



**ANKARA MEDİPOL UNIVERSITY**

**FACULTY OF PHARMACY**

**GUIDELINES ON WRITING A  
BACHELOR'S DISSERTATION**

**2024**

## **POINTS TO CONSIDER WHEN WRITING A BACHELOR'S DISSERTATION**

- 1.** Before starting the bachelor's dissertation, students should prepare a **writing plan** in collaboration with their advisor. The writing plan should outline which topics will be covered in each section, how these topics will be grouped under subheadings, and which sources will be used. Intermediate goals should be set. A **work schedule** should be created in line with the writing plan after obtaining approval from the advisor. The use of sources, tables, and figures should be decided upon with the advisor's input. If any changes are made to the project plan, the advisor should be informed and approval should be obtained. Efforts should be made to meet the intermediate goals set in the work schedule, and any failure to do so should be discussed with the advisor to find solutions. After each section is written, feedback should be obtained from the advisor, and necessary revisions should be made.
- 2.** The bachelor's dissertation should have a logical flow in line with the purpose of the study. This flow should be present within each section as well as between sections. The introduction and subsequent general parts should be engaging, contain current information, and captivate the reader.
- 3.** Projects should be written electronically using a suitable word processor (such as MS Word). Depending on the nature of the project, spreadsheets (such as MS Excel), drawing software (such as Corel Draw, GraphPad Prism, Chem Sketch), and/or other programs should be used to create tables, graphs, and drawings.
- 4.** The preparation period for the bachelor's dissertation spans a total of two semesters. In the 9th semester, presentations are made to the advisors during the midterm and final exam weeks, and the midterm/final exam grades are determined. In the 10th semester, the midterm grade is based on the presentation made to the advisor during the midterm exam week. The final exam grade for the bachelor's dissertation is based on the presentation made in front of a jury and the project's compliance with the writing guidelines.
- 5.** The final version of the bachelor's dissertation must be submitted to the jury members on the specified dates via a digital platform (e.g., in PDF format). After the project presentation, any necessary revisions should be made and checked by the advisor. Before the final exam date of the bachelor's dissertation Application course, one bound hard copy and a digital copy (in PDF format) of the project must be submitted to the faculty dean's office. Additionally, one bound hard copy should be given to the advisor. The printed version of the project must be identical to the digital format.

6 The presentation dates for bachelor's dissertation are determined each year by the Faculty Board of Directors based on the recommendation of the Bachelor's Dissertation Commission.

### **Contents of the Sections in a Bachelor's Dissertation**

<b>Section Titles</b>	<b>Content</b>
<b>DECLARATION</b>	It is a statement that affirms there is no plagiarism in the content of the bachelor's dissertation. It is included in the writing template.
<b>ACKNOWLEDGMENTS</b>	Following a brief introductory paragraph about the bachelor's dissertation, thanks are extended to the individuals, institutions, etc., that supported the project.
<b>CONTENT</b>	This section shows the titles and page numbers of the chapters and subchapters in the project. It should be written justified on both sides.
<b>LIST OF TABLES</b>	The tables used in the text should be listed in this section. The chapter number, the description of the table, and the page number where it is located should also be indicated.
<b>LIST OF FIGURES</b>	The figures used in the text should be listed in this section. The chapter number, the description of the figure, and the page number where it is located should also be indicated.
<b>LIST OF SYMBOLS/ ABBREVIATIONS</b>	If abbreviations or symbols are to be used, they should be ones that are accepted within the discipline in which the project is conducted. The meanings of the symbols and abbreviations should be explained on this page.
<b>OVERVIEW</b>	On this page, the first paragraph should provide an introduction to the project, the second paragraph should present a summary, and the third paragraph should mention any project support, if applicable. It should not exceed 1 page and 250 words. Keywords should be listed under the summary and should not exceed 5 words.
<b>ABSTRACT</b>	The Abstract page is the English translation of the Turkish summary page, with the same format and content. The English translation of the project title should also be written at the top of the page. It should not exceed 1 page and 250 words. Keywords should be listed under the

