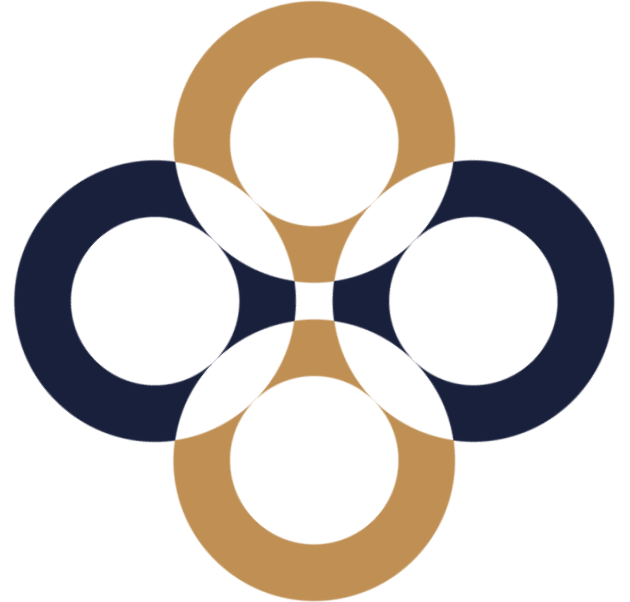


Compilation and structure of paper/thesis

Style and language



Study and Examination Regulations

74. § (2)

The aim of the thesis is to demonstrate the student's knowledge and professional expertise in a topic of his/her own choice, in **collecting scientific data** related to the chosen topic, in **systematising, analysing** and **processing** them, in discussing the chosen phenomenon or problem, in **developing hypotheses**, in **solving problems**, in **analysing alternative hypotheses**, in reasoning and refuting counter-arguments, and in **expressing his/her thoughts, views, positions and statements** in a *coherent, consistent manner that is sophisticated in terms of language use.*

Study and Examination Regulations

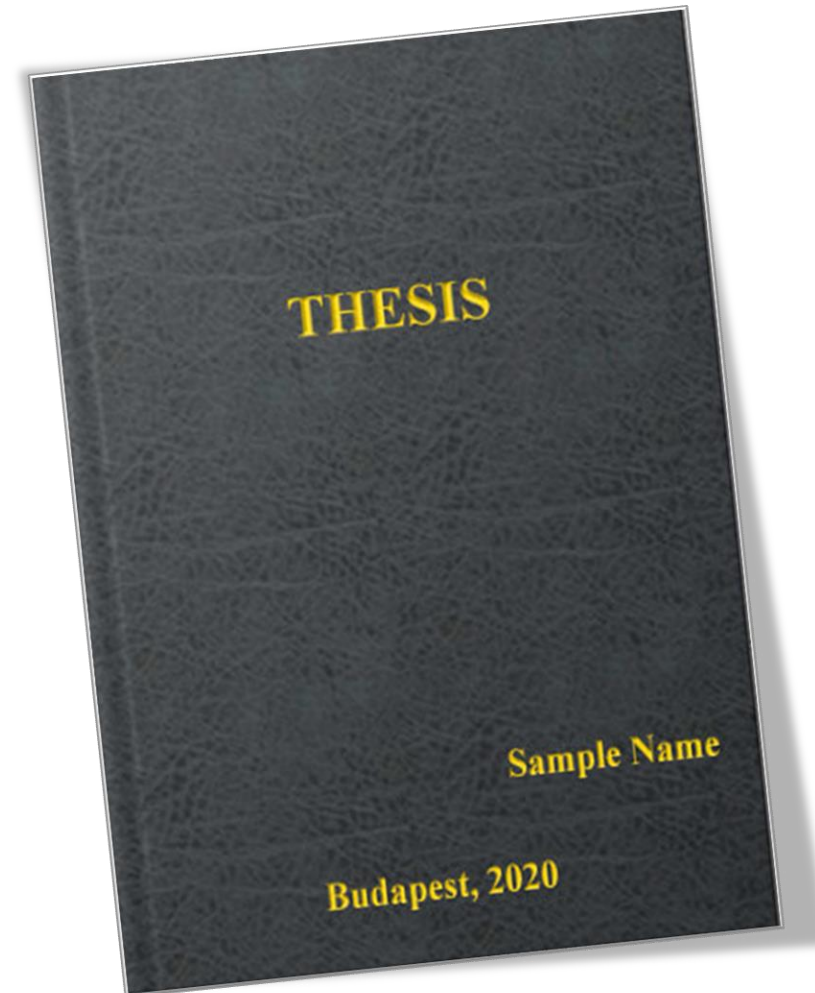
74. § (8) – (11)

