**KARADENIZ TECHNICAL UNIVERSITY**

**ENGINEERING FACULTY**

**DEPARTMENT OF METALLURGY AND MATERIAL ENGINEERING**

**UNDERGRADUATE THESIS WRITING GUIDELINE**



**Trabzon, 2010**

1. **INTRODUCTION**

In order to provide a standard for the graduation studies to be submitted to Karadeniz Technical University (KTU), Metallurgical and Materials Engineering, general rules regarding scientific presentation are stated in this guide in a concise and easy to understand manner. KTU Metallurgical and Materials Engineering Department students have to comply with all the rules regarding spelling, form and substance specified in this guide in preparing and submitting their graduation studies.

1. **GENERAL WRITING PLAN**

The writing rules and other formal features of the graduation studies to be submitted to KTU Metallurgical and Materials Engineering are given below.

**2. 1. Paper and Duplication System to be Used**

The studies are written on only one side of the first pulp white paper (minimum 80, maximum 90 g/m²) conforming to the DIN-A4 norm (210x297). The texts should not be in black. Reproduction is made by photocopying on paper with the above specifications. The writings and figures in the reproduced copies should be clear and legible. The work should retain its size of 295 x 208 mm after binding and trimming (shaving).

**2.2. Spelling Method**

The work must be typed on a computer. The font should be "Times New Roman" and it should be "12 point". If desired, italic writing (especially for Latin names) can be used in the parts that need to be specified in the study. Other types of writing are not accepted. All symbols and special signs must be written by computer or template. Scratch, etc. Corrections must be made with care and in such a way that they cannot be seen in copies.

**2.3. Page layout**

There should be a margin of 3 cm on the top edge of the paper, 3 cm on the left edge, and 2,5 cm on the bottom and right edges of the paper. The last word of the last line of the page is not divided into two. Subsection headings should be written at least two lines above the bottom margin or on the next page. The main section titles such as the Foreword, Table of Contents, Summary, General Information, Findings are written 4 cm below the top edge, starting from a new page, and then the text is started with a 1,5-line spaced line space.

**2.4. Expression**

For punctuation and spelling, the Turkish Language Association Spelling Guide and Turkish dictionary should be followed. SI units should be used in the study. MKS units can also be used in obligatory cases. Care should be taken to use the third person in the narration.

**2.5. Line Spacing**

All text is written with 1,5 line spacing (33 - 37 lines per page). Table and Figure headings, Footnotes, References and Appendices should be written with single line spacing. One line space should be left between the two references. One line space should be left between Table and Figure titles and Tables and Figures. A letter space is left after punctuation marks such as periods and commas. The paragraph begins with a 5 letter space.

**2.6. Chapter Titles**

After the main title is written in capital letters and bold (bold) characters, starting from the paragraph 4 cm below the top edge, a 1.5 line spaced line is left and the text is passed or the subtitle is written. A 1.5 line spacing is left between the two subheadings. The main sections (1. GENERAL INFORMATION, 2. WORKS, 3. FINDINGS AND DISCUSSION, 4. CONCLUSIONS AND RECOMMENDATIONS, 5. REFERENCES, 5. APPENDIXES) should always start with a new page. Page numbers are not written on such pages. All subtitles and classification numbers should be written in bold. In the sub-headings in the text, one line space should be left in the double-spaced writing with the upper text, and one line space should be left in the 1.5-line-spaced writing with the sub-text. Unnecessary words should not be included in the titles, and very long titles should be avoided. All main and sub-titles (from General Information) should be given a classification number. Title numbering starts from the paragraph, the number is written, and the title is written after a period and a letter space break.

