

## **BSc and MSc thesis FORMAL REQUIREMENTS**

In effect from the first semester of the year 2024-2025

When preparing BSc or MSc theses in the Institute of Chemistry, the content and formatting of the theses have to obey the regulations both of the Faculty and the Institute. The latter one is detailed below.

- 1.) An effort has to be made to obey the regulations of the Faculty of Natural Sciences and Informatics.
- 2.) Compulsory parts of the thesis are: cover page, summary, list of contents, the professional part, list of references, declarations. The sectioning of the professional part has to support the optimal discussion of the topic. Generally, unless differences are justified by special reasoning, the professional part should consist of an introduction, literature overview, goals, description of tools/devices/chemicals/methods used, results and discussion, conclusions. It is not compulsory, but according to good practice to include a list of illustrations and abbreviations located after the list of contents, as well as an acknowledgements section before the list of references. If justified, appendices can be placed after the declarations. It is important to note that these pages do not count towards the length of the professional content.
- 3.) The length of the professional content can not be less than the number of pages stated in the Faculty regulations (BSc: 20 A/4 pages, MSc: 35 A/4 pages), however based on the decision of the supervisor and according to the characteristics of the topic, the length can reach 30-50 pages. The thesis is printed as a single-sided document, equipped with page numbers, with the exception of the cover page, separator pages (if any) and the list of content.
- 4.) The literature overview shall not include information that is part of the content of compulsory courses, but only information that was new to the student at the time of writing.
- 5.) When formatting the thesis, A/4 page sizes, 2,5 cm margins (all around) and 12-point serif fonts (e.g. Times New Roman, Cambria, Garamond, etc.), and a 1,5 times line spacing (or a fixed spacing equivalent to this) have to be used. The main text is justified between the margins. For the sake of separation, the font used in the illustrations (tables, graphs, pictures and captions) should be a one or two point size smaller sans serif font (e.g. Arial, Calibri, Verdana, etc.) and printed with a single line spacing. The cover page and chapter headings should be printed with characters proportionally larger, bold, italics or in small capitals. The format and content of the cover page is governed by Faculty regulations.

- 6.) All chapters have serial numbering using decimal numbers. Chapter titles are aligned left and have no periods (full stop) or reference numbers (referring to the list of references).
- 7.) Captions or titles of tables and other illustrations can be located either above and below the illustrations. Captions shorter than one full line are centered, whereas longer ones are justified between the margins. As a general rule, the language of the illustrations should be the same as that of the whole thesis. Illustrations should be legible, easy to overview and preferably in color. Illustrations have to be referenced as “Table 1.”, “Figure 2.”, “Picture 3.”, etc. and these labels should also be used in the captions. Larger formulas, equations should have individual, consecutive numbering and should be placed in a separate line.
- 8.) Acronyms and mosaic words have to be resolved at the place of their first occurrence, independent from the fact that a list of abbreviations was prepared or not.
- 9.) SI units should be used everywhere in the thesis, unless strong reasons justify the deviation.
- 10.) The list of references has to contain at least ten entries, which are all formatted the same way. In the case of journal articles, the entry should include at least the name of all authors, the volume number, year and starting page number (article number). In the case of books, the minimum information given includes the name of authors, the title of the book, the name of the publisher and the year. All entries are referenced in the main body of text by their serial number placed in square brackets, in the order of their appearance. The scientific degree of authors are not indicated, given names of authors are abbreviated as initials. In the case of foreign language sources, the order of names follow the English order (given name, family name), whereas in the case of Hungarian sources, the order is Hungarian (family name, given name). No more than 10% of all references can be links (internet-based). All entries are justified to the left and attention has to be paid not to break the name of authors or title of sources at the end of line.
- 11.) At the end of the thesis, and in front of the compulsory declaration dictated by the Faculty regulations, another declaration should also be placed in the form of a table. This table should list the most important tasks/actions within the professional activities of the thesis and indicate the contribution of the student in their execution. The contribution has to be characterized according to the following categories: “fully standalone”, “partially standalone”, „observational”, “taken over (from somebody else)”. Below this table, the signature of the student and the supervisor should also be placed. It is expected that the majority of the tasks are executed fully or partially standalone by the student. Don’t forget, that the Faculty regulations may also require the inclusion of another declaration.
- 12.) The appendix, if there is any, should be placed at the end of the thesis and separated from the other parts by a page entitled „Appendix”. Only data or illustrations not directly needed for the understanding and evaluation of the thesis can be included in the appendix section. The editing/formatting of the appendix follows the same guidelines as the main body of text.
- 13.) In addition to an electronic copy of the thesis, which is uploaded to the Modulo system, a printed and bound copy is also required. This has to be brought to the defense and final exam and presented to the committee. After these events, the student can take this copy with him/her.

We wish everyone an enjoyable professional work, a well-written thesis and successful defense!