. Latin genre names must be written in Italian.

**2.2. Feature of the paper to be used, margins**

The paper to be used in writing must be A4 standard and the first piece must be 80 grams of white paper. The font should be written on one side of the paper. Leave a space of 4 cm on the left edge, and 2.5 cm at the bottom, upper and right edges.

**2.3. Text Feature**

In the text section of the seminar/project, except for shapes and diagrams, the font must be Times New Roman and 12 pixels in size. However, in compulsory cases encountered in lines or formulas, the font may be reduced to eight (8) points. A character space should be given after the dotting markings in the text.

**2.4. Line Spacing and Layout**

The main text of the seminar/project should be written at 1.5 intervals. Shape subtitles, table   
The description, quotations, sub-notes and the source directory must have 1 full space between the lines. In paragraphs, a 1 cm entry (up to the Tab key) should be used. There should be no space between paragraphs.

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The headings of sections shall be numbered according to their contents, based on the left, 12 points and dark. A line (1.5 row interval) should be left before and after all headers except first-degree section headers per page.   
The inscriptions on the inner cover page should be written in a range of 1.5 lines, 12 points, medium and large letters.   
The description of shapes and diagrams should be written with a range of 1.0 lines and 10 points. The line description (headline) and the line should be written with 10 points using the two-sided line command. A row (1.0 row spacing) should be left between the bottom edge of the shape and the description. A line (1.5 row interval) should be left before the figure, after the figure description, before the plot description and after the plot. Line notes should be written with 8 or 10 points, within a range of 1.0 lines just below the diagram. The title of the contents should be entirely enlarged with 12 points on the page, dark and medium. The entire page should be written at 1.0 rows, leaving a row (1.0 rows) between each section.   
The source list should be written with 10 points and a range of 1.0 rows, leaving one row (1.0 row interval) open while moving from one source to another.

**2.5. Section and Subsection Headings**

Section titles in the first degree should be written in page by page and in large letters. The first letter of each word in the second-degree sub-section headers should be written with a large letter. All words, except the first letter of the first word, should be written in small letters in the third and later sub-sections. Links such as second and third degree titles and, or, with, should be written in small letters. Section headers of each degree should be written as Bold

**2.6. Numbering of Pages**

The page numbers should be written in the right edge of the page. contents, icons and   
  
Abbreviations such as Seminar/Seminary project front pages with small letters in Roman digits (i, ii, iii, iv, v...), the main text starting with the entry section must be numbered as 1, 2, 3, 4, 5...

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**2.7. Citing References in Seminar/Term Project**

Every resource referenced in the seminar/project must be in the alphabetical order of the "Sources" directory. A reference must be made to a source within the seminar/project, with the name of the author and the date of the source.   
If the figure, diagram, picture, etc. narrative tools are taken from a source, the source must be specified in the description, such as the figure subtitle or the diagram subtitle.   
The text should refer to a source with two authors, and both should be named after them. For example, (Iron and Aydın 2007)   
If the source has more than two authors, the name of the first should be written, while the other authors should be indicated by the abbreviation "and ark". For example, like (Years and Arcs 2006).   
If there are multiple references to sources in the text, these sources must be sorted in order of dates, the alphabetical order of references of the same date must be taken into account, and they must be separated by a comma between sources. Examples are: Akçay and Ark 1996, Lion 1996, Young 1999, Tight and Ark 2005.   
The reference to the work should be written at the beginning of the sentence or within a sentence, only with the year of publication in parenthesis. For example, in accordance with the findings of [Lion and the Ark (2008).......].   
If the text of the seminar/period project refers to several sources published in the same year by the same author or group of authors, the rankings in the directory of resources should include letters a, b,.... next to the date of the source, and reference should be accompanied by these marks. For example (Star and Arc 2007a, 2007b).   
If the calculations and analyses in the study were carried out using an original computer software, they should be referenced in the source directory in the text of the Seminar/Period project, as in a book or article. If the author is unknown, the name of the entity or entity holding the copyright may be entered. For example (Minitab 1994)   
Internet or digital resources must be referenced in the text with the name and date of the author (or organization) and included in the source directory.

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**2.8. Symbols, Abbreviations and Numbers**

Place the icon and abbreviation directory in alphabetical order under "Icons and Abbreviations"   
It has to be prepared accordingly. The header of the directory must be written in the middle of the text block after two intervals are left empty from the upper boundary.

**3. FIGURES AND TABLES**

Shapes and diagrams should be placed in the text of the seminar/project on the first page or on the page immediately following them by using the "Browse both sides" button. Two or more small shapes or diagrams can be presented on the same page. While they are closely related to each other, they can be symbolized in the form of "a, b, c,..." and all have a single shape or diagram number.

