A thesis manual for undergraduate students
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INTRODUCTION

Even though there are exceptional cases in which candidates are not required to complete a thesis, writing a thesis is a requirement for the completion of a Bachelor of Arts (BA) in Management, Economics and International Relations at FBA.

Present manual is prepared to help FBA undergraduate students throughout the process of planning, researching and writing their thesis.

It should not be forgotten that no manual can possibly encompass all questions pertaining to the completion of a thesis. Thus, students are advised to consult their supervisors for clarifications of issues that are not addressed in this manual.
GRADUATION PROJECT

The first study cycle programs at FBA require completion of the final graduation paper/project. Students must begin searching for a topic on their own upon the completion of at least 180 ECTS.

The topic of the final graduation paper chooses the student in coordination with the mentor. In close consultation with their supervisors and only after official appointment, the students will do appropriate research on the topic selected, decide he focus of the thesis, plan the organization of the content and write the work according to the schedule of deadlines agreed with the supervisor.

Student must submit a proposal to the supervisor that might be a subject of approval by the Program Committee. Once a proposal is approved student can work with the supervisor on developing the first and subsequent drafts that should not divert tremendously from already accepted proposal. It is mandatory for supervisors to keep monthly research reports that are testimony of students’ research progress.

DEFENCE FOR A GRADUATION PROJECT

Student is required to give at least two presentations in the course of thesis writing. Besides, student defends his/her final graduation paper in front of the three member committee appointed by the dean. One member of the committee is the student’s mentor. In case student does not satisfy in defending his/her final graduation paper, he/she is entitled to have one more opportunity to defend the thesis, or to request to have a change of the approved thesis topic.

The final graduation paper and its defense within the first study cycle are graded with one grade from the scale from 10 (A) to 5 (F, FX). Upon the completion bachelor student must submit 2 soft-bound copies with a CD.
RECOMMENDED STEPS IN THE PROCESS OF WRITING THE THESIS

Each step in the process of writing the thesis involves consultation with the supervisor and his/her official approval. The student’s responsibility is to produce a bachelor thesis according to the topic, proposal and research schedule. The supervisor’s responsibility is to assist the student understand and carry out each task respectively.

The following are recommended steps, which the student should follow in planning, researching and writing the thesis:

- Consult the supervisor about the topic at the beginning of the semester after topic is chosen
- Make plans for research and writing with the supervisor and follow the agreed schedule
- Identify the focus or research question to be addressed in the work
- Make a tentative outline that could lead to the tentative organization of chapters
- Begin research as discussed with the supervisor and take notes from sources
- If necessary, revise the focus or research questions. Also revise the outline if necessary.
- Continue gathering information, collecting notes and organizing notes to be used in writing
- Begin to write the first drafts of chapters.
- Write the introduction, conclusion and abstract based on the contents of the body of the work
- Submit a draft of the entire work
- Make final revisions based on the advice of the supervisor
- Submit the final, bound copies of the thesis to your supervisor
- Obtain the commentaries of the supervisor and opponent
- Prepare for the defense, especially noting and preparing responses to the comments made in the commentaries.
GENERAL REQUIREMENTS

LANGUAGE
The language of a graduation thesis is English. (British and also American English is acceptable.) When using foreign terms italicize them and provide an English translation in round brackets following it.

The text is characterized by excellent grammar, vocabulary use, and correct spelling. The vocabulary is appropriate to the topic and shows the student has mastered the words necessary to discuss the theme/topic in-depth and at an advanced level. Each student must submit his/her thesis to an English expert to proofread the text.

FONT
The student must use Times New Roman the 12-point font size. However, the 10-point font size should be used for items like captions, figures, tables, charts, footnotes, endnotes and long quotations.

In the body of the thesis, fonts and/or point sizes different from the rest of the text may be used to separate chapter titles and section headings so that their use is consistent and they are easily readable throughout the thesis.

