

## **Guidelines on the Content, Methodology, and Formatting Requirements for the Thesis**

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### **I. Content Requirements for the Thesis**

When selecting a thesis topic, students should consider the following three criteria:

- The topic must align with the requirements of the International Relations BA programme and the student's field of interest.
- Sources must be accessible.
- The chosen research methods should be appropriate for the student's level of preparation (Gyurgyák, 2019).

There must be consistency between the **title, research question, and conclusion** of the thesis, ensuring that the content is clearly identifiable.

As the thesis is a **scientific work**, it must meet the criteria of academic standards. Accordingly, the author must be aware of the knowledge produced previously in the field, the methodological literature necessary for processing the topic, and adhere to the minimum requirements of academic writing: identifying a research problem, defining a narrow and clear topic, argumentation, justification, verifiability, striving for objectivity, critical perspective, use of academic language, and terminological accuracy.

### **Permitted and Prohibited Sources**

The following types of academic sources **can be used** in the thesis: *journal articles, books, studies published in conference proceedings, studies published in edited volumes, databases, online publications or data sources, doctoral dissertations.*

However, the following sources are **not acceptable**: *oral information from university lectures that cannot be retrieved later, unpublished studies, Wikipedia, blogs, travel agency websites.*

Due to the nature of certain topics, **news websites may be used** with caution, ensuring objectivity and careful evaluation.

### **Thesis Structure**

The thesis must follow a **logical structure**. Before the main content, the required documents (available on the Department website) must be included in the following order:

- Hardcover
- Task assignment form - compulsory
- Student declaration - compulsory
- Plagiarism declaration - compulsory
- Confidentiality request - if applicable
- Cover inside - compulsory

## Table of Contents

The thesis must include a detailed outline with numbered sections and subsections, along with page numbers. It should encompass the introduction, main sections, subsections, summary, bibliography, and appendices. The formatting of headings should reflect their internal logic and should be created using Word's default functions.

## List of Figures and Tables

A separate section must list all figures and tables included in the thesis.

## Logical Structure of the Thesis

The scientific paper must be divided into three main parts: Introduction, Main Body (Discussion), Conclusion

### Introduction

The thesis begins with an unnumbered Introduction (1.5–2 pages). In this section, after a few general introductory sentences (1–2 paragraphs), the student should elaborate on:

- the purpose of the thesis,
- the relevance of the topic and the reason for choosing it,
- the research problem,
- the research question(s).
- The last paragraph of the introduction should describe the structure and organization of the thesis.

The introduction should be written in 1st or 3rd person, should be divided into paragraphs and be written in present tense.

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The main body consists of **two key sections**:

### Main part

- Literature Review
- The Student's Own Qualitative or Quantitative Research

If the thesis is based on empirical research (e.g., interviews, surveys, large-scale data analysis, or case studies), a separate **methodology chapter** is required. However, if the thesis primarily relies on text analysis, literature comparison, or another approach that does not necessitate a detailed methodological section, methodological considerations can be included in the introduction.

The literature review is usually structured **chronologically or follows a general-to-specific approach**.

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The Conclusion (an unnumbered subsection) summarizes the scientific findings, the most important conclusions, and key insights of the thesis in past tense (but is not a repetition of the introduction!).

If necessary, a separate chapter titled ‘Findings’ may precede the conclusion, particularly if the thesis includes empirical research, detailing its main results and conclusions.

The core part of the conclusion is to answer the research question, referring back to the issues raised in the introduction.

The thesis concludes with a discussion of the limitations of the research and suggestions for potential future research directions.

The thesis concludes with the References and, if applicable, the Appendices.

The **reference list** must include all sources used in the thesis, arranged in **alphabetical order** with a **1.25 cm hanging indent**. It is recommended to separate online sources (links and their access dates) under the heading ‘Online Sources’. For consistency, URLs should either all begin with ‘https://’ or ‘www.’. **Hyperlinks must be removed**, meaning links should not be blue or underlined.

The **appendix** serves to include supplementary materials that are relevant but not suitable for inclusion in the main text, such as: tables and figures exceeding half a page, interview question lists, survey templates. Including appendices is not mandatory but is recommended when necessary to support the thesis findings without disrupting the flow of the main text.

## **II. Methodological Requirements for the Thesis**

The **research process** (the scientific approach and exploration of the questions and problem statements raised in the thesis) should be adequately prepared and organized as needed (defining a specific topic, identifying the problem, formulating the research question, setting realistic goals, and considering relevant disciplinary background).

