



T.C.
ISTANBUL AYDIN UNIVERSITY
SOCIAL SCIENCES INSTITUTE
THESIS SUBMISSION GUIDE

1. After the thesis defense examination, two thesis approval certificates are given to the student.
2. “Thesis Entry Form” is filled out from the web page of Council of Higher Education National Thesis Center and two signed copies are submitted to the Institute together with theses. “Thesis Entry Form” must be filled out in accordance with the information expressed in item 2.1 below. Students who fill out “Thesis Entry Form” before completing the dissertation must update the form and print out again.

2.1. Filling Thesis Entry Form and Thesis Publishing Permit Form:

2.1.1. Thesis Entry Form and Thesis Publishing Permit Form: It is the document that includes the title, the author’s name, the reference number and other bibliographic information of the thesis and author's permission is received to the research service by Council of Higher Education National Thesis Center in full text (PDF) in all media including digital transmission.

Thesis Entry Form and Thesis Publishing Permit Form is available at (<https://tez.yok.gov.tr/UlusalTezMerkezi/>). You need to be a member of the system to fill out the form.

2.1.2. The form is designed to ensure that the information filled in by the author is transferred to a temporary table linked to National Thesis Center Database.

When the filling of the form is completed and the "Save" box is clicked, the form with the "Reference Number" generated by the system and which is ready to print is prepared.

If incorrect data entry is made for any reason, correction can be made by returning before the form is printed. **Reference Number located on Thesis Entry Form and Thesis Publishing Permit Form** shall be taken into consideration when the checks are made at the National Center for Theses.

2.1.3. The titles and abstract pages of the theses are uploaded to the searchable areas of the Thesis Database. Therefore, italic fonts, tables, figures, graphics, chemical or mathematical formulas, symbols, subscripts, superscripts, Greek letters or other non-standard symbols or characters should not be used in such text fields.

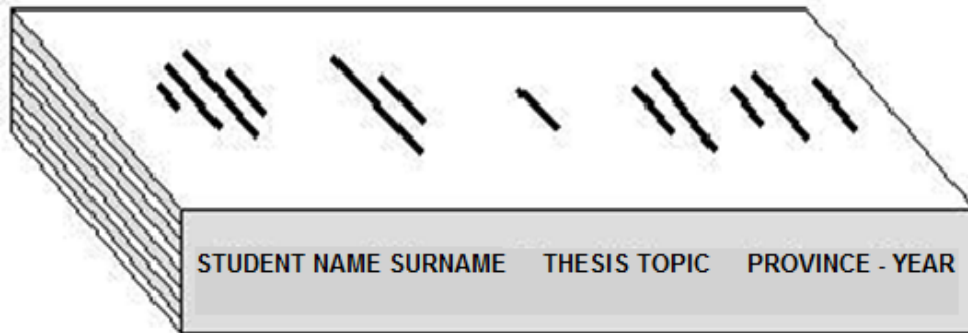
2.1.4. These lines **can be left blank** if there are no options available at the lines of the Department, Major Field of Study, and Field of Study. Otherwise, the form will not be accepted by the Institute.

2.1.5. Index Terms: An alphabetical list of keywords providing direct access to the thesis searches in the National Thesis Center Database.

2.1.6. Recommended Index Terms: If the relevant keywords are not in the Index Terms List existing in the system; the key word proposed by the author should be written in this area in the form of Turkish = English.

2.1.7. Publishing Permission and Delaying: Since the Thesis Entry and Publishing Permit Form also includes the permission text for the thesis to be published on the internet, a permission form will also not be filled. Thesis authors accepting the presentation of the thesis to the full-text research service through Council of Higher Education National Thesis Center Database set the form by marking the option "**I do allow publication**". In cases where the dissertation is in the process of being published by a publishing house or patent application; the **access opening can be postponed for a maximum of 3 years**. At that rate, the thesis author indicates the postponement period by marking the postponement option.

