**GUIDELINES ON WRITING A FINAL REPORT OF GRADUATE PROJECT THESIS**

This document aims to create a guideline on writing a final report for the graduate project thesis.

At the end of Spring Semester, students are required to submit their final reports to their supervisors via e-mail. The final date of submission: TO BE ARRANGED.

For late submissions, 10 points will be deducted for each day including the reports submitted after the arranged date.

The report should be written in grammatically correct English and be easy to read. Do not expect your supervisors to correct your English.

Main sections of the report:

**Abstract:** A summary of the objectives and accomplishments. Should be typically 200-300 words, no longer than 1 page.

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**Introduction:** Introduce the particular problem that you are attempting to solve. Describe the background of the project by referring to literature. All the previous work present in the literature should be covered. DO NOT copy&paste!!!

**Methods:** This section should include:

* the design and setting of the study,
* the description of materials,
* a clear description of all processes, interventions and comparisons,
* the type of statistical analysis used.

**Results and Discussion:** In this section, students are expected to give the findings of the study and the interpretation of the results including their relationship to the existing research in the field.

**Conclusions:** This should state clearly the main conclusions and provide an explanation of the importance and relevance of the study to the field.

**References:**

* References should be in alphabetical order.
* All the references should be cited in the document.
* Examples are given in the reference section below for a conference paper, book, paper and thesis, respectively.

*General Formatting guidelines:*

* Text should be justified.
* For improved readability the headings should be left justified rather than center justified.
* Number all figures and tables.  Provide captions for all figures and tables. Place table captions above the tables and figure captions below the figures.
* Figures, tables, and their associated captions should be centrally justified.
* Use line spacing of 1.5.
* Font: Times New Roman
* Font size: 12
* Title Font Size: 16
* Double spacing should be used after the main headings, and single spacing should be used after each title.
* Single spacing should be used after each paragraph.
* All page numbers must appear in the bottom right corner of the page. All page numbers must be in the same font and point size used in the text.

**Plagiarism**

Academic dishonesty is an immoral act and one of the most serious academic crimes. Therefore, be responsible and do not attempt to COPY & PASTE other’s work. Plagiarism and copying are not acceptable and will not be tolerated.

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| --- | --- | --- |
|  | **MARMARA UNIVERSITY**  **FACULTY OF ENGINEERING**  **DEPARTMENT OF BIOENGINEERING** |  |

**TITLE OF THE PROJECT**

NAME AND SURNAME OF THE STUDENT(S)

**GRADUATION THESIS**

**Thesis Supervisor**

Prof. Dr. Name SURNAME

ISTANBUL

20XX-20XX SPRING

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**1. INTRODUCTION**

* 1. **Title**
     1. Subtitle
     2. Subtitle
  2. **Title**
     1. Subtitle
     2. Subtitle

**2. METHODS**

* 1. **Title**
     1. Subtitle
     2. Subtitle
  2. **Title**
     1. Subtitle
     2. Subtitle

**3. RESULTS and DISCUSSION**

**3.1. Title**

**3.2. Title**

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**REFERENCES**

Acar, M.H., Yılmaz, P. (1997) Effect of Tetramethylthiuramdisulfide on the Cationic Polymerization of Cylohexeneoxide. The 2nd International Conference on Advanced Polymers via Macromolecular Engineering, 2-14 August, Orlando, Florida, USA.

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Liu, J.X., Liang, Z. (2008) Landfill leachate treatment with a novel process: Anaerobic ammonium oxidation (Anammox) combined with soil infiltration system. Journal of Hazardous Materials, 151(1), 202-212.

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