**2.7. Numbering of Pages**

All pages of the work are numbered except the outer cover. The front pages of the work are numbered with Roman numerals (I, II, III, IV...) in the lower middle part of the page. The inside cover is not numbered. Numbering begins with the number (II) written at the bottom of the "Foreword" page. The text part of the work, starting with 1. GENERAL INFORMATION, is numbered with Arabic numerals (1, 2, 3,...) in the upper middle part of the page. Page numbers should not be written between parentheses or two lines. Pages with main headings (GENERAL INFORMATION, FINDINGS, etc.) are taken into account in numbering, but page numbers are not written on these pages. For example; Since the "1. GENERAL INFORMATION" page will not be numbered, the numbering starts with the 2 written in the upper middle of the second page of the "1. GENERAL INFORMATION" section.

**3. EXTERNAL STRUCTURE OF WORK**

**3.1. Outer Cover**

The outer cover of the work should be 200-300 gr white chrome cardboard. The outer cover should be written as stated in Example 1 and following the rules below. The author's name should be written in lowercase and uppercase letters. The name of the study is written in capital letters, centered in the text area. If the name of the work is long, the lines are placed with equal spaces from both ends. 4 lines and longer work names can be written with 1,5 spacing, others with 2 spacing.

**3.2. Tread structure**

It should be prepared as seen in **Example 2**. On the back of the work, the name of the person who prepared the work, the name of the work and the year it was prepared are written.

**3.3. Inner Cover**

It is the first page of the work. It is prepared as seen in **Example 3.**

**Example 1. Outer Cover Example**

**4cm KARADENIZ TECHNICAL UNIVERSITY**

 **ENGINEERING FACULTY**

**8cm DEPARTMENT OF METALLURGY AND MATERIAL ENGINEERING**

**11cm NAME OF THE THESIS**

**18cm GRADUATE THESIS**

**21cm Name and Surname**

**25cm JULY 2010**

 **TRABZON**

**Example 2. Example of tread structure**

**Name and surname**

**NAME OF THE GRADUATE THESIS**

**JUNE / 2010**

7 cm

26 cm

**Example 3. Example of Inner Cover**

**3cm KARADENIZ TECHNICAL UNIVERSITY**

 **ENGINEERING FACULTY**

**5cm DEPARTMENT OF METALLURGY AND MATERIAL**

**ENGINEERING**

**7cm NAME OF THE THESIS**

**13cm Name and Surname**

**20 cm Advisor: Assoc. Dr. Name and surname**

 **Jury Member : Prof. Dr. Name and surname**

 **Jury Member : Assist. Assoc. Dr. Name and surname**

**25 cm Head of Department: Prof. Dr. Name and surname**

**27 cm Trabzon 2010**

**4. INTERNAL ORDER OF THESIS**

**4.1. Front Pages**

Front pages should be arranged as follows.

**-** Outer cover (see Example 1)

**-** Inner cover (see Example 3)

- **FOREWORD** (see 4.1.1.)

**- TABLE OF CONTENTS** (see 4.1.2.)

**- SUMMARY** (see 4.1.3.)

- **ÖZET** (see 4.1.4)

**- LIST OF FIGURES** (see 4.1.5.)

**- LIST OF TABLES/CHATCHES** (see 4.1.6.)

**- LIST OF SYMBOLS** (see 4.1.7)

**4.1.1. Foreword**

It is written as the first page and does not exceed one page. It is in the form of a private message that the author of the study wants to express, and includes his personal views, goals and wishes on the subject. If there are organizations that support the study, they can be mentioned and if requested, the relevant people are thanked (Example 4.) Also, there is no acknowledgment page. The FOREWORD is written in capital letters (bold and bold characters) at the top of the page, in the middle. Write the name of the author at the bottom right of the foreword. The province and year of the study are written just below the author's name.

**4.1.2. Table of Contents**

All the titles in the study should be given in the order of the page as they are in the text, without abbreviation. The title "TABLE OF CONTENTS" is written in capital letters at the top of the page, in the middle, and the title Page Number is placed in the upper right corner of the page. All titles in the work are written and the starting page numbers are shown opposite them. Page numbers should be written with the last digits one after the other. In titles with two or more lines, the page number should be given opposite the last line (Example 5). Such headings should be written in a single line spacing.