SPACING
The student should use 1.5 spacing. The main text and main headings and subheadings must be divided from the main text by single space. The tables, long quotations, footnotes, endnotes, bibliographies, and captions must be single-spaced.

JUSTIFICATION AND ALIGNMENT
The text must be fully justified from both sides. The long quotation, which is in single-space, must be indented from both sides. The subtitles should be left-aligned and the text body justified.

All materials must be centered between the text margins rather than between the paper edges. After the manuscript is bound, the centered material will appear to be centered on the page.
MARGINS

The margins must be set as follows: LEFT 4 cm wide to allow for binding, TOP 2.5 cm, RIGHT 2.5 cm and BOTTOM 3.0 cm. Absolutely nothing must appear in the margins.

LENGTH AND PAGINATION

For the completion of a bachelor thesis in the fields of Management, Economic or International Relations; 30-50 pages are required.

Insert numerical page numbers that must be centered at the bottom of a page. For the preliminary pages, the candidate must use small Roman numerals (i, ii, iii, iv, etc.). The Title page and the Approval page do not have numbers, even though they are counted as pages i and ii, respectively. Actual page numbering begins with "iii" on the Plagiarism page. The Arabic numerals are used, beginning with "1" on the first page of the text and continue throughout the rest of the thesis, including bibliography, appendices, and vita.

WORDS AND TEXT DIVISIONS

A thesis is a formal research presentation. Hence it should be written in a formal style appropriate to the discipline (e.g., passive voice, impersonal style). Adopt the past tense throughout ("Results of the experiment demonstrated...") and avoid slang and colloquialisms. Do not use exclamation marks (!) in academic writing. Do not use contractions (e.g., can’t, shouldn’t, won’t, etc.) but write each word separately (e.g., can not, should not, will not, etc.) Avoid using the first person singular “I”, in order to sustain objectivity throughout the thesis. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well.

If any hyphenation is used, words must be divided correctly at the end of a line and should not be divided from one page to the next. All headings and subheadings must be followed by at least two lines of a paragraph.

BINDING

The color of the cover for a bachelor thesis must be white.
PLAGIARISM

Plagiarism includes not only copying the exact words of another author, but also using his/her ideas without properly acknowledging their origin.

In order to avoid plagiarism, researchers (in this case, students) must be very careful when taking notes from any source (oral, written or electronic). They need, first of all, to write down all bibliographical information as soon as they decide to use a source. They should routinely write the page number down when taking notes from a page of text. When taking notes, they should avoid copying, but rather write down only brief notes conveying the main information in the text they are using. Researchers/writers don’t use many direct quotes in their own work (it is considered poor form, perhaps even lazy), but if they find a “perfect” sentence which they think they might want to use word-for-word, they should make sure it is clear that this is a quote.

It is also important to remember that changing one or two words in the text of another author, and presenting it without quotation marks, is not acceptable. In other words, doing this would still be plagiarism, even if a few words are changed or left out.

Taking the ideas (opinions, conclusions, etc.) of others without proper citation is also considered plagiarism. This does not include commonly held ideas or information that is very generally known, but any ideas that “belong” to the author of the original text. Such ideas must be cited in the same manner as quotes, even though they are included in the text in the student’s own words and without any quotation marks.

Very important note: A direct translation from any language into English is considered a direct quote and must be treated as such. Just the same as when using English sources, changing a few words here and there in the translation are not acceptable.

Using long quotes (i.e. more than one or two sentences) is usually unnecessary and should be avoided. However, sometimes a long quote is appropriate.

REFERENCING

Stylistic conventions vary greatly from one discipline to another. FBA expect students to use the Harvard style of referencing which is a name and date system. For further information, please check the document “How to Cite?”.
Monographs and Textbooks

Author(s) Family Name, Initial(s) (Year of Publication), Title, Publisher, Place of Publication.


Academic Contributions such as Thesis, Discussion or Conference Papers

Author(s) Family Name, Initial(s) (Year of Publication), Title, Publisher, Type of Contribution, City of University’s Location.

