

## THESIS GUIDELINES

The thesis is the single most important element of the bachelor's and master's degree. It is a test of the student's ability both to undertake and complete a sustained piece of supervised research and data analysis, and to report in written form the undertaken research and obtained results in a coherent form according to the rules and conventions of the academic community.

The purpose of this document is to outline the standard requirements and guidelines that a thesis should follow regarding its structure and organization writing style in order to be accepted at FAFEM.

### ***1. Thesis Structure and Format***

#### **1.1. Ordering of parts**

Parts of the thesis should be ordered in case of agricultural and food science topics, as follows:

- 1. Title**
- 2. Table of contents**
- 3. Introduction**
- 4. Research aim(s)**
- 5. Bibliography overview**
- 6. Materials and methods**
- 7. Results**
- 8. Discussions and Conclusions**
- 9. Summary**
- 10. Bibliography/Reference list**
- 11. Declaration/Statement**

Parts of the thesis should be ordered in case of social science topics, as follows:

- 1. Title**
- 2. Table of contents**
- 3. Introduction**
- 4. Body of the thesis (descriptive, analytic)**
- 5. Summary**
- 6. Bibliography/reference list**
- 7. Appendices**
- 8. Acknowledgement**
- 9. Declaration**

Students should consult their supervisor as to whether any other components, specific to their discipline, should be included as separate chapter/paragraph in their thesis.

## **1.2. Format**

### **Cover (Title) page (Appendix 1)**

Cover page is black.

Size: 21.5\*30.5 cm

With gilded letters: THESIS

### **Inside title page (Appendix 2.)**

Inside title page should provide the following information:

- university, faculty, department (top of the page, in the middle)
- title of the thesis (in the upper third, in the middle)
- name of the candidate, name of the program (lower third, right side)
- name and status of the supervisor (lower third, left side)
- place (Debrecen) and year of submission (bottom of the page, in the middle)

The table of contents should be inserted after the title page, in decimal system.

### **Length**

The length of the thesis should not exceed 35-50 pages, plus Bibliography or Works Cited (the 35-50 pages do not include appendices)

### **Margins**

Margins should be set prior to word processing. Margins should be 2 cm on the right side and 3 cm on the left, upper and lower sides.

### **Type of print**

When choosing the type of print the most important aspect should be readability. Type of print: Times New Roman.

### **Size of print**

The best is to print the text of the thesis with the size 12 pt. By creating the title page and the headings 14 and 16 pt. sized prints could be used.

### **Spacing**

When choosing the spacing the most important aspect should be readability. Optimal spacing is 1.5.

### **Page numbers**

Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) starting with the first page of the thesis proper (i.e. the first page of the introduction). Pages prior to this should be numbered with lowercase Roman numerals (i, ii, iii.)

### **Chapters**

Chapters should start on a new page, but sections and subsections should not.

### **1.3. Recommended structure of thesis**

Parts of the thesis should be ordered in case of **agricultural and food sciences topics**, as follows:

- **Title**  
Concise, clearly referring to content / subject matter.
- **Table of contents**
- **Introduction**  
It is about the theoretical and practical significance of the topic (max. 2 pages).
- **Research aim(s)**  
Explains own examinations and aims. Tells the reader how the candidate will interpret the significance of the subject matter under discussion.
- **Bibliography overview**  
The used literature should be closely related to the topic of the thesis. Findings in literature need to be analysed and evaluated. It takes up 15-20% of the thesis.
- **Materials and methods**  
Introduction of materials and methods related to examinations and monographic analyses. Circumstances of experiments, examinations and analyses have to be described. Maximum length: 10-15% of thesis.
- **Results**  
This chapter includes examinations and the results of analyses. Results are advised to be summed up in tables, graphs and diagrams. Results should also be supported by methods of mathematics and statistics. Results have to be recorded and explained correctly in a clear way. Comparison with other examination results is required. The chapter has to take up 40-50% of thesis.
- **Discussions and Conclusions**  
Presentation of conclusions and deductions coming from the results. Candidate has to suggest possible practical use and ways of further improvement. Maximum length: 2-3 pages.
- **Summary**  
Maximum length: 3 pages. Short summary of the circumstances of the examinations and what topics/questions they covered. It must include the most important results, findings and conclusions/deductions. It has to be clear and concise.
- **Bibliography/Reference list**
- **Declaration/Statement**

Parts of the thesis should be ordered in case of **social science topics**, as follows:

- **Title**  
Concise, clearly referring to content / subject matter.
- **Table of contents**
- **Introduction**  
It is about the theoretical and practical significance of the topic. Aims of the thesis

