

The regulations, based on Sections 59-60 of the PTE TVSZ, supplement the curricula of the Faculty of Arts and determine the procedural rules related to the thesis.

1. Thesis Formal Requirements

Thesis structure:

Cover

I. Parts preceding the main text Title page, Table of contents

II. Main text

Introduction

Constant text (discussion)

Illustrations, Footnotes

Summary

III. Additional parts following the main text: Appendix (optional), List of illustrations, Bibliography, Acknowledgements (optional)

Structure: The thesis is structurally divided into three large units. These are: - Section 1 (Title Page, Table of Contents). We do not put page numbers on these pages. - Section 2 (Introduction, Main Text, Summary). Here, we display the page numbering on every page. The first page number must match – taking into account the number of pages in the previous section – the number of the current page (usually: 3 or 4) - Section 3 (References. Illustrations)

We describe our message in a structured way, divided into chapters in appearance and, if necessary, into subchapters. Each chapter and subchapter has a title. The titles are numbered in decimal system, with Arabic numerals. Logically separate parts must be separated, but very short (four-five line) chapters should be avoided; they should be combined and this should also be expressed in the displayed title. This avoids "fragmentation" and over-fragmentation. (So a title cannot be followed by a title.)

Example of structure (there is always running text after the titles, we have omitted this in the example)

INTRODUCTION

1. THE EXPRESSIVE POWER OF ART

1.1. The concept and role of creation

1.2. Forms of self-expression in art

1.2.1. Individual and collective creative processes

Cover (Annex 2):

Hardcover. Required elements:

- University, Faculty (top, center)
- Title “THESIS” (top third, center, font: bold)
- For teacher thesis: “TEACHER THESIS” is the correct title
- Name of the thesis writer, major (bottom third, right side)
- Year of thesis submission (bottom, center)
- Color: gold or silver letters on a black background (bound version)

Title page (Annex 3):

Required elements:

- Title of the thesis (top third, center, font: bold)
- Name of the thesis writer, major (center, right side)
- Name and position of the advisor (center, left side)
- For teacher thesis: the advisor’s department should also be indicated
- University, Faculty, (bottom of the page, (center)
- Year of submission of the thesis (bottom of the page, center)

Table of contents:

The table of contents is an exact reflection of the structural structure of the thesis. The titles indicated here must correspond literally to the titles in the text of the thesis, and the page numbers must also correspond to the actual page numbers of the text. The length of the table of contents is 1-2 pages.

Introduction:

It aims to define the topic indicated in the title in more detail, justify the problem statement, the choice of topic (possibly the need to narrow the topic), briefly explain the thesis's line of thought and the research method. Its length is 1-3 pages.

Main text:

Explanation of the topic indicated in the title in several chapters, divided according to the content characteristics of the topic.

Illustrations:

The main text of the thesis can be illustrated with illustrations (pictures, figures, tables, maps). Their size should preferably not exceed a quarter of an A/4 sheet. Larger illustrations should be placed in the appendix, unless the close relationship between the main text and the illustration justifies this (for example: musical analyses, prepared sheet music examples). Illustrations should always be numbered and titled, and their source should be cited.

The numbering is continuous throughout the paper. Each one has a title. (In the case of tables, the title indicates what data it contains). The caption should be placed below the table, centered and in font size 10.

The source should be indicated either in parentheses below the table in italics in font size 10, or – in the case of a longer source – in a footnote.

If the illustration is your own, the source should be indicated as follows: For example: **(Source: own creation)** or **(Source: own editing)**

The size of the illustrations should be uniform throughout the paper, and only deviate from this in justified cases.

Example:

1. spreadsheet

The spreadsheet title

(Source:)

Footnotes:

A basic requirement for a thesis is the use of consistent and precise note-taking, typical of scientific texts. References, as well as additions that do not fit closely into the main text, are expanded upon, or an idea in the main text is explained, or a person's biography or an event related to a given year is referred to in detail. Further information is provided or referred to. Footnotes should be placed at the bottom of the main text pages using continuous numbering.

The footnote looks **like this:** ¹, or **like this:** ² The cited or footnoted work must always be listed in the Bibliography!

¹ We can read in detail about the Pancasila and the Ten Bandung Principles, as well as the efforts of the Third World countries that became independent to change the international political processes, in the book *A divided world* by Ferenc Fischer (1996). The text of the Five Principles can be found in: Dénes Halmosy (1985): *International treaties 1945-1982*. Economic and Legal Publishing House, Budapest.

² More about the colonial system: András Balogh and László Salgó (1980): *History of the colonial system 1870 – 1955*. Kossuth Publishing House, Budapest. / See more etc.

References:

All material, ideas, opinions and data from professional literature, company materials or any other source must be referenced by indicating the author and the source, namely in the place where the text, data, formula, table, figure taken from the source occurs in the thesis! Failure to do so is considered plagiarism, which has criminal implications!

In the body of the thesis, intertextual references are used in accordance with the APA referencing system. (Author, year: page number). or in the case of an inaccurate citation (Author, year). The sources of the references in the body of the thesis must always appear in the References/Bibliography, which forms the last chapter of the thesis.

Example: The reference can also be made in the running text as follows (Horváth, 2003: 76). The name indicates the author, the year indicates the year of publication, and the number after the colon indicates the page number. If we quote from more than one Horváth, we also write the first letter of the person's first name (Horváth I., 2003: 76). If two materials were published by the same author in a given year, then (Horváth, 2003a: 76) and (Horváth, 2003b: 12).

