

## **Baccalaureate Thesis Guidelines**

1. Content Guidelines
2. Formal Guideline

### 1. Content Guidelines:

The Baccalaureate Thesis should contain evidence of independently conducted research, knowledge of methodology, the ability to build cohesive arguments, discussion of relevant literature, and critical commentary. Specifically, this means:

- taking a scientific approach when forming research questions and building cohesive, well-balanced arguments that take into account other possible angles and positions
- pursuing research questions and presenting results or conclusions in the context of academic discourse, including clear connections to relevant literature
- adhering to the formal guidelines of a research paper, including proper citations of literature, formatting of text, and overall structure of the work (table of contents, abstract/summary, thesis statement, literature review, description of the research approach and methodology used, presentation of results, discussion, conclusion and bibliography).

### **Topic Selection / Content Considerations**

- Which question would I like to examine?
- Which topic would I like to represent?

This is an individual and creative decision. Ideas can come from literature, clinical work, and discussions with colleagues.

### **Literature Search**

- Which studies have already been conducted on this topic?
- What theories already exist that may be drawn upon to answer my questions?
- Consider any historical developments in the topic by going from the earliest to the most current literature

The literature search is a crucial first step, as it may lead you to modify your original ideas.

### **Formulating a Thesis Title**

- The phraseology should describe the purpose of the work as concretely as possible

### **Thesis Testability and the Implications of Your Research**

- Is the proposed research question testable suitable for obtaining results? (as in therapy, some patients aim for a goal that is not attainable)
- Is the phenomenon already examined and demonstrated to such an extent, that it can only be confirmed?
- What is the practical, theoretical and methodological value of the question?

### **Proposing a Research Hypothesis**

Establishing the scope of the research hypothesis, the variables, and the possible correlations.

### **Developing a Research Plan**

- How can I support the working hypothesis? What kind of investigation methods are appropriate (questionnaires, case studies, interviews, etc)?
- What criteria should be used for the Abstract (for example, a literature search regarding a specific question)?

### **Composing a Proposal**

- The purpose of the Proposal is to provide a sense of structure, to make the content and the purpose of the thesis clear, and to present an overview of the work that will be presented. On the basis of the Proposal, you and your supervisor will discuss how to proceed with the Thesis.
- Length: 2-4 pages.

### **Executing the Research Plan**

Step-by-step description of methodology, research materials, the subject pool and its composition (as well as other methods of obtaining data), procedures, etc.

### **Presentation of Results**

- The results are represented, including any observations and results that contradict the hypothesis.
- With theoretical papers, the compiled findings should be summarised.

### **Interpretation of Findings**

Postulate a connection between the results and the original research question:

- Meaning of the results
- Theoretical implications
- Comparison to the results of other findings, including similarities and contradictions
- Suggestions for practical relevance

### **Discussion**

A critical discussion of the extent, the consequences, and also the limits of the findings. Point out possibilities for further inquiry. Discuss the implications and

possibilities of applying the findings in a practical context.

## **Literature**

When conducting your literature search, be sure to write down references (including page numbers) right away, as later this will be more difficult! References should include:

- Author(s) (last name, first name)
- Title of the work
- Place of publication and publisher (or title of journal, along with volume number)
- Page number(s)

## **Acceptable Resources**

- Books
- Review articles
- Articles published in professional and scholarly journals
- Compilations of Abstracts

## 2) Formal Guidelines

The format must be that of a formal body of research. Stylistic requirements, grammar and punctuation must be considered. Be sure to proofread and spell-check!

## **Title Page**

- Full title of the Thesis
- Degree candidacy (Bachelor's or Master's)
- Institutional affiliation(s)
- Full name (first and last name)
- Location and date

## **Suggested Organisation of Thesis**

- Abstract
- Key words (for database searches)
- Introduction of the topic and Research Question
- Literature Review
- Research Methods
- Procedures
- Results, interpretation
- Discussion
- Conclusions/ summary
- Bibliographical References

**The following components must be included**

- Title page
- Table of contents
- List of tables and illustrations
- Abstract/ summary
- Appendix (test materials used, including questionnaires, drawings/diagrams, etc)
- Curriculum Vitae

**Layout:**

Length: 40-60 pages

Margins:

- Top and bottom margins should be around 3 cm. Margins should be uniform.
- The left margin must be at least 3.5 cm, to allow binding

Use only 1 side of white A4-size paper.

Page numbers must be numbered sequentially (including References and Appendix) on the top right

Font Size and Line Spacing

- In order to facilitate proof reading, use size 12 font size and 1.5 line spacing.
- The font must be standard and legible, such as Times New Roman, Arial, Helvetica, or Garamond.

Abstract: must precede the work and be 100-150 words in length. The abstract can be written in English or German.

**Citations**

In Text:

Direct quotations must be punctuated with quotation marks at the beginning and end of the quotation, followed by a comma and parentheses stating the last name of the author, the year of the quoted text, and the page number.

Example: "Text..... text", (Mayer, 1989, p.20)

Direct quotations should be kept as short as possible and should be clearly relevant to the text.

When paraphrasing ideas in your own words, no quotation marks are used, but the name of the author, year of publication, and if relevant, the page number, are inserted in parentheses at the end of the sentence.

Example: Text..... text (Meyer, 1989).

## **Citing Literature**

References must be in alphabetical order, arranged by the last name of the first author

### Book References

Author last name, first name initial

Year in Parentheses

Chapter title

Last name(s) of editor(s), initials of first name(s)

Book title

Publisher

Publishing location

Pages

Example:

Elster, J. (2004). Emotions and rationality. In Manstead, A. S. R., et al., *Feelings and Emotions: Studies in Emotion and Social Interaction*. Cambridge University Press, Cambridge, UK, 30-48.

### Journal References

Author last name, first name initial

Year in Parentheses

Article title

Journal Title

Volume Number, followed by colon

Page numbers

Example:

Jakobs, E., Manstead, A. S. R., & Fischer, A. H. (2001). Social context effects on facial activity in a negative emotional setting. *Emotion*, 1: 51-69.

## **Binding**

After the Bachelor's Thesis work has been submitted and graded, it must be hardbound in two exemplars. The author's name must be printed on the spine. A copy of the work must also be submitted in electronic form.

Cover Colour: Bachelor's Thesis: black