Research-based thesis

Portfolio-type thesis

Entry-to-competition

Project-type thesis



The content requirements of the thesis

[Study and Examination Regulations](#) – annex 3

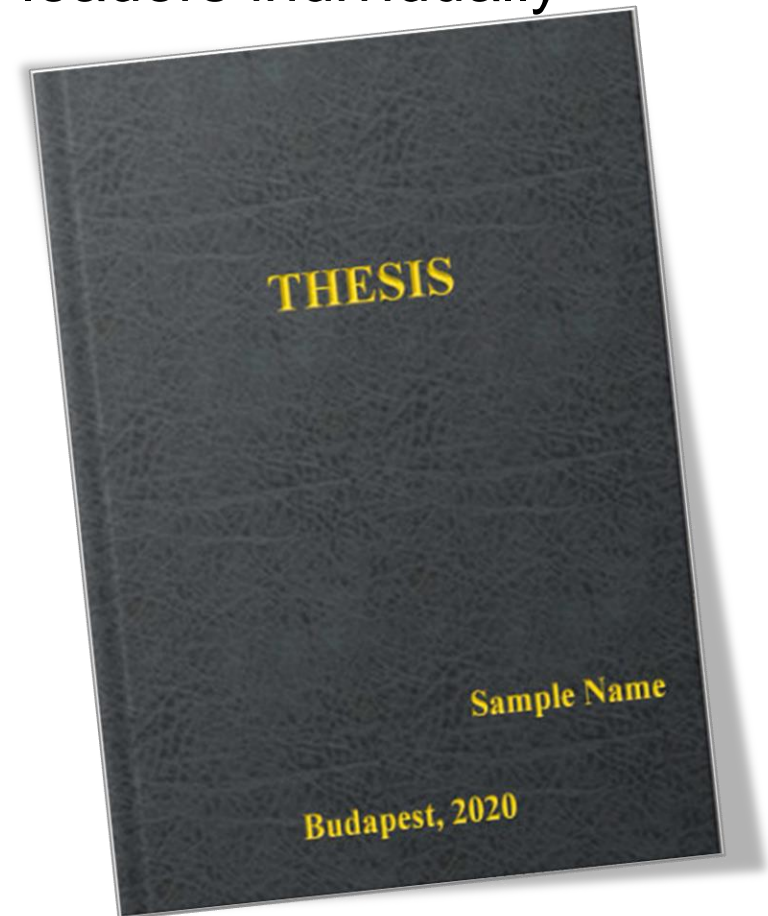
The expected length of the thesis is always meant by excluding the annexes, and is regulated by the study programme leaders individually

There always has to be a summary/conclusion

Reference list / List of references

In details:

- external cover
- internal cover
- table of contents
- thesis => introduction, main text/body, summary
- list of references and illustrations
- annex (not compulsory)



The format requirements regarding the thesis

[Study and Examination Regulations](#) – annex 3

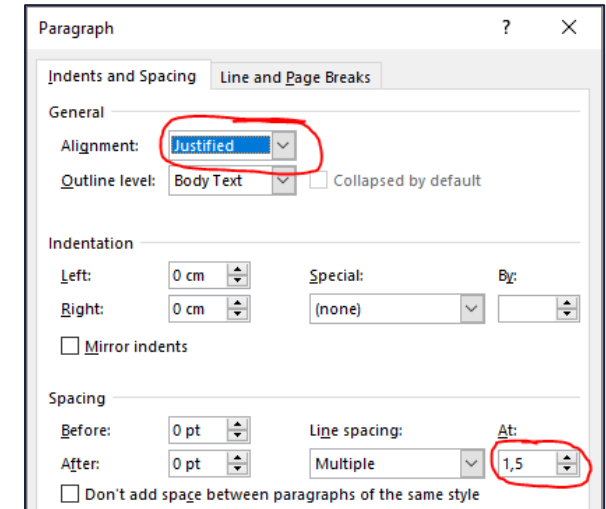
12-point font with a decorative stroke (e.g. *Times New Roman*)