	summary as "Key words" and should not exceed 5 words.
<b>INTRODUCTION AND PURPOSE</b>	This is the section where the project is introduced. In this section, information is provided about the project topic, its significance, and the content of the project chapters. At the end, the objective of the planned work within the project is stated.
<b>GENERAL INFORMATION</b>	In this section, previous studies related to the project topic should be explained according to the rules.
<b>INTRUMENT AND METHOD (IF ANY)</b>	This is the section where the methodology and scope of the research are explained. All experimental equipment, tools, materials, theories, etc., used in the study should be described in this section.
<b>FINDINGS (IF ANY)</b>	The findings of the project work are explained in this section.
<b>DISCUSSION AND CONCLUSION</b>	The results obtained by evaluating the findings of the study are interpreted in conjunction with existing literature. Suggestions are made for future research to improve the study.
<b>REFERENCES</b>	The sources (books, articles, papers, etc.) used in the project are listed here.
<b>APPENDICES (IF ANY)</b>	If the calculations used in the project are extensive enough to disrupt the flow of the text, they are included in this section. Additionally, sections such as ethics committee approval, patent rights permission, etc., can also be included.
<b>CURRICULUM VITAE</b>	A brief and informative description of the author is provided.

## GENERAL WRITING RULES

### Page Layout

For the printing of the project, A4-sized (21 x 29.7 cm) first-quality white paper should be used, and only the front side of the paper should be printed for spiral binding.

Margins should be set to 3 cm from the left, 2 cm from the right, 2.5 cm from the top, and 2.5 cm from the bottom of the A4-sized paper. The project text and headings should be justified to both the left and right margins.

All pages of the project, except the cover, should be numbered. The sections before the Introduction and Purpose section (Declaration, Dedication, Acknowledgments, Table of Contents, List of Tables, List of Figures, List of Symbols/Abbreviations, Abstract, and English Abstract) should be numbered with lowercase Roman numerals (ii, iii, iv, v ...). From the Introduction and Purpose section onwards, the pages should be numbered with Arabic numerals (1, 2, 3, ...) in the upper right corner of the page. The cover page is not numbered, but it is counted, and the numbering begins on the following pages (ii, iii, iv, etc.).

### Writing Style

The entire text of the thesis project should be written in Times New Roman (12-point font). Bold letters should be used for headings. Unnecessary use of bold and italic characters should be avoided except for headings. There should be one space after commas and periods.

### Tone, Language, and Spelling

Exaggerated expressions, comments, and speculations should be avoided in the project. Unnecessary literature (references) should not be used just to increase the page count. First-person pronouns such as "I did...", "I...", and "In my study..." should not be used in the project. The language of the project should be clear and straightforward rather than literary or ornate. It should be written in modern Turkish, following the spelling guide and dictionary of the Turkish Language Association (TDK). For this purpose, the TDK website (<http://www.tdk.org.tr>) can be utilized.

According to the Turkish writing guide, a comma is used to separate whole numbers from decimal fractions. Therefore, when writing numbers, a comma should be used to distinguish the whole number from the decimal part. For large numbers, the digits can be grouped in threes,

starting from the last digit, with either a period or a space placed between each group. When writing summaries in a foreign language, the use of commas and periods in numbers should follow the rules of that language.

### Writing Whole Numbers and Decimal Fractions in Turkish and English

	Turkish			English		
True	291,67	2 000 000	2.000.000	291.67	2 000 000	2,000,000
False	291.67	2,000,000		291,67	2.000.000	

### General Formatting for Main Text and Footnotes

The first line of each paragraph should start 1.25 cm from the left margin. Line spacing should be set to 1.5 lines, with a 6-point (pt) space between paragraphs. At least the first two or last two lines of paragraphs should remain on the same page. Words should not be hyphenated at the end of lines. Headings should not be split across pages from their subsequent subheadings or text sections.

Leave a space after punctuation marks, except for those used to separate decimal fractions or number groups. Do not leave a space after an opening parenthesis or before a closing parenthesis.

For cover pages and sections other than the Main Project Text and References, line spacing may be reduced to a single line where necessary, and paragraph indentation may be omitted.

Explanatory notes that disrupt the flow or continuity of the text may be provided as footnotes at the bottom of the page.

Footnotes (including those for tables and figures) should be written in 9-point font size and single line spacing.

### Formatting of Headings

Section headings (e.g., Declaration, Dedication, Acknowledgments, Table of Contents, Introduction and Purpose, Materials and Methods, Appendices) are formatted as primary headings.

