**Formal requirements with regard to the Doctoral Dissertation**

**Formalities and recommendations of the Doctoral Council of the Corvinus University Budapest**

In accordance with Hungarian conventions, the University’s traditions and international practice, The Doctoral Council of Corvinus University Budapest hereby summarizes its recommendations and formalities with regard to the doctoral dissertation.

1. **External Cover of the doctoral dissertation**

*The material of the cover*: The dissertation shall be bound in durable black leather or canvas, which is suitable for holding the pages securely. As the doctoral thesis is a document that is to be preserved in the long term as well as a source material, the binding should ensure the integrity and completeness of the pages of the doctoral dissertation.

The following shall be featured *on the spine of the external cover* in 5 mm gold foil:

1. *the first name and family name* of the candidate (in case of foreign candidates, with the authentic spelling)
2. the *main title* of the doctoral dissertation separated thereof with a column
3. in case of multi-volume doctoral dissertations, *the volume number* in Roman letters preceded by “Volume”
4. the *year* of the submission of the doctoral dissertation.

The *front page of the external cover* shall feature the following data:

1. at the top of the cover, 30 mm below the upper edge, the name of *Corvinus University of Budapest* in 5 mm centre-aligned print capital letters.
2. at around 90 mm below the upper edge of the cover, the title and the subtitle in separate, centre-aligned lines. (The subtitle shall be featured as a separate title sentence, i.e. it does not need to be placed in either brackets or dashes.)
3. Below that , leaving a space of around 20 millimetres the words “Doctoral dissertation” shall appear in at least 5 mm print capital letters.
4. Below that, leaving a space of about 20 millimetres the name of the supervisor(s) , his/her/their academic degree shall be featured in 7 mm (not only capital) letters. (Supervisor: XY DSc, CSc, PhD)
5. Below that name at least 70 mm the author’s *name* as contained in his/her identity documents in 7 mm (not only capital) letters aligned to the right.
6. 30 mm of the bottom of the cover the place of the submission of the doctoral dissertation (Budapest) and the relevant *year* shall be featured in 5 mm letters.
7. All texts appearing on the front cover shall be in *gold letters*.
8. **Page size, typography, page numbering**

The doctoral dissertation shall be prepared using the Word or the Latex software and shall be printed in black ink on A4-size paper of at least 80 grams.

The diagrams and drawings within the text shall not necessarily be featured in black and white.

*Margin*. Whereas on the left side at the binding a margin of at least 40 mm is required, on the right side a minimum margin of 20 mm must be left. The text may be printed on both sides of the paper, in this case the margin must be adjusted accordingly. (The margin should be wider on the side of the binding)

The doctoral dissertation must be written using *Times* or *Times New Roman* *letter type*. The *size of the lettering* shall be 12.

In tables, footnotes and the bibliography, the size of the lettering may be 10.

The lines must be divided with *1.5 line spacing*. In tables, footnotes and the bibliography, single line spacing is also acceptable.

With the exception of the inside title pages where there is no page number, the page numbering must be continuous throughout the entire doctoral dissertation, including the pages that contain diagrams and tables, as well as the appendix, the chronology and other attachments.

The page numbers must be indicated either in the header or in the footer, approximately at 10mm from the edge of the page.

1. **Other Components**

In addition to the text pages bearing the content of the dissertation, the following components also form part of the doctoral dissertation (optional components are indicated as such):

*Inner title page*. A total of four inside pages shall precede the table of contents.

Whereas on the first odd numbered page only the name of the author and the title of the work are indicated (approximately 90 mm from the top of the page, adjusted to the centre, on the 2nd (even numbered) page preceding the inner title page the following information must be indicated:

a) the name of the *department* that is competent in the doctoral dissertation (on the top of the page approximately 30 mm from the upper edge of the page),

b) students participating in organized education (and in general those working under the guidance of a supervisor) shall feature the *name and academic degree of the supervisor* (on the top of the sheet approximately 70 mm from the top of the page),

c) the University Doctoral Office shall stick the list of the members of the Thesis Committee in the dissertation following the defence of the dissertation,

d) the copyright notice (starting at 80 mm from the bottom edge of the page).

On the inner title page (3rd odd page) the following information must be indicated in the following order:

a) the name of the institution (Corvinus University of Budapest),

b) the name of the doctoral school (not in abbreviated form)

c) the title and the subtitle (if any) of the doctoral dissertation,

d) in case of a dissertation consisting of more than one volume, the indication of the serial number of the given volume among the total number of volumes,

e) the type of dissertation: *doctoral dissertation*,

f) the author’s full name as featured in his or her personal identification documents in the appropriate order customary in the Hungarian language (in case of a foreign candidates with authentic spelling),

g) the place and year of the submission of the doctoral dissertation.

*Table of contents:* The table of contents must immediately follow the inner title pages, starting on an odd page (page 5)

*List of tables, diagrams and illustrations*: These lists must come after the table of contents (individually for the diagrams, tables and illustrations, e.g. photos).

*Recommendation/ motto (*optional). This must follow the table of contents as well as the list of diagrams and tables. Both types of special text within the doctoral dissertation must be featured *on separate sheets* (the text must start approximately 30 mm from the upper edge of the page and must be placed on the right side).

The doctoral dissertation shall be accompanied by the thesis summary in the form of a separate booklet. This should contain

a) the goal of the work and its background,

b) the applied method and its justification,

c) the main scientific findings and results of the dissertation,

d) the observations relating to the utilization of the dissertation and

e) the author’s publications in the given topic (the same rules apply as to the list of references contained in the dissertation),

f) the thesis summary must be printed on A4-size paper folded in two, with all information required by subsections a) through e) started on a new page and with the appropriate titles as provided above.