3. The Institute prints the thesis that it is prepared according to the thesis writing direction as two copies with white cardboard cover, placing the thesis approval document taken from the Institute according to the order of thesis writing direction. The back of the thesis will contain the information expressed in the example below.



4. The thesis approval document will be added to the thesis text in the "Word" format in accordance with the order in the thesis writing direction and will be converted to the "pdf" format. The CD prepared in accordance with Article 4.1 shall be delivered to the institute as two copies.

4.1. Preparation of CDs:

4.1.1. The full text of the thesis will be prepared as a single "pdf" file. Disclosures for mixed theses with attachments outside of the text format are given in article 4.1.6.

4.1.2. The prepared "pdf" files must be the same as the copy approved by the institute. (The Thesis Approval Paper placed in the thesis will be placed in the CD according to the order of thesis writing guide and will also be in the PDF.)

*** Since no changes will be made by Council of Higher Education on the thesis work, the **author** is responsible for any liability for the thesis being the same as the original copy when displayed on the computer screen. The numbering of the pages, being sure that the locations of the items such as pictures, figures, graphics, tables in the main text of the thesis are identical with the printed thesis must be provided by the author.

4.1.3. The file containing the full text of the thesis will be uncompressed and unencrypted. Attachments will only be compressed with the WinRAR program.

4.1.4. When the files are named, the reference number **in the Thesis Entry Form** will be used.

Example:

For full text referansno.pdf

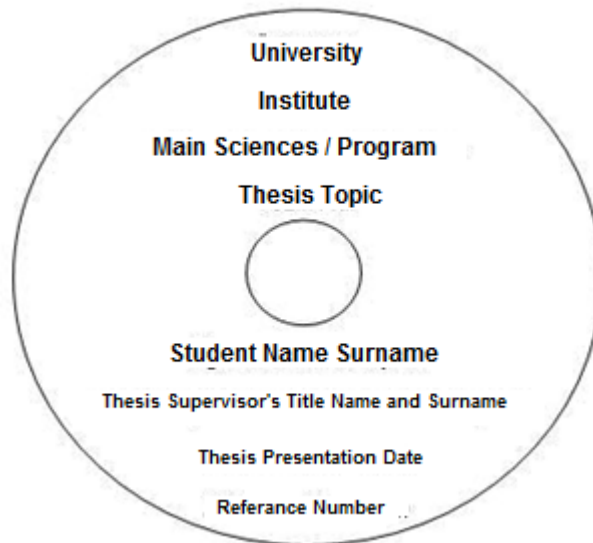
For full attachment referansno.rar

*** If the CD name is a name other than the reference number, the Institute will not accept the CD.

4.1.5. The thesis attachments prepared in text format or by duplication (photocopy) will be included in the "pdf" file which contains the full text of the thesis.

4.1.6. Mixed Thesis: If the dissertation does not consist solely of text files; pictures, maps, computer programs, images or sound recordings are also used, these files must be saved to CD by making a single file in referansno.rar format including the reference number by using WinRAR program.

4.1.7. The following information (all the information on the cover of the thesis) should be written on the CDs that will be delivered to the institute with inkless pen (CD pencil / acetate pencil) or digitally. Otherwise, it will not be accepted by the Institute.



5. Checklist Before the Thesis Is Delivered to the Institute

5.1. Documents to be Submitted

- Student ID
- 2 Carton Covered Thesis
- 2 CDs
- 2 Thesis Entry Form
- 1 Istanbul Aydın University Library Thesis Submission Form

5.2. Formal Subjects Related to the Carton Covered Thesis and Its Content

The theses must be prepared in accordance with the Thesis Submission Guide of Istanbul Aydın University Social Sciences Institute.

I have read and understood IAU Postgraduate Thesis Submission Guide.	
The student's,	The personnel of the Institute who notifies Thesis Submission Guide,
Full Name :	Full Name :
Signature :	Signature :
Date :	