1.5 line spacing

Justified paragraphs

Page numbering shall be continuous

Clear indication of main and sub-chapters (highlights, alignments, structuring)



3. Evaluation of the research

3.1. Conditions of the research

3.2. Analysis of questionnaires

4. Summary

5. Reference list

6. Annexes

The format requirements of the thesis

Study and Examination Regulations – annex 3

The figures and tables shall be numbered

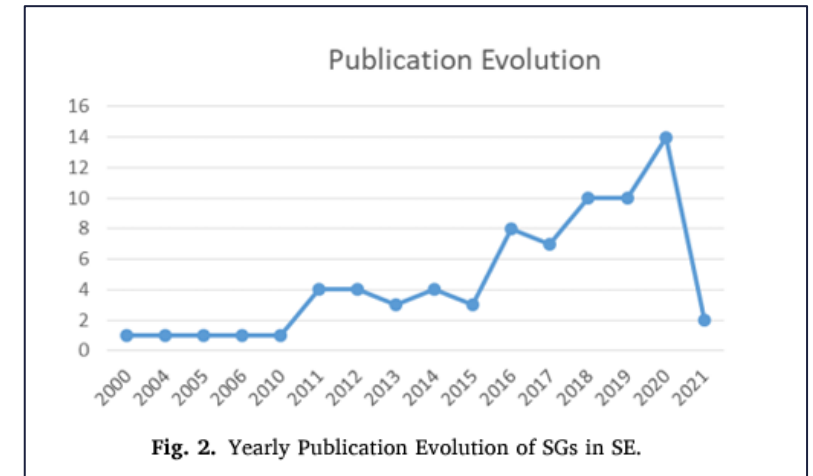
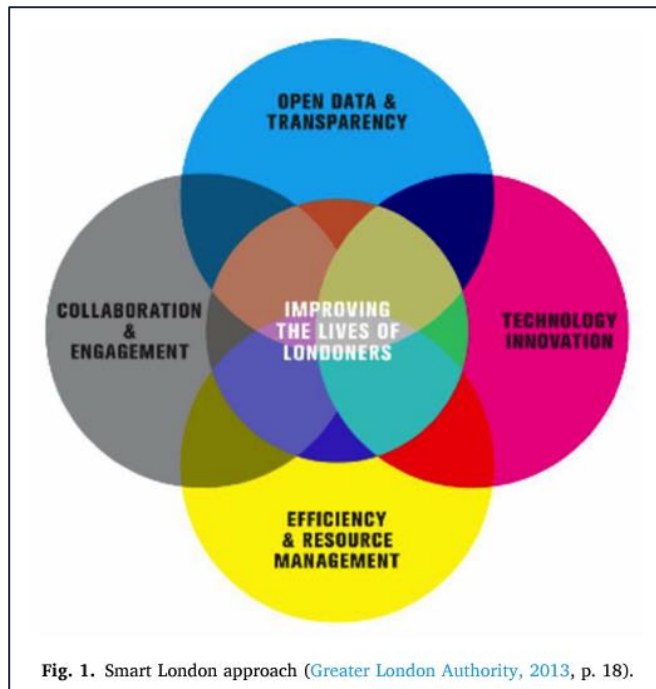
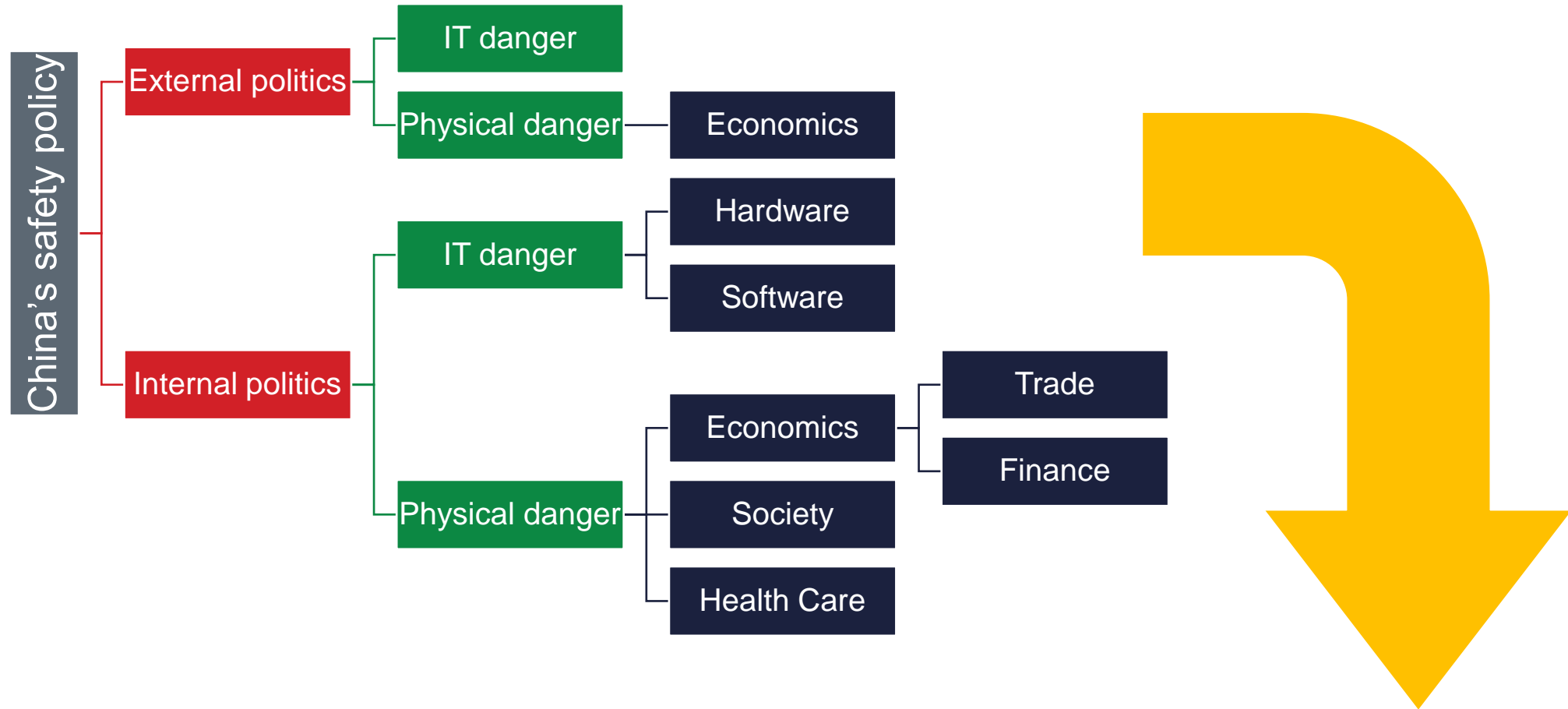


