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| **Department of Disaster Management**  **Disaster Management Programme (Non-thesis)** |

**MONTH YEAR**

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**Date of Submission : Month Year**

***To my spouse and children,***

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The acknowledgements must be given in this section.

After the foreword text, name of the author (right-aligned), and the date (as month and year) must be written (left-aligned). These two expressions must be in the same line.The foreword is written with 1 line spacing.

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ABBREVIATIONS

**AIC :** Akaike Information Criteria

**ANN :** Artificial Neural Network

**App :** Appendix

**BP :** Backpropagation

**CGI :** Common Gateway Interface

**ESS :** Error sum-of-squares

**GARCH :** Generalized Autoregressive Conditional Heteroskedasticity

**GIS :** Geographic Information Systems

**HCA:** HierarchicalCluster Analysis

**Mbps :** Megabits per second

**St :** Station

**SWAT** **:** Soil and Water Assessment Tool

**UMN :** University of Minnesota

SYMBOLS

**C :** Capacitance

**H :** The amount of heat

**Mx, My, Mxy :** Torque Components

**Nx, Ny, Nxy :** Normal Power Components

**q :** Phase load

**t :** Time

**u,v :** Displacement Vector Components

**w :** Angular velocity

**XC :** Capacitive reactance

**XL :** Inductive reactance

**α :** Angle of deviation from the direction of the principal stresses

**ρ :** Density

**σx, σy, σxy :** Shell internal stresses

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1. INTRODUCTION – MAIN TITLES (FIRST LEVEL TITLE)

First level titles must be in capitals and bold (i.e. **1. INTRODUCTION**), and placed on an odd page in the direction of reading.

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* 1. Purpose of Thesis (Second Level Title: First Letters Capital)

Second level titles must be bold and the first letter of each word in the title must be capital (i.e. **2.1 Process Qualification Analysis**).

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* + 1. Third level title: Only first letter capital

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

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* + 1. Third level title

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

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* + - 1. Fourth level title: Only first letter capital

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

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* + - 1. Fourth level title: Only first letter capital

Third and fourth level titles must be bold and only the first letter of the word the title begins with must be capital (i.e. **2.1.1 Process analysis using a histogram** or **3.1.1.2 Process analysis steps**).

Fifth level title: No numbering after fourth level titles

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* 1. Literature Review

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* 1. Hypothesis

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1. TABLES AND FIGURES
   1. Figure Citations and Figure Example

Tables and figures given in appendices must be numbered with the number of the appendix they are in (i.e. Table A.1, Table A.2, Figure A.1, Figure A.2).

In tables and figures, font size could be reduced to 8 pt, if necessary.

Tables must be prepared using the same font type as the thesis. The font type used in figures must be consistent throughout the thesis.

Tables and figures must be placed after they are first cited in the main text body, but must be as close as possible, in accordance with the rules in this guideline (Figure 2.1). All tables and figures must be cited before they are used in the main text body (Table 1.1).

All tables and figures must be horizontally centered on the page.



1. All tables and figures must be horizontally centered on the page.

The numbering of the tables and the figures must be such that the first number is the number of the chapter the table/figure is placed under (for appendices, the letter of the appendix), and the second number is the number of order (i.e. Table 1.2, Figure 3.5, Table A.1, Figure B.5). The words “Table” and “Figure” and numbers must be bold.

For table numbers and captions, 1 line spacing, 12 pt (before) and 6 pt (after) paragraph spacing must be set. Table captions must be ended with a full stop. A table and its caption must be on the same page.

Multiple tables/figures could be placed on one page, however, table/figures spanning more than 4 consecutive pages must be given in appendices rather than the main text body.

The first paragraph following a table must have 12 pt (before) and 6 pt (after) paragraph spacing. Titles following a table must have the standard formatting as previously specified.

Footnotes for a table must be written with 1 line spacing and a font size 2 pt smaller than the main text body.

For figure numbers and captions, 1 line spacing, 6 pt (before) and 12 pt (after) paragraph spacing must be set. Figure captions must be ended with a full stop. A figure and its caption must be on the same page.

For figures spanning more than one page, the same number and caption must be written below the continued figure, with the expression ”continued” added in brackets (i.e. **Table 1.1 (continued):** Metal composition of wastes. **Figure 1.1 (continued):** Water supply network of ISTANBUL.).

Plots, images and musical notes must be numbered and captioned as figures. Musical notes must be written according to the format rules set by the İTU School of Traditional Turkish Music.

It is recommended that elements that increase the page thickness and disrupt the binding structure of theses such as folded pages or additional items embedded on pages are given as appendices.

