

SZENT ISTVÁN UNIVERSITY  
Veterinary Science Library, Archives and Museum

**G u i d e**  
**to the formal requirements of theses**

Supplement: Formal requirements of studies for the  
Students' Research Circle



2010

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## Introduction

The text of the *Guide to the formal requirements of theses* contains quotations of relevant parts of appendix 5/C of the Organisational and Operational Regulations of the Szent Istvan University entitled “*Tanulmányi és vizsgaszabályzat*” (Regulations concerning studies and examinations, referred to as Regulations). Paragraph 43§ (1) of the Regulations says:

“Students participating in BSc, MSc courses as well as specialist further training courses have to prepare a thesis (diploma work) as part of their final exam.<sup>1</sup>”

In fact, writing a thesis is very similar to scientific publishing. Its aim is to acquire skills indispensable to the presentation of professional achievements and their documentation, and, as a matter of fact, to give evidence of the professional preparedness at the end of your studies.

The present *Guide* supplements study regulations by summarizing the formal requirements valid for a thesis, and aiding the use of correct citations and the compilation of the list of references. We would also like to support your work by giving some good pieces of advice and underlining compulsory requirements.

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<sup>1</sup> A Szent István Egyetem Szervezeti és Működési Szabályzata 5/C melléklete Tanulmányi és Vizsgaszabályzat, Gödöllő : SZIE, 2009. p. 43. URL: [http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi\\_es\\_vizsgaszabalyzat.pdf](http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi_es_vizsgaszabalyzat.pdf). Downloaded: 2009.08.11.

# 1. Preparations for thesis writing

## 1. 1. Choosing a topic

As for students of veterinary science paragraph 43§ (5) of the Regulations says:

„(a) The student has to choose a topic for his/her thesis and register at the given department chair not later than the end of semester 8. The department, offering the topic for the thesis may require the attendance of course(s) related to the topic during the period of thesis writing or before.

If the student would like to write his/her thesis in a subject which has not been taught yet, s/he has to ask for permission to do so from the head of the department concerned by the end of semester 8, and submit it at the study department. In this case s/he has to choose the topic of his/her thesis within 6 weeks after the beginning of semester 9.”<sup>2</sup>

Select your topic carefully. It is worth to look up potential topics in books, on the internet, in bibliographic databases, and to discuss the details with your prospective tutor. The following checklist may help you select your topic:

- Are you really interested in the topic? Are you willing to elaborate it with several months' labour?
- Is the topic one which meets your qualities and personality? Are there lots of books and articles about it, or does it require independent study, experimentation, etc.? Do you have all the skills, can you use all the methods (design of experiments, statistical methods, literature searching, etc.) required? Are you willing to improve your skills if necessary?
- Are you willing of work as much as will be necessary?
- Will you be able to cooperate with your tutor well enough?

Beside the topics offered by departments, the student may also submit a topic which could be developed into a thesis if the department head agrees to it.

If you have managed to select a good topic, it is worth starting the work immediately. The deadline for submission may seem to be very far ahead, but as you will dig deeper and deeper in your topic, more and more details will be revealed. Doing all the related research work and editing the thesis itself are both time consuming tasks. Haste work has an unfavourable impact on quality, and it will spoil the joy of scientific work.

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<sup>2</sup> A Szent István Egyetem Szervezeti és Működési Szabályzata 5/C melléklete Tanulmányi és Vizsgaszabályzat, Gödöllő : SZIE, 2009. p. 43. URL: [http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi\\_es\\_vizsgaszabalyzat.pdf](http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi_es_vizsgaszabalyzat.pdf). Letöltés dátuma: 2009.08.11.

### 1. 2. *A survey of literature*

The first step towards the scientific elaboration of a subject is the study of literature written in the topic until the time of your study, i. e. *the collection and review of literature in the field*. The coverage should be as complete as possible.

