

# **Guidelines for Preparing Thesis Work**

## **Regional and Environmental Economics MSc**

### **Corvinus University of Budapest, September 2020**

The following requirements have been prepared in keeping with the *Study and Exam Regulations of Corvinus University of Budapest* and are valid for students of Regional and Environmental Economics MSc programme of the Department of Geography, Geoeconomy and Sustainable Development. The theses must comply with the following structural and formatting guidelines. Theses should be written in coherent English using exclusively either British or American spelling. For British spelling we recommend 'The Oxford Style Manual', for American 'The Chicago Manual of Style'.

#### **I. Content of the thesis**

##### **I.1. Purpose of the thesis work**

The aim of the Thesis Work is to finish the master's programme with an independently prepared, written work of fixed length and structure that covers a specific field related to the programme in which the student:

- applies and synthesises the theoretical knowledge acquired in the frame of the programme;
- demonstrates his/her ability to do individual research and use the relevant literature;
- proves his/her methodological knowledge;
- after summarising the theoretical background of the given topic, he/she uses an appropriately chosen methodology to analyse a practical problem.
- The topic of the dissertation should include a problem related to economics.

##### **I.2. Structure of the thesis**

The expected length of the thesis (without attachments) is a minimum of 45, maximum of 80 pages AND a minimum of 80,000 characters (including spaces) which is divided as follows:

- Introduction (approx. 1-5 pages)
- Theoretical introduction (approx. 5-20 pages)
- Methodological introduction (approx. 1-15 pages)
- Analysis of a practical problem (approx. 10-35 pages)
- Conclusion (approx. 1-6 pages)
- Summary (approx. 1-8 pages)

We would like to draw the attention of our students that the list above is only a logical division and not the titles of the chapters.

The title of the chapters and the design of their content may be chosen and defined by the student in accordance with the given topic described in the Introduction part.

### **a. Introduction**

In the title of the chapter, the student refers to what research question(s) he/she wants to answer and discuss detailed in the further chapters.

Possible contents of the Introduction chapter: reasons of the choice, relevance of the topic, scope of research, explanation of relating concepts, questions and hypotheses.

### **b. Theoretical introduction**

In the title of the chapter, the student refers to the topic which is critically analysed through literature review. In this chapter, the student specifies the theoretical background of the topic, mentions its most important authors and positions.

### **c. Methodological introduction**

The title of the chapter refers to the methodology applied. The student explores the facts and data related to the research question(s) and also the methodology of analysis.

### **d. Analysis of the practical problem**

The title of the chapter refers to the results of the student's empirical research that are explained and analysed thoroughly in the chapter.

### **e. Conclusion**

The title of the chapter refers to the essence of the final chapter of the work as well as the set of results. It is to contain a conclusion (joint inventory of the results), and optionally a discussion (further interpretation of the results and their possible benefits) and further opportunities of examination in the given subject.

### **f. Summary**

Summary of the thesis is to cover all chapters. The student classifies his / her thesis based on JEL (Journal of Economic Literature) and refers to this classification in the summary.

A brief summary or an abstract in Hungarian is highly recommended to be included in the Thesis (its text can be positioned after the English language summary). This Hungarian language summary/abstract is not required to be a translation of the English language summary or to be as comprehensive as the English language summary, but it shall contain the title of the thesis in Hungarian.

## **II. Supervisor's approval for submission of the thesis work**

An approval of the supervisor must be attached to the thesis declaring that the work may be submitted and is appropriate for defence. In the absence of this statement, the thesis will not be accepted.

In order to get the approval of the supervisor, the student has to take part in at least two consultation occasions with his/her supervisor and keep him/her updated on the stages of the work (supervisors are allowed to require more occasions for consultations). The statement may only be requested from the supervisor if the student meets all formal requirements and deadlines regarding the thesis.

### **III. Statement on the originality of the thesis**

The following text is to appear on the inner cover page of the thesis (before the Table of Contents):

I, .....(student's full name) in full knowledge of my liability, hereby declare that the electronic and hard copy of the submitted Thesis Work is 100% identical as regards all texts, figures and tables, and – except for the parts cited in keeping with the official rules and regulations as set out in the Study and Exam Regulations – are based solely on my own individual work and do not rely on any other (uncited) document, source, or contributor.

