GUIDANCE FOR PREPARING THESIS WORK
For English-taught BA Courses

2012/13 Academic Year

COLLEGE OF SZOLNOK
GUIDANCE FOR PREPARING THESIS WORK

For English-taught BA Courses

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GOOD TO KNOW…

The thesis or diploma thesis is your “masterpiece” which you will prepare at the end of your studies. You will have to write a paper in a specific area and topic you choose. The major aim of the thesis is for you to prove that you have acquired all the knowledge and skills that are set down in your study programme, and that you are able to synthesize and apply this knowledge. You must also prove that you are well acquainted with the international literature of the topic. Your thesis must be an analytical, creative paper, you are required to form your own opinion and you will have to have your own recommendations on solving problems you will explore and assess in your thesis. The topic of your thesis has to be related to international business or tourism and catering and to your specialisation.

The diploma thesis course, a compulsory course you have to take in the 6th semester, will help you in writing your thesis. The course will be a consultative course with your thesis leader. You should make your choice of topic and tutor to fit your field of interest and your future career plans. You will have to defend your thesis that is your opinion, recommendations, etc. at your final exam.

INTERNSHIP – A STEP TOWARDS FINAL EXAMINATION

Successful completion of the internship / placement requirement is the prerequisite for completing the program and the Thesis Defence.

PURPOSE OF THESIS WORK

The aim of the Thesis Work is to finish off the bachelor program with an individually prepared written work of fixed length and structure that covers a specific field within the program, in which the student:

- applies and synthesizes the theoretical knowledge acquired in the frame of the program;
- demonstrates his/her ability to do individual research and use the relevant literature;
- provides proof of his/her methodological knowledge;
- after summarizing the theoretical background of the given topic uses an appropriately chosen methodology to analyse a practical problem.

The practical problem analysed by the student in the Thesis Work can be (but does not necessarily have to be) connected to the internship / placement.

STRUCTURAL CHARACTERISTICS OF THESIS WORK

The Thesis Work should be approx. 55 pages in length (not counting any Appendices), and should be structured as follows:

- Introduction (approx. 1-3 pages)
- Theoretical background (approx. 25 pages)
- Methodological background and approach (approx. 5 pages)
- Analysis of the practical problem (approx. 20 pages)
- Conclusion (approx. 2-3 pages)
OFFICIAL STATEMENT TO BE INCLUDED IN THE THESIS WORK

The one-page of text given in Appendix 3 must appear on the last page of the Thesis Work (after Annex) and must be filled in fully and signed by the student submitting the Thesis Work. Thesis Works that do not include the above mentioned statement will not be evaluated.

SUBMISSION OF THE THESIS WORK AND EVALUATION

The Thesis Work has to be submitted in two printed and hardbound copies and in electronic format (DOC or DOCX or RTF format) on a CD or a DVD disk. The electronic archiving and saving of the electronic version of the Thesis Work is the responsibility of the college.

FORMAL REQUIREMENTS

Thesis papers should be original work by the students and should meet scientific standards of citation and documentation. Information provided by outside contacts – if necessary – should be handled on a confidential basis.

If students are found to have plagiarized their work, they will be dealt with by the institution. In more serious cases, the College may decide to issue a warning, suspension or expulsion.

Title page

Outer cover: must not contain any information beyond the following:

- “Thesis Work”
- the author’s name
- the year of submission

For details, please see Appendix 1.

The inside title page should include:

- the name of the college (College of Szolnok)
- the name of the Programme (International Business Administration or BA in Tourism & Catering)
- the type of course (full time)
- the title of the Thesis Work
- name of the student
- year of submission.

For details please see Appendix 2.

Table of contents

The inside cover page is followed by the Table of Contents.

- The table of contents should include the titles of the individual chapters and sub-chapters and should be followed by the appropriate page number. All pages in the Thesis (except for the inner title page) must be numbered.
The chapters and sub-chapters should be numbered with Arabic numerals. The creating of sub-chapters requires that there be a minimum of two subchapters. The table of contents should show the chapters and sub-chapters to the third level (e.g. 2.3.1)

**Formal requirements for the body text**

- The Thesis Work must be printed single-sided
- Margins to be used:
  - Left (binding edge): 3.0 cm
  - Top: 2.5 cm
  - Bottom: 2.5 cm
  - Right: 2.5 cm
- A margin of 2.5 cm should be used on all sides (top, bottom, left, right), with a further 0.5 cm gutter margin on the left.
- Formal requirement of used font is Times New Roman 12 pt.
- The line spacing should be 1.5 which means approximately 30-35 rows of text per page.
- The page numbering of the Thesis Work should start on the page where the “Table of Contents” is written.
- For easier readability the text should be written in paragraphs.

**Figures and tables**

- Figures and tables should be numbered separately and consecutively.
- Please remember to reference any figures or tables that are not your own work.
- While it is not obligatory, the preparation of a table of contents of figures and tables is recommended.

