

PROBLEMS TO AVOID AT ALL COSTS: FORMAT PROBLEMS THAT CAUSE MAJOR INCONVENIENCE FOR STUDENTS WHEN THEY MAKE CORRECTIONS AFTER THE FORMAT CHECK

1. Approval page problems

- You have not had the editor check your approval page. If there are any problems and if you already have signatures, you may have to get new signatures on a corrected copy. This is a major inconvenience for the student, especially when committee members are outside Istanbul or outside the country. Graduation can be delayed.

2. Appendix problems

- The appendices are not mentioned in the text in alphabetical order.
To fix this requires re-ordering the appendices themselves, correcting all the mentions in the main text, and making corresponding corrections in the table of contents. All these are invitations to new mistakes.
- You have not mentioned each appendix in the main text.
- You have not provided an English version of a Turkish appendix.

3. Table and figure problems

- You have a table that does not fit a single page. The problem is compounded if the size of the text in the table cannot be reduced enough to fit on one page. You then have to create a new Appendix, which creates numerous knock-on effects, not only in the appendices themselves but also in the main text and the table of contents.
- You have not mentioned each table and each figure in the text *before* you present the individual tables and figures.

4. Statistics problems

- You have not put a space before and after each of these symbols: $>$ / $<$ / $=$

5. References problems

- You have not assiduously* applied APA-style formatting.

6. Hard copy problems

- You have not checked the cover of the hard copy to be sure that everything is spelled correctly (on the front cover and on the spine).
- You have not checked that all the pages are included. Front matter pages in particular are sometimes left out by mistake by the copy shop.

* Assiduously (definition): with great care and perseverance: *The leaders worked assiduously to formulate an action plan.*