Guidelines for Master’s Thesis

1. the language of the thesis: English (British or American)
2. format of the thesis: A4 format in black, hard cover
3. copy of the thesis: 3 copies (one for the students, one for the supervisor or for the department, one for the central library)
4. printing: the thesis has to be printed in one or two-page format
5. part of the thesis from left to right:
   1. cover page
      1. outer page
      2. inner page
      3. at the beginning the name(s) of the author(s) have to be shown up.
   2. Title page
   3. description of the task
   4. declaration of the student and of the supervisor (on the same page)
   5. acknowledgement page
   6. abstract page/summary
   7. table of contents
   8. manuscript/main document
   9. appendices
   10. back cover page

**Content and arrangement of the first cover page**

THESIS

name of the author(s), date (year)

**inner page of the first cover page**

**EMPTY**

**Title page**

University of Pannonia

Faculty of Information Technology

name of the department

name of the course

THESIS

title of the thesis

name of the author

Supervisor:

Consultant(s) if relevant: :

date (year)

**description of the task**

**Statutory Declaration:**

the text of the description is as follows:

Undersigned, <<name of the student>> declare, that this thesis has been prepared at the <<name of the department>> at the University of Pannonia in order to get the <<name of the qualification>>.

Furthermore, I confirm that this thesis and the work presented in it are my own and has been generated by me as the result of my own original research.

I am aware of the fact that the results enclosed in the Master Thesis can be used freely by the department announcing the topic.

date: Veszprém,

signature

Undersigned<<name of the supervisor>> as a supervisor declare the master thesis of <<name>>has been prepared at the <<name of the department>> in order to gain the qualification of <<qualification>>.

date: Veszprém,

signature

**Acknowledgement:**

Firstly, I would like to express my sincere gratitude to my supervisor, and for all the people who made any contribution to my work.

**Abstract**

The abstract has to contain points (short and accurate summary) as follows:

* name of the topic
* description of the task
* methodology of the solution
* results
* keywords (4-6 words)
* it must not exceed 1 AI page, its format is as follows:

**SUMMARY**

(Times New Roman, capitals, 14pt, centred)

The text of the summary: Times New Roman, 12 pt, normal, justified, 1.5 lines

**Keywords:…….**

**Table of contents**

Heading4, format: traditional

**Manuscript**

it is determined by the supervisor and the student together; this part is at least 2/3 part of the whole thesis without the quotations.

**Quotations longer than some sentences MUST NOT be inserted into the manuscript.**

**Quotations longer than some sentences have to be inserted in the appendices.**

**Formal requirements**

1. text: Times New Roman, 12pt, 1.5 lines, justified
2. figures/pictures: centred, subtitled and numbered
3. formulas centred, adjusted to the first tab, numbered (in each chapter or either on the right or on the left side), letters: italics, numbers: normal, the formulas are preceded and followed a space, the first line after the formula begins on the left side (no tab)
4. variables in the text with italics
5. new paragraph: the first line of the new paragraph in a new line with a tab without an empty line before it
6. titles are numbered, Heading 1:14pt, Arial, bold, further Heading: 12pt, bold, Arial. An empty line has to precede and follow each title. The first line after the title has to begin at the beginning of the next line
7. general rules:
   * a space precede and follow all
   * every point, comma, question mark, etc. is followed by a space
   * the brackets are not in italics
8. the spelling has to be used according to the British or the American spelling regulation
9. Length: the manuscript has to contain at least 45 pages maximum 60.
10. Margins: 4 cm on the binding side, 3 cm on the other side as well as on the top and on the bottom.
11. page numbers must be on the bottom edge of each page
12. letterhead
13. references have to be put into square brackets, the number of the referenced work has to be inserted into the bibliography like [1], if there are several references after each other, you have to enlist the numbers after each other separated by commas e.g: [1,5,6]
14. word by word quotation:

The quoted text has to be put between „” and the reference has to be given as described in the previous point.

***Bibliography***

The word itself has to be written with bold italics in 12pt. The points of the bibliography has to be put into alphabetic order starting with No. 1.

font size: 12pt.

The formats are as follows:

**journal article:**

NASH, L., SMIDTH, G. (1999.) The Alpha-Clustering

*Journal of Computing.* 5(2): 17-29.

**Book:**

KIMT, G. (1998). *A Fuzzy Logic Method In Window Design.* Springer, Berlin Heidelberg New York.

**Chapter (in a book or in a proceedings)**

Hinton, H. (1997). The Heavens are Falling. In: Rosenberg, K. (ed.): *Random Thoughts.* MIT Press, 40-100.

**Internet reference (to be submitted on CD)**

<https://mik.uni-pannon.hu/index.php/hu/oktatas/oktatasi-dokumentumok.html> (date of the download 10TH October 2008) *Information about the final exam January 2009*

**Appendices**

figures, drawings, longer quotes etc.

content of the CD (file structure and list of the files)

**CD appendix has to contain**

the manuscript (both in PDF and in WORD format)

the downloaded webpages of the internet references

all the parts of the own work (any code, photograph)

**Back cover**

has to contain a CD in a container