**Form of Training Report**

* Training report should not be in question-answer form or “diary” style.
* Training report should be prepared by using Microsoft Office tools.
* Training report should have spiral binding before delivery.
* Computer application which is developed during training should be put in CD as appendix.
* Page gaps should be: top: 2,5 cm, bottom: 2 cm, left: 2,5 cm, right: 2 cm.
* Training report should be in parts. Titles should be numerated. Main titles are numerated as 1,2,3…, subheadings 1.1., 1.2.,2.1 .
* Table of contents, list of figures, list of tables should be submitted in the beginning of report.
* Table of Contents: Titles and page numbers of explanation pages, parts and subparts of report, and last pages should be given below the “table of contents”.
* List of Figures: Figures’ numbers, titles and page numbers should be given below the “list of figures”.
* List of Table: Tables’ numbers, titles and page numbers should be given below the “list of table”.
* Abbreviation List: Abbreviations and explanations should be given in alphabetical order below the “abbreviation list”. Examples: DSA, RSA, DSS, SHA, PKI, NIST, CA, ECC etc.
* Symbol List: Symbols and explanations should be given in alphabetical order below the “symbol list”.
* Appendix: Some tables, flow charts should be included in Appendix which are not necessary being in report and have size which will make difficult reading.
* Punctuation and Spelling: Turkish Language Institute and Turkish dictionary should be obeyed. Use passive tenses in the report.
* Paper and Multiplication System: Training report is written on one side of A4 paper (210mm X 297mm). Multiplication is done by photocopy to A4 paper.
* Spelling of Training Report: Text of report is written with Times New Roman and sort of 12 (font size) excluding table of content, titles, list and table explanations. In table of content, 10 or 11 font size can be used. Texts are written with vertical and normal letters. Bold letters are used in titles. Space is used after dot and comma.
* Page Layout: Space is used in left of A4 paper 4.0 cm, right 2.0 cm, top 4.0 cm and bottom 2,5 cm. Text and titles of report is written as justify. Explanations of tables and figures should be written to the middle of page.
* Line Spacing and Layout: Text of report should be written with 1,5 line spacing. However, preface, list of figure, list of table, symbol list, source, appendix and explanations of figure/table are written with 1.0 line spacing. In table of content, 1,5 line spacing can be used. In text of report, 1,5 line spacing is used between paragraphs and beginning of paragraph is left of the page (tab cannot be used).
* Titles: Part titles (Preface, …, Introduction, Material and Method, …, Appendix, Resume) are written as first-degree titles. First-degree titles should always be at the top of the page. All titles are written as justify.
* Title features are as follows:

1st degree titles: UPPER CASE, 14 FONT SIZE, BOLD LETTERS

2nd degree titles: UPPER CASE, 12 FONT SIZE, BOLD LETTERS

3rd degree titles: Word Initials Are Capitalised, 12 Font Size, Bold Letters

4th degree titles: *Word Initials Are Capitalised, 12 Font Size, Italic Letters*

Line space should be used after all titles. 4th degree titles are not preferred but can be used. Titles cannot be written as the last line of page. The first line of paragraph cannot be last line of page, the last line of paragraph cannot be first line of page.

* Page Numbering: All pages are numbered excluding cover page. Page numbers are written with Times New Roman 10 font size. Preface, Table of Content, List of Figure, List of Table, Abbreviation List, Symbol List and Summary pages are numbered with Roman numeral (i, ii, iii, iv, …). Introduction, General Parts, …, Appendix and Resume pages are numbered with Latin numbers (1, 2, 3, …) in the bottom middle of pages.
* Tables and Figures: Tables and figures should be placed in close to mentioned sentence. One or several table/figure can be in one sheet. Table/Figure explanation consists of number of table and name of table.In table/figure number, first number is the part number, second number is the sequence number in that part. Table/Figure name informs about what that table/figure is. All table names are written above the tables, all figure names are written below the figures. Numbers and names of tables/figures are written as Times New Roman, 11 font size, and 1.0 line spacing. Space is used before the table/figure explanations. After the table/figure information, line spacing is used and then writing format continues. Graphics of table/figure is put on the middle of page. Also, explanations of tables/figures are written centered. For all the information which is written below the table/figure, 8 font size is used. In tables, it is preferable NOT to use vertical lines and higher than 10 font size. Sample tables are shown in TABLE 1.1. and TABLE 1.2., sample figure is shown in FIGURE 1.1.

**TABLE 1.1. Örnek Tablonun Açıklaması**

|  |  |  |
| --- | --- | --- |
| **Başlık1** | **Başlık2** | **Başlık3** |
| **Değişken1** | **Değişken 1 için Sonuç1** | **Değişken 1 için Sonuç2** |
| **Değişken2** | **Değişken 2 için Sonuç1** | **Değişken 2 için Sonuç2** |

**TABLE 1.2. Değişik Simetrik Kriptolama Algoritmalarının Özellikleri**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Algoritma** | **Anahtar Uzunluğu** | **Tur Sayısı** | **Matematiksel İşlemler** | **Uygulamalar** |
| **DES** | **56 Bit** | **16** | **XOR, Sabit S-boxes** | **SET,Kerberos** |
| **Triple DES** | **112 veya 168 bit** | **48** | **XOR, Sabit S-boxes** | **Mali anahtar yönetimi, PGP, S/MIME** |
| **IDEA** | **128 Bit** | **8** | **XOR, Toplama, Çarpma** | **PGP** |
| **Blowfish** | **Değişken, 448 bit** | **16** | **XOR, Değişken S-Boxes, Toplama** |  |
| **RC5** | **Değişken 2048 Bit** | **Değişken 255** | **Toplama, Çıkartma, XOR,Döndürme** |  |
| **CAST-128** | **40-128 bit** | **16** | **Toplama, Çıkartma,XOR, Döndürme, Sabit S-boxes** | **PGP** |

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**FIGURE 1.1. Açık Anahtarlı Sistemler**

* Equations: Equations are written with 12 font size with spacing. Space is used in left of A4 paper 1.0 cm. Equations are numerated sequentially in each part. The system which is used in Tables and Figures is valid in Equations ((1.1), (1.2) etc.). The number of equations are written in the right side of the paper. Example:

(1.1)

****  (1.2)