Figure 2.2 Sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. At vero eos et accusam et justo duo dolores et ea rebum. At vero eos et accusam et justo duo dolores et ea rebum. At vero eos et accusam et justo duo dolores et ea rebum. At vero eos et accusam et justo duo dolores et ea rebum. At vero eos et accusam et justo duo dolores et ea rebum. At vero eos et accusam et justo duo dolores et ea rebum.

EXAMPLE

FIGURE

1. Example figure.

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* 1. Landscape-oriented, full-page figure

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EXAMPLE

FIGURE

1. Landscape-oriented, full-page figure.

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* 1. Table Citations and Table Example

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1. Table with single row and centered columns.

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1. Table captions must be ended with a full stop.

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* 1. Landscape-oriented, full-page table

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| Sub-column | Sub-column | Sub-column | Sub-column | Sub-column |
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| Row 2 | 140 | - | 0.50 | 0.00 | 0.00 | 0 | 0 |
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| Row 4 | 140 | - | 0.50 | 0.00 | 0.00 | 0 | 0 |
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1. Captioning in landscape-oriented pages: the most important aspect is to align the lines horizontally. lorem ipsum dolor sit amet, consetetu.

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| Row 17 | 140 | - | 0.50 | 0.00 | 0.00 | 0 | 0 |
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| Row 22 | 37.174357 | 37.16192697 | 0.00 | 0.00 | 0.00 | 0 | 24 |
| Row 23 | 140 | - | 0.50 | 0.00 | 0.00 | 0 | 0 |

1. Captioning in landscape-oriented pages: the most important aspect is to align the lines horizontally. lorem ipsum dolor sit amet, consetetu.

1. MAIN TEXT BODY
   1. Body Texts

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* + 1. Page Margins

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**!!!!!** The gap at the bottom of the page is 2.5 cm.

Keeping more redundant space is incorrect. So, this gap should not be. Texts, tables, figures, etc. in the pages must be arranged considering this situation.

* Figures, tables can be enlarged and be reduced.

The explanations except from the first reference about the figure or table can be placed either before the figure/table or after.

* After referring to a figure or table it is placed to the closest and convenient location. Convenient location must be arranged considering the gap at the bottom of the page.

EXAMPLE

FIGURE

1. Neuron cell, adapted from (Çetin, 2003).

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* + 1. Equations

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|  |  |
| --- | --- |
|  | (3.1) |

Each parameter is described. As seen in equation 3.1, or in 3.1. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore equation 3.1’in magna aliquyam erat.

* + 1. Process based model: SWAT

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**EXAMPLE**

**FIGURE**

1. For multi-line figure captions, it is important that all the lines of the caption are aligned.

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* + 1. Multi variable analysis

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**EXAMPLE**

**FIGURE**

1. Figure captions must be ended with a full stop.

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| --- | --- |
|  | (3.2) |

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* 1. Practical Applications

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* 1. Application Data

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1. REFERENCES, QUOTINGS AND FOOTNOTES

In this section, information will be given about how citations, quotings and footnotes should be.

* 1. Citing (indication of references in main text body)
     1. Citing according to surname of author

References are cited with the surname of author and year. In the references section, the references are listed alphabetically according to the surname of the author.

Citing of a reference at the beginning of or within a sentence must be as Boran (2003), whereas a citation at the end of a sentence must be as (Boran, 2003). The full-stop is placed directly after the citation.

A reference with two authors must be cited as Yılmaz and Johnson (2004) at the beginning of or within a sentence, or as (Yılmaz and Johnson, 2004) at the end of a sentence.

A reference with more than two authors must be cited as Yılmaz et al. (2004) at the beginning of or within a sentence, or as (Yılmaz et al, 2004) at the end of a sentence.

Different publications of an author published in the same year must be cited as Feray (2005a), Feray (2005b).

While citing a part of a publication; the number of the page the cited material (chapter, table, figure, or equation) is on must be indicated. While citing, the expression “page” must be abbreviated, but “chapter” must not. For example; (Centers for Disease Control and Prevention, 2005, p. 10), (Shimamura, 1989, Chapter 3).

Citing multiple publications in one pair of brackets; (Berndt, 2002; Harlow, 1983)

Citing personal communication in main text body; (V.–G. Nguyen, personal communication, September 28, 1998), (J. Smith, personal communication, August 15, 2009).

In the references section, reference tags must be listed according to the surname of author.

For citing of secondary references (In case the reference cites another reference), the secondary reference must be cited in brackets. In the references section, the reference tag is organized according to the secondary reference, the original reference must not be used as a tag. For example; In his e-mails, Smith argued that asynchronous line dancing would be the next Internet meme (as cited in Jones, 2010).

* + 1. Citing according to order of appearance

References are cited by numbering and indicating the number in square brackets ([]) in the main text body. The first reference cited in a thesis is numbered [1] and the following references are numbered according to the order of appearance.