**3.1. Numbering of Figures and Tables**

All shapes and diagrams must have a number of their own. The first digit in the line/shape number is the section number and the second digit is the row number of the diagram or shape in that section. For example,

The shape and drawing of the first part:

**Figure 1.1. Figure description** **Figure 1.2. Figure description.....**

**Table 1.1. Chart description** **Table 1.2. Chart description ….**

**3.2. Figure and Table Explanation**

Chart descriptions should be written on top of the chart, and shapes must be written underneath the shape.   
In writing descriptions, the line range should be 1 full range. The font size should be selected smaller than the main text. The explanations of shapes and diagrams should be as short, concise and explanatory as possible. The first letter of the first word in the description of shapes and diagrams must be large, while the other letters must be small. Do not put a point at the end of a row. Chart notes should be located right below the chart

**4. SEMINAR COVER AND SPECIAL PAGES**

The seminar/project cover and special pages should be prepared as described below.

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**4.1. Outer and Inside Cover Pages**

External cover, open blue for doctoral seminars (Turquoise), master's thesis   
in seminars, open green, thesis-free master's thesis must be drawn from pink cardboard in the term project, while the inner cover should be on A4 paper used in the writing of the seminar/thesis project.   
Starting approximately 2.5 cm from the upper edge of the cover, in three rows, using a 10-point Times New Roman font, with large letters, in a single row range, the words "T.C. SELÇUK UNIVERSITY OF SAFETY INSTITUTE".   
The name of the seminar/project should be written in large letters, medium, dark and with 14 points. If the name of the seminar/project does not fit in a line, it should be written at 1.5 intervals.   
The envelope must include the name and surname of the candidate, where the seminar is a PhD/high degree seminar or a thesis-free master's term project, the name of the branch of the university, the title of the consultant and the name, the city and year (12 punto Times New Roman). The cover sheets should be prepared in accordance with the example in EK-1.

**4.2. Contents Page**

As in the contents page EK-2, all dedicated pages should contain the page numbers of all sections and sub-sections, resources and annexes contained in the text of the seminar/project. All first, second and third-degree titles used in the seminar/project should be included in the "Inside" page without any modification.   
The main headers in the content section should be written in dark. On this page, the number of the first page on which only that heading appears should be written at the edge of each heading.

**5. SEMINAR TEXT**

The seminar/project should consist of Front Pages (internal cover, contents, icons and abbreviations, shapes and diagrams pages), the text of the seminar/Project and the Resources. For the writing plan, see Add\_Seminar Template.

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The text of the seminar/project begins with the “Introduction” section. After providing general information on the importance of the topic in this section, the purpose and significance of a seminar/project should be written very clearly and briefly.   
In the text of the seminar/project, information is compiled in a specific systematic manner, using subheadings, if necessary, in detail. The subject is dealt with using as much up-to-date literature as possible.

**6. RESOURCES**

The source directory should begin with the headline "STATES" in large letters and left-handedly, leaving 1.5 spacing after the title.   
The source directory should be written in two small letters (10 points) from the main text of the Seminar/Period project, with a range of 1 row. The beginning of each resource should be based on the left edge of the text block, while the other rows should be started from 0.75 cm inside.   
The Resources section should be sorted in alphabetical order of the first author's last name. The first letter of the surnames and names of all authors should be written in large letters and a character space should be left after the surname. If the author(s) have more than one name, the first letter of the names should be written without leaving any spaces (e.g.   
Each spelling between the author's last name and the first letter of his name must be separated by a spelling. After the names of the authors are written, a comma should also be inserted at the end of the last author's name. The last character in the source directory must be a point mark. Article pages should be written in a single type, with start and end pages specified (25, 110-9. gibi). In sources, the magazine names should be abbreviated according to Index Medicus. Journals that do not have an abbreviation in Index Medicus should be written without abbreviour.   
If there is a difficulty in quoting from another source within the seminar/project, the quotation should be written in the separator (“...............”). At the end of the paragraph, the name, page number and date of the source of the quotation must be entered in the parenthesis. If the notes are expressed in the author's own sentences, there is no need to separate them, they can be written in the standard form above.   
Resources should be written as in the examples below.   
(Author's surname) (First letter of his name), (Second author's last letter) (first letter), (..) (..), year of publication. The name of the article (the first letter begins with a small letter and the next one with a large letter). Magazine name

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The abbreviation, skin, is written as the first page-last page. The full name of magazines without international abbreviation should be entered. When writing, the article's page numbers should be shorted to the last page, as in the examples.