Summary:

It briefly, concisely, and clearly presents the main findings and conclusions.

Appendix, Attachments:

Questionnaires, interviews, statements, those larger tables, figures, the placement of which in between the text would interfere with continuous reading, are placed here. Those shorter text documents that do not organically belong to the main text, but are essential for its full understanding, can also be placed here. If the nature of the topic requires it (for example: interpretation-analysis), an appendix to the thesis can also be attached (on a data carrier). In this case, the content of the appendix, the sources of the material presented in it, must be stated precisely and in detail in the list of illustrations. The appendices are numbered at the top of the page. E.g. Appendix 1, Appendix 2. The inserted appendices do not need to be formally adapted to the thesis, they must be used in their original state. (e.g., with questionnaires, it may be better to insert an image of the original document instead of copying it - this way it won't fall apart - since we used different margins and settings.) Here, we'll also skip page numbering.

List of illustrations:

A detailed indication of the sources of all images, figures, sheet music, or attachments (sound, image files, etc.) included in the thesis, using the system used in footnotes and in the bibliography. According to the numbering, in the order of occurrence. In the case of works of art, the minimum required data: Name of the creator, Title of the work, Year, Technique, Size, Source of reproduction (rights holder), or the name of the creator.

Bibliography (Annex 1):

The basic requirement is the accurate and consistent compilation of the reference list, which must comply with the domestic and international standards applied in the given discipline. It contains all books and electronic sources that were used in the thesis, even if some works were not cited. The reference list contains the source works processed in alphabetical order (ABC) by author, always based on the author's last name (e.g. in the case of Henry Kissinger, Kissinger, Henry - the letter K is the last name). Authors mentioned by name in the thesis must also be included in the reference list. In the case of multiple works by an author, the order must be determined by the year of publication, starting with the earliest. Works by the same author published in the same year must be published with the addition of lowercase letters of the alphabet (e.g. Szlávik, 2015a; Szlávik, 2015b).

1.1. Formal requirements for submitting the thesis:

The thesis must be submitted in a printed, bound copy to the Academic Department of the Faculty of Arts after the thesis has been uploaded to the academic system.

A thesis submitted after the deadline will incur a special procedure fee according to the PTE Fee and Benefits Regulations.

1.2 Technical parameters of the thesis:

- Paper size: A4 (29.7 × 21 cm)
- Margins: bottom, top, right and left 2.5 cm
- Header and footer - in case of page numbering - both 1.25 cm.
- Binding margin: left 1 cm
- Single-sided printing when binding!
- Font: Times New Roman
- Font size: running text 12 pt. (main headings 16 pt., subheadings 14 pt., footnotes 10 pt.)
- Line spacing: 1.5
- Paragraph alignment: justified
- Page numbering: bottom center
- Length of main text: OT and MA min. 60,000 max. 90,000 characters with spaces.
BA min. 40,000 max. 70,000 characters with spaces. The length is understood without the table of contents, footnotes and endnotes.

1.3. Spelling

It is a basic requirement that every student knows and consistently applies the correct referencing forms in their thesis.

1.4. Grammar

Correct sentence structure, use of verb tenses, and the use of the singular and plural in the relationship between subject or subjects and predicate are also basic requirements. In the thesis, in accordance with tradition, we should use the first person plural, referring to the helpers who contributed to the research or project task.

Annex 1.

Bibliography

The bibliography is listed at the end of the paper, in alphabetical **order by author** (APA format), according to the simplified rules of bibliography. The reference system presented here is one option. If the nature of the paper requires it, the writer may use other, consistently applied literary notations, but uniform notation is required within a paper.

One-authored volume:

GADAMER, Hans-Georg, Truth and Method, Budapest, Osiris Publishing House, 2003

Multi-authored volume:

KIRK, G. S. – RAVEN, – J.E., SCHOEFIELD, M., The Presocratic Philosophers, Budapest, Atlantis Publishing House, 1998

Collected volume study:

SARTRE, Jean-Paul, “The Intentional Structure of the Picture”, In. Béla Bacsó (ed.), Picture Phenomenon Reality, Budapest, Kijáram Publishing House, 1997, pp. 97-141.

Periodical article:

NAGEL, Thomas, “What is it like to be a bat?”, Vulgo, 2004, (Vol. V) No. 2, pp. 3-12.

Text from the Internet:

Orthmayr Imre, The Problem of Human Nature in Philosophy, Liberal Arts Course Materials:

[http://szabadbolcseszet.elte.hu/index.php?option=com_tananyag&task=s
howElements&id_tananyag=50](http://szabadbolcseszet.elte.hu/index.php?option=com_tananyag&task=s
howElements&id_tananyag=50) (Downloaded: 2007.04.20.)

Materials on the Internet are constantly changing, so the time of the last viewing/download is written after the source. The location is indicated before the link. In the case of Internet references, the entire link is provided.

If the text found on the Internet is found in print, then the printed version must always be cited.

Annex 2.

UNIVERSITY OF PÉCS
Faculty of Music and Visual Arts

THESIS

Name
programme

Annex 3.

Title of the thesis
Subheading of the thesis

- Thesis -

Supervisor:
Supervisor's Name
supervisor's title

Author:
Author's Full Name
author's programme

UNIVERSITY OF PÉCS
FACULTY OF MUSIC AND VISUAL ARTS