Primary headings should start on a new page and be centered within the text area. They should be written in bold, uppercase letters, and in 12-point font size.

### **Formatting of Levels 2, 3, and 4 Headings**

These headings are used in the main sections of the project text, such as Introduction and Purpose, General Information, Materials and Methods (if applicable), Findings (if applicable), and Discussion and Conclusion.

They are aligned with the left margin of the text area and numbered.

These headings should be written in bold, 12-point font size, with the first letters of the words capitalized. If the heading contains a conjunction, the conjunction's first letter should not be capitalized (e.g., "2.1. Bioadhesive Drug Delivery Systems").

There should be 12 points of space before the heading and 6 points of space after the heading before the text starts.

There should be a period between heading numbers, and no space should be left before the period. A single space should be left after the final period in the heading number.

## **2. GENERAL INFORMATION**

### **2.1. Drug Administration via Buccal Mucosa**

#### **2.1.1. Anatomy and Physiology of the Buccal Mucosa**

##### **2.1.1.1. Saliva and Mucus**

##### **2.1.1.2. Advantages and Disadvantages of Buccal Drug Administration**

### **Tables and Figures**

If the information, findings, or ideas cannot be conveyed through written text, they should be expressed using tables or figures (graphs, diagrams, photographs, etc.). Information provided in tables and figures should not be repeated in the text.

When numbering tables and figures, use the section number first, followed by the sequence number of the table or figure within that section. Multiple tables/figures may appear on the same



page. Tables and figures should be placed as close as possible to their first mention in the main text.

Tables and figures should use a font size smaller than the main text (11-point) or, if necessary, an even smaller size, and should be formatted with a line spacing of 1-1.5 lines to fit the page. They should be aligned to the left side of the text block. If a table does not fit vertically on the page, it may be provided horizontally. For horizontal tables, the title should be on the spine side.

The title of a table should be placed above the table, while the title of a figure should be placed below the figure. Titles should be written starting from the line heads. Table and figure titles should be concise and adequately describe the table or figure. Tables and figures should be referenced within the text. The format for headings should be as follows:

**Table Formatting Example:**

**Table / Figure 2-3: Title Name...**

In the example below, it is indicated that the table is the 3rd table in section 4 (Findings) of the main project text..

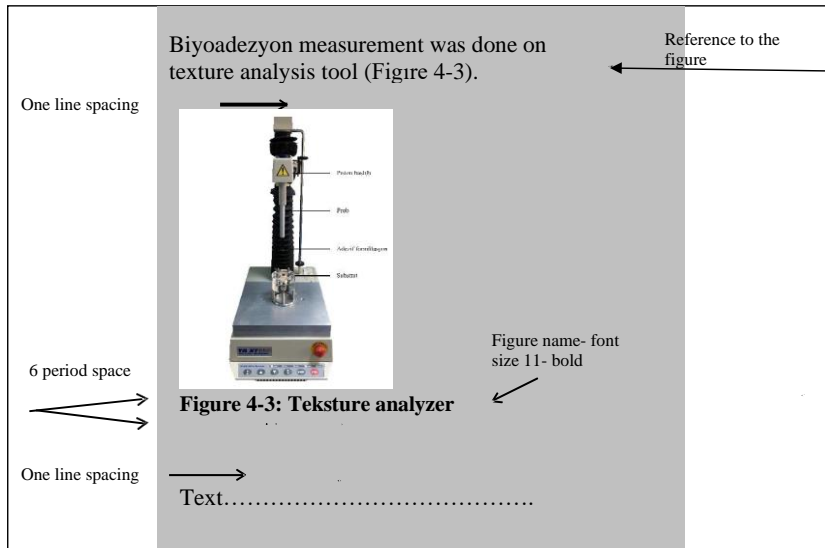
Yearly distribution of antibiotics use is given in Table 4-3.

	1998	2004	2007	2013	Total
Tetrasiklin	45	44	33	55	177
Sülfonamidler	54	48	55	52	209
Sefalosporinler	165	456	84	879	1446
Penisilinler	264	548	172	986	1870

Metin yazısı.....

**Açıklamalı [P1]: Tablo Formatı**

In the sample below, it is indicated that the figure is given as Figure 3 in Chapter 4 (Findings) of the main project text.



A sample for writing figures is shown above.