**Citations**

- If more than one paragraph (approx. 3-4 sentences) is applied word-for-word or in a very similar manner from another work without appropriate citation, it will be considered to be an attempt at plagiarism and will result in an immediate “Fail” grade.
- All contents of the Thesis Work (sentences, paragraphs, data, ideas) written based on someone else’s work or publication must be cited clearly. Example:
  - The author also points out that one of the most efficient persuasion techniques available to executives is making reference to a higher authority (Lincoln-Grant, 1864, pp. 38–39).
- The citation should be given after the text part in question in parenthesis by giving the author(s) and the year (e.g.: Lincoln-Grant, 1864). If the cited text has more than three authors (e.g. Lincoln-Grant-Washington-Clinton, 2004), then from the second citation onwards it is sufficient to abbreviate the reference by simply giving the name of the first author and then et al. (e.g. Lincoln et al., 2004). If there are references to different publications that were published by the same author and in the same year, then they should be marked with “a” and “b” (e.g.: Lincoln, 1864a). Optionally, the citation can also be given in the footer (in the same way as described above).
– When citing enumerations, translations, tables or figures “word for word”, the exact page number within the given document (article, book, etc.) must also be given. (e.g. Lincoln-Grant, 1864, p. 23.)

References
– The “References” part of the Thesis Works contains the detailed specifications of the literature – including tables and figures, statistical data and estimates, appendices, etc. – to which the reference is made. (Books that the student may have read as background material for the Thesis Work, but the content of which is not cited or not referred to in any way does not have to be included amongst the “References”. The “References” can contain only publications (or websites) to which a specific reference is made within the Thesis Work itself.
– The publications included in the “References” part should appear in alphabetical order (based on the name of the first author).
– In the “References” the author’s name should be given first (for Hungarian authors: last name and full first name, for foreign authors: last name and only the initials of the first name). This is to be followed by the year of publication in parenthesis. After a colon, comes the title of the publication, the publisher’s name and the place of publication. In the case of articles, the volume and page numbers should also be given. For examples, please see Appendix 6). In cases where only the editor of the given publication (e.g. book) is known, the editor should be listed as the author with “ed” after his/her name.
– In cases where a publication with no author is cited, the name of the author should appear as “Anonymous”. Students are, however, urged to find out the author or editor of the given text.
– When the cited text or information was obtained from the internet and no author and title can be given, the following information must be given:
  - the internet or portal website
  - the URL
  - the precise date when the information was downloaded

Any text cited from the internet must be downloaded / printed so that it is available, should the Thesis Work supervisor or the evaluator decide to check it.
– In certain cases it may be useful to include a Glossary and/or Subject Index. This should be placed before the “References”.
– The Thesis Work should not build on another work over more than one page (even if it is referenced appropriately) as this will be considered to be a form of plagiarism.

Other requirements – What to Submit
– 2 copies of a 1,5-2-page “executive” summary of the Thesis Work (Annotation) (not to bound into the Thesis Work)
– 2 black hardbound copies of the Thesis Work
– One electronic copy of the Thesis Work on CD in DOC, DOCX or RTF format (including in a separate file, the downloaded web pages that have been cited in the Thesis Work and are included amongst the “References”)
– Fulfilled Statement No. 1 and No. 3 (not to bound into the Thesis Work)
ANNEXES

Appendix 1
Title page

THESIS WORK

EVA HOPE

2012
Appendix 2
The inside title page

COLLEGE OF SZOLNOK
BA in Tourism & Catering
Full-time Course

TITLE

Written by
EVA HOPE

SZOLNOK
2012
Appendix 3

Statement No. 2

Statement to be placed on the last page of Thesis Work

Statement No. 2

I, ................................................................. (student’s name) in full knowledge of my liability, hereby declare that this Thesis Work are based solely on my own individual work and research.

Date: ............................

........................................

Signature
Appendix 4

Statement No. 1

Not to bound into the Thesis Work (please fulfil and submit with thesis)

Statement No. 1

I, ..........................................................(student’s name) in full knowledge of my liability, hereby declare that the second opponent’s personal impartiality and objectivity can be guaranteed by the fact that there is no dependent or bias family or work relation between me and the given person.

Date: .........................

...........................................

Signature
Statement No. 3

I, …………………………… (student's name), ………………………………………………… (programme name), …………………………………. (course type) in full knowledge of my liability, hereby declare that my Thesis Work’s (title: …………………………………………………………………………………………………… …………………………………………………………………….……………………………..) printed and hardbound copies and electronic format are exactly the same.

Date: ……………………

……………………………………
Signature
Appendix 6

References

Book by Hungarian authors


Same Hungarian author, same year, two different publications (the first one: an article in a journal, the second a book)


Reference to a former student’s thesis work


Reference to an oral presentation at a conference or congress


Reference to an edited book


Reference to a chapter in an edited book


Reference to a citation from an internet site

Reference to a journal article


References to information retrieved from the internet


Reference to your lecture notes


Do not quote from general websites like Wikipedia, Yahoo, MSN etc. (where the credibility and reliability of the source(s) are unknown) for your thesis.