Example:

Tomita Y, Miyake N, Yamanaka S, 2008. Lipids in human parotid saliva with regard to caries experience. J Oleo Sci, 57, 115-21.   
Staufenbiel R, Ahmed MM, Baumgartner W, Gelfert CC, 2007. The use of biochemical and hepatic parameters to predict treatment outcome of dairy cows suffering from displacement of the abomasum. Dtsch Tierarztl Wochenschr, 114, 225-30. Other Resources   
If newspaper articles are shown as source, the newspaper name, the date, month, year of publication, the article (news) name, page number. must be written in the form.   
Example:   
Official Gazette, 17.06.2005. Regulation No. 24848 "Amendment of the Regulation on the Registration and Monitoring of the Identification of Livestock Animals". p. 32.   
The source of the published theses should be in book format, the university and the nature of the thesis (Bachelor's thesis, doctoral thesis etc.) should be specified instead of the publication.   
Example:   
Current C, 2014. Effect of different marginal finish types on edge leakage of ceramic crowns. PhD thesis, Institute of Health Sciences, Selchuk University, Konya.   
In the case of electronic printing, the article must be written in the same format as it was written, and the date of delivery, together with the shipping address, should be added as shown below.   
Example:   
Schalén C, 2002. European surveillance of severe group A streptococcal disease. Euro Surveill, 6 p. Accessed June 4, 2007. Access address, http://www.eurosurveillance.org/ew/2002/020829.asp   
If you are using a web page that is not identified by the author, the full address of the page should be entered as the source.

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Example:   
Public Health Laboratory Service, 2002. Enhanced surveillance of invasive group A streptococcal infections. Commun Dis Rep CDR Wkly, 12:news, Accessed 04 June 2007. Access address: http://www.hpa.org.uk/cdr/archives/2002/cdr5102.pdf   
In electronic media, monographs should be prepared in accordance with the following example.   
CDI, Clinical Dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H, CMEA Multimedia Group, producers. 2nd ed. Version 2.0. San Diego, CMEA, 1995.   
Summary of Congress Declaration:   
(Author's last name) (First letter of the name), (Second author's first letter), (..). The name of the statement (the first letter starts with a small letter and the next one with a large letter). Congress / Symposium book title, page, date, place.   
Example:   
Izu M, Miyake T, Kambara M. The new imaging system for analyzing gingival tissue. IADR 82nd General Session, Abstract Book: p. 95, 11 March 2004 LaJolla, CA, USA.   
Books   
The only author is the author's last name and the first letters of his/her first name(s) as the year of publication. The title of the book, the printing of which is Kadenci, the place of publication, the publishing house, the page numbers (in Turkish pages 1-5, in English pages 1-5).   
Example:   
Krauss G, 2005. Biochemistry of signal transduction and regulation. Fourth ed. Weinheim, Wiley-VCH, p. 119-44.   
Section of the book: The authors of the section in question, as the year of publication, the subject title of that section, In: Book name, Name(s) of the Book Editors, Number of printed books, Publishing place, Publisher, Page numbers. Example:   
Phillips SJ, Whisnant JP, 2005. Hypertension and stroke. In:Hypertension: pathophysiology, diagnosis and management. Eds: Laragh JH, Brenner UN, 4th ed. New York: Raven Press, p. 465-78.   
For compilation books: The authors of the section concerned, as the year of publication, the title of the topic, In: Name of the book, the surnames and first letters of the Book Editors, The number of printed, Place of issue, Publishing house, Page numbers.

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Example:   
Elevitch FR, Hicks GP, 1987. Microprocessors and computers in the clinical laboratory, In: Fundamental of Clinical Chemistry, Ed: Tietz NW, third edition, Philadelphia, W.B.Saunders, p. 254-65.   
If the author is an organization:   
The name of the organization is the year of printing. Book name, place of publication, page number   
Example:   
The Cardiac Society of Australia and New Zealand, 1996. Clinical Exercise Testing: Safety and performance guidelines. Medl Aust, p. 164-228.   
If the author is not specified: Article name (editorial), year of publication. Magazine or book name, page no.   
Example:   
Cancer in South Africa (editorial), 1994. S Afr Med, p. 84-115.

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**T.C**

**SELÇUK UNIVERSITY**

**INSTITUTE OF HEALTH SCIENCES**

**SEMINAR/SEMESTER PROJECT TITLE**

**Student's Name Surname**

**MASTER'S/DOCTORAL SEMINAR/MASTER'S DEGREE WITHOUT THESIS TERM**

**PROJECT**

**……………….. DEPARTMENT OF DEPARTMENT**

**Counsellor**

**Title Name Surname**

**KONYA-2015**

**Annex 1.** Seminar/Semester project cover sample

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**IN**

TITLES AND SUBSTITUTIONS………………………………………………… **i**

SHAPES AND RIGHTS…………………………………………………………… ii

**INTRODUCTION ………………………………………………………………………..1**

**1. SECTION 1 SECTION ………………………………………………………………..2**

1.1. Section I Section II Section ……………………………………………………………2

1.1.1. Part I, third degree, title …………………………………………………………......2

**2. PART II UNIVERSAL PRINCIPLE …………………………………………………3**

2.1. Second Section Second Degree Title ………………………………………………….3

2.1.1. Second part, third degree, title……………………………………………………… 3

**PART III UNIVERSAL PRINCIPLE ………………………………………………….4**

3.1. Section Three Second Degree Title ………………………………………………….4

3.1.1. Third part, third degree, heading …………………………………………………..4

**Sources ……………………………………………………………………………………5**

**EC-2**. Example of the contents page

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