The Veterinary Science Library will help you in this. Librarians are ready to hold brief introductions into thesis writing for at least 5-member groups of students at any convenient time. The short (minimum 4 hours') course includes introduction into the use of the library catalogue, the searching of bibliographic databases in the field of veterinary science, and you will be told how to acquire selected books, articles etc. (interlibrary lending, use of electronic documents, etc.) and you will be able to learn the basic techniques of searching. The compilation of bibliographies will also be dealt with. Of course, librarians may also be asked for individual help in the use of bibliographic databases, electronic resources, acquisition of documents, etc.

It is a golden rule that you should never rely on one single source, for you may not achieve the necessary completeness. Internet resources deserve a special approach. Since nobody controls the contents on the internet, the reader must be critical enough to filter out poor content.

The review of literature enhances the planning of the research and the logical organisation of your material in the thesis. It will clear up ambiguities, and enables you to give proper emphasis to different segments of your topic.

Today information found on the internet is more and more often used for thesis writing. If the internet resource is a peer reviewed journal, a book, or the website, tutorial, etc. of a scientific institution or university, this is justified. However, there is a great need for professional criticism, and careful selection in the case of other web sources. Wikipedia, vet's online advising for pet owners, blogs and the like should not be used as resources of information for a thesis.

**Important notice!** In order to be able to make correct citations and compile a proper bibliography never forget to put down the author, title, bibliographic data (such as journal title, volume, issue and page number, place of publication, publisher, year and page numbers for a book) precisely and immediately and save your notes carefully until you finish your work!

### 1. 3. *The structure and length of the thesis*

When you find out the *title*, remember that this will be read by future users of the library catalogue. Let the title be short, precise, and let it express the content of the study.

You will get instructions from your tutor, and there are some points as well which you may consider regarding the *structure of the thesis*. The following may be of some help:

- contents,
- introduction,
- a survey of literature,
- materials and methods,
- results,
- discussion (conclusions),
- summary,
- appendices,
- English title and summary (Summary),
- bibliography (list of references)
- acknowledgements.

As a matter of fact, the structure of the thesis is determined by its subject. However, the above mentioned chapters are characteristic of scientific studies in general, that is why it is worth taking them into account.

The *length* of the thesis depends on what kind of a topic you have selected, how many illustrations you have, etc. The thesis should be minimum 30 pages, plus the bibliography. Tables and figures must be organically connected to the text.

The proper use of terminology is a very important feature of the thesis. It is also expected that you use the English language correctly and your style be adequate to the thesis: objective and concise.

## **2. Formal requirements**

The thesis should be printed out in A/4 size, single sided, with 12 point characters and 1.5 line spacing.

The text should be on pages with the following margins: 3 cm on the left, 2 cm on the right. The pages of the thesis must be numbered continuously with ordinal numbers. There should be no page number on the title page! Page numbers should be positioned at the bottom of the page.

Take good care of formatting the page layout. Do not leave titles at the bottom of the page standing by themselves. Titles should always be followed by their corresponding text.

### *2. 1. Binding the printed copy*

The binding should be black with the gold plated (gilded) word in the centre THESIS. In the lower right corner the name of the author and the year of submission should stand also in gold.

## *2. 2. Title page*

The text “Faculty of Veterinary Science, Szent Istvan University” should stand at the top of the title page, centered followed by the name of the department where the thesis was written. The title of the thesis and the name of the author should stand in the middle of the page. At the bottom the name and workplace of the tutor while in the last line, centered the year must be given (cf. Appendix 1., a sample title page).

## *2. 3. Figures, tables, notes*

Every table and figure must have a title and a sequential number. The titles of tables should be given above the table on the left, while the captions of figures are put below the figure, centered. Tables and figures must be referred to by their number in the text.

Sometimes it might be reasonable to put tables or figures to a supplement. However, numbering is important in this case as well in order to make references in the text unambiguous.

Footnotes or other remarks may be given at the bottom of the page referred to in the text by numbers or other symbols. These notes should be printed with smaller letters and line spacing.

Figures and tables have to be interpreted on their own, too, therefore if abbreviations are used their list must always be given under the table.

## *2.4. Electronic copy*

The electronic version of the thesis must be submitted on a CD ROM in electronic (Microsoft Word or PDF) format. After the launching of the institutional repository of the Faculty of Veterinary Science, Szent Istvan University, it will also be possible to upload the thesis to the repository online. The rules of uploading will be given at that time.