**Example 4. Example of foreword**

**FOREWORD**

........................................................................................................................................................

.................................................

 …………………………………………………………………………………..

Name and Surname

Trabzon 2010

**Example 5. Table of Contents (Experimental)**

**TABLE OF CONTENTS**

 **Page**

FOREWORD……………………………………………………………………..……….………..II

TABLE OF CONTENTS………………………………………………….……………...……… III

SUMMARY……………………………………….……………………………….….…...……..VII

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4. CONCLUSIONS AND RECOMMENDATIONS

5. REFERENCES

**Example 5. Table of Contents (Compilation)**

**TABLE OF CONTENTS**

**Page**

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**4.1.3. Turkish Summary**

This section, which includes the keywords of the study, should not exceed one page. In the abstract, the aim of the study, the trial material, the method used and the important results are introduced. References are not shown in the abstracts. The word "SUMMARY" is centered at the top of the page by writing in capital letters (bold). The name of the study is not included in the Turkish abstract. The text of the study summary is written with 1.5 line spacing, with a 1.5 line spacing. Keywords are written in left-aligned, single-spaced writing style, leaving two line spacing after the last line. The first letters of the keywords should be capitalized (Example 6).

**Example 6. Study Summary Example**

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**SUMMARY**

................................................................................................................................................................................................................................................................................................

........................................................................................................................................................................................................................................................................................................

**Keywords:** Periodic Flow, Laminar Flow, Turbulence, Heat Transfer

**4.1.5. List of Figures**

It is given after the summaries. **"LIST OF FIGURES"** is written in capital letters at the top of the page in the middle. In the upper right corner, the title **"Page Number"** is put underlined. All figures in the work are written in a list according to the order of their numbers, with 1.5 line spacing, and the page number on which they are in the work is given. Other lines of figure captions longer than one line should be written with a single line spacing, starting from the column where the first line starts (except Figure No). Page numbers should be written with the last digits one below the other (Example 8).

**Example 7. Example of Editing the Shapes Index**

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**4.1.6. List of Table (Chatches)**

All tables in the study are given in an index, on a separate page after the figure index. Its arrangement is as in the Index of Figures (Example 9).

**Example 8. Example of Editing Table List**

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**4.1.7. Symbols and Abbreviations**

Symbols and abbreviations used in the study are given on a separate page as a list after the Tables index. **SYMBOLS LIST** should be written in capital letters in the upper-middle part of the page. Symbols should be placed one under the other starting from the left edge of the page and their explanation should be given in front of them, 10 characters from the beginning of the line. For terms consisting of more than one word, which are frequently used in the study, abbreviations can be made by using the initials. In this case, the abbreviation should be explained only once in the first place (parenthesis). It should be presented in alphabetical order in the symbols index and explained.

**4.2. Representation of References, Formulas, Equations, Figures and Tables in the Text**

Depending on preference, two different methods can be applied in the representation of the references in the study: numeral or surname and date system. In terms of integrity, only the selected method is used in the study.

1. **Number System**

References cited in the text are given consecutive numbers starting from the first one.

Reference numbers should be placed in square brackets at the place cited in the text as [1], [2,4], [ [1, 5, 7].

**EXAMPLES:**

 1) Viscous convection has a significant effect on heat transfer[1].

 2) Barletta [2] studied the heat transfer in the circular cross section duct.

1. **Surname and Date System**

In this system, the references cited in the text are made according to the "Author(s) Surname(s) and Year" system. The surname of the author of the source work (first letter in upper case, the rest in lower case) and the publication date of the work should be written, and a comma should be placed after the surname of the author. If several author names are to be included on the same line, a semicolon should be placed after the dates.

**EXAMPLES:**

 1) Viscous dissipation has a significant effect on heat transfer (Barletta, 1996).

 2) Barletta (1996) studied the heat transfer in the circular cross section duct.

If the source work is in the form of reference in another publication; reference is made to the first publication first; then, in parentheses, the author who made this reference is indicated.

