

SEMINAR WORK PREPARATION GUIDE

1. INTRODUCTION

In order to bring a standard to the Seminar course, which is compulsory for students in Master's and PhD programs with thesis to be submitted to Karadeniz Technical University (KTU), Institute of Science and Technology, the general rules regarding scientific presentation are stated in this guide in a short, concise and easy to understand manner.

Students in KTU Graduate School of Natural and Applied Sciences Master's and PhD programs with thesis are required to comply with all the rules regarding spelling, format and essence specified in this guide in preparing and submitting their Seminar course presentations.

2. GENERAL WRITING PLAN

The spelling rules and other formal features of the Seminar course presentations to be submitted to KTU Graduate School of Natural and Applied Sciences are given below.

2.1. Writing Method

The text must be typed on a computer. "Times New Roman" should be chosen as the font and '12 point' should be used. Italics (especially for Latin names) may be used for parts of the text that need to be specifically indicated. Other types of writing are not accepted. All symbols and special signs must be written on a computer or template. Corrections such as erasures, scratches, etc. should be made carefully and in a way that cannot be seen in copies.

2.2. 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. The last word of the last line of the page should not be divided into two. Sub-section headings should be written at least two lines above the bottom margin or on the following page. The seminar text should consist of at least 10 pages and at most 20 pages.

2.3. Narration

For punctuation and spelling, the Turkish Language Association Spelling Guide and Turkish dictionary should be followed. SI units should be used in the text. CDS units may also be used when necessary. Care should be taken to use the third person in the narration.

2.4. Line Spacing

All text should be written with 1.5-line spacing (33 - 37 lines on a page). Table and figure captions and footnotes and references should be single-spaced. One-line space should be left between two references. One-line space should be left between table and figure headings and tables and figures. One letter space should be left after punctuation marks such as periods and commas. Paragraphs should start with a 1 cm space (tab).

2.5. Chapter Titles

Starting from the paragraph 4 cm below the top edge, the main title should be written in capital letters and bold characters, and then the text should be started or the subheading should be written by leaving a line space with 1.5-line spacing. One-line space with 1.5-line spacing should be left between the two subheadings. Findings of a research in the seminar

If the seminar is a review, the main sections should consist of 1. INTRODUCTION, 2. LITERATURE REVIEW, 3. RESULTS, 4. DISCUSSION, 5. CONCLUSIONS, 6. REFERENCES, etc. (numbering may vary according to the subject headings). If the seminar is a review study, the main sections should consist of 1. INTRODUCTION, 2., 3., and 4. TOPICAL HEADINGS, 5. CONCLUSIONS, 6. REFERENCES, etc. (Numbering may vary according to subject headings). Main headings should be written in capital letters.

All subheadings and classification numbers should be written in bold. For sub-headings in the text, one-line space should be left for double-spaced writing with the upper text, and one-line space should be left for 1.5-line spacing with the lower text. Unnecessary words should not be included in the titles, and very long titles should be avoided. All main and subheadings (from General Information onwards) should be given a classification number.

The numbering of the title starts from the paragraph, the number is written and the title is written after a full stop and a space of one letter.

2.6. Numbering of Pages

All pages of the text should be numbered except the outer cover. The numbering should be in Arabic numerals (1, 2, 3, ...) at the bottom of the page and the page numbers should not be written between signs such as parentheses or two lines.

3. OUTER COVER OF THE TEXT

The outer cover can be found on the web page of KTU Graduate School of Natural and Applied Sciences under the Forms menu, Common Forms “**S1: Seminar Study Cover Form**” in the ‘**Seminar Study Cover Form**’ section must be completed. After saving the form to your computer by pressing the right button of the mouse on the download form and “save the link as”, it should be opened in the Adobe Reader program, filled in the content (without copying and pasting) and printed out.

4. INTERNAL ORGANIZATION OF THE TEXT

4.1. Turkish and English Abstract

This section, including the keywords of the text, should not exceed 200 words and should be written with keywords (maximum 5). In the abstract, the aim of the study, the experimental material, the methodology used and the important results should be presented. Abstracts should not include references. The text of the abstract should be written with 1.5-line spacing, leaving one-line space. Keywords should be written in left justified single-spaced type with two-line spacing after the last line. The first letters of keywords should be capitalized.