## **3. Plagiarism and references**

The ethics of research and publication, copy rights of authors, and rules regarding thesis writing all require that bibliographic data read and used for the thesis should be given in a detail which makes their identification and retrieval possible.

### 3.1. Plagiarism

Plagiarism is “the act of taking the writings of another person and passing them off as one’s own. The fraudulence is closely related to forgery and piracy—practices generally in violation of copyright laws.”<sup>3</sup>

According to 39. § (1) of the study regulations

„(1) Students have to stick to the written and informal ethical rules of the University. Study requirements may only be met successfully with legal tools and methods.

(2) It is a violation of study regulations if a student uses someone else’s work as his/her own, or if this work is not referred to properly (plagiarism).”<sup>4</sup>

### 3.2. Use of resources

Two rules have to be followed in the correct use of resources.

If someone’s work is cited *word by word* the text taken over must be put between quotation marks. In this case a reference must be made for the source right next to the citation. In the bibliographic reference the exact page number of the text cited within the whole work must be given.

It is also possible to interpret the findings, thoughts of other authors *with our own words*. In this case quotation marks are, of course, not necessary, however, the work used in such a manner should also be included in the list of references.

Regulations of the Hungarian standard for bibliographic references (**MSZ ISO 690:1991**) are followed.

### 3.3 References in the text

No matter if a part of the text of another author is quoted word by word or interpreted with our own words, the original source must be referred to. There are two ways for doing it:

- a) Endnote (with serial numbers). After a quotation or a summary of someone else’s thoughts it is possible to make an endnote (Insert - Reference - Foot note - End note). Thus the list of references may be created at the end of the document where exact bibliographical data may be given. The advantage of the method is that the numbers do not disturb the continuity of the text, besides, if an endnote is inserted later all the following references will be re-numbered automatically. In this case the list of references at the end of the text will be ordered according to the numbering of endnotes.
- b) Using the so-called Harvard (author-publication year) method the second name of the author (if there is no author, the first word of the title) and the year of publication follows the quotation or summary. These data are put in brackets, and the name is followed by a comma, e.g. (SMITH, 1999). The second names of two authors are separated by hyphen

<sup>3</sup> Plagiarism. In: Encyclopaedia Britannica on-line. URL: <http://www.britannica.com/EBchecked/topic/462640/plagiarism#>. Letöltés dátuma: 2009.08.11.

<sup>4</sup> A Szent István Egyetem Szervezeti és Működési Szabályzata 5/C melléklete Tanulmányi és Vizsgaszabályzat, Gödöllő : SZIE, 2009. p. 40. URL: [http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi\\_es\\_vizsgaszabalyzat.pdf](http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi_es_vizsgaszabalyzat.pdf). Letöltés dátuma: 2009.08.11.

(SMITH – CARPENTER, 1999). If there are three or more authors, the first is named, then the abbreviation *et al.* (i. e. et alii = and others) indicates that there are more authors (SMITH, et al., 1999). If there are several publications of an author from the same year, we may distinguish between his/her works by letters *a, b, c...* (SMITH, 1999a). If we would like to refer to several works, data are separated by semicolon (SMITH, 1999; CARPENTER, 2000). The advantage of the system is that the name of the author immediately offers a kind of information. Its drawback is that – especially if more complex authorship is involved – there are many words which may disrupt the continuity of reading. With the Harvard method, the list of references will appear in the alphabetic order of authors, then in the order of publication years and the marks *a, b, c...* within the list of works by the same author.

#### **4. Compilation of the list of references (bibliography)**

The list of references (bibliography) consists of pieces of literature used in the thesis. The list, which must be started on a new page, is organised in the order of numbers (endnotes) or in the alphabetic order of authors. The rules of making bibliographic references must be followed consistently in each reference. This makes the identification and retrieval of each piece of literature possible. It is possible to make a reference for the whole of the work and for individual parts.