- have to be defined as well as the examination methods. (max. 2-3 pages)
- **Body of the thesis (descriptive and analytic)**  
30-40 pages. Organize content in chapters. Use both printed and online sources if possible (books, journals etc.).  
To improve the quality of the thesis, use methods of mathematics and statistics to support your statements.  
In case of corporate topics, it might be hard to get reliable and representative data. Collecting data via questionnaires and personal interviews might be time-consuming and can have certain expenses.  
The use of tables, graphs, charts and diagrams is highly recommended.
  - **Summary**  
Maximum length: 2-3 pages. Short presentation findings and conclusions. Present which goals were met unsuccessfully and what the reasons were. Be clear and concise.
  - **Bibliography/reference list**  
Recommended parts:
    - Books, articles, studies
    - Sources of statistical data
    - Laws
    - Internet (online) sources
 Each chapter (excluding Introduction and Summary) has to be numbered in decimal system:
    - Main chapters : 1, 2, 3 etc.
    - Subchapters: 1.1., 1.2., or 1.1.1., 1.1.2. etc.
  - **Appendices**  
Maximum length: 8-10 pages. Contains longer/bigger tables, graphs, charts and diagrams.  
Contain documents for questionnaires and base tables for statistical and mathematical calculations. Short documents like contracts, laws etc. can be put here.
  - **Acknowledgement**
  - **Declaration**

## 2. Use of sources and citation style

All source materials, primary or secondary, published or unpublished, that are the intellectual property of authors or institutions other than the writer of the thesis must be credited and correctly cited in full, including illustrations, charts, tables, etc.

### 2.1. Plagiarism and its consequences

Students must be aware that **plagiarism** is a **crime** which has its due **consequences**.  
The possible forms of plagiarism:

1. **word by word quotes** from a source used as if they were one's own ideas, **without** quotation marks and without identifying the **sources**;
2. **ideas** taken from a source, **paraphrased** in the essay-writer's own words and used as

if they were his/her own ideas, **without** identifying and properly documenting the **source**.

*Failure to acknowledge one's sources constitutes plagiarism and will result automatically in a failing grade.*

## **2.2. References**

**1. Referring to the author's name:** the author and the year of publication.

(DOHY, 1984)

**2. Books (university course books), if the number of the authors are more than three, but there is no editor:** As in the first case, but 'et al' (et al) should be written after the name of the first author:

(DÁNIEL et al., 1975) if the numbers of the authors are two: (HEROLD-TAKÁCS, 1984.)

**3. Referring to facts:** description of fact, in brackets: the author, the year of publication.

„A minták értékelésekor az eltérő genotípusú hibridkombinációknál és szülővonalaknál a növény föld feletti része” (WESTLAKE, 1693.)

**4. Books (university course books), if the number of authors is more than three:** referring to fact, name of the first author, „et al.”, year.

„Gödöllői beltenyésztett kukoricavonalak röntgen gamma és neutron besugárzással korábbi érésű fehérjében gazdag mutánst kaptak (BÁLINT et al., 1979.)”

**5. More publications about the same fact:** description of fact, the author are in brackets:

„A biotechnológia és a jövő mezőgazdaságának összefüggéseit több szerző (HESZKY, 1984., DOHY, 1984.) is tárgyalja.”

**6. Referring to an author's more books from the same year:** name of the author, years signed „a”, „b”, „c”, etc.

## **2.3. Bibliography**

Collocation of bibliography should be exact. It should comply with international formats. It is in alphabetic order according to the name of the authors.

Bibliography contains only those books, articles that the student used and referred to in his/her thesis. In case of compilation of bibliography it is a basic requirement that the items should be verifiable.

- 1. Articles in a magazine/journal:** surname (with capitals), first letter of given name, dot, double-dot, year of publication, title of article, dot, title of journal, dot, place of publication, dot, number of volume, dot, number of part, dot, page number, dot.

(PAPP Cs.-Kiss L.-Oláh P.: Búzafajták fejlődéselemzése. Növénytermelés 10. 231-244. p.)

If we refer to more than one article published in the same year of one author, write the proper letters of the alphabet.

In case of foreign author: after surname comes comma, first letter of given name (DONNER, M.: 2001. The Motivation.....Manage Science, N.Y. 125-130 p.)

- 2. Books:** name of author, double-dot, year, dot, title of book, dot, name of publisher, comma, place of publication, length of book.

(NEMESSÁLYI Zs.: 1982. A melléktermékek felhasználása. Bp. Mezőgazdasági Kiadó, 151 p., or IZSÓ I.-SZÉP K.-MOLNÁR K.-RÉZ A.: 1961. A szántóföldi kísérletezés.....Bp. Mezőgazdasági Kiadó, 108 p.)

If the chapters of a book were written by different authors, we should use following order: the name of writer of chapter, year of publication, title of chapter, name of editor, publisher and the length of book (from....to)

(PÁSZTOR K.: Szántóföldi kísérletek. In: Növénytermesztési praktikum. 1981. Szerk. KOVÁTS A. Bp. Mezőgazdasági Kiadó, 366-382. p.)