Trent J. W. (1975), Experimental Acute Renal Failure, Dissertation, University of California.


Journal Articles

Author(s) Family Name, Initial(s) (Year of Publication), “Article’s Title”, Journal’s Title (italicized), Volume, Page Numbers.


Contributions to Edited Books

Author(s) Family Name, Initial(s) (Year of Publication), in: Editor’s Family Name, Initial(s) [ed(s).], Book’s Title (italicized), Publisher, Page Numbers.


Online Documents

Author(s) Family Name, Initial(s) (Year of Publication), Title of contribution, Publisher. Available from: <http address>. [Date of View].


ORGANIZATION OF GRADUATION THESIS

The thesis should be organized in the following order:

- cover page
- title page (cover)
- approval page
- signed plagiarism page
- dedication and acknowledgments
- abbreviations
- table of contents
- abstract
- body of the text [introduction, methods, results, discussion and conclusion]
- references/bibliography
- appendices [if any]
- glossary [optional]
- index [optional]

TITLE PAGE AND COVER PAGE

The title must be single-spaced of between 18 and 24 point font size, in all capital letters, and should begin at 3.5 cm from the top of the page. If necessary, long titles can be written in multiple lines avoiding unnecessary line breakages. The title should summarize the main idea of the paper in 10-12 words. All information must be centered and in the following order: title, name of a student, name of the university and year of submission.

APPROVAL PAGE

The Approval Page lists the names of the members of the thesis committee. This page includes the approval signed by the thesis Supervisor, Program Coordinator, Dean, and Internal and External Examiners if any. The signatures must be original. The name of each committee member should be typed under the appropriate signature.

COPYRIGHT AND PLAGIARISM PAGE

This page includes the statement signed by the author about copyright and plagiarism.
DEDICATION AND ACKNOWLEDGMENTS

Dedication and Acknowledgment must appear on a separate page. A heading for the dedication is not required, but it must have a page number. If used, the dedication must be brief and centered on the page. Like the dedication, acknowledgment page is compulsory. It must include headings and should use the same spacing as the main text.

LIST OF ABBREVIATIONS

List of abbreviations should be placed under a separate heading and if necessary on a separate page.

TABLE OF CONTENT

The content of the project should be created through the option to automatically create table of content available in every version of Microsoft Word. Inserting a table of contents is done by selecting References → Table of Contents → Insert Table of Contents, after which you can choose one of the styles that are offered. By insertion of this chart, all titles and subtitles will be displayed in the desired format with the page number on which they are located. This table of contents allows easy and fast accessing section which is of interest, but what is important is that it enables automatically updating of this list with the insertion of new headings and subheadings, as well as changes in the number of pages between them.

LIST OF FIGURES AND TABLES

Creating a list of figures or tables is made similar to the creating the table of content. Tables and figures which are inserted in the text must have formatted title and label using the Caption style. Creating a list of tables is done by selecting References → Insert Table of Figures.

ABSTRACT

The purpose of this section is to provide a brief and comprehensive summary of the study. It is very important because it is all that many people will read. It should include a brief description of the problem being investigated, the methods used, the results, and their implications. It should be accurate (do not include information here that is not in the body of the manuscript), self-contained (spell out abbreviations), concise (maximum 250 words), and
specific (begin this section with the most important information and limit it to the four or five most important concepts, findings, or implications of the study).

Use active rather than passive voice (but without personal pronouns), for example, use 'Researchers instructed participants to...', rather than, 'Participants were given instructions to...' Use past tense for procedures and present tense for results. It is a good idea to write this section last (after all of the other sections are written). Maximum five keywords must be written at the end of the abstract.

**TITLES**

For writing the titles of the project predefined styles are used: Heading 1, Heading 2, Heading 3 and Heading 4. The Styles can be displayed by: Home → Styles and Formatting. In the list that appears at the bottom of the Styles and Formatting dialog, you can choose which styles to be displayed. Select Available styles to see all styles.