## EQUATIONS

Equations should be written with a 12-point space above and below them. They should be aligned 1 cm inside the left margin of the text area. Equations should be formatted using an equation editor. Just like formulas, equations should be numbered sequentially. The equation numbers should be placed in parentheses and aligned with the right margin of the text area, following the formatting rules specified for the project.

## In-Text Citation and Creating a List of References

When planning or writing research, previously conducted studies (publications) can be used by citing them as sources. Possible ways to access sources are stated below:

- **Electronic Journals:** Use the electronic journals available on the Istanbul Medipol University general web page, specifically within the Istanbul Medipol University Library content.
- **Electronic Databases:** Utilize electronic databases such as Science Direct, Springer, Wiley, etc.

- **Search Engines:** Use search engines like PubMed, Google Scholar, and Science Finder.
- **Chemical Abstracts:** Benefit from Chemical Abstracts.

Referring to the works used in a publication is called citation (or referencing). Proper citation shows respect for others' work, avoids plagiarism, and allows others to verify the sources. The sources used should genuinely contribute to the work and be reliable. Excessive use of sources should be avoided, and as much as possible, sources that present original ideas should be cited. Text from sources should not be copied verbatim. Citation should also be applied to tables, figures, equations, and photographs obtained from other sources. Sources not referenced in the text should not be included in the list of references.

### **References/Citation**

In bachelor's dissertation that must be prepared according to scientific research principles, the sources used or the authors cited must be clearly indicated. Sources should be provided using either the Harvard Referencing Technique or the Numerical Referencing Technique, as explained below.

### **HARVARD Referencing Technique**

According to this technique, in-text citations are indicated by the author's surname and the year of publication. In the References section, sources are listed in the following order: Author(s), Year of publication, Title, Place of publication, Publishing details.

### **In-Text Citations**

- **When the author's surname is used as a natural part of the sentence:** The year of publication is indicated in parentheses.  
Example: Erim (2018) conducted research on chemical solutions...
- **When the author's surname is not part of the natural flow of the sentence:** Both the author's surname and the year of publication are given in parentheses.  
Example: Recent studies (Aydın, 2017) have shown that the application...
- **When there are two authors:** Both authors' surnames are included.  
Example: (Smith and Jones, 2020).

- Example: Karapapak and Kemal (2016) conducted research on soft fillers...

- **For more than two authors:** The first author's surname is followed by "et al."

Example: Beyazıt et al. (2009) proposed...

- **For multiple publications by the same author in the same year:** An alphabetical character is added to the year of publication.

Example: Studies conducted by Çağlar et al. (2017a) show that...

- **For anonymous sources:** Use "Anon" to indicate an anonymous source.

Example: Recent facts discussed (Anon 2009, p.11)...

- **For an unspecified author of a newspaper article:** Include the newspaper name, publication year, and page number.

Example: Floods observed in the region affect structural features (Uyar 2015, p.15).

#### **In References:**

Publications used in the project work are listed alphabetically by the authors' last names. The name of the journal, conference proceedings, book, etc., in which the publication was published should be written in italics.

For works with more than six authors, list the first six authors followed by "et al." to complete the author list. Jackson, J., Kemal, Z., Jashua, S., Yalın, L., Swarov, M., Luther, N., et al. (2018).

#### **In References:**

Publications used in the project work are listed alphabetically by the authors' last names. The name of the journal, conference proceedings, book, etc., in which the publication was published should be written in italics.

For works with more than six authors, list the first six authors followed by "et al." to complete the author list. Jackson, J., Kemal, Z., Jashua, S., Yalın, L., Swarov, M., Luther, N., et al. (2018).

Kemal, P.A. ve Smith, G. (1993). *Private Viewdata in the UK*, 2<sup>nd</sup> ed., Longman, London, 123- 4567-890.

**For referencing a chapter within a book:**

Author's Last Name, Initial(s). (Publication Year). Chapter Title, In: Editor's Last Name, Initial(s). (Ed.) Book Title, Publisher, Place of Publication, Page Numbers.

Example: Hasle, G.R. and Syvertsen, E.E. (1997). Marine Diatoms, In: Tomas, C.R. (ed.), Identifying Marine Phytoplankton, Academic Press, A division of Harcourt Brace & Company, San Diego, USA, pp. 5-385.