The **selection and application of methodological procedures** should be well-founded. The field of social sciences generally recognizes **two main research methodologies**: quantitative and qualitative. **Quantitative research** primarily leads to measurable, statistically evaluable results, and as such, statistical methods dominate this area (*statistical data collection, sampling, survey research, statistical analysis techniques*). In contrast, **qualitative research** examines problems, describes social phenomena or historical events, analyses, or interprets them. The methods used here are highly varied (*text analysis, source identification and interpretation, document analysis, participant observation, interviews, experiments, surveys, field research, content analysis, discourse analysis, case studies, data analysis, historical comparative analysis, etc.*).

Both quantitative and qualitative methods are accepted in the Bachelor's programme in International Studies. However, quantitative research is not obligatory for the programme.

### **III. Requirements Regarding the Format of the Thesis**

The thesis must be prepared in **A4 digital format**. The length of the thesis should be **at least 30 pages and no more than 50 typed** pages. This length excludes appendices and the bibliography. A standard typed page consists of 30 lines, with 60 characters per line.

The thesis should be written in **12-point font size**, using **Times New Roman** style, with **1.5 line spacing**. Except for the first paragraph following the chapter and subsection titles, the first line of each paragraph should be **indented by 0.8 cm**. Paragraphs should be **justified**. The margins should be **2.5 cm on all sides, with an additional 1 cm for binding** on the left. A bound copy of the thesis in leather-like cover must be submitted to the Department's secretariat by the designated deadline.

The **page numbering** of the thesis should begin on the introduction page, centred at the bottom of the page, using Times New Roman font, with the number 3.

The thesis can use **in-text or footnote citation styles**, but it is important that the student consistently follows the chosen format. A citation means that, when creating any academic work, if the content of another publication is used, the bibliographic details of the source must be precisely referenced. The purpose of citation is to acknowledge that the original work belongs to a particular author, ensure traceability, and recognize the researcher's efforts.

Plagiarism fundamentally means presenting someone else's words or thoughts as one's own.

*Several forms of plagiarism can be distinguished:*

- Quoting word-for-word without citing the source.
- Changing only a few words of the original text without citing the source.
- Altering the order of words, sentences, or units without citing the source.
- Content paraphrasing (describing theory in one's own words) without citing the source.
- Incorrect citation format, where the author does not use quotation marks in direct quotes.
- Inaccurate, incomplete, or incorrect bibliographic details in referencing publications.
- Missing bibliography or failure to include the bibliographic description of a used publication in the bibliography.

#### **Footnote Citation Style and the Citation Format for Bibliography:**

In the footnote citation style, the source is typically indicated by a superscript number placed after the relevant text (inserted via the Citation tab), and the full reference is provided at the bottom of the page in the footnote. It is not necessary to cite the source at the end of every paragraph if multiple paragraphs are drawn from the same source.

*Formatting Rules:* Times New Roman, justified text, 10-point font size, single line spacing

- For English titles, it is recommended to write the first letters of the words in capital letters except for articles, conjunctions, and prepositions (e.g., a, the, and, of...)
- Hungarian names: Honvári János. Foreign names: Smith, Adam
- For direct quotes, the exact page number must be included at the end of the citation (e.g., p. 6; for multiple pages: pp. 6–7).
- For multiple authors: Authors' names should be separated by a long dash.
- If there is no year of publication: Use 'n.d.' in place of the year.

**Books:**

**Name of the author (year): *Title of the Book Written in Italics*. Publisher's name, Place of publishing**

Hofstede, Geert – Hofstede, Gert Jan – Minkov, Michael (1991): *Cultures and Organizations: Software of the Mind*. McGraw-Hill, London

**Journal article:**

**Name of the author (year): Title of the Article. *Title of the Journal*, Volume, Number, pp. Length - from - to**

Ablonczy-Mihályka, Livia (2017): Should Business Actors behave in the Same Way? Barriers of Internal Corporate Communication in Multicultural Context. *International Journal of Arts and Sciences*, Vol. 10, Nr. 1. pp. 391–398.

or

Ablonczy-Mihályka, Livia (2017): Should Business Actors behave in the Same Way? Barriers of Internal Corporate Communication in Multicultural Context. *International Journal of Arts and Sciences*, 10(1), 391–398.