##### *4.1 The structure of bibliographic references*

Different types of documents may be identified by different bibliographical data which will appear slightly differently depending on which method is used: the endnote or the author-publication year. The following patterns demonstrate the bibliographic references of the most frequently occurring types of documents.

Bibliographic data may be separated by dots, commas, etc. differently from the given examples, however, it is important to use the preferred solution all through the list.

###### *a) Books.*

The primary source of data is the internal title page of the book.

AUTHOR S.: Title. Place of publication : Name of publisher, Year of publication. Page number p.

or

AUTHOR S. Year of publication: Title. Place of publication : Name of publisher. Page number p.

A conference proceedings volume is a special case of books. Normally, it has an editor, and the details of the conference are always given:

EDITOR S. (ed.): Title. Title of conference, place, date of conference. Place of publication : Name of publisher, Year of publication. Page number p.

or

EDITOR S. (ed.) Year of publication: Title. Title of conference, place, date of conference. Place of publication : Name of publisher. Page number p.

*b) Book chapter (part)*

AUTHOR S. (of the chapter, part): Title of the part. In: AUTHOR S.: Title. Place of publication : Name of publisher, Year of publication. Page number of the part (from-to) p.

or

AUTHOR S. (of the chapter, part) Year of publication: Title of the part. In. AUTHOR S.: Title. Place of publication : Name of publisher. Page number of the part (from-to) p.

*c) Journal article.*

The source of bibliographic data is the cover of the given journal issue and the first page of the article. The majority of journals also give the year, volume and issue number, as well as the title of the journal on every page.

AUTHOR S.: Title of the article. *Journal title*, Year of publication. Volume number. Issue number. p. page numbers of the article (from-to).

or

AUTHOR S. Year of publication: Title of the article. *Journal title*. Volume number. Issue number. p. page numbers of the article (from-to).

Though the Hungarian standard would allow us to insert “In” between the title of the article and that of the journal, in publications do not use this solution. The title of the journal is usually distinguished from the data of the article by typographical means (italics or fat).

*d) Electronic (internet) document*

Electronic (internet) documents must be referred to as precisely as printed documents. It is not so easy since important data are often missing. Efforts should be made to find out the author of the webpage (let it be a person or an institution), and its title. The exact web address

(URL – universal resource locator) of the homepage must be given as well as the time of downloading or visiting the site.

If a journal or book is used from the world wide web, the author, title, etc. should be given. It must be supplemented by the exact web address (URL – universal resource locator) of the electronic book or journal as well as the time of downloading or visiting the site must be given. Take good care to give the URL of the full text article, not the link pointing to the abstract or bibliographic data.

AUTHOR S.: Title of the article. *Journal title*, Year of publication, Volume number, Issue number. p. page number of the article (from-to) URL: <http://www.....> Downloaded: date.

or

AUTHOR S. Year of publication: Title of the article. *Journal title*, Volume number, Issue number. p. page number of the article (from-to) URL: <http://www.....> Downloaded: date.

#### 4.2 Data elements of bibliographic references

The correct citation of bibliographic data will be enhanced by the following brief description of data elements:

##### a) *Author(s)*

The second name of each author must be given in full, but it is enough to give the initials of their first names. Second names come first and are followed by a comma, then come the initials. (The comma indicates the reverse order of names, therefore it is not used with Hungarian names.) No need for giving titles, ranks, etc. like Dr., DVM, etc. The name of two authors may be separated by a hyphen or a comma. If there are more than three authors, the abbreviation *et all.* may be used after the name of the first author.

SMITH, J., CARPENTER, L.  
NICKEL, R.

If a multiauthor book (such as a manual, collection of studies, etc.) has an editor which is typographically emphasized, s/he should be given as the first author with the abbreviation for editor in brackets after the name (it is szerk. in Hungarian, ed. in English and Hrsg. in German). If the editor is not on the title page, the reference should be started with the title.

KAHN, C. M. (ed.): The Merck veterinary manual.

If there is a corporate author (institution) uninterpretable abbreviations should be avoided, the full name should be given.

Faculty of Veterinary Science, Szent István University

*b) Title*

The title must be given exactly as it stands on the book. Exceptionally, if the title is very long, it is possible to abbreviate it by using “...” for the part which is left out. If a book consists of several volumes, the volume number follows the title.