4.2. Displaying Formulas, Equations, Figures and Tables in Text

All equations, figures and tables should be numbered consecutively. Figures in the text should be numbered as Figure 1, Figure 2, Figure 3, respectively. The number and name of each figure should be written under the figure, aligned with the left margin of the figure unless it is mandatory.

The first letters (except the first word) should be lowercase. Tables should be numbered as Table 1, Table 2, Table 3, The number and name of the table should be written above the table, aligned with the left margin of the table unless it is mandatory. Equations should be

numbered as (1), (2), Equations should be started from the paragraph. The equation number should be placed on the right margin and no horizontal order signs (..... , -.-.-,) should be placed between the equation and the equation number.

EXAMPLE:

$$\frac{\partial \rho}{\partial t} = -\nabla \cdot (\rho \mathbf{u}) \quad (1)$$

$$\rho \left(\frac{\partial}{\partial t} + \mathbf{u} \cdot \nabla \right) \mathbf{u} = -\nabla P + \rho \mathbf{g} + \frac{1}{c} \mathbf{J} \times \mathbf{B} \quad (2)$$

4.3. Citation of References in the Text

The surname and date system should be used for references in the text. In this system, the references cited in the text are cited according to the “Surname(s) of the Author(s) and Year” system. The surname of the author of the source work (the first letter should be capitalized, the others in lower case) and the publication date of the work should be written, and a comma should be placed after the author's surname. If there are several author names on the same line, a semicolon should be placed after the dates.

EXAMPLE

- 1) Özgül ağırlıklarına göre yonga levhalar üç'e ayrılmaktadır (Maloney, 1977)
- 2) Maloney (1977), yonga levhaları özgül ağırlıklarına göre üç'e ayırmaktadır.
- 3) Maloney'e (1977) göre, yonga levhalar özgül ağırlıklarına göre üç'e ayrılmaktadır.
- 4) (Pauley, 1994; Eaton, 1995)

In the third type of citation, “a” and “e” should be chosen according to the surname of the author. If the source work is cited in another publication, the first publication should be cited first, and then, in parentheses, the author who made this citation should be indicated.

EXAMPLE

Eibeck'e (1990) göre, pek çok eliptik akışın direk sayısal simülasyonu mümkün olmaktadır (Stein,1992).

If the first publication is not known, the reference is to the next publication in accordance with the following example should be done.

EXAMPLE

Eibeck pek çok eliptik akışın direk sayısal simülasyonunun mümkün olduğunu belirtmiştir (Stein,1992).

When citing works with two authors, the conjunction and should be used between the surnames of the authors in Turkish and foreign language sources.

EXAMPLE

(Akkurt ve Bayrak, 1993) (Irle ve Boulton, 1989)

When works with more than two authors are cited, the abbreviation “et al.”, which means “and others” in Turkish and foreign sources, should be used after the surname of the first author.

EXAMPLE

(Barış vd., 1997) (Kehr vd., 1993)

4.4. Writing the References

References should be written with single (1) line spacing. There should be a single line space between two references and each reference should be given in its original language. The references used in the text should be written by preparing the INDEX BY AUTHOR'S FULL NAME, starting from the left margin of the page.

Author's surname - comma - initials of first name(s) - full stop - comma - year of publication - full stop - title of the document - comma - place of publication (publishing organization or publishing house) - comma - volume number - comma - issue number - comma - page number - comma - city or country of publication - full stop. Authors should be separated by commas, but for two or more authors, the last author should be separated by “and”.

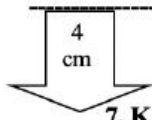
If the works of the same author(s) published in different years are given, they should be sorted starting from the first publication (from old to new).

If 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 mentioned. The second and other lines should start from the second line of the first work. Journal names should be underlined.

When referring to internet sources whose author is known in the text, it should be written similar to the author's surname system. For example: (James and Richard, 2003) According to David and Clifford (2003) ...