**Example :**

According to Eibeck (1990), direct numerical simulation of many elliptical flows is possible (Stein, 1992).

If the first publication is unknown, reference should be made from the next publication in accordance with the following example:

**Example :**

Eibeck stated that direct numerical simulation of many elliptical flows is possible (Stein, 1992).

While citing works by two authors; In Turkish and foreign language references, the conjunction and between the surnames of the authors should be used.

**Example :**

(Akkurt ve Bayrak, 1993)

When citing works with more than two authors, the abbreviation "vd", which means "and others", should be used in Turkish and foreign references after the surname of the first author.

**Example :**

(Barış et al., 1997)

All formulas or equations in the text are (1), (2), (3),.. from the beginning, and the attached equations are (E.1), (E.2), (E.3), ... respectively. must be numbered.

All figures and tables are given consecutive numbers. Figures in the text are numbered as Figure 1., Figure 2., Figure 3.,...., and the attached figures as Supplementary Figure 1., Supplementary Figure 2., Supplementary Figure 3.,.. respectively.

**4.3. Main Headings in the Text**

 It is given above.

**4.3.1. General Information**

It may contain subtitles such as **1.1., 1.2., 1.3.,.** After the preliminary information about the subject is given to the reader in the introduction, the purpose and scope of the research should be clearly stated.

**4.3.2. Studies (Theoretical and/or Experimental Studies)**

It may contain subtitles such as **2.1., 2.2., 2.3**.,.. This section describes the methods and materials used. Sections 2, 3, and 4 can be combined with those deemed necessary, and Sections 5 and 6, if desired, and numbering is done accordingly. For example:

 **2. STUDIES, RESULTS AND EXAMINATION**

**4.3.3.** **Results**

It may contain subtitles such as **3.1., 3.2., 3.3.,.**

**4.3.4. Discussion**

In this section, if the study is experimental, the results obtained are suitable for the literature, compared and criticised.

**4.3.5. Conclusion**

In this section, the general results obtained in the study (if it is a theoretical or compilation study, the results drawn from the examination) should be written as concisely as possible, if necessary, in articles.

**4.3.6. Suggestions**

Suggestions that the author of the study (if the study is experimental) want to convey to researchers and practitioners who would like to work on the subject should be stated.

**4.3.7. Writing References**

References should be written with one line spacing. A single line spacing is left between the two references. References are written according to the system preferred in the study.

1. **Writing the References According to the Number System;**

**A) In Articles in Journals:** a) The surname of the author(s), the first letter of the name(s), b) The name of the article, c) The name of the journal or its abbreviated form, if any, used in international publications, underlined d) volume number (if any) e) the year it was published, f) The beginning and end page numbers of the article should be written. Authors are separated by commas, but for two or more authors, the last author is separated by "and" (Example 10).

**Example 9.**

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1. Ertepınar, A. ve Evirgen, H., Stabilite and Vibrations of Layered Spherical Shell Made of Hyperelastic Materials, International Journal of Engineering Science, 27,6 (1989) 623-632.

2. Kehr, E., Riehl, G., Roffael, E. ve Dix, B., Moisture and Hydrolysis Resistance of Particleboards, bonded with unmodified Low Formaldehhde UF-Resins Using Different Catalyst Systems. Part 2: Preparation and Properties of Particleboardds Bonded with Unmodified Low Formaldehyde Resins, Holz als-Roh und Wekstoff, 51 (1993) 365-372.

**B) Papers:** a) Surname (/s) of the author(s), first letter of the name (/s), b) name of the paper, c) -name, date and place of the congress, d) volume and page numbers of the proceedings book. Authors are separated by commas, but for two or more authors, the last author is separated by an "and".

**Example 10.**

**-------------------------------------------------------------------------------------------**

3. Savaşkan, T., Torul, O., Çuvalcı ve H., Çinko- Alüminyum Alaşımlarının Yapı ve Mekanik Özelliklerinin İncelenmesi, 5. Metalurji Kongresi, Kasım 1988, Ankara, Bildiriler Kitabı, Cilt II, 784 - 799.