Table 3
Selection Process Summary.

| | Scopus | Science Direct | IEEE |
|----------------|--------|----------------|------|
| Search Results | 607 | 13 | 46 |
| IC1 | 607 | 13 | 46 |
| IC2 | 563 | 11 | 13 |
| IC3 | 545 | 11 | 13 |
| EC1 | 108 | 11 | 1 |
| EC2 | 288 | | |
| EC3 | 285 | | |
| EC4 | 125 | | |
| Full Text | 46 | | |
| Snowballing | 74 | | |

Topic choice



The topic of the paper is **China's trade and financial safety policy** that has to be narrowed in time (e.g. *in the 21st century, in WWII*), and the topic choice will be explained in the introduction, so is why the rest is not covered.

Provides the first version of structure
Narrowed/tailored topics for
literature search

Note-taking

By hand or with a software



- should become a routine
- create „easy-to-move elements”

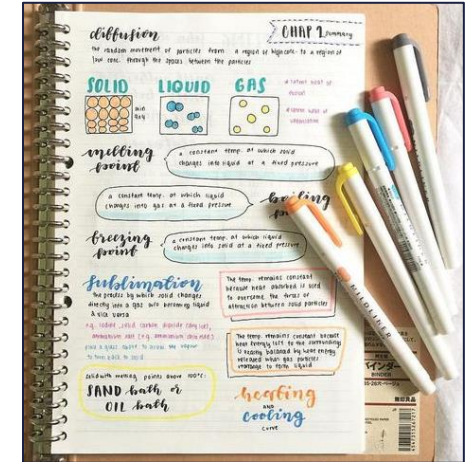
Passive note-taking:

a simple copy of the original text – no added value

Note-taking

Active note taking :

- „note-carding” – we take notes of the important content
 - one „note-card” = content of one resource
 - **ACCURATE(!)** bibliographic data
 - data, information or definitions that (dis)prove our hypothesis
 - our notes and thoughts
- thinking the read information in depth and critically evaluate them
- investigate the topic from more angles
 - compare more definitions/approaches
 - theoretical or practical approach
 - general or specific topic? etc.
- for which chapter(s) is the given source useful?
- it's worth copying the text, because it's easier to paraphrase the original one if it fits better into the context than re-find it.



Structure

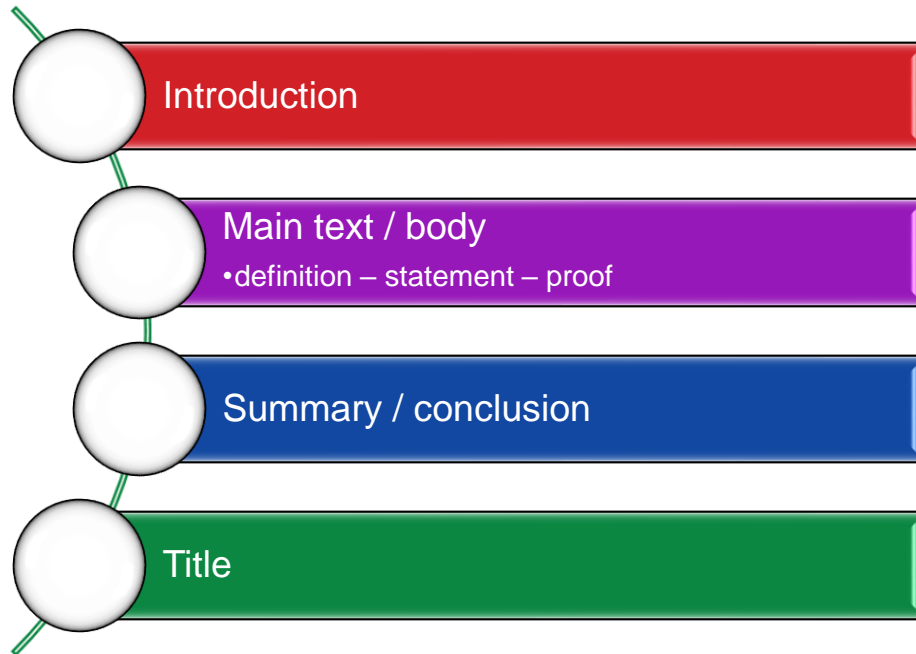
With the help of the „note-cards” create the structure of the paper => chapters and sub-chapters and their order