Állatorvosi járványtan. 1. köt.

*c) Source (host document)*

The source (host document) has to be given if a chapter/part of a document is used. In the case of journal articles this will be the journal, in the case of book chapters it will be the book, while in the case of a conference presentation it will be the whole conference proceedings. The data of the host document are preceded by the symbol “=” or by “In:”, however, in the case of journal articles the host document title is usually distinguished only typographically, e. g. by italics.

FEKETE S., HUSZENICZA Gy.: Effects of T-2 toxin on ovarian activity and some metabolic variables of rabbits. *Laboratory Animal Science*, 1993. 43. vol. 6. no. p. 646-649.

NOWAK, W. et al.: The influence of factors connected with sheep udders on production traits evaluated during lactation. In: *Proceedings of the 5th International Symposium on Machine Milking of Small Ruminants*. Ed. Kukovics, S. Bp. May, 14–20. 1993. p. 3–7.

*d) Edition and publication data*

It must be also indicated which edition of a book was used. The number of the edition must be given together with the abbreviated indication of the type of edition in the language of the book:

3. bőv. átdolg. kiad.  
5th ed.

In the case of journals the year of publication, the volume and issue number must be included. The terms volume and issue may be given in short form in the language of the journal (köt., vol., sz., no.).

In books and other publications the place of publication, the name of the publisher and the year of publication are indispensable. If any of these minimal data is missing, the lack of data should be also indicated, e.g. s. l. (sine loco – no place), s. n. (sine nomine – no name), s. a. (sine annum – no year).

*e) Page numbers*

For journal articles, book chapters the first and last page of the text must be given. If a book is mentioned in general, the page number of the whole book is given. If there is an exact

quotation, the number of the page where the quoted text can be found has to be indicated. Page numbers are marked by the letter p. (Latin: pagina – page).

*f) Special data of electronic (internet) documents*

In the case of internet sources it is very important to make precise and unambiguous references. Beside the data mentioned so far (author, title, etc.) the internet address (URL) of the cited webpage must be given as well as the date of downloading or visiting the homepage. It is indispensable in the case of internet sources since it is possible that the given page will not be found at the time of submitting/evaluating the thesis or its contents will be altered.

Silvestre, A. M., Ginja, M. M. D., Ferreira A. J. A., Colaço, J.: Comparison of estimates of hip dysplasia genetic parameters in Estrela Mountain Dog using linear and threshold models. *Journal of Animal Science*, 2007. 85. p. 1880-1884. URL: <http://jas.fass.org/cgi/reprint/85/8/1880> Downloaded: 2009.08.11.

## 5. Some abbreviations that can be used in the reference list

Abbreviations should be given in the language of the original work.

- authorship:
  - and others (for three or more authors) ⇒ et al. (Latin: et alii)
  - szerkesztő ⇒ szerk. (editor in Hungarian)
  - edited by ⇒ ed.
  - Herausgeber ⇒ Hrsg. (editor in German)
- edition (The number of edition should be given with Arabic numerals)
  - revised ⇒ rev.
  - enlarged ⇒ enl.
  - kiadás ⇒ kiad. (edition in Hungarian)
  - edition ⇒ ed.
- publication:
  - Budapest ⇒ Bp.
  - no place ⇒ s. l.
  - no publisher's name ⇒ s. n.
  - JOURNAL:
    - volume ⇒ vol.
    - number ⇒ no.
- page numbers:
  - page ⇒ p. or p. (Latin pagina)

Data in the reference must be given as they appear in the source. Some formal details are exceptions, e.g. the words written in capital letters in the document have to be recorded with the rules of spelling in mind. The bibliographic reference is made in the language of the document.

## **6. Submission, defence**

Students of veterinary science have to submit two bound copies and an electronic (CD ROM) copy (Microsoft Word or pdf format) of their thesis 45 days before the final exam. The submission is certified by the department by a written note.

