

Diploma Thesis

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Topics

- Format Requirements
- Quotation
- References
- Figures
- Plagiarism
- Finalising the thesis



Format Requirements

- Basic Formatting
 - Page size, margin, line spacing, indexes and page numbering
- Format of the Thesis
 - Paragraph
- Table of Content
- Appendixes
- Thesis Template – Review Exercise



Basic Formatting

- page size,
- margins,
- line spacing
- indexes and
- page numbering

➔ Refer to the Thesis Template page 8

Example: Basic Formatting

- **Page size:** A4
- **Font:** Arial 11 or Times New Roman 12
- **Margins:** Left 2.5 cm; Right 2.5 cm; Top 2.5 cm; Bottom 2.5 cm
- **Line spacing:** 1.0/1.2/1.3 spaces between lines (extra space before sub-headings is recommended)
- **Indexes:** There are some indexes in the thesis, such as Table of Contents, List of Figures, etc. It's not necessary to create them by hand, because they are susceptible to the changes in the content.
- **Page number:** centered at the bottom, starts from the cover, but appear on the page starting from the abstract page.

- divide the text into **logical chapters**.
 - Divide the chapters into a two or three level hierarchy if necessary. (2.1.2.2)
- divide the text into **paragraphs**.
 - Make sure that even each **subchapter** consists of at least **two text** paragraphs. Check that each paragraph includes a whole thematic entity and both a topic sentence and a support sentence.
- avoid **long** sentences and sentence structures.

➔ Example: Diploma Thesis

Design of an uninterrupted power supply with ultra caps



Paragraph

- is always longer than just one sentence.
- each paragraph consists of one information unit (variety of the length)
- all lines start at the same point on the left margin
- one blank line is left between paragraphs.

Example: Presented in Class



- The table of contents shows
 - the disposition of the diploma thesis and how the issues discussed in it are related to one another.
 - all **headings and subheadings** of chapters are presented in the table of contents in the same form as they appear in the text.
 - the starting page of each chapter.
 - starting pages of the list of sources and appendixes

Text

2 HEADING (14 p.)

- 2.1 Subheading (12 p.)
 - 2.1.1 Subheading (12 p.)
 - 2.1.2 Subheading (12 p.)
- 2.2 Subheading (12 p.)
- REFERENCES(14 p.)

TABLE OF CONTENTS

- HEADING (12 p.)
 - 2.1 Subheading (12 p.)
 - 2.2.1 Subheading (12 p.)
 - 2.2.2 Subheading (12 p.)
- 2.2 Subheading (12 p.)
- REFERENCES (12 p.)
- Appendixes (12 p.)

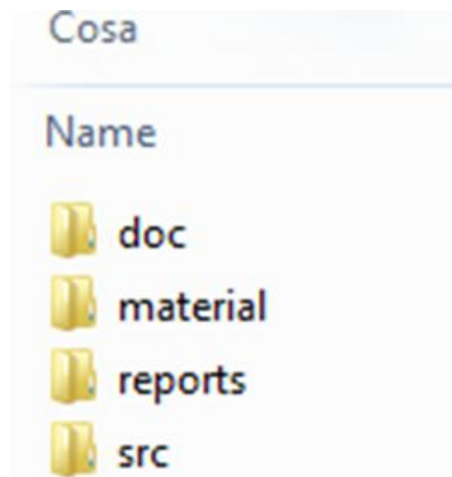
Example: Font: Times New Roman

Font size :

- include lists, figures and other materials which help the reader to understand the issue
- are evidential and additional material. Such material includes items used for acquisition of information, for examples questionnaire forms, check lists.
- the title of the appendix the word APPENDIX (in uppercase letters?)

■ From last session

- Open the template which you have downloaded from Moodle to write your thesis
 - Introduction
 - Heading and subheading
 - Image and Tables



Anything which supplied you with the information should be referred!

QUOTATION (CITATION) REFERENCES

- Format Requirements
- Quotation
 - Types of Quotation
- References
 - What is a Reference?
 - List of References
 - Content of References
 - Order of References
 - Example: Books,
 - How to use Reference
- Figures
- Plagiarism
- Finalising the thesis



Types Of Quotation

■ Direct Quotation (Citation)

- (“...”)

- You can cite literally – **word by word** – put the citation into this form „.....citation.....“
- copying the exact words used by an author and place them unaltered directly into your work

■ Indirect Quotation

- Cite by using your own words

➔ Reference

What is a Reference?

- documents such as (e)books, journals, electronic media and figures, anything which supplied you with the information
- even if you just explain fundamental knowledge with your own words **you have to add the references**
- **must be given** to all statements which have not been derived by yourself, to all citations, figures, and so on.
- refer to all statements which have not been derived by yourself (to all citations, figures etc.)

- The sources used are listed in the list of references at the end of the Diploma Thesis.
- The list must include all sources referred to in the Diploma Thesis.

