

Content and formal requirements of the thesis

University of Pécs

Faculty of Humanities and Social Sciences

Institute for Human Development and Cultural Sciences

Master's programs (MA)

Formal requirements:

Formal specifications:

- paper size A4 (29.7 x 21cm)
- font type: Times New Roman, size: 12 pt, paragraph alignment is justified, but each new paragraph begins with an indent, the extent of which is 1.25 cm (first line)
- line spacing: 1.5
- margins: bottom, top, right and left sides 2.5 cm
- the thesis should be prepared using a Word (Microsoft Office) text editor, from which deviations can only be made in justified cases

Length:

- MA: min. 90.000 - max. 110.000 characters including spaces
- the calculation of the number of characters specified is without the Declaration of Originality and the Appendix

Reference style/system: APA

detailed instructions can be found at the end of this document

Mandatory elements of the thesis:

- Declaration of Originality– before the abstract
- a half-to-one-page Abstract summarizing the thesis after the Plagiarism Declaration and before the Table of Contents (min. 1.500 – max. 2.000 characters with spaces)
- Table of Contents (with page numbers) at the beginning of the thesis, after the Abstract
- bibliography at the end of the thesis, before the Appendix
- 3 keywords expressing the content of the thesis, which should be indicated as follows: Keywords: keyword 1, keyword 2, ... – immediately after the Abstract
- the photographs and the tables of more than one third of the A4 pages should be placed in the Appendix
- the Appendix may contain only diagrams, tables, photos, etc. referred to by the author in the body text
- the pages of the thesis should be numbered using Arabic numbers

Structure of the thesis:

- Abstract:
 - outlining the framework of research
 - goals
 - research questions and/or hypotheses
 - methods of research
 - summary of research results and conclusions
 - theoretical and practical benefits of research
- Declaration of Originality
- Introduction (approx. 2 pages):
 - justification for the choice of topic and background of research
 - brief formulation of research questions and/or hypotheses
 - presentation of research method (max. one paragraph in length)
 - a brief summary of the content structure of the thesis
- Main body (literature review and detailed description of research results and research methods, student suggestions on the topic)
- Conclusion (approx. 2-3 pages):
 - summary of research results
 - evaluation of the research process
 - optional definition of additional areas of research related to the topic
- Bibliography
- Appendices

- **other criteria:**
 - the thesis consists of 3-5 chapters, which are divided into subsections
 - each chapter starts on a new page
 - all texts should be subordinated to subsections
 - a subsection is min. 1 page long
 - the literature review is a synthesizing and critical summary of a sufficiently large number of wide-ranging and topical sources

Research methods:

- formulation of research questions and hypotheses:
 - there are several types of hypotheses to choose from (simple, complex, null and alternative, logical, empirical or statistical)
 - hypothesis verification only for statistical hypotheses
 - other hypotheses and research questions are also expected to be reconciled with the research results obtained
- presentation of the research process:
 - **empirical research:**

list of research methods used, description of sampling, presentation of target group, date and circumstances of data collection

– **other (secondary) research:**

list of applied research methods, the process of defining the processed documents and databases

- it is necessary to ensure the generalizability and repeatability of the results through a validation procedure which includes:
 - 1 comprehensive data management: all data and their sources must be accounted for, all sources must be accurately indicated,
 - 2 triangulation: the involvement of multiple sources, data and theory to support the explanation of a particular phenomenon, as well as
 - 3 in empirical research: reconciling the study population with the research sample
- specifications for different research methods (consultation with the supervisor is required to select the appropriate method):
 1. questionnaire (except for a study population of less than 100 people)
questionnaire valid from min. 100 people
 2. oral interview (unstructured, semi-structured, structured)
 3. case study
 4. focus group interview
 5. document analysis
 6. statistical analysis
 7. mixed-methods research (the combined use of several research methods)

Guide to the APA Reference System:

Reference in text:

All references and citations in the text must be included in the bibliography and only sources that the author refers to in the thesis can be included in the bibliography.

Reference to literature in text: (Smith, 1998)

Reference to two authors: (Smith & Wooding, 2010)

Reference to three, four, or more authors in the text indicates only the surname of the first author: (Smith et al., 2020)

If the author of the cited text is an organization without an author, its name should be indicated: (ICOM, 2022)

If the thesis refers to several writings by a particular author published in the same year, they are distinguished by the letter symbol written after each year: (Brown, 2020a)

When the works of several authors are referred to, each item is separated by a semicolon (;) in parenthesis (Brown, 1980; Smith, 1998; Miller & Peterson, 2020). Authors are listed in the order of year of the work cited in the parenthesis.

When there is a citation, the page number should also be indicated: (Miller, 1995, p. 1)

The author's name can also be part of the sentence:

- For an author: Smith (2022) emphasizes that...
- For two authors: According to Smith and Blake (2010) ...
- For three or more authors: According to Peterson et al. (2020)...

Tables and figures:

Tables/figures inserted into the text should be centered, titled and numbered with a serial number (Arabic numeral), and in all cases, the source should be indicated. The title and sequence number should appear above the table/figure. The source should be indicated below the table/figure.

Sample figure:

Figure 1

The title of the figure in italics, which briefly describes what it depicts



Source:

Sample table:

Table 1

The title of the table in italics, which briefly describes what data it represents

column 1	column 2		column 3		column 4		column 5	
	I.	II.	I.	II.	I.	II.	I.	II.
line 1	value	value	value	value	value	value	value	value
line 2	value	value	value	value	value	value	value	value

Source:

The text should refer to the table/figure in question: (See Table 1)

Images with their number, title and source must also be placed in the Appendix.

Bibliography

Referenced literature should be listed in the bibliography.

Please make sure that all the literature referenced in the text is in the bibliography and vice versa.

Bibliography should be prepared according to APA standard.

References in non-English languages must be provided in the language originally published.

EXAMPLES	
Referenced work	Bibliography
Book	Baxter, C. (1997). <i>Race equality in health care and education</i> . Ballière Tindall.
Book chapter	Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17-43). Guilford Press.
Journal article without DOI	Carter, S., & Dunbar-Odom, D. (2009). The converging literacies center: An integrated model for writing programs. <i>Kairos: A Journal of Rhetoric, Technology, and Pedagogy</i> , 14(1), 38-48. http://kairos.technorhetoric.net/
Journal article with DOI	Gaudio, J. L., & Snowdon, C. T. (2008). Spatial cues more salient than color cues in cotton-top tamarins (<i>saguinus oedipus</i>) reversal learning. <i>Journal of Comparative Psychology</i> , 122, 441-444. doi: 10.1037/0735-7036.122.4.441
Web page	World Health Organization. (24 May 2018). <i>The top 10 causes of death</i> . https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death
Website individual author	Schaeffer, K. (October 2021). <i>What we know about online learning and the homework gap amid the pandemic</i> . Pew Research Center. https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/
Website - without date	U.S. Census Bureau. (n.d.). <i>U.S. and world population clock</i> . U.S. Department of Commerce. https://www.census.gov/popclock/ Date of download: 21 November 2021
YouTube video	Harvard University. (2019. augustus 28.). <i>Soft robotic gripper for jellyfish</i> [Video]. YouTube. https://www.youtube.com/watch?v=guRoWTYfxMs
Work of art	van Gogh, V. (1889). <i>Starry Night</i> [Painting]. The Museum of Modern Art, New York, NY, United States. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/