**INTRODUCTION**

The main purpose of this section is to tell the reader why the student performed the study. In other words, he/she has to inform the reader of the research questions and indicate why it is important, and how it is unique when compared to previous studies. It starts out broad and becomes more and more specific.

The final paragraph (part) should give the overview of the whole thesis. For example; “chapter 2 mentions about ......., chapter 3 presents the model ......, chapter 5 concludes......”

**BODY OF THE TEXT**

The purpose of section or chapter is to describe in detail (the methods used, procedures followed, data sources, survey and results) how a student performed the study. Separate chapters begin on a new page.

The last part of the thesis body is conclusion/discussion. The purpose of this section is to evaluate and interpret the results, especially with respect to the original research question. Start off with a brief, nontechnical summary of the results. Then go on to discuss the implications of the results. It is also important to discuss how the results relate to the literature you cited in the introduction. You might (or might not) also mention any
limitations of the study and any suggestions for future research in this section. Finally, you need an ending paragraph in which you make a final summary statement of the conclusions you have drawn. You are also encouraged, when appropriate, to comment on the importance and relevance of your findings.

TABLES AND FIGURES

Figures and Tables should have the number and title. The title should clearly show the content of the Figure/Table. For example: "Figure 1. Dialog for creation List of Tables/Figures", "Table 1. Results of the hypothetical experiment". The titles of Figures are placed under the figure and are centered, while the titles of tables are placed above the corresponding table and are centered.

Insertion of the title of Figure or Table is done by selecting References → Insert Caption and in the open dialogue, we select under Label what we want to assign for the Figure. If there is no assignment we need, it can be added by selecting New Label in the same dialogue, where we insert “Figure”. In this way this assignment will be available in the menu.

The Figures and Tables are usually centered so in that way shifting from the sidelines or separation the table into two parts shall be avoided. Figures and Tables are placed near the texts that are referenced.

Add notes to explain the table contents. These may be general notes or footnotes. The latter are labeled "a, b, c, etc." Use asterisks to indicate statistical significance explained in the probability level note at the bottom of the table. You may both single space and double space within a table to achieve clarity. Each row and column must have a heading. Abbreviations and symbols (e.g., "%" or "nos.") may be used.

Illustrations of one half page or less in length may appear on the same page with the text, separated from the text above and below by three spaces. Illustrations those are too large to be placed sideways between the left- and right-hand margins should be rotated counter clockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated.
CROSS-REFERENCE

When in the text some figure/table is explained it should be clearly stated which figure/table is under consideration. The title of the figure is formatted as Caption and then in the Insert → Cross Reference the same title is chosen.

FORMULAS

Formulas should be made using the Microsoft Equation Editor by selecting Insert → Object → Create New → Microsoft Equation. All formulas should be numbered consecutively using a numbering field. Formulas should be centrally placed on a separate line in the left cell of a two-column table, while their number should be right aligned in the right cell of the same table. The symbols should be in italic format.

REFERENCE LIST

Use prefixes in alphabetizing names if you use common surname (De Vries). Do not use von in alphabetizing (Helmholtz, H. L. F. von), or Jr., III, or Sr. Single-author citations precede multiple-author citations of the same year (Zev, 1990 then Zev et al., 1990). Alphabetize corporate authors by first significant word. Do not use abbreviations in corporate names.

APPENDICES

Appendices (singular: appendix) can include texts, lists, maps, charts, graphs and other materials which are either too long to be inserted into the main text (chapters) of the thesis, or which are interesting, but not centrally important, to the discussion in the main text. Appendices are placed at the very end of the work (after the Bibliography) in a logical order (usually the order in which they are referred to in the main text). They are numbered consecutively and the number is placed like a title at the top of the first page of the appendix: Appendix 1, Appendix 2, etc.

The reader should be referred to an appendix through the use of a parenthetical note placed in an appropriate place in the text: (See Appendix X.)