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.