Example:

- List of Tables
- List of Figures

- Which information must contain a references ?
 - the **bibliographical** information to locate publications.
 - Author(s), editor(s)
 - Year of publication
 - Title
 - Edition used (if there are more than one)
 - Place of publication Publisher or conference organizer
 - Editor of the whole publication
 - Title of the whole publication
 - Pages on which the article appears in an edited publication or a periodical
 - Series title and number in the series
 - Journal title

- References are listed in alphabetical order by **author's last name**.
 - If the publication has no author, the name is replaced by **the title of the work** and the reference is placed in the list of references alphabetically under the title
- Example: a Book may have
 - Single Author
 - Single Author, more than one edition
 - 2 Authors
 - 3 Authors
 -

Example: Books

- If a book has one author, include his **last name**, **initial letter of first name**, **year**, **title**, **place of publication** and **publisher**.
 - **Skern**, T. 2009. Writing Scientific English.
Wien, Austria: facultas Verlag- und Buchhandels AG.
- If a book has **more** than one **author**, include all their names. (Use “&” or “and” before the last author’s name)
 - **Kotler**, P., **Keller**, K. L. & **Lu**, T. 2009. Marketing management in China. Singapore: Prentice Hall.
- include the edition, the year of publication, title (refer to slide **References contain ...**)

■ Bibliography

- is a list of all the sources of information you have used but not referred to directly or cited in your written piece of work.

■ Reference List

- It is a list in *alphabetical order* by author of all the references which *you have cited* directly in your written text.

■ Write a reference for your own Thesis

- using to Thesis Template page 17

- using the example of Harvard.

<http://www.nottingham.ac.uk/nmp/sonet/rlos/studyskills/harvard/index.html>

➔ 15 min.

■ Work cited by another author

- you should cited or quoted the original work (see E.g.)



Topics

- Format Requirements
- Quotation
- References
- **Figures**
- Plagiarism
- Finalising the thesis



- Draw your own pictures
 - Do not copy or just use pictures from the internet
 - Each pictures and tables must have
 - a numbered title
 - the title must fully explain the meaning of the picture or table (also diagram)
 - a headline
- ➔ Examples of the Diploma Thesis which are marked “excellent”



Topics

- Format Requirements
- Quotation
- References
- Figures
- **Plagiarism**
- Finalising the thesis



“the practice of taking someone else’s work or ideas and passing them off as one’s own.”

Oxford Dictionary

PLAGIARISM

- **Copying** any scientific work without permission of the author of the original work is **forbidden**
- If you use someone else's ideas **without acknowledging** them, you're **stealing**.

Avoid plagiarism

- academic **HONESTY** is important
 - don't steal the work of others!!

Otherwise Consequences of committing plagiarism

- your diploma thesis will not be accepted and
 - you will not achieve your diploma thesis and
- ➔ It will be controlled using a special software.

How To Avoid Plagiarism

- you have to know how to
 - paraphrase
 - summarise and
 - quote

<http://iskillzone.uwe.ac.uk/RenderPages/RenderConstellation.aspx?Context=10&Area=8&Room=24&Constellation=46>



■ Writing Style

- pay attention to the **choice of words**.

- aim at exact expression,
- avoid unnecessary foreign words and
- discard vague expressions and figures of speech.

■ go through spelling checking



- After writing a paper finalise it
 - May be a figure fit on it ? Consider the size!!
 - Are the spaces ok?
 - Are the lines too narrow or too wide?



Summary

■ consists of the following parts

- Cover
- Title page
- Abstract
- Contents
- Introduction
- Description of the development/research task (theoretical foundation, empirical results and research process)

Done

■ Results

■ Conclusions

■ Discussion

■ Sources

■ Appendixes

To Be Done

- the main results answer the questions asked in the definition of the development/research task.
- the conclusions are drawn from the results obtained in the Bachelor's thesis
- the conclusions show how the Bachelor's thesis has **changed** or **increased knowledge** in the development area and
- how the results can be used in practice.

- in the discussion you will analyse the subject of the Bachelor's thesis and its execution, as well as questions.
- the results of the thesis are compared with the questions presented in the research task and
- new questions that have arisen during the writing process are analysed
- In the discussion you will present your **own comments and views** on the development/research task.

- the thesis can be printed in the university or any other print shop
- the thesis has to be bind
- you have to deliver two copies at the faculty office (one for your supervisor, one for the archive of the University)

Books

- Skern, T. 2009. Writing Scientific English.
Wien, Austria: facultas Verlag- und Buchhandels AG.
- Rechenberg, P. 2002. Technisches Schreiben.
Germany: Carl Hanser Verlag

Website

- <http://iskillzone.uwe.ac.uk/RenderPages/RenderConstellation.aspx?Context=10&Area=8&Room=24&Constellation=46>
- <http://www.nottingham.ac.uk/nmp/sonet/rlos/studyskills/harvard/index.html>

Thank you for your attention.

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