Length should be consistent with the content

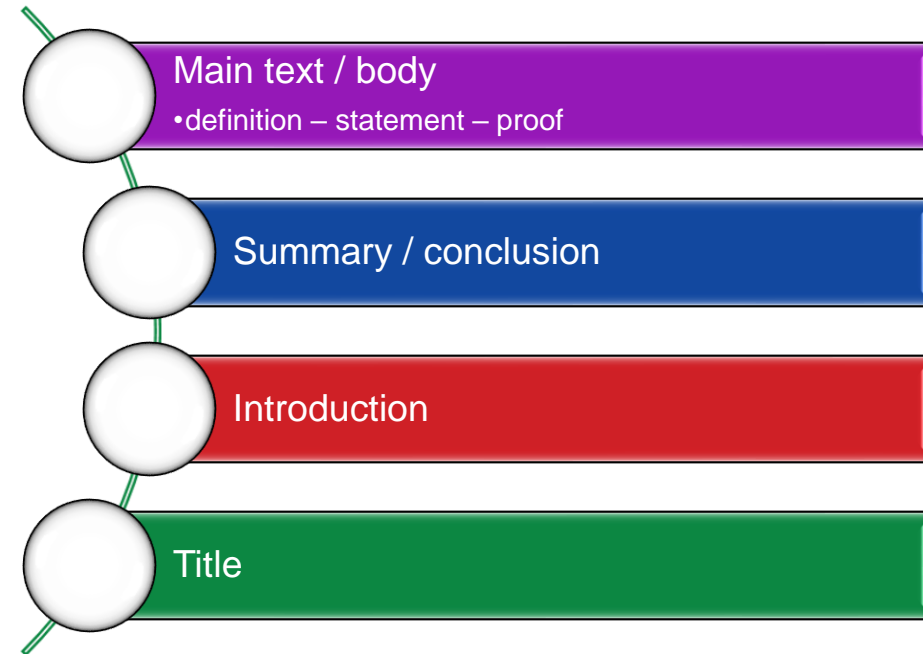
- introduction is around 1,5-2 pages,
- summary is around 1,5-3 pages
- don't explain the less important themes in length

Structure

Paper's/thesis' structure



Suggested order of the writing of different parts*



*Always consult with the programme leader about the requirements of sub-deadlines for submission

Introduction

Should attract audience's interest

- What the paper/thesis is (not) about => objective explanation

Hypothesis/hypotheses

- Statement(s) and goal(s) of the paper/thesis

Applied methods

- theoretic/historic description
- survey
- interview
- own research

Results

- what we could (not) achieve of the goals



Main text / body

Definition => what the given (sub)chapter is about

Statement => what we (don't) state about the definition

Proof => data, facts, researches, etc. that (dis)prove our statement

Literature review

- bringing readers with different knowledge level to the same level
- clarify definitions

Practice/experience

- experience gained by practice
- research results

It's worth writing the paper/thesis by chapter, but always take care of the logical and linguistical connection, coherence and continuity between the chapters

Summary



Summary of achieved results, presentation of possible novelties/novums – that (dis)prove our hypothesis/hypotheses

Possible guidance, suggestions for the further work => perspective

Title

The **very last step of writing** => accurate, expressive title can be created on the ready-made paper, that is

reflects the paper's topic (can be specified with a subtitle)

attention-raising (but not clickbait!)



Crypto currency, blockchain technology, NFT.
Regulations and taxes in Hungary, the civil
law perception of bitcoin

Style, language

Professional topic for a professional audience

Terminus technicus vs. unreasonable, only seemingly scientific words

dandelion vs. Taraxacum officinale ; cleaning lady vs. senior hygiene manager

Grammar, language

- irregular verbs, plurals
- correct use of punctuation
- is/are, was/were NOT ain't
- avoid double negation
- typos (*uniform vs. unicorn ; ship vs. sheep ; soup or soap? ; bald or bold?*)
- correct use of sayings and proverbs (*You've made your cake, now lie in it. ; You've made your bed, now eat it.*)

Statements

I'll introduce/show/prove...

I'd like to...

Style

- emotionless, objective => importance of debate culture
- conjunctions (furthermore, as well as, nevertheless, notwithstanding)
- synonyms
- avoid multi-compound, too complex sentences

