## Szent István University

**guidelines for the style and content requirements for PhD theses and dissertations**

**1. The subject and aim of the thesis**

The subject of the thesis must be a scientific task connected to the selected accredited Ph.D. programme that has financial and personal backing on the part of the student. Strictly confidential matters cannot be regarded as potential topics for the dissertation.

The aim of thesis is to:

- prove that the Ph.D. student has the overall knowledge of the field of their studies required to earn a Ph.D. title on the one hand and is able to use the information techniques and instruments and display a complex view as well as a tools system for solving problems into which the student inquires and also

- prove their ability to solve a particular scientific programme on the other hand.

- Third, produce a thesis in a form which meets the requirements for content and style.

**2. Content requirements of the thesis**

The general content requirements of a thesis are as follows:

- It deals with an actual scientific problem according to the present level of scientific/ technical development and practical methods.

- It includes a description of the subject, referenced overview of publications detailing and criticising them as well as the aims set.

- It includes the required study (materials and methods, preparation of required models, experiment(s), preparation and completion of plans, tests, studies, computer programmes, calculation(s) and a detailed description of the study with respect to its reproducibility, data collection and processing, etc.) and illustration materials (graphs, drawings, tables).

- It draws a conclusion on the basis of the work done outlining its and novel scientific achievements.

- It includes consequences and suggestions for practical usage and/or further research directions on the subject.

- It has a list of literature which, if necessary, includes documents and results as a proof.

- It has a Hungarian and an English summary and

- it should be the own work of the Ph.D. student of the proper high standard expected.

The structure of the thesis should be as follows:

- Contents (using decimal numbering to denote chapters, sub-chapters, sections and the numbered appendices, if any)

- List of legend and abbreviations if necessary

-Introduction (the importance of the subject, objectives to achieve,
problems to solve)

 - Overview of literature

 - Materials and methods

 - Results outlining new scientific achievements in new chapters

 -Conclusions and recommendations

 - Summary (a short summary in English and in Hungarian of the introduction, literature review, results, conclusions and recommendations)-

- Appendices:

 - M1: Bibliography (list of works consulted)

 - from M2-further appendices (all other materials needed for the discussion of the topic such as flow charts, computer programs, any calculations needed to achieve the results, collection of documents, photos and drawings folded if larger than A4 size)

**3. Style requirements**

The thesis has to be prepared with double-sided pages using a word processor with the following criteria:

 - Size: A4

 - bound in false leather (dark green)

 - Margins: 2 cm except on the left: 2.5 cm

 - Font type and size: Times New Roman 12 aligned (it can differ in the case of tables, pictures, figures)

Chapter titles must be written in capital letters and set to the middle. Sub-chapters and sections have to be written in small letters and set to the left not containing more than four decimals.

The terms and measures applied (name, symbol) have to comply with today's requirements or other signals have to be explained so as to avoid any misinterpretation.

Illustrations and tables have to be understandable by themselves, and in-text they must be placed in the most appropriate places (except for tables included in the appendix). The number and title have to be below the figures adjusted to the middle. The titles of tables always appear above and set to the left with in-text references.

The works consulted must be referenced in the proper place, i.e. Literature review. The suggested style of reference is the first data and date (so-called Harvard) system: in the text, the first data and date of publication of the referenced work can appear both in brackets ( ) or parenthesis [ ]. If the first data –usually the name of the author(s) becomes part of a sentence, only the date is in the bracket. If there are more references to the same data, these items of the same year are marked by a, b, c small letters. In the case of more than two authors, after the first one write "et al." (Latin for *and others*).

The Bibliography has to meet the requirements of the second appendix with the necessary bibliographical data in alphabetical order. If there are more works of the same author, then the date of publication is decisive while arranging them in order starting from the oldest one. The individual works of the author comes first followed by their other works with co-authors.

The order of binding is as follows: external cover, internal title page with the back cover, contents, text, bibliography, further appendices and acknowledgements-if any.

External cover: In the middle: Doctoral (Ph.D.) dissertation, at the bottom after one another: Name, Gödöllő, and Year. The internal cover differs. Above at the top: SZIE logo, followed by Szent István University. In the middle: the title. At the bottom after one another: Name, Gödöllő, and Year. The reverse side of the internal cover is Appendix 1.

**4 The Theses**

The text on the external cover, made from white cardboard, is the same as that of the dissertation, except that the title should be "The Thesis of the Ph.D. dissertation".

The text on the internal cover and on the back of the inside cover should be the same as in the dissertation. The internal cover: above at the top: SZIE logo, followed by Szent István University. In the middle: the title. At the bottom after one another: Name, Gödöllő, and Year. The back cover of the internal cover is Appendix 1.

Size: B5,

Binding: paper (white),

Margin: 2 cm, on the left: 2.5 cm,

Font type and size: Times New Roman 12, aligned (different in the case of figures and tables)

The work should be divided as follows:

 - Background of the work and its aims.

 - Materials and methods.

 - Results outlining new scientific achievements in a different sub-chapter

 - Conclusion and recommendations.

 - The publications of the author in the field of studies (books, articles, lectures, posters, etc.)