4. Umut, B., Kızılçam Doğal Gençliklerinin Bakımı Üzerine Araştırmalar, Uluslararası Kızılçam Sempozyumu, Ekim 1993, Marmaris, Bildiriler Kitabı, 205 - 213.

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**C) Books:** a) Surname (/s) of the author(s), and the first letter of the name(s), b) Name of the book, c) name of the editor or translator, if any, d) Volume number and edition, e) Publisher's name name, f) Place of publication, g) Year of publication. Authors are separated by commas, but for two or more authors, the last author is separated by an "and".

**Example 11.**

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6. Sidney, H.A., Indroduction to Pyhsical Metallurgy, Second Edition, McGraw-Hill Book Co., New York, 1974.

7. Gerçek, Z., Botanik, K.T.Ü. Basımevi, Trabzon, 1988.

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**D) Thesises:** a) Surname of the author, first letter of his name, b) Name of the thesis, c) Type of the thesis (Master or PhD), d) Name of the institution and city where the study was conducted, e) Year the thesis was completed.

**Example 12.**

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 8. İskenderoğlu, E., Bazı Ağaç Türlerinin Kurşun Kalem Endüstrisinde Kullanılması İmkanları, Yüksek Lisans Tezi, K.T.Ü., Fen Bilimleri Enstitüsü, Trabzon, 1993.

**D) Official Gazette (Laws, Communiqués, Regulations and Regulations):** a) T.C. The Official Gazette is written, b) Law, Regulation etc., c) Number, d) Date, e) page should be written as in Example 17.

**Example 13.**

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9.T.C. Resmi Gazete, Hububat alımına ilişkin kararın yürürlüğe konulması hakkında karar. (21242 mükerrer), 29.5.1992, 2 - 10.

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**E) Internet References:**

In case of reference to internet references whose author is not known; **The URL-sequence number**, the internet address of the relevant site, the name of the site or the source and the date of receipt of the information (day, month, year) should be written clearly.

Example,

URL-1, www.ogm.gov.tr/agaclar.htm Ağaç Türlerimiz. 11 Mart 2003.

URL-2, www.ogm.gov.tr/ T.C. Orman Genel Müdürlüğü, Yeniden Yapılanma ve, Norm Kadro Projesi. 11 Mart 2003.

When referring to internet references whose author is not known in the text, URL-sequence number (,), year should be written in capital letters. For example:

(URL-1, 2003), (URL-1 ve URL-2, 2003)

URL-1’e (2003) göre ...

In numeral system writing, URL- expression is not written, instead only numbers are used, numeral system rules are followed in citations. In case the author is cited to certain internet references; The surname (/s) of the author(s), the first letter of the name(s), the name of the internet source or site, the internet address of the relevant site, the date (day, month, year) of the information should be written clearly. For example,

James, G.T. ve Richards, A. P. 2003. Greenhouse Effect ve Sea Level Rise: The Cost of Holding Back the Sea.

<http://yosemite.epa.gov/oar/globalwarming.nsf/content/ResourceCenterPub> 21 Mart 2003

David, C. N. Ve Clifford, G. H., 2003. A Criteria ve Indicators approach to community developmen. <http://sfm-> 1.biology.ualberta.ca/english/pubs/PDF/WP\_2002-2.pdf 21 Mart 2003

When citing internet references in the text, it should be written as similar to the author surname system. For example:

 (James and Richard, 2003) According to David and Clifford (2003)…

**2. Writing the References According to Surname and Date System**

The references used in the study are written in the INDEX ACCORDING TO THE AUTHOR SURNAME, starting from the left margin of the page.

Author surname-comma - first letter(s)- dot-comma- year of publication- dot - title of document - comma-place of publication (publisher or publisher)- comma- volume no- comma- number no- comma -page no-comma published city or country- dot. Authors are separated by commas, but for two or more authors, the last author is separated by an "and".