**Thesis Works that do not include the above statement will be rejected for formal reasons already at the time of submission.**

### **IV. Submission of the thesis**

The thesis must be submitted in a print version in black hardbound and at the same time uploaded in an electronic (pdf) form in the Neptun system.

The responsible department of the University (here: GEO Department) has to take care about the electronic archiving and storage of the dissertation for the prescribed time period.

### **V. Formal requirements of the thesis work**

#### **V.1. Cover pages**

**The outer (hard) cover:** may only contain the following information: - “Thesis Work” - the author's name - the year of submission

For details about the outer cover, please see Appendix 1/A.

**The inside cover page should include:**

- the name of the university; the name of the Faculty, the name of the Department
- the name of the author and the full name of the Master Degree Programme
- the title of the Thesis Work
- the name of the Thesis Work supervisor
- and the year of submission.

For details about the inside cover page, please see Appendix 1/B.

## **V.2. Table of contents**

- The inside title page is followed by the Table of contents.
- The Table of contents should include the titles of the individual chapters and subchapters and should be followed by the appropriate page number. All pages in the Thesis (except for the inner title page, the two statements and the appendices) must be numbered.
- The chapters and sub-chapters should be numbered with Arabic numerals. For creating sub-chapters, at least two subchapters are required. The table of contents is to show the chapters and sub-chapters to the third level max. (e.g. 2.3.1)

## **V.3. The body text**

- The Thesis Work may be printed single- or double-sided.
- Margins to be used (if printing double-sided, don't forget to "mirror the margins"): Left (binding edge): 3.5 cm; Top, bottom and right: 2-2.5 cm
- While there are no formal requirements regarding the font used, it should be an easily legible, traditional one and should be equivalent in size to Times New Roman 12 pt.
- The line spacing should be 1.5 which means approximately 30-35 rows of text per page.
- Formal paragraph and sentence structure should be used

## **V.4. Figures and tables**

- Figures and tables should be numbered separately and consecutively.
- Please remember to reference any figures or tables that are not your own work (see later).
- While it is not obligatory, when the number of figures and tables is more than 5-6, adding a table of contents of figures and tables is recommended.

## **V.5. Citations**

- All statements (ideas, sentences, paragraphs and data) taken from or based on other sources must be clearly cited.
- The citation must be included in the body text right after the cited part in parentheses by giving the author's last name and the year of publication (e.g. KOVÁCS 2016).
- If you are citing two different works of the same author published in the same year, distinguish between the two by adding an "a" or "b" after the year (e.g. KOVÁCS 2016a, KOVÁCS 2016b).
- Exceptionally, the citation can be given in the footnote – but in the same format. Mentioning further explanation in relation to the cited literature can be an example for acceptable application of citations as footnotes (can occur especially in the cases of describing the sources of tables and figures).
- In the case of any word for word citation, translation, table or figure the citation must necessarily include not only the author's last name and the year publication, but also the exact page number (e.g. KOVÁCS 2016b, p. 85.)

## V.6. References

### **-recommended format of the references: APA**

- The “References” part of the Thesis Works contains the detailed specifications of the literature – including tables and figures, statistical data and estimates, appendices, etc. – to which the reference is made.

-The “References” should contain the publications (including websites) to which a specific reference is made within the Thesis Work itself. (Any publications which served only as background reading and which are not cited within the Thesis Work do not have to be included in the References part. The References should only contain works/publications that are officially cited within the Thesis Work.)