**For journal articles:**

Author's Last Name, Initial(s). (Publication Year). Article Title, *Journal Name*, Volume No (Issue No), Page Numbers.

(Note: In article titles, the first letter of proper nouns is capitalized, Latin names of parasites, animals, and plants are italicized, and journal names should not be abbreviated.)

Example: Üstündağ Okur, N., Çağlar, E.Ş., Arpa, M.D. and Karasulu, H.Y. (2017). Preparation and evaluation of novel microemulsion-based hydrogel for dermal delivery of benzocaine. *Pharmaceutical Development and Technology*, 22(4), 500-510.

**For conference papers:**

Author's Last Name, Initial(s). (Publication Year). Paper Title, In: Conference Proceedings Title, Conference Date, Conference Location, Place of Publication: Publisher, Page Numbers.

Example: Silver, K. (1991). Electronic mail: the new way to communicate, 9th International Online Information Meeting Abstracts Book, 3-5 December 1990, London, Oxford: Learned Information, 323-330.

**For theses:**

Author's Last Name, Initial(s). (Publication Year). Title of Thesis, Master's/Doctoral Thesis, Name of Institute.

Example: Yozgathı, V. (2017). Preparation and evaluation of tetrahidrazoline hydrochloride-loaded ocular microemulsion formulations, Master's Thesis, Marmara University, Institute of Health Sciences.

**For maps:**

Author's Last Name, Initial(s). (Publication Year). Title, Scale, Place of Publication: Publisher.

Mason, J. (1832). *Map of the countries lying between Spain and India*, 1:8.000.000, London: Ordnance Survey.

- **For websites:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). *Title* [online], (Edition), Place of Publication, Web Address: URL [Access date].

Holland, M. (2002). *Guide to citing internet sources* [online], Poole, Bournemouth University, [http://www.bournemouth.ac.uk/library/using/guide\\_to\\_citing\\_internet\\_sourc.html](http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html) [Access date: November 4<sup>th</sup>, 2002].

### **Numeric Reference Technique**

In this technique, all publications are assigned a number by the project author, and the publications are listed in numerical order in the References section. The numbers assigned to the publications should indicate the order in which they appear in the project. Therefore, the first publication cited in the text of the project should be listed first in the references.

Citations within the text are given in the format of the author's last name followed by the publication number as it appears in the project. In the References section, the publications are listed in order, including the author(s), publication year, title, place of publication, and publication details.

#### **In-text:**

- If the author's last name is used as a natural part of the sentence, the reference number from the References section is indicated using square brackets, as shown below:  
Gürkaynak [4] has conducted research on chemical solutions...
- If the author's last name is not used as a natural part of the sentence, the reference number from the References section is indicated using square brackets:  
The latest studies [3, 6, 20] suggest that the application...
- In the case of two authors, both last names are used:  
Keleşoğlu and Öztoprak [11] have worked on soft fillers...
- If there are more than two authors, the first author's last name is followed by "et al.":  
Bozbey et al. [5] proposed that...

**For Books:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). *Title of the Book*, Publisher, Place of Publication, ISBN.

[1] Mercer, P.A. & Smith, G. (1993). *Private Viewdata in the UK*, Longman, London, 123-4567-890.

**For Journal Articles:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). *Title of the Article*, Title of the Journal, Volume No. and (Issue No.), Page Numbers.

[2] Evans, W.A. (1994). *Approaches to intelligent information retrieval*, Information Processing and Management, 7 (2), 147-168.

**For Conference Proceedings:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). *Title of the Paper*, Title of the Conference Proceedings. Date and Location of the Conference. Place of Publication: Publisher, Page Numbers.

[3] Silver, K. (1991). Electronic mail: the new way to communicate, 9<sup>th</sup> International Online Information Meeting Abstracts Book, December 3-5, 1990, London, Oxford: Learned Information, 323-330.

**For Theses:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). Title of the Thesis, Master's/PhD Thesis, Institution Name.

[4] Agutter, A.J. (1995). The linguistic significance of current British slang, Thesis (PhD), Edinburgh University.

**For Maps:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). Title, Scale, Place of Publication: Publisher.

[5] Mason, J. (1832). Map of the countries lying between Spain and India, 1:8,000,000, London: Ordnance Survey.

- **For websites:**

Author's Last Name, Initial(s) of First Name. (Year of Publication). *Title* [online]. (Edition), Place of Publication, Web Address: URL [Access Date].