- 3. Studies in other periodical publications:** Published presentations of congresses and conferences if the volume contains the whole presentation or its informative summary. Author's (presenter's) name, title of presentation, title and topic of congress (if there is one and included in the publication), name, number (Arabic), date (yy/mm/dd) and place of congress/conference, publication of the congress, volume number, editor of publication, name of congress' organizer, place and date of publishing, publisher, page numbers of author's presentations (from...to)...

(HEROLD I.-SZABÓ P. 1982. A betonit, mint ásványi takarmány kiegészítő anyag hatása a sertés termelésre és takarmányértékesítésére. In: Az iparszerű sertéshústermelés tapasztalatai. Georgikon Napok. 24. 1982. Augusztus 23-24. Keszthely. Szerk.: SZABÓ ÁRPÁD. KESZTHELY. 1983. KATE, 289-295. P.)

- 4. Patent description:** name of the country and the word "patent", number, class, group of patent, name of patent's owner, title of patent, submission of patent...

(Szabadalom. 167 715 Dr. BOCZ ERNŐ-DR. SZÁSZ GÁBOR Eljárás 2,5 méternél mélyebb talajvízszintű talajok öntözésére. 1972. 01. 29.)

### **5. Electronic publications:**

Such a publication is applicable if it can be found by search engines. Refer to the author(s), title, page number, URL and at least one search engine with one or more key words. [Availability can be checked by entering key words into a search engine like Altavista, Yahoo etc. ] The date (year, month, day) of the search must also be displayed.

Castles, I. (2000): The Human Development Report. UN. E. (CIV. 3.) 2001/18 Appendix 1.<http://www.un.org/Depts/und/statcom/sc2001docs/2001-18e.pdf/>. Search engine: Google. Key words: human development. Date of search: 2014.05.10.

### **6. In case any of the following data is absent, the following style should be used:**

If the place of publication is unknown: [s.l]. "sine loco"

If the publisher is unknown: [s.n.]"sine nomine"

If the year of publication is unknown: [n.a.] "not applicable" or [s.a.]"sine anno"

The bibliography has to be created in alphabetical order based on the sources without articles.

### **3. Submission of thesis**

The deadline of submission is 28 October 2016.

The degree thesis shall be prepared and submitted in electronic and paper format. The electronic version of the degree thesis shall be uploaded in pdf format to the Electronic Archives of the University and National Library of the University of Debrecen (DEA), to the address <http://dea.lib.unideb.hu/dea/handle/2437/85081>. Hard copies may be required by supervisors.

The student is obliged to declare in the format and way defined by the Faculty that the degree thesis is the work of his/her own and he/she complied with all the provisions concerning copyright. (Appendix 5)

**Appendix 1**

***THESIS***

*John Taylor*

*Debrecen*  
*20..*

**Appendix 2**

**University of Debrecen**  
**Faculty of Economics and Business**  
Name of the Institute

**TITLE OF THESIS**

John Taylor  
Food Safety and  
Quality Engineering,  
MSc  
Supervisor:  
Dr. Lajos Kovács  
associate professor

Debrecen  
20...

**University of Debrecen**  
**Faculty of Agricultural and Food Sciences and  
Environmental Management**  
Department  
Head of the Department

**TITLE OF THESIS**

John Taylor  
Food Safety and  
Quality Engineering,  
MSc  
Supervisor:  
Dr. Lajos Kovács  
associate professor

Debrecen  
20...

**Appendix 3**

**DECLARATION**

I, the undersigned .....(print name),

a student of the Faculty of Agricultural and Food Sciences and Environmental Management of Debrecen University, being fully aware of my legal liability, do thereby declare and certify with my signature that my thesis, titled

.....  
is my own original work and that the printed and electronic literature referred to in it was used in accordance with the international rules of copyright.

I understand that in the case of a thesis, it is considered plagiarism when:

- quoting word for word without quotation marks and referring to literature without proper citation.
- referring to content without citing the literature
- presenting previously published ideas of other authors as one's own.

I, the undersigned, declare that I have been informed of the concept of plagiarism.

I understand that in case of plagiarism, my thesis will be rejected.

Debrecen.....(day).....(month).....(year)

.....  
signature

## **Appendix 4**

### **REFEREE'S REPORT**

Name:

Program:

Title of thesis:

1. Significance and relevancy of topic
2. Evaluation of processing literature
3. Form, structure and style of thesis
4. Evaluation of descriptive chapter
5. Evaluation of results
6. Grounding of conclusions and suggestions, expedience of theory and practice
7. Proposed grade (Grade only on the first copy)
8. Answered questions at thesis defence

**Appendix 5**

**STATEMENT**

I ....., the undersigned, being fully aware of my legal liability do solemnly declare that this degree thesis is the work of my own and it complies with all copyright provisions.

Signature: .....

Date of birth: .....