If the works of the same author(s) published in different years are given, the order should be made starting from the first publication (from oldest to newest).

If the spelling of the reference work is longer than one line, the second line and other lines should be written starting from the first letter of the first name of the author of the first work referred to. The second and other lines should start from the second line of the first work. Journal names are written underlined. Books, articles, papers, thesis standards and regulations are shown in example 15.

**Example 14.**

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**7. REFERENCES**

Bonac, T., Kirbach, E., 1978. An Exprimental Study on the Lateral Natural Fruquency of Bandsaw Blades, Wood ve Fiber Science, 10,1, 19-27.

Bostancı, Ş., 1982. Mekânik Odun Hamuru Üretimi ve Sorunları, KTÜ Orman Fakültesi Dergisi, 5, 1, 36-63.

Dinwoodie, J.M., 1978. The Properties ve Performance of Particleboard Adhesives, Jour. Ins. Wood Sc., 8,2, 59-68.

**4.3.8. Appendices**

 If they are included in the text, materials and information that disrupt the appearance and integrity of the work or distract attention should be given in the APPENDIX section. These; large and detailed tables, questionnaires, documents, large maps and the like. A title should be chosen for each document or statement to be included in this section, and they should be presented in order of presentation, such as Annex 1., Annex 2., each of which should be numbered starting from a separate page. Appendices that do not fit on a page are continued on the next page by writing the heading "Annex- .....".

**4.3.9. Curriculum vitae**

It should be written in the third person, not exceeding one page. The place and year of birth of the author, high school, higher education institutions where he received his undergraduate education, foreign languages he knows, awards and scholarships he has won are indicated.

**5. FIGURES, TABLES, AND FOOTNOTES**

**5.1. Figures (Example 15)**



Shapes, graphs, diagrams, maps, photographs, pictures, etc. covers. Figures and graphics should be drawn on tracing paper or white paper with Indian ink or computer plotter.

 The figure should be either at the top or the bottom of the page, in forms that will take up half a page or close to half a page. There should be two lines of space between the figure and the text with single line spacing from the top/bottom. Figures that take up more than half a page can be placed on a separate page. There should not be more than three figures on the same page, unless absolutely necessary. What the x and y axes represent on the figure and their units (Example 15) if any are defined in the figure definitions must be written. General change information should be examined in the figures.

Linear scale is used in the figures. Figures should be as close as possible to the places where they are first mentioned in the text. All figures are given numbers following each other or according to the section numbers they are in. The characters in the figure cannot be less than 10 fonts. The spaces that should be left on the margins of the page should never be overflowed when placing the figures. In this case, the figures should either be reduced or presented in the Appendix. A folded shape cannot be found in the work. Such figures can also be given in the Appendix.

Shapes; Figure 1., Figure 2., ...., or according to the section numbers they are in Figure 1.1., Figure 1.2. ...., and the attached figures are numbered as Supplementary Figure 1., Supplementary Figure 2., The number and name of each figure should be written under the figure in such a way as to align with the left edge of the figure unless it is mandatory, and the words forming the figure title (the first word should be written). except) the first letters must be lowercase. (.) is not put at the end of the figure name, but (.) is used if the reference number or the source name is used. Line for posts longer than one line

The second and other lines should start in line with the first line (except for the figure and its number) (in the colon), and block writing should be done. There should be a single line space between the bottom edge of the figure and the figure caption, and 2 line spacing with single line spacing between the figure caption and the text.