When referring to internet sources with unknown authors in the text, the URL-sequence number (.), year should be written in capital letters. For example: (URL-4, 2003), (URL 1 and 2, 2003) Books, articles, papers, theses, standards and regulations are shown in Example 9.

EXAMPLE



7. KAYNAKLAR

- Anşin, R., 1994. Tohumlu Bitkileri, KTÜ Basımevi, Orman Fakültesi Yayını, No : 5 Trabzon, 262 s.
- Bonac, T. ve 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. Mekânîk 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.
- D.P.T., 1989. Altıncı Beş Yıllık Kalkınma Plânı, Devlet Planlama Teşkilatı Yayın No, 2174, Başbakanlık Basımevi, Ankara, 362 s.
- Düzgüneş, O., 1963. İstatistik Prensipleri ve Metodları, Ege Üniv. Matbaası, İzmir, 364 S.
- Krilov, A., 1985. Feed Speeds in Cutting Silicious Hardwoods by Bandsaw, Holz als Roh-und Werkstoff, 43, 7, 277-281.
- Resmî Gazete, 1996. Lisansüstü Eğitim-Öğretim Yönetmeliği, Başbakanlık Basımevi 22683, 34-42.
- Surdyk, L., W., 1967. The Pallmann Flaker, Ist. International Particleboard Symp., T.M. Maloney, Ed., W.S.U., Pullman, 77-94.
- T.S.E., 1975. Kayaçların Tek Eksenli Basma Dayanımlarının Tayini, TS-2028,Türk Standartları Enstitüsü, Ankara, 2 s.
- Wilson, J., B., 1975. Particleboard to 1980, For. Prod. Jour., 25,11, 10-16.
- Yaltırık, F., 1991. Sütleğen Çalısı veya Ağaç Sütleğen, Yeşile Çerçeve Dergisi, 7, 9-11.
- Yıldırım, M., 1989. Ormancılıkta İş Etüdü, M.P.M. Yayınları, No. 389, Ankara, 83 s.
- James, G.,T. ve Richards, A., P., Greenhouse Effect ve Sea Level Rise: The Cost of Holding Back the Sea. http://yosemite.epa.gov/oar/globalwarming.nsf/content/ResourceCenterPublicationsSLRCost_of_Holding.html 21 Mart 2003
- İskenderoğlu, E., 1993. Bazı Ağaç ғаç Türlerinin Kurşun Kalem Endüstrisinde Kullanılması İmkanları, Yüksek Lisans Tezi, K.T.Ü., Fen Bilimleri Enstitüsü, Trabzon.
- Göktaş, G.,1986. Kızılçam Doğal Fidanlarının Bakımı Üzerine Araştırmalar, Uluslararası Kızılçam Sempozyumu, Ekim, Marmaris, Bildiriler Kitabı II: 205-213.
- URL-1, www.ogm.gov.tr/agaclar.htm Ağaç Türlerimiz. 11 Mart 2003.

4.5. Footnotes

Footnotes should be separated from the text by a continuous line drawn from left to right from the left to the center of the page, single-spaced, leaving three line spaces. Footnotes should be numbered with Arabic numerals starting from 1. The 2.5 cm space that should be left at the bottom edge of the page should never be exceeded. The footnote should be written after the footnote line and the footnote number are separated by half a line space and after the footnote number by one-line space.

5. PRESENTATION AND EVALUATION OF SEMINAR WORK

The seminar work will be presented open to the audience on the date, time and place announced by KTU Graduate School of Natural and Applied Sciences. After the presentation is completed, the student's advisor must fill out the “FBE-FR-S2 Seminar Study Submission

Form” in the Seminar Study Forms (Master's / Doctorate) section of the Forms menu on the KTU Graduate School of Natural and Applied Sciences web page, and the written report of the Seminar Study (prepared according to the Seminar Study Preparation Guide on the KTU Graduate School of Natural and Applied Sciences web page) must be submitted to the relevant Department Head within 3 working days and sent to the KTU Graduate School of Natural and Applied Sciences via EBYS.