Thesis Formal Requirements

Standard requirements

Length of main body of text: **60,000-80,000** characters, excluding spaces **for MA students.**

Length of main body of text: **40,000-60,000** characters, excluding spaces for **BA students**.

Main text does not include the following parts:

1. Abstract
2. Table of contents
3. Notes
4. List of references
5. Appendix (if any)

You are to submit one hardcover copy of the thesis to the Registrar’s Office (TO): You must also submit an electronic copy by uploading it in the Neptune system (see separate document). Late submission of the thesis entails a special procedure fee of 1000 HUF per day. The deadline can be extended by seven work days.

**Parts of the thesis:**

1. Cover
2. Title page
3. Table of contents
4. Main text (introduction―discussion―conclusions, summary)
5. Appendix (optional)
6. List of illustrations
7. References
8. Declaration of originality

**Cover (appendix 1)**

Hardcover. Its compulsory elements:

* University of Pécs, Faculty of Music and Visual Arts
* THESIS (in the upper third of the page, centre)
* Full name of the student, name of the programme (lower third of the page, on the right)
* Year of the thesis submission (bottom, centre)

**Title page (appendix 2)**

Compulsory elements:

* Title of the thesis (upper third part of the page, centre)
* Full name of the student, name of programme (around the middle of the page, right side)
* Name of the thesis supervisor, title (middle of the page, left side)
* University of Pécs, Faculty of Music and Visual Arts (bottom of the page, centre)
* Year of the thesis submission (bottom of the page, centre)

**Table of contents**:

The table of contents is an exact reflection of the structure of the thesis. The titles in the table of contents have to match exactly the titles within the text, and the page numbers must correspond with the real page numbers of each section. The table of contents is 1-2 pages long.

**Introduction**:

Its goal is to introduce the topic indicated in the title, to give reasons for the topic and the thesis (or the necessity for narrowing down the topic), and to shortly describe the reasoning and the research method of the thesis. 1-3 pages.

**Illustrations:**

The main text of the thesis can be illustrated with images (with pictures, diagrams, tables, maps). Their size should preferably not exceed a quarter of an A/4 size sheet. Illustrations larger than this should be included in the appendix, unless it is justified by the close correlation between the main text and the illustration (for example, music analyses, prepared song examples). In all cases the illustrations should be numbered and titled, and their sources indicated.

**Footnotes**:

A basic requirement for the thesis is the consistent and accurate notes for scientific texts. References and additions that are not closely related to the main text are put in the lower part of the main text in the form of continuously numbered footnotes.

**Summary**

Briefly, concisely and clearly summarises the most important findings and conclusions.

**Appendix**:

Bigger tables and charts will appear here, the placement of which would interrupt the continuous reading of the text. Shorter textual documents can also be found here, which are not organically relevant to the main text, but are indispensable for its full comprehension. If the nature of the subject so requires (for example: interpretation analysis), sound attachment can be included (on a CD or DVD media). In this case, the contents of the Appendix and the source material shall be provided in the list of illustrations in detail.

**List of illustrations**:

The details of each image, figure, score sample, or attachment (sound, image file, etc.) included in the thesis must be described in detail, using the footnote and the system used in the references list. Numbered according to the order of occurrence.

Minimum data required for works of art: Creator name, Title, Year, Technique, Size, Source of reproduction (right holder), or name of creator.

**References:**

**A basic requirement is the accurate and consistent compilation of the references list, which must be in line with national and international standards applied in the given discipline**. It contains all the books, periodicals, and electronic resources that have been used in the thesis, even if some works have not been quoted. References must be listed at the end of the thesis, in alphabetical order by last name of the author. Students may use any style sheet for the reference list, however, the format should be consistent within the document.

Documents referenced on the Internet are constantly changing, therefore in addition to adding the link, it is advisable to add the date of download. If the text found online can be found in print, you must always reference the printed version.

**FORMAT REQUIREMENTS**

• Paper Size: A4 (29.7 × 21 cm)

• Margins: 2.5 cm on the bottom, top, right and left sides

• Bound Margin: 1 cm on the left

• Single page

• Font: Times New Roman

• Font size: main text 12 pt. (titles 16 pt, subheadings 14 pt, footnote 10 pt.)

• Range spacing: 1.5

• Alignment of the paragraph: justified

• Page numbering: bottom centre

• Scope of the main text: for MA level programmes minimum 60000, max. 80,000 characters, not including footnotes, endnotes and references, for BA level programmes, minimum 40000, maximum 60000 characters without space.