Editing in Microsoft Word

Setting chapters and sub-chapters

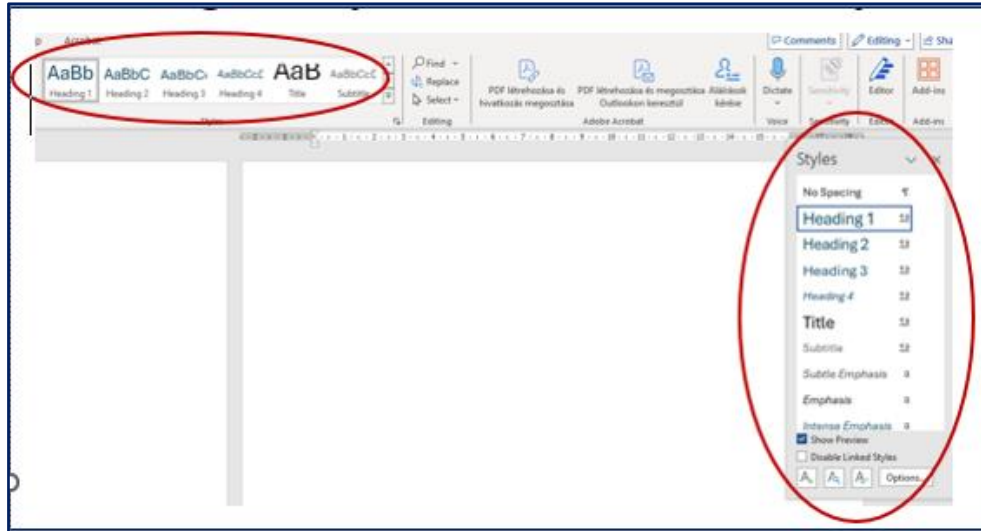
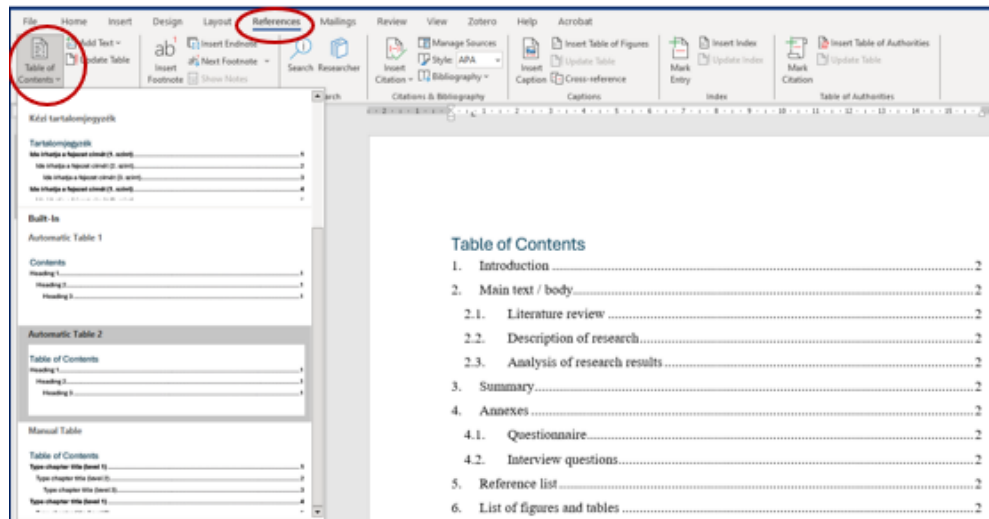


Table of contents



1. Introduction

2. Main text / body

- 2.1. Literature review
- 2.2. Description of research
- 2.3. Analysis of research results

3. Summary

4. Annexes

- 4.1. Questionnaire
- 4.2. Interview questions

5. Reference list

6. List of figures and tables

Editing in Microsoft Word

Numbering and naming illustrations

The screenshot displays the Microsoft Word interface with the **References** ribbon selected. The **References** tab is circled in red. Within this tab, the **Insert Caption** button is also circled in red. The **Insert Table of Figures** button is circled in green. Below the ribbon, a photograph of a man writing at a desk is visible. A **Caption** dialog box is open over the image, showing the following settings:

- Caption:** 1. Figure
- Options:**
 - Label:** Figure
 - Position:** Below selected item
 - Exclude label from caption
- Buttons:** New Label..., Delete Label, Numbering..., AutoCaption..., OK, Cancel

Below the image, the caption text is displayed: *1. Figure – thesis writing man*



Thank you for your attention!

Please, evaluate the lesson by
clicking to the following photo:

**EVALUATION OF A
TRAINING/CONSULTATION SESSION** →

For further information contact with [Erzsébet Nyitrai](#)