Students of applied zoology and biology BSc also have to submit two bound copies and an electronic (CD ROM) copy (Microsoft Word or PDF format) of their thesis 45 days before the final exam. The submission is certified by the Institute of Biology by a written note.

The thesis has to be defended by all students. For this the student must make a Power Point presentation of the material of the thesis.) Students of the biology BSc course will get evaluation of their theses 30 days before the final exam, and the defence of the thesis takes place as part of their final exam.

Studies submitted at the Students' Research Circle earlier will be accepted as a thesis worth grade 5. Students of the biology BSc course must acquire the consent of the Institute of Biology to use their study for the Students' Research Circle as a thesis.

## **7. Copy rights of the authors of theses**

Students retain all copy rights belonging to their theses.

A printed copy of the thesis is held at the department, while the other printed and the electronic copy will be stored and made available by the Veterinary Science Library, Faculty of Veterinary Science.

The electronic version of the thesis must be submitted on a CD ROM in electronic (Microsoft Word or PDF) format. After the launching of the institutional repository of the Faculty of Veterinary Science, Szent Istvan University, it will also be possible to upload the thesis to the repository online. The rules of uploading will be given.

At the time of submission the student will have to sign a declaration about the conditions of the use of his/her thesis. The declaration may be downloaded from the Library homepage. It has to be printed, completed, signed and bound into the printed versions of the theses.

November 2009

**Appendix 1. Sample title page**

Veterinary Science Library, Archives and Museum  
Faculty of Veterinary Science, Szent István University

**Foot and moth disease in veterinary literature in the 19<sup>th</sup> century**

Emil Excellent

Tutor: Leo Librarian  
Librarian, Veterinary Science  
Library, Szent Istvan University

Budapest

2009

## Appendix 2. Sample reference list (endnote format)

### References

1. FOSSUM, T. W. et al.: Small animal surgery. St. Louis, Missouri : Elsevier ; Mosby, 2007. 1610 p.
2. CSERMELY P. et al.: Kutatás és közlés a természettudományokban. Budapest : Osiris Kiadó, 1999. 318 p.
3. Formulae Normales: Szabványos vényminták. 6. kiad. Budapest : Medicina, 1994. 476. p.
4. BRASS, A. M.: Kapnometrie und Kapnographie zur Überwachung der Anästhesie beim Hund. Diss. Hannover : Tierärztliche Hochschule, 1990. 117 p.
5. GÁL J.: Golyva egyiptomi teknősben. *Magyar Állatorvosok Lapja*, 2007. 129. évf. 8. sz. p. 490-493.
6. HARASZTI J., ZÖLDÁG L.(szerk.): A háziállatok szülészete és szaporodásbiológiája. Budapest : Mezőgazda Kiadó, 1993. 821 p.
7. Szent István Egyetem Szervezeti és Működési Szabályzat 5/C melléklet: Tanulmányi és vizsga szabályzat. URL: [http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi\\_es\\_vizsgaszabalyzat.pdf](http://www.univet.hu/sc1/static/szabalyzat/tanulmanyi_es_vizsgaszabalyzat.pdf)  
Letöltés ideje: 2009.08.11.
8. NOWAK, W. et al.: The influence of factors connected with sheep udders on production traits evaluated during lactation. In: *Proceedings of the 5th International Symposium on Machine Milking of Small Ruminants : Budapest, Hungary, May 14-20, 1993 : Program and summaries*. Budapest : Mezőgazdasági Minősítő Intézet, 1993. p. 3–7.
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### Appendix 3. Sample reference list (author-publication year format)

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**DECLARATION**

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**Appendix 5. Formal requirements of Students’ Research Circle studies**

Formal requirements of Students' Research Circle studies are the same as those for theses.

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There must be a Hungarian summary as well in the same format. The Hungarian translation must be provided for by the students, and s/he is responsible for the correctness of the summary.

Summaries have to be sent to the secretariat [titk.anatomia@aotk.szie.hu](mailto:titk.anatomia@aotk.szie.hu) as an e-mail attachment.

The name of the file: author full name\_languauge.doc

The length of the summary may not be more than a single page including the title section (see above). It is not possible to publish summaries which do not meet the above requirements.