**Volume/Collection of Studies:**

**Author's name (year): Title of the Study. In: Editor(s)'s name (ed./eds.): *Title of the Book*. Publisher's name, Place of publishing, pp. X–Y.**

House, Robert J. – Wright, Norman S. – Aditya, Ram N. (1997): Cross-Cultural Research on Organizational Leadership. A Critical Analysis and a Proposed Theory. In: Early, Christopher – Erez, Miriam (eds.): *New Perspectives on International Industrial/Organizational Psychology*. The New Lexington Press, San Francisco, pp. 535–625.

**Studies Published in Conference Proceedings:**

**Author's name (year): Title of the Article. In: Editor(s)'s name (ed./eds.): *Title of the Conference Publication*. Place of the conference, Country, Date of the conference. Publisher's name, Place of publishing, pp. X–Y.**

Tompos, Anikó – Szőke, Júlia – Ablonczy-Mihályka, Livia (2018): A Review of Research on Cultural Values in Business Context. In: Štefančík, R. – Kvapil, R. (eds.): *Foreign Languages in Changing Times. Reviewed Conference Proceedings from an International Scientific Conference*. Bratislava, Slovakia, 11. 11. 2016., Vydavateľstvo Ekonóm, Bratislava, pp. 184–195.

## Online Sources

### 1. We know the author, title, date

**Author's name (year): Title. Link. Accessed: date**

Kriby, Paul (2021): *Germany Elections: Centre-left Claim Narrow Win Over Merkel's Party*. <https://bbc.com/news/world-europe-58698806>. Accessed: 29. 09. 2021.

Riccardi, Pellegrino (2014): *Cross Cultural Communication*. *TEDxBergen*. <https://www.youtube.com/watch?v=YMyofREc5Jk>. Accessed: 29. 09. 2021.

### 2. The author is unknown:

<https://news.hofstede-insights.com/news/what-do-we-mean-by-culture>. Accessed: 29. 09. 2021.

<https://www.hofstede-insights.com/product/compare-countries/>. Accessed: 29. 09. 2021.

## Other official documents

**Name of the Institution (year): Title of the document. Place of publishing, Link (if there is one) Accessed: date**

Európai Bizottság (2020): *A Union of Equality: Gender Equality Strategy 2020-2025* Brussels, <https://ec.europa.eu/newsroom/just/items/682425/en>, Accessed: 29. 09. 2021.

## Legal Regulation

The full name of the law or regulation must always be written out first. After that, it can be referred to in its abbreviated form.

## In-text Citation (Harvard Style)

The main elements of the citation must be provided in parentheses after the quoted text. The citation should include the author(s)' second name (family name), the year, and, in the case of a direct quote, the page number. Detailed information can be found in the bibliography.

### Content Citation:

In social science research, the two most well-known research methods are the interview and the questionnaire (Babbie, 2001).

Babbie (2001) begins his work by defining social science research.

Direct Citation:

*'Social science research is the systematic observation of social life with the goal of discovering relationships in the observed phenomena and interpreting them'* (Babbie, 2001, p. 2).

According to Babbie (2001, p. 2), *'social science research is the systematic observation of social life with the goal of discovering relationships in the observed phenomena and interpreting them.'*

**Other Rules:**

**A. Two authors:**

Szőke and Kecskés (2015) ... text.

Text (Szőke–Kecskés, 2015).

**B. Three or more authors:**

Konczos-Szombathelyi et al. (2018) ... text.

Text (Konczos-Szombathelyi et al., 2018).

**C. One author, multiple works in the same year:**

Text (Kiss, 2011a). Text (Kiss, 2011b). → In the bibliography, it will be listed as 2011a and 2011b.

**D. When the same idea is expressed by multiple authors:**

Text (Fekete, 2005; Fehér, 2006; Kiss–Németh, 2010).

**E. Identical surname:**

Text (Nagy, I., 2010). → Use the initial of the first name.

**F. Simultaneous citation of multiple works by the same author in different years:**

Text (Kiss, 2008; 2010).

Kiss (2008; 2010) text.

The citation follows the order of publication years.

**G. Document prepared by a company, institution, or organization:**

Name of organization (year) or (Name of organization, year). For the first citation, the full name of the organization should be given, followed by its abbreviation in parentheses.

- First citation: European Commission (EC) (2011) or (European Commission [EC], 2011).
- From the second citation onward: EC (2011) or (EC, 2011).