In the main text body, references must be cited as specified below:

[1] Reference no. 1

[1-3] References from no.1 to 3 (thus, references 1,2 and 3)

[1,3] References no. 1 and 3

[1,3,8] References no.1, 3 and 8

[1,3-8] References no.1, and from no.3 to 8 (thus, references 1, 3, 4, 5, 6, 7 and 8)

Different volumes of a reference must be cited and numbered individually.

* 1. Quoting

Generally, quoting is done by remaining faithful to the original text in terms of words, spelling and punctuation. In case there is a mistake, the correct version is written in square brackets in the quoted text.

Short quotations (not longer than 40 words) must be given in quotation marks. Following the text quoted, the reference must be written and a full-stop must be placed afterwards.

Quotations longer than 40 words must not be shown in quotation marks. Instead, they must be indented 1 tab space (1.27 cm) from the left side of the page. The font size for long quotations indented from the left must be 2 pt smaller than the font size used in main text body. However, it is not advised to quote very long texts and to quote very frequently. Unlike short quotations, references of long quotations must be placed after the full stop. (i.e., .(p.196))

Example for a quotation at the beginning of a sentence;

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Example for a quotation in the middle of a sentence;

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541) contributing to an overall climate of negativity.

Example for a quotation at the end of a sentence;

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

Detailed information on quoting could be found on websites of Graduate Schools and associated links.

* 1. Footnotes

Footnotes could be used in theses to add content-expanding, content-enhancing, or additional information[[1]](#footnote-1).

Footnote numbers must be placed directly after a quotation. In case the quotation is a paragraph, the footnote numbers must be placed directly after the last word of the paragraph (as superscript). In case the quotation is a concept or a noun, footnote numbers must be placed directly after that concept or noun (as superscript).

Footnote numbers in the main text body must be indicated as subscript[[2]](#footnote-2), as shown. A punctuation mark must not be placed after the number.

Footnotes must be written with a font size 2 pt smaller than the main text body font size.

1 space must be set between footnote line and footnote number, 1/2 space must be set between footnote number and the first line of the footnote. Footnotes must be separated from the main text body with a thin horizontal line.

Detailed information on footnotes could be found on the websites of Graduate Schools and associated links.

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**EXAMPLE FIGURE**

1. Example figure.

This indicates that the ANN is accurate at base flow and flow height values lower then 3 m.

1. Example table.

|  |  |  |  |
| --- | --- | --- | --- |
| Column A | Column B | Column C | Column D |
| Row A | Row A | Row A | Row A |
| Row B | Row B | Row B | Row B |
| Row C | Row C | Row C | Row C |

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1. (IF NECESSARY) CHAPTER 5

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* 1. Practical Application of This Study

In this thesis, the necessary steps for constructing an end-to-end streamflow forecasting system were discussed. These steps include the use

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EXAMPLE

FIGURE

1. Example figure in chapter 5.

This indicates that the ANN is accurate at base flow and flow height values lower then 3 m.

1. Example table in chapter 5.

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1. CONCLUSIONS AND RECOMMENDATIONS

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* 1. Practical Application of This Study

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**EXAMPLE**

**FIGURE**

1. Example figure in chapter 6.

This indicates that the ANN is accurate at base flow and flow height values lower then 3 m.

1. Example table in chapter 6.

|  |  |  |  |
| --- | --- | --- | --- |
| Column A | Column B | Column C | Column D |
| Row A | Row A | Row A | Row A |
| Row B | Row B | Row B | Row B |
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APPENDICES

**APPENDIX A:** Maps

APPENDIX A

EXAMPLE

|  |  |
| --- | --- |
| **aa8(a)** | **aa2(b)** |
| **aa3(c)** | **aa20(d)** |
| **aa5(e)** | **aa19**  **(f)** |

1. Regional maps: (a)Rain. (b)Flow. (c)Evapotranspiration …
2. Example table in appendix.

|  |  |  |  |
| --- | --- | --- | --- |
| Column A | Column B | Column C | Column D |
| Row A | Row A | Row A | Row A |
| Row B | Row B | Row B | Row B |
| Row C | Row C | Row C | Row C |

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* 1950-1956 ISTANBUL Technical University at the Central Laboratory of Theoretical Physics.
* 1953 Nobel Prize for Physics
* 1956 Completed Doctorate at ISTANBUL Technical University

**PUBLICATIONS, PRESENTATIONS AND PATENTS ON THE THESIS:**

* **Ganapuram S., Hamidov A., Demirel, M. C., Bozkurt E., Kındap U.**, **and Newton A.** 2007: Erasmus Mundus Scholar's Perspective On Water And Coastal Management Education In Europe. International Congress - River Basin Management, March 22-24, 2007 Antalya, Turkey. (Presentation Instance)
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**OTHER PUBLICATIONS, PRESENTATIONS AND PATENTS:**

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