1. **Outline and Headings**

*Introduction*. The text should preferably begin with an introductory chapter, in which the author places his or her work in the context of research completed or currently being done on the given topic, emphasizing how his or her work is connected to previously conducted research as well as indicating the points in which it surpasses existing research findings. The introduction must contain the methods applied in the dissertation, the new findings of the doctoral dissertation, the new links discovered by the author and methodological innovations. The introduction must also contain the practical recommendations, if any, gained from the author’s research.

*Headings. Outlining.*

The doctoral dissertation must be broken down into chapters, sub-chapters etc. The units must be given numbered titles. The types of titles which may be given in a doctoral dissertation are:

a) Title of a chapter

b) Title of a sub-chapter

c) Title of a section

d) Title of a subsection

The depth of the outlining must be consistent with the length of the dissertation. Subdivision to subsections is only necessary in case of very long or special topics.

The *titles of the chapters* must be featured in capital letters adjusted to the left or to the centre. Two or three lines must be left blank below the title of each chapter. Lower level titling must be adjusted to the left.

*Notes.* It is customary to feature information, comments of lesser importance that disrupt the communication of the main train of thought of the dissertation in the notes.

*The position of notes*. The notes should be placed as footnotes at the bottom of pages containing the relevant text, but may also be placed at the end of the dissertation for specific considerations.

*The numbering of notes*. The notes shall be numbered using Arabic numerals, preferably consecutively order in the dissertation, rather than by chapter.

Longer deviations, case descriptions and examples should not be featured as notes, but rather in *small print* directly in the text.

*References in the text*. Short references to the works of other authors must be placed in the body of the text directly after the text part or sentence to which they relate. In case of references within the body of the text the last name of the author, the year of publication of the referenced work shall be featured in brackets as well the relevant page number(s) with the p. or pp. formula, which is compulsory for verbatim references and optional otherwise. Detailed references along with the necessary bibliographical information shall be placed at the end of the doctoral dissertation (see Section 7.2)

1. **Diagrams, maps and tables**

Diagrams and tables must be placed on either side of the page with a margin of at least a 40 mm as close as possible to the text to which they relates. Within the body of the text a clear reference (with a number) should be made to the illustrations. If the number of visual features is so high that it hinders the continuous reading of the text, then the visual features may also be placed at the end of the dissertation.

*Numbering of diagrams and tables*. The diagrams and tables must be numbered consecutively using Arabic numerals (Diagram 1, Diagram 2 or Table 1, Table 2, etc.,) A line must be left blank between the diagram or table and its title.

The *additional materials* that due to their nature cannot be bound in the dissertation (data storage devices, pictures, large maps etc.) must be attached as separate packages. In the table of contents of the dissertation a clear reference should be made to these additional materials and if necessary, a separate list should be included after the table of contents. On the cover of these types of packages the *same data shall be featured* *as on the exterior cover of the dissertation itself*. (See Section 2.3)

Illustrations and photos must also be numbered using Arabic numerals, the numbers however –as opposed to diagrams and tables - must be placed under each picture before the picture’s caption.

1. **Appendix, List of References**

*Appendix.* The appendix is used to provide supplementary information that supports or complements the contents of the main text of the dissertation, but do not have a logical place within the text. Questionnaires, workshop studies, summary tables, references underpinning the research and the chronology are featured in the Appendixes. *Mathematical appendices* are also placed at the end of the dissertation.

*List of references*. The list must be prepared based on the so called Harvard system (see details below), the referenced items, however must be listed in the Hungarian alphabetical order of the names of the referenced authors. Every item must be placed in a new line. If reference is made to various works of the same author, their order is determined by the date of publication of each work. (Works published earlier shall be placed before works that were published at a later date.) If there are several different items published in the same year by the same author, the publications should be with a,b,c, etc. in lower case, to differentiate them. In each reference, in the given order, the following bibliography data must be included:

a) author(s);

b) year of publication (in brackets followed by a colon);

c) title– sub-title (each followed by a full stop);

d) volume;

e) edition (which edition, and the type of edition);

f) the name of the publisher, the journal, periodical[[1]](#footnote-1);

g) place of publication (only in the case of books)

h) number of pages (length)

k) The DOI number of the referenced work (usually in case of journal articles).

The bibliographical items underlined above are compulsory in relation to each and every reference, the disclosure of other information shall be at the author’s discretion, or is or depends on its relevance to a given reference (for example the volume number).

*Glossary of terms* . The terminology used by the candidate –in short, 2 to 3 line definitions - may be included at the end of the dissertation. Although it is not mandatory, it considerably increases the usability of the dissertation.

*Index of names and* *subjects*. Both indexes are primarily used in case of longer dissertations, but their use is not mandatory. The candidate may decide whether to use *separate indexes for names and subjects* or *integrate the two*. The index of subjects should always feature any new or special terms.

At the end of the doctoral dissertation a separate list must be disclosed by the author relating to his or her publications in the given topic The relevant bibliographical data must be arranged pursuant to the regulations relating to the List of References.

1. **Submission of the doctoral dissertation**

The doctoral dissertation shall be submitted by the date specified by the University Doctoral Council, *at least six months prior to the defence*, ensuring that a sufficient time span is allowed for the opponents to evaluate it.

*Number of copies*: The doctoral dissertation shall be submitted in identical copies out of which four are bound and five stapled.[[2]](#footnote-2) The doctoral dissertation saved on a CD and its attachments shall also be submitted to the University Doctoral Office.

1. If the publisher or the periodical name does not apply, the work should be referred to as doctoral dissertation, workshop study or conference publication. If categorization is uncertain, the work shoud be referred to as manuscript. [↑](#footnote-ref-1)
2. This number is being reduced, please consult Doctoral Office [↑](#footnote-ref-2)