[6] Holland, M. (2002). Guide to citing internet sources [online], Poole, Bournemouth University, [http://www.bournemouth.ac.uk/library/using/guide\\_to\\_citing\\_internet\\_sources.html](http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sources.html) [Access Date: November 4, 2002].

### **Symbols and Abbreviations**

In measurements, the metric system should be used, Celsius degrees for temperature, and the 24-hour system for time. No period (.) should be used after abbreviations of measurement units following numbers. For example, "2.54 g" should be written as "2.54 g," not "2.54 g." When writing Celsius degrees in abbreviated form, leave a space after the number representing the temperature magnitude, and then insert the degree symbol by selecting "Symbol" under the "Insert" tab in the "Word" program (e.g., 25 °C). In international measurement systems, the unit of volume is liter, abbreviated as "L." The milliliter, which is one-thousandth of a liter, is abbreviated as "mL."

In the project, generally accepted standard abbreviations should be used. Other abbreviations should only be made when absolutely necessary, and the abbreviation used should not be confused with standard abbreviations. When abbreviating, the full term should be written out completely the first time it appears, followed by the abbreviation in parentheses. After that, the abbreviation can be used wherever the term appears. The first letters of the words in the abbreviated term should be capitalized (e.g., Chronic Obstructive Pulmonary Disease (COPD)). All abbreviations for technical terms should be listed in the Symbols/Abbreviations List. For abbreviations commonly used in Turkish (such as bk., vb.), refer to the Turkish Language Association's writing guide (<http://www.tdk.org.tr>). These do not need to be included in the abbreviations list. If symbols are used in the project, their meanings should be included in the Symbols/Abbreviations List.



### **Scientific, Commercial, and Common Names**


The Latin names of organisms should be written according to nomenclature rules, and if there is a breed or strain, it should be indicated. However, if there is a commonly used Turkish name in society or in that particular scientific field, it can also be used. If commercial names or common names are to be used, the first letters of the words should be capitalized, and when first mentioned, the chemical, scientific, generic, or technical name should be written first, followed by the commercial or common name in parentheses. For medications, generic names should be used. If a brand name is used, the generic name of the drug should be given in the Instruments and Methods section, followed by the brand name and company details in parentheses. If necessary, chemical formulas should be provided.

For example, it makes no sense to use **Homo sapiens** for humans or **Felis catus** for cats. However, in cases related to taxonomy, the Latin name may be required.

Example of a common name: **Angelica archangelica** (*Melekotu*) (Common name)

## CONTENT AND FORMAT OF THE SECTIONS IN A BACHELOR'S DISSERTATION

Açıklamalı [P2]: Türkçe metin

	<p style="text-align: center;"> MEDİPOL UNV-ANKARA ANKARA MEDİPOL ÜNİVERSİTESİ</p> <p style="text-align: center;">T.C. ANKARA MEDİPOL ÜNİVERSİTESİ</p> <p style="text-align: center;">ECZACILIK FAKÜLTESİ LİSANS BİTİRME PROJESİ</p> <p style="text-align: center;">BİTİRME PROJESİNİN ADI</p> <p style="text-align: center;">OKUL NUMARASI AD-SOYAD</p> <p style="text-align: center;">ANABİLİM DALI</p> <p style="text-align: center;">DANIŞMAN AD-SOYAD</p> <p style="text-align: center;">ANKARA-2024</p>
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### COVER PAGE

The Front Cover should be prepared according to the above format. The back cover should be left blank. The text on the cover should be written in Times New Roman font, in bold and uppercase letters. The line spacing should be 1.5 lines.

### ACKNOWLEDGEMENTS

Under this section, gratitude should be expressed to individuals, institutions, and organizations who genuinely guided the project, allowed the use of equipment, laboratories, etc., or provided technical assistance or financial support. To whom or which institution acknowledgments are being given and for what reason should be stated in a modest and clear manner. If any sources of funding has been received, the supporting institution and project number should be mentioned in a separate paragraph.

## **TABLE OF CONTENTS**

In the Table of Contents, the main headings and their subheadings in the project are provided with page numbers. The headings should be written exactly as they appear in the project, and the page numbers must be accurate. Each entry should be connected to its page number by a line of dots (.....).