Theses must also be submitted in English or in another foreign language accepted by the school.

**5. Submission**

The following things have to be submitted:

-The dissertation in **8 copies** (printed, intertwined and bound with the original signatures). For information **on a different number of copies** please see Appendix 1 ‘Notes’.

-‘Theses’ in English in **15** copies (printed, intertwined and bound with the photocopied signatures).

-The dissertation and the Theses in English must be sent to the Secretariat of the Doctoral School **electronically in pfd files**.

**5. The official judgement of the dissertation**

The dissertation will be evaluated by one internal and one external reviewer with respect to its format and content. Based on this judgement, the dissertation will or will not be allowed for defence. If either judgement should be negative, a third official analysis has to be carried out.

Appendix 3 contains the key points suggested for creating the sheet for the official defence.

The candidate must respond to the opinion of the reviewers in writing before the public defence, which has to be submitted to the acting Regional Office. Public defence can only be organised afterwards.

**Appendix 1. Sample for the internal title page**

**The PhD School**

Name:...............................................

Discipline: ................................................

Head: Name

 Lecturer's/researcher's position, scientific degree/title

 SZIE Faculty of …

 Institute/Department of ….

Supervisor: Name

 Lecturer's/researcher's position, scientific degree/title

 Name of organisation (university, research institute etc.)

 Name of the organisational unit if necessary

|  |  |
| --- | --- |
| .............................................Approval of the School Leader | .............................................Approval of the Supervisor |

***(NB: The doctoral dissertation has to be submitted in eight copies bound with the original signatures and the fifteen theses with the photocopied signatures to the Office of the PhD School concerned.***

***After preliminary discussions with the members of the board if any member should not require it in a printed form, the number of the copies of the Dissertation can be reduced. However, the number of the copies of the theses must be kept. Reaching an agreement on this point should be done by the candidate!)***

**Appendix 2. The references and the structure of the bibliography**

**A/**The bibliographical data in the case of books and magazines as well as their parts should be given as follows:

1. **Books (university course books), if the numbers of the authors do not exceed three:**

ECO, U. (1991): Hogyan írjunk szakdolgozatot? Budapest: Gondolat. 255 p.

1. **Books (university course books), if the numbers of the authors are more than three, but there is no editor:** As in the first case, but ‘et al’ (et alii) should be written after the name of the first author:

KOVÁCS J. et al.: A gépszerkesztés.........

1. **Books (university course books), if the number of authors is more than three and there is an editor:**

TIBOLD V. (Szerk.) (1977): Gépek üzemeltetése a mezőgazdaságban. s.l.: Mezőgazdasági Kiadó, 500 p.

1. **Corporate author:**

Magyar Tudományos Akadémia [1994.]: A magyar helyesírás szabályai. Tizenegyedik kiadás. Tizenegyedik (példaanyagában átdolgozott) lenyomat. Budapest: Akadémiai Kiadó,428 p.

1. **The book is part of a series:**

TORDAI Z. [1988]: A józan ész dicsérete. [Budapest: Magvető Könyvkiadó.] (Gyorsuló idő) 125 p. [The title of the series, if any, and the issue should be placed at the end in brackets ( ).]

1. **Publication in a book:**

KINDLER J. (1987): A kockázat döntéselméleti megközelítése. 13-24. p. In: VÁRI A. (Szerk.): *Kockázat és társadalom*. Budapest: Akadémiai Kiadó, 243 p. (The title of the original document is *italicised*.)

The pages of part of a book or an article should be properly referenced as follows: p. 230–280.

References to a conference publication: Name of the conference, number (if any), year of organisation, venue and the data necessary for identification.

The same applies to referencing a lecture at a conference as in the case of parts of books. The title and sub-title of the publication, other data and pages.

E.g..: TAKÁCS (1991) A hybrid character recognition algorithm. In: CONFERENCE ON INTELLIGENT SYSTEMS (6.)(1991)(Veszprém). Fundamentals and European Cooperation in research an education of intelligent systems: Proceedings. Veszprém, NJSZT és OCG. p. 71-81.

1. **Articles in a magazine/journal:**

KLOSTERKÖTTER, W. (1972): Der Umweltfaktor Lärm als Komponente kumulativer Umwelteinwirkungen. In: *Arbeitsmedizin – Sozialmedizin - Arbeitshygiene*, 7 (10) 281-286. p.

[The title of the original document is *italicised,*  the year, if any, and the issue in brackets ( ).]

1. **Standards:**

MSZ ISO 690:1990 Bibliographic references with the year of publication

1. **Laws and other legal sources:**

Follow the Appendix of 12/1997. (29 December) Ministry of Law Decree and make a reference with titles.

1. **Electronic publications:**

Such a publication is applicable if it can be found by search engines. Refer to the author(s), title, page number, URL and at least one search engine with one or more key words. [Availability can be checked by entering key words into a search engine like Altavista, Yahoo etc. ] The date (year, month, day) of the search must also be displayed.

Castles, I. (2000): The Human Development Report. UN. E. (CIV. 3.) 2001/18 Appendix 1. <http://www.un.org/Depts/und/statcom/sc2001docs/2001-18e.pdf/>. Search engine: Google. Key words: human development. Date of search: 2014.05.10.

