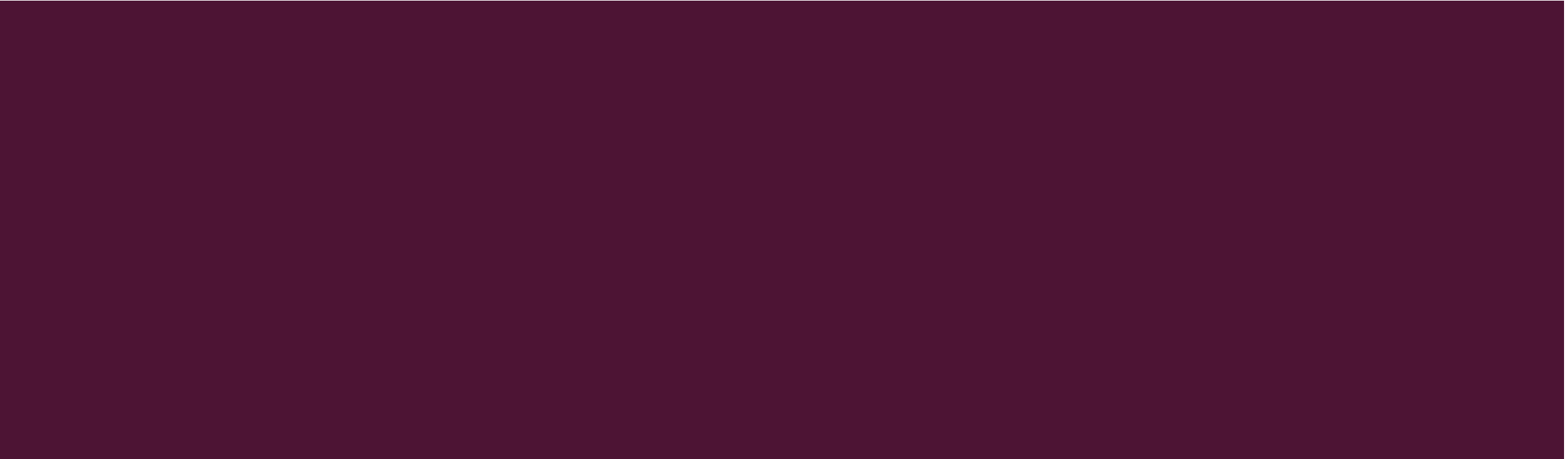

GENERAL PRINCIPLES OF WRITING THE THESIS



SCIENTIFIC REQUIREMENTS

- an ability to use written resources and references for comprehensive and complete presentation of a chosen issue
- author's erudition in a given discipline
- an ability to select the appropriate research method and use it efficiently
- giving the unique solution to a scientific problem

TEXT CORRECTNESS ASPECTS

- substantive
- methodological
- spelling and styling

THESIS ADVANTAGES

- objectivity
- accuracy
- precision
- clearness
- maintaining proportions
- harmony
- elegance of style
- consistency in use of the chosen form of writing
- aesthetics

STRUCTURE OF A SCIENTIFIC THESIS

- introductory texts (title page, table of contents, introduction containing information on the purpose and scope of the thesis)
- main text (chapters, subchapters, bibliographic description – full one and short one)
- information and reference materials (reference/resource list, indexes, list of abbreviations, list of tables, drawings, diagrams, attachments etc.)
- the thesis should consists of an introduction, a conclusion, and at least three chapters

EDITORIAL REQUIREMENT

- paper size: A4 (printed on one side)
- writing in Word in doc or docx format
- font: Times New Roman
- main font size: 12 points
- line spacing: 1.5 points
- footnote font size: 10 points, no line spacing
- margins: upper – 2.5 cm, lower – 2.5 cm, left – 2.5 cm, right – 2.5 cm
- justification (text aligned to both margins)
- the paragraphs started with an indentation
- approximately 1800 characters per page (approx. 64 characters with spaces in 30 lines)
- continuous bottom page numbering, using Arabic numerals (title page as first, but without a visible number)

ELEMENTS OF THE THESIS

1. Title page
2. Table of contents
3. List of abbreviations used in the thesis
4. Introduction
5. Chapters of the main text
6. Conclusion
7. Reference list
8. List of tables, figures and diagrams (optional)

TITLE PAGE

- Title page is the first page of the paper
- The title should be communicative, should explain concisely what the thesis is about, should be linguistically correct, and short
- Do not use a full stop after the title and other elements on title page (except for abbreviations)
- “The BA/MA thesis written under the supervision of Prof. ...”

TABLE OF CONTENTS (OR THE PLAN OF THESIS)

- The content of individual chapters must not be repeated.
- The content of chapters must be consistent with the research scope of the whole thesis.
- Logical layout.
- The table of contents must be at the beginning of the thesis (second sheet, or third page).
- Titles of chapters and subchapters cannot be the same as the title of the entire thesis.

INTRODUCTION:THE MOST IMPORTANT ELEMENTS

- Give the reason for undertaking the subject of research
- Define the subject of research
- Present terminology
- Identify resources
- Explain the purpose of the thesis
- Describe methods of analyses
- Describe the planned research procedure

Other information about introduction:

- It should take 1.5–3 pages
- It is not included in chapter numbering, although it is at an equivalent level.
- The conclusions shall refer to the aim of the thesis defined in the introduction.

DIVISION OF TEXT INTO CHAPTERS AND SUBCHAPTERS

Possible models of division:

■ Model 1

I. ...
 1. ...
 A. ...
 a) ...
II. ...

■ Model 2

1. ...
 1.1. ...
 1.1.1. ...
 1.2. ...
 1.2.1. ...
2. ...

DIVISION OF TEXT INTO CHAPTERS AND SUBCHAPTERS

- The thesis should have at least three chapters (excluding introduction and conclusion)
- Do not mix up different models of division
- Do not use a full stop after titles of the chapters and subchapters
- The chapters do not have to be divided internally, but if they do, then they should contain at least two subchapters
- Each chapter should start on a new page
- The text should be divided into paragraphs
- Remember to make accurate footnotes
- If there is too much information in brackets, it is better to enter the information in sentences in the text or move it to the footnotes.

CHAPTERS

- Each chapter should start with a short introduction that summarizes the chapter and after that, the subject of the analyses should be developed. At the end of each chapter there should be conclusions.
- Sentences must be spelling and stylistically correct; they must precisely express the author's idea.

CONCLUSION (ENDING)

- Conclusion should take up to 3 pages
- It is not included in chapter numbering, although it is at an equivalent level.
- It is a short summary of the thesis.
- It should correspond with the introduction.

The ending should present a scientific judgment. It should answer the questions given in the introduction, and present the results of the research.

NOTE!

At each stage of the writing process the student should be in close contact with the supervisor, who decides on the final form of the work. By placing the student's name, the supervisor promotes the student.

NOTE – PLAGIARISM!

The fragments of texts, illustrations, graphs, diagrams, figures, tables, etc. from other works are protected by copyright, so their provenance should be indicated. The quote prevents the plagiarism charge. It is against the law to quote another text without quotation marks and without referring to its source. The use of altered text from another work without indicating the source is also plagiarism.