



NEAR EAST UNIVERSITY

FACULTY OF PHARMACY

**PHA501 Graduation Project
Thesis Writing Instructions**

Graduation Project Committee

Near East University

2023

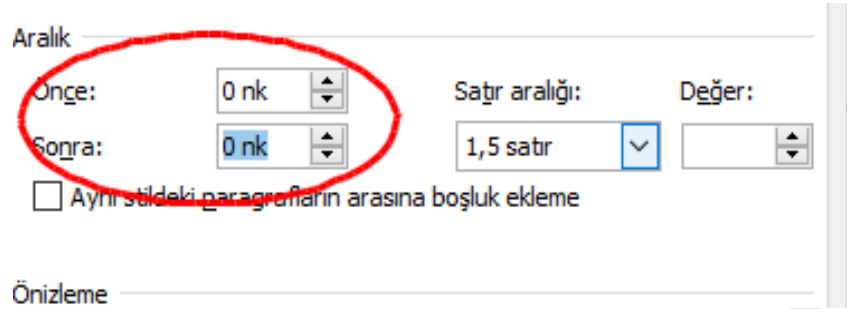
General Guidelines

- Please be aware of that the guidelines written here should be completely followed otherwise the thesis will not be accepted.
- Thesis must be created using the Microsoft Office Word application in an electronic format.
- The main language of the thesis should be in English.
- Students must be aware of and obey the rules of ethical principles. Plagiarism must be maximum 30% without references which will be checked by the thesis advisor.
- The outside cover page should be dark red for Bachelor thesis. The outside cover page has to be clothbound and written with golden ink for the lettering. The thesis must be printed on high quality (80g/m² or above), white, A4 paper.
- In addition to the printed and bound thesis, an electronic version of the thesis must be sent to nephar501@neu.edu.tr e-mail address before the announced deadline.
- A template for thesis writing will be shared with you by your project advisor and also on Faculty webpage.

General Page Layout

- All text must be in Times New Roman and a font size of 12.
- All pages except for the external and internal cover pages must be numbered consecutively. All page numbering should be written in the bottom middle of the page.
- The headings for the approval, declaration, acknowledgements, Abstract, Table of contents, list of tables, list of figures, abbreviations, and references must be in bold and each word must be capitalized.
- All sections of the thesis must be aligned in the justified alignment format. All pages except for the cover page should be paginated starting from page “1.” When a new paragraph starts, it must be indented by one “Tab.” All headings and texts except for the

cover and internal cover page must be formatted with **1.5 line spacing**. Before starting to write, ensure that the specific paragraph dimensions have been reset, which will look like follows.



Layout of Headings and Sub Headings

First level heading must be written in bold and uppercase.

Each heading and subheading must begin on a new page.

HEADING 1

For example:

INTRODUCTION

Second level heading must be written in bold, the first letter of each word should be capitalized.

Heading 2

For example:

Statement of the Problem

Third level heading must be written, the first letter of each word should be capitalized and it should be aligned towards the left of the page.

Heading 3

For example:

Sub Problems

The contents of the Thesis

The contents of theses generally consist of the following:

Approval

Declaration

Acknowledgments

Abstract

Table of Contents

List of Tables

List of Figures

List of Abbreviations

Introduction

Material and Methods

Results & Discussion

Conclusion

References

Tables

You must write the number and name of the table by CAPITALIZE each word. Please write the name of the table over the table. No horizontal or vertical lines should be used apart from the top and bottom lines belonging to the first row in which the headings are written and the bottom line of the table. The line spacing within the table must be 1.5. The font size used in the table and the line spacing can be reduced if needed. However, it must still be sufficiently clear to ensure readability.

EXAMPLE

Table 1.1. Case Report of Neuropathy in Patients Taking High Taking High Dose of Vitamin B₆

Dose (g/day)	Duration (month)	Reference
0.1-0.2	36	Parry and Bredersen, 1985
0.1-2.5	9	Parry and Bredersen, 1985
0.1-4.0	72	Parry and Bredersen, 1985
0.2-0.5	24	Berger and Schaumburg, 1984

Figures and Graphs

The number and name of the figure must be written in one row **under the figure** and aligned to the middle of the page. The figure number must not be italicized, each word in the title of the figure must be capitalized. **If the graphs were taken from another source, then the reference should be stated after the title of the figure**, as shown in the example below. The whole figure must be centered on the page.

EXAMPLE

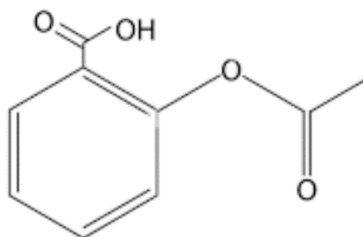


Figure 1: Structure of Aspirin (Olmsted, 1998)

Rules of Citation

The primary goal of citing is to display the sources that the author used to formulate, evaluate, or otherwise contribute to their own thesis or viewpoint.

In text citation (To state a reference at the end of a specific sentence, term or paragraph):

A single author;

..... (Aksal, 2015).

Two authors:

..... (Akçıl & Aksal, 2016).

Three or more authors:

..... (Akçıl et al., 2016).

However, if the thoughts, works and studies of multiple authors are referenced, then the references must be provided according to the order of their surnames; a semicolon must be used between the names of authors. For example:

..... (Castells, 1983; Giddens, 1996; Habermas, 1996)

References

- The APA 7 format is the standard for thesis citation.

The writing in this part is found in books, journals, etc. When writing the references section, it's vital to remember that the references must be **written in alphabetical order** according to the last names of the authors and they shouldn't be truncated.

The citing section complies with **APA 7** guidelines.

A "tab" should be used to indent the next row of the same reference after the first row with an author's name starts from the left (hanging format for paragraph spacing). All content should be left aligned; references should be justified.

For instance:

Büyüköztürk, Ş., Çakmak. E., K., Akgün, Ö., E., Karadeniz, Ş., & Demirel, F. (2018). *Bilimsel araştırma yöntemleri*. Pegem Akademi Yayınları

Büyüköztürk, Ş. (2002). Factor Analysis: Use in basic terms and developing scale. *Eğitim Yönetimi Dergisi*, 32(1), 470-483. <https://doi.org/10.1080/02626667.2018.1560449>

Walker, A. (2019, November 14). Germany avoids recession but growth remains weak. BBC News. <https://www.bbc.com/news/business-50419127>

-Good Luck-

Pharmacy