1. **CD:** Vargáné, S. Sz., Kozák, J., Varga, S., Karsainé, K. M. (2000): Effect parent body weight on reproduction and progeny growth and liver production geese. [1-3. p.] In: Abstracts and Proceedings. XXI. World's Poultry Congress. Montreal, Canada August 20-24, 2000 [CD:\Abstracts\aug24\KOZAK\_1]

**B/** The title and/or scientific degree of the authors (e.g. dr.) and position (e.g. head of department) need not be referred to.

**C/** The volume (number of pages) in the book should be displayed as it makes identification easier (E.g. the same book with the same text was published in the same year but the second, revised edition has a different paging).

**D/** In the case of several authors and one publication the following can happen:

1. Fellow authors: the publication is a unity that cannot be divided, i.e. the common work of the authors. The contribution and the patent are equal if there is no other agreement between the parties so any of them can perform in defence of their work. (Most articles follow this pattern).
2. Co-authors: the publication is common work that can be divided into individual separate parts. Contributions are based on the share(s) of the authors with patent. (In such cases, usually on the reverse side of the internal cover page the name of the authors with the number of their chapters are displayed).

**E/** In case any of the following data is absent, the following style should be used:

If the place of publication is unknown: [s.l]. "sine loco"

If the publisher is unknown: [s.n.]"sine nomine”

If the year of publication is unknown: [n.a.] "not applicable” or [s.a.]"sine anno"

**F/** The short version of "N.N" meaning "Anonymous" cannot be used for an unknown author. In this case, the first letter of the data beginning with the title should be taken into consideration for alphabetical order.

**G/** The data (corporate author, title of the journal, place of publication, publisher etc.) can only be abbreviated if it still makes identification possible. (Omit Plc, Ltd. and &Sons: e.g. Wiley-not John Wiley &Sons).

**H/** If the data does not occur in the title, but somewhere in the book, then this data should be presented in parenthesis: [ ].

**I/** If the document tis non-applicable or difficult to reach (limited to certain places) or some data necessary for identification are missing, the place must be identified, e.g. ‘Available at the research Institute of Soil Sciences and Agrichemistry of the Hungarian Academy of Sciences:’

**J/** The bibliography has to be created in alphabetical order based on the sources without articles.

**K/** Examples for references in the text:

First data and date (the so-called Harvard-system):

"Based on my research my results cannot justify the earlier results published (ABCD 1968), either, likewise other authors (FGHI 1993, KLMN et al. 1994)."

When the name of the author (as data) is part of the text:

"Based on my research my results cannot justify the earlier data published by ABCD (1968) likewise FGHI (1993) and KLMN et al. (1994)."

The appointed DOI administrator  the employee of Kosáry Domokos Library and Archives  places the DOI identification registered with the DataCite Agency on each page of the electronic version of the defended dissertation in the headings aligned to the right.

**Appendix 3. Suggested structure and main points of the official judgement.**

**I. General part**

Evaluation on format:

A1. The binding and binding order, length.

A2. Is there decimal numeration of the table of contents?

A3. Is there an alphabetised bibliography and does the candidate refer to individual sources?

F4. The execution of the text, illustration, tables and other appendices.

The reviewer decides according to his or her statements on the continuation of the evaluation, or he/ she proposes the rejection of the dissertation because of serious insufficiencies and mistakes in format.

Evaluation on structure:

S1. Does the structure meet the requirements as laid down in the Guidelines?

S2. Is the text properly divided (separate sections, chapters, sub-chapters)?

Evaluation on content:

T1. Did the candidate evaluate the importance of the topic correctly?

T2. Were the objectives set earlier in the "Introduction" correct and did the candidate achieve them?

T3. Were the earlier drafted tasks in the "Introduction" correct and did the candidate fully fulfil them?

T4. Knowledge of specialist literature related to the topic and drafted tasks as well as their sufficient use.

T5. Did the candidate conclude the necessary analysis, research (measuring, data processing, etc.), calculations and the necessary models, illustrations and tables?

T6. Did the candidate conclude the necessary evaluation(s) and are there any new scientific results, conclusions or recommendations?

T7. Are there any professionally objectionable solutions, evaluations, results, conclusions or proposals, and if there are, how do they influence the whole work?

T8. The possibility of utilization (practical application) and continuation of the topic.

T9. Can the candidate's dissertation considered to be a Ph.D.-level work?

1. **The details**

H1. Enumeration of noted shortcomings with their titles and/or contents.

H2. Enumeration of noted mistakes with their titles and/or contents, giving the page number and paragraph (line).

**III. Statement**

The reviewer's statement about whether he or she finds the dissertation of the candidate suitable for defence in public. In the case of a negative evaluation, a detailed scientific explanation has to be given.

**IV. Questions**

In the case of acceptance of the dissertation, there are 2-5 questions which have to be answered by the candidate at the public defence. The questions must be related to the topic and the important objections to the contents.

**V. The layout of judgment**

The official judgment has to be prepared in a printed, signed copy and also electronically (e-mail).