### **LIST OF TABLES**

This list is organized in line with the order in which the tables appear in the main sections of the document.

For example: Table 2-5: Demographic characteristics of participants..... 23

In this way, the reader can easily understand what Table 2-5 represents and on which page it can be found, making the reader's task easier.

### **LIST OF FIGURES**

This list is organized in line with the order in which the figures appear in the main sections of the document.

For example:

Figure 3-1: Mechanisms of action of clarithromycin..... 48

In this way, the reader can easily understand what Figure 3-1 represents and on which page it can be found, making the reader's task easier.

### **SYMBOLS / ABBREVIATIONS LIST**

If symbols or abbreviations are to be used, only those acceptable within the discipline in which the project is conducted should be used. Abbreviations should be avoided as much as possible, but they may be used only if there is an absolute necessity for it. The meanings of the symbols and abbreviations should be stated on this page. The line spacing should be single.

### **SUMMARY**

The summary page should be written after the other parts of the project have been completed. Tables, figures, graphs, physics, chemistry, or mathematics formulas should not be used in the summary, and no references should be cited. The summary should be written with single line

spacing and should not exceed one page. On this page, the first paragraph should introduce the project, the second paragraph should contain the summary text, and the third paragraph should mention any sources of funding, if applicable.

**Bachelor's Dissertation Presentation:** The heading should be formatted as follows: “Student's Last Name, Initials of First Name, Year, Project Title, Ankara Medipol University Faculty of Pharmacy, Department where it was conducted, Bachelor's Dissertation, Istanbul,” with each initial capitalized.

**Abstract Text:** This paragraph should not exceed 250 words and should reflect the work in the best way. Therefore, the abstract should be concise, avoiding unnecessary words. It should outline the subject or objective of the project, providing a summary of the content, and address the following questions: “why it was done,” “how it was done,” “what results were achieved,” and “what significance the examination or findings hold.”

**Keywords:** Up to five keywords or key phrases related to the project should be listed.

**Sources of Funding:** In this paragraph, if the project is supported by an institution, the institution's name and project number (if applicable) should be included.

## **ABSTRACT**

The abstract page is the English translation of the Turkish summary page, following the same format and content

## **INTRODUCTION and OBJECTIVES (Chapter 1)**

This section should provide an overview of the need for the project work and specify the scope and objectives of the study. This section should be no longer than two pages.

## **GENERAL INFORMATION (Chapter 2)**

General information should be presented under subheadings and should be limited to the project topic. This section may include tables, figures, and equations. Sources should be reviewed in relation to the objectives, goals leading to those objectives, and scope, and the fundamental information obtained (national/international) should be based on reliable and scientific sources.

### **INSTRUMENTS and METHOD (Chapter 3) (If Any)**

In the Instruments and Methods section, the instruments/ methods, as well as tools and equipment utilized should be specified. If a survey study is conducted, the research plan used in the method should be provided in detail. Sources should be cited for the methods. The data collection methods and experimental groups should be described, and the location and dates of data collection or experiments should be stated. The statistical evaluations applied to the data should be indicated. Tables, figures, and equations may also be included in this chapter.

### **FINDINGS (Chapter 4) (If Any)**

In this section, information from other sources is not transferred, and data, figures, tables, etc., from other sources are not included. Only the data obtained from the project work are presented by ensuring coherence with the objectives. It is necessary to evaluate the data using appropriate statistical methods. To present the data in the most effective way in line with the objectives, figures (such as graphs, photos or drawings) and tables are utilized. However, there should be no repetition of what is already presented in tables or figures in the text.

### **DISCUSSION and CONCLUSION (Chapter 5)**

In this section, the contribution of the study or compiled data to science, the target audience, or society should be discussed. The unique aspects of the study should be highlighted. If the project involves practical work, the findings should be compared with the results of other studies in line with the objectives, similarities and discrepancies should be interpreted, and any unclear points should be noted. However, speculative comments should be avoided. In this section, the conclusions drawn from the project work should be written as clearly and concisely as possible.

### **REFERENCES**

All sources used in the project text or in tables/figures must be listed here. References should be written in line with either the Harvard or Numeric referencing technique. Sources not cited in the text, tables, or figures should not be included in the reference list.

### **CURRICULUM VITAE**

The content of the curriculum vitae page must be in accordance with the specified format.