Thesis layout and content requirements

Trainer in English for Business special degree course

2018-19

I. Content requirements

Within the framework of the Thesis Paper the task of the students is to compile an analytical study based on relevant literature.

1. The Thesis title

   - is concise and descriptive of the subject of the paper;
   - refers to the main topic(s) of the paper;
   - if the title is not overtly descriptive of the topic it is necessary to have an explanatory subtitle

2. Parts of the Thesis

2.1. Introduction

   - a more detailed definition of the subject of the paper;
   - rationale for topic selection;
   - setting the issue to be examined and making the hypothesis;
   - a short outline of the discussion logic;
   - necessary restrictions: for length or other reasons that necessitates the restrictions in discussion of any related topics;
   - length: maximum 2-3 pages.

2.2. Discussion of main subject

   - description and evaluation of selected issue;
   - selection and review of the relevant literature;
   - proof of author’s competence in understanding the wider implications of the subject, the language is precise, professional and evident of the integration of the knowledge and skills provided by the course (this is of course a requisite of the whole paper);
   - correct and coherent use of terminology;
   - empirical research
   - analysis of research findings
   - the statements fo the paper are well-founded, supported by facts and arguments;
   - the author’s own opinion is also represented but is well segregated from the opinions of other contributors;
   - the findings are linked back to the hypotheses/thesis statement(s).

2.3. Conclusion
- the summary of the findings of the paper, closing;
- defining further avenues of study based on the findings and related but not studied topics.

2.4. Bibliography

- list of references used meeting the formal requirements

2.5. Appendices (optional)

- figures, tables, documents etc. which are necessary for the complete understanding of the thesis but are not in close relation with a certain chapter or sub-chapter; or are too detailed and voluminous and would make the reading of the related chapter too hard;
- figures, tables, documents etc. which are in close relation with a certain chapter but their size (e.g. A3) and/or length (2 or more pages) qualify them for appendix;
- are numbered, entitled and listed in the Table of Contents;
- its function is clear, it is obviously not to inflate the volume of the paper;
- it is normally not longer than 15% of the paper itself.

Please note! Any of the following may result in failure:

- the main parts listed above cannot be identified;
- the harmony between the main parts is seriously impaired (e.g. the main subject indicated by the title is minimally discussed);
- plagiarism: more than a paragraph (about 3-4 sentences) is taken from an outside source, without proper referencing both in the text and in the bibliography;
- the paper is based on an outside source in the length of several pages even if proper referencing is applied;
- the paper contains several serious mistakes;
- the length of the paper is significantly different from that required;
- the language, spelling, stylistic and/or editing mistakes are so harsh that they may impair understanding.

II. Layout

- **Length of Thesis:** 30 pages, single or double sided, excluding title page, table of contents, appendices and bibliography; about 60,000 characters including spaces and footnotes.
- **Page layout (margins):**
  - upper, lower and right margin: 2.5 cm,
  - left margin: 3.5 cm,
  - line-spacing: 1.5,
  - font size: 12 pt,
  - accepted fonts: Times New Roman, or Times.
- **Title Page:** the paper must be bound between traditional thesis covers or spiral bound.
  - **Top cover in the middle:** THESIS, in the lower right corner: NAME and 2016.
  - **Inside cover:**
- upper middle: Corvinus University of Budapest Faculty of Social Sciences and International Relations
- middle: title (bigger, bold font),
- lower right corner: name of author, department, major, name of topic supervisor

- Following the inside cover is the table of contents with decimal numbering. For easier understanding it is advisable to have three levels only.

- **References:** referenced sources should be indicated as usually required. It is highly recommended to reference a source right after the part of text concerned, e.g. (Kovács, 1995, p. 140), the page number should be indicated if it is a quotation or a list, figure, table. In case of in-text referencing footnotes are for any supplementary information. Footnotes, however, can also be used for referencing as an alternative. Whichever method is applied it is advisable to stay consistent. More about referencing on the institute website.

- Any figures and tables used in the paper must be numbered and the sources must be indicated according to the rules of referencing.

- Bibliography: a list of all sources used in the paper, listed in alphabetical order (by author)
  - **Articles:** Author (year of publication): Title of article. Title of journal, date of publication, issue, page Ex.: Beck Mihály [1992]: A tudományos közlés etikai kérdései. Magyar Tudomány, 3. sz., 23-38. o.

- **Appendices:** any material that supports the discussion of the subject but not an integral part of the text should be collected in the Appendices section and labelled with the appropriate references.

- One bound copy of the Thesis paper must be submitted to the Secretariat. To be attached the following:
  - **Student’s statement that the Thesis is his/her own intellectual product. It is to be bound into the Thesis.**
  - **It is a statement countersigned by the topic supervisor verifying that the Thesis is ready for submission. It is to be submitted together with the Thesis at the Institute Secretariat.**

The Institute accepts Theses accompanied by the forms above only.

III. Deadlines:

1. **Selection of your topic supervisor**– you can choose one of your teachers or an external expert; please contact the person and ask for his/her approval before sending your choice to the above email. **Deadline: 28 February**

2. **Thesis submission deadline:** 10:00, 2 May Room 551