**5.2. Tables (Charts)**

Tables should be as close as possible to the places where they are first mentioned in the text. Table 1., Table 2., ......, Tables in the Annex are Annex Table 1., Annex Table 2., .., or Table 1.1., Table 1.2., ...... should be numbered as . The number and name of the table are written above the table in such a way that it aligns with the left edge of the table, as long as it is mandatory. Between the table name and the text, 2 lines of space should be left with single line spacing, 1 line space should be left between the top of the table and the table name. Table names longer than one line should be written with 1 spacing, other lines should start in line with the first carriage return (except for the Table and its number). The table number is written in Arabic numerals and only the first letter of the word Table is capitalized. After a space is left, a number is written and a period is put, a space is left and the table name is written. The first letter of all words (except the first word) that make up the table name should be written in lowercase. Do not put a (.) at the end of the table name. However, if the source number is given at the end of the name, (.) is put. Numbers, words, symbols, abbreviations etc. in the content of the table. should be organized and displayed in a clear, visible and understandable way. The characters in the table cannot be smaller than 10 points. All abbreviations other than international abbreviations must be defined. The table can be open or closed framed. An open-framed table has at least 3 horizontal lines. The first of these should show the top edge of the Table, the second the column headings, the third the bottom edge of the Table. The space between the table frame and the vertical and horizontal partition tables should not be thick and shaded, but should be of normal thickness. If the explanation of symbols or abbreviations related to the table is deemed appropriate by the author, it can be written under the bottom line of the table with a single line spacing, starting from the left edge. 2 single-spaced lines are left between the bottom edge of the table and the text. Tables that do not fit on one page are continued on the next page with the heading "Continuation of Table .....". The spaces that should be left on the margins of the page should never be overflowed when placing the table.

 **5.3. Formulas**

All formulas or equations in the text are from the beginning (1), (2), (3)...., or according to the section numbers they are in (1.1), (1.2), (1.3)...., The attached equations are ( E.1), (E.2), (E.3), are numbered. Three line spacing is left between the formula and the text, with 1.5 line spacing from the top and 1.5 line spacing from the bottom. The formula starts with the paragraph. The formula number is placed on the right edge. There is no need to put horizontal sort marks (....., -.-.-,) between the formula and the formula number.

**5.4. Footnotes**

Footnotes should be separated from the text by a continuous line drawn from left to right in the middle of the page, after leaving three single-spaced lines of space. Footnotes are numbered starting from the Arabic numerals 1. It should never be overflowed into the 2.5 cm gap that should be left at the bottom edge of the page. Half line spacing is written for the footnote line and the footnote number, and a footnote is written after a line spacing is left after the footnote number.

**6. PROCEDURES TO BE DONE AT THE DELIVERY OF THE GRADUATE THESIS**

**6.1. Graduate Thesis Submission**

If approved by their advisors, students in the undergraduate program will submit three paperback paperbacks prepared according to the writing guide to the Metallurgical and Materials Engineering Department secretariat.

At the delivery of the graduation work, students also;

1. Petition (Approved by the Consultant) (Example 17)

 2. THESIS IN ELECTRONIC ENVIRONMENT, Turkish abstract (on CD)

**Example 16.**

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K.T.Ü.

METALURJİ VE MALZEME MÜHENDİSLİĞİ BÖLÜM BAŞKANLIĞINA

 Trabzon

Bölümünüzde hazırlamış olduğum " .......................................................……………” başlıklı bitirme çalışmasını , üç adet karton ciltli ve bir adet elektronik ortamda (CD)olarak teslim ediyorum.

Gereğini arz ederim.

Öğrencinin Adı Soyadı

İmza

 (Tarih)

Appendices:

1- Three graduate thesises

2- THE THESIS ITSELF IN ELECTRONIC ENVIRONMENT, Turkish abstract (on CD, format is given in Example 17)

It is appropriate for him to hand over the finishing work.

Name, Surname and Signature of the Consultant

(History)

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**Example 17.**

1. **Turkish Study Summary Example**

----------------------------------------- Page top edge -----------------------

2cm

THESIS’s NAME

Name of the author of the work:………… Consultant's name: Prof.Dr…………….

Delivery period: June 2010

2 cm

**SUMMARY**

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**Keywords:** Periodic Flow, Laminar Flow, Turbulence, Heat Transfer

**Note: This guide has been prepared on the basis of KTU Graduate School of Natural and Applied Sciences "Master's / Doctorate Thesis Writing Guide" and Mechanical Engineering Department Graduation Guide.**