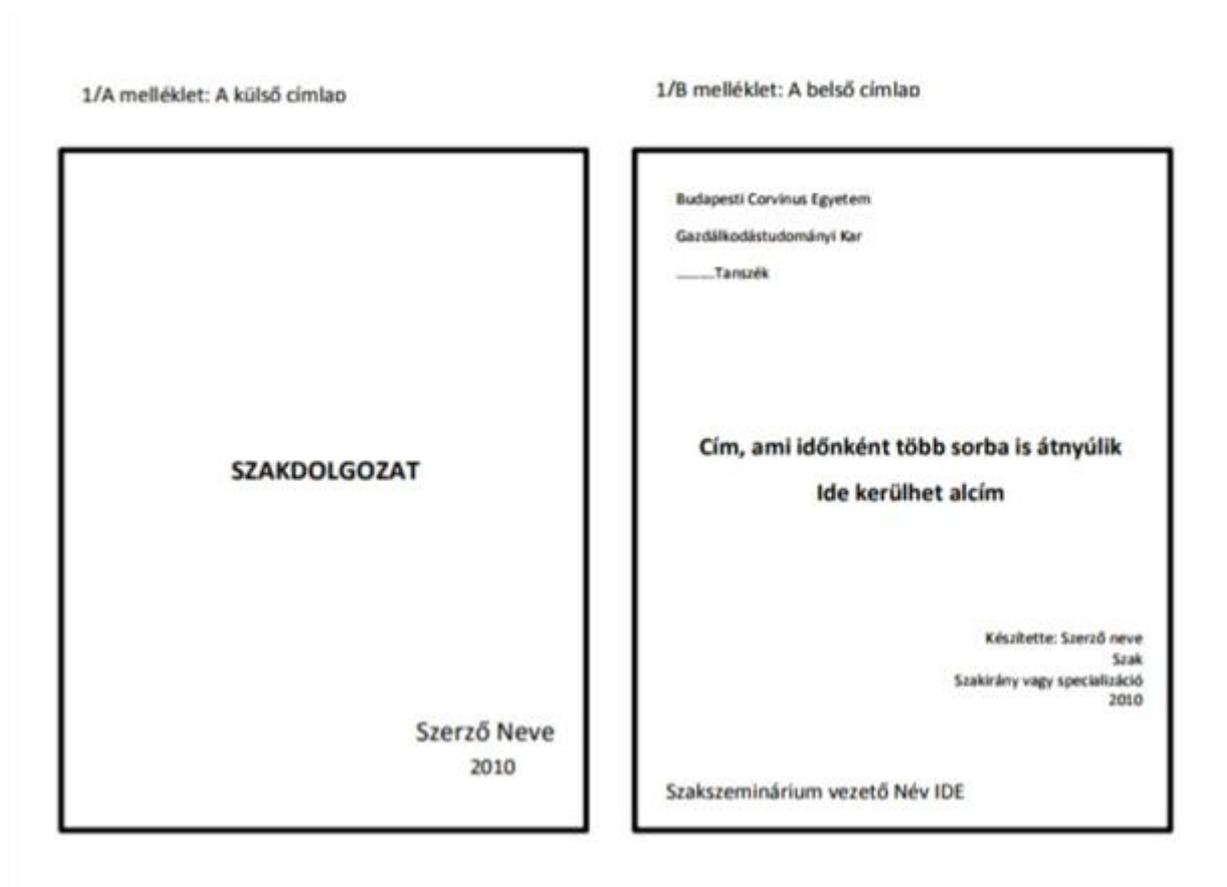
- The publications included in the “References” part should appear in alphabetical order based on the family name of the author/first author.

- In cases where a publication with no author is cited, the name of the author should appear as “Anonymous”. Students are, however, urged to find out the author or editor of the given text.

- When the cited text or information was obtained from the internet and no author and title can be given, the following information must be given: the internet or portal website; the URL; the exact date when the information was downloaded. (The name of the internet or portal website and the year of publishing or purchasing shall be indicated in the citation among the text, e.g.: [WIKIPEDIA, 2020]). This type of literatures and their references/citations ought to occur only occasionally, it is not recommended to be used in a significant extent.

- In certain cases, it may be useful to include a Glossary and/or Subject Index. It is best to place this before the “References”.

## Appendix



### Picture 1: Outer cover of the thesis

- THESIS WORK in the middle
- name of the author and year in the bottom right corner

### Picture 2: Inner title page

- the name of the university; the name of the Faculty, the name of the Department (top left corner)
- the title of the Thesis Work (in the middle, may have subtitle as well)
- the name of the author, full name of the Master Degree Programme and the year of submission (bottom right corner)
- the name of the Thesis Work supervisor (last row, on the bottom of the page)

## **Deadlines**

**The thesis must be sent to the supervisor two weeks before the submission deadline in order to get the approval (see point II.)**

## **Publicity**

Students shall be aware that all defended thesis will be publicly available through the Internet. Permissions for writing thesis closed to the public can be requested from the teacher responsible for the whole REE master programme in written form (Márton Péti). Students are highly recommended to choose topics that can be openly published, thesis closed to the public is allowed to be prepared and defended only in very rear cases.