

UNIVERSITY OF VETERINARY MEDICINE
BUDAPEST

Guidelines to Thesis Writing



**Ferenc Hutýra Library,
Archives and Museum**

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1. Introduction

University students will write several papers during the course of their studies, including a thesis or dissertation, a standard requirement for the degree which demonstrates theoretical knowledge and practical expertise in the chosen scientific field, and proves the student's ability to use professional language in a proper way.

Thesis writing regulations are defined in vol. III. of the Organisational and Operational Regulations of the University of Veterinary Medicine entitled "*Tanulmányi és vizsgaszabályzat*" (Regulations concerning studies and examinations, hereafter referred to as Regulations¹). Paragraph 41. (1) of the Regulations states that: "students have to prepare a thesis (diploma work) as part of their final exam. The formal requirements of the thesis are accepted by the Senate." Submission and acceptance of thesis before the deadline is a prerequisite for the final exam. Defending your thesis is also part of it. Grades awarded by the external reviewer and for defence will be also included in the grade of your final exam.

Take notice: Students are to write their thesis in compliance with copyright regulations. During the research work conducted for their thesis, students also need to take into account scholarly and professional ethical rules.

There are many students partaking in the work of the Students' Research Circle (TDK), therefore according to Regulations TDK research papers accepted to be presented in front of the University jury:

- can be submitted to the University as thesis, and will be awarded the top grade (i.e. 5) automatically;
- as far as biology students are concerned, the TDK research paper can be accepted as thesis only upon the recommendation of the Council of the Institute for Biology. "Biology BSc thesis defended and included in the grade of the BSc final exam can be submitted as a TDK paper during the MSc course only following a significant (at least 50%) content improvement." (Regulations, Paragraph 43.) The MSc thesis can be a development of the topic started during the BSc course; nevertheless, content identical to that of the thesis submitted, defended, and included in the final grade of the BSc diploma, should not exceed 25%.

¹The full text of Regulations concerning studies and examinations (Hungarian only) is available at: http://www.univet.hu/media/811269/tvsz_2014_03_18.pdf.

2. Thesis preparation courses of the Library & Departments

The Ferenc Hutýra Library and some of the departments of the University support thesis preparation by mandatory, optional, or extracurricular courses of different durations. For more information about these preparatory courses please check the prospectus providing details regarding the current academic year, including information on optional courses.

Courses for Veterinary Science students:

- *Library Informatics* – optional course held both in Hungarian and English
- *Fundamentals of Scientific Writing* – optional course held both in Hungarian and English

Courses for BSc course Biology students:

- *Library Informatics* – mandatory course held in Hungarian
- Depending on specialization, biology BSc students should rely on the following mandatory courses whilst preparing their theses: *Research Planning* (semester 4, 30+15 hours, 2+2 credits), *Special Analytic Methods* (semester 5, 60 hours of practical training, 6 credits), *Lab Practice* (semester 6, 90 hours of practical training, 8 credits), and *Professional Practice* (semester 6, 30 hours, 4 credits), all mandatory courses.

Courses for MSc course Biology students:

- *Literature Review – Graduate Research seminar* – mandatory course held in Hungarian
- Biology MSc students should rely on the following courses whilst preparing their master's theses: *Research Planning and Proposal Writing* (semester 1, 30 hours, 2 credits), *Methodology of Scientific Writing* (semester 3, 30 hours of practical training, 2 credits), and *Lab Practice I, II, III* (semesters 2, 3, 4, 60-60-60 hours of practical training, 8, 10, and 12 credits).

Extracurricular courses:

- *Thesis Preparation* course: on demand course held both in Hungarian and English for Veterinary Science and Biology students. A 6 hour course held anytime during the school year depending on student availability, for a minimum of 5 attendees.
- *E-learning* courses: e-learning materials prepared by the Library can be studied independently, at any time. For enrolment, please ask for teachers' assistance.
- *Introductions:*
 - to library services (week 1, semester 1);
 - to the use of databases, sources,² and to citation rules and regulations (45-minute long plenary lecture prior to writing your first paper, namely the Physiology paper).

Library Information services also provide personal assistance in the use of databases and other sources, or in acquiring documents.

² *Source:* print or electronic document, scholarly literature or database quoted directly, paraphrased, or used as data source for your thesis.

3. Steps in writing your thesis

3.1. Choosing a topic

3.1.1 The deadline for choosing a topic for your thesis is set by Regulations. As a rule, Veterinary Science students need to choose a topic before the end of semester 8. For biology BSc students the deadline is the end of semester 3, and for MSc students is the end of semester 1. The department in question needs to be notified by the student about the topic selected via a printed *Thesis topic declaration form* (please see *Appendix 1.*).

3.1.2 Topic sources

- Departmental lists announcing thesis topics to choose from.
- Topic recommended to a department by a student. In this case, the topic needs to be approved by the Head of Department.

3.1.3 *Preliminary information survey.* Before choosing a topic, students should do some research on the topics listed by departments. Different types of sources to be consulted:

- handbooks;
- scholarly databases;
- online catalogue of the Library;
- the internet, professional websites;
- topic supervisor.

3.1.4 Points to consider when choosing a topic:

- Are you really interested in the topic? Would you be willing to spend long months developing the topic?
- Is there sufficient literature available for the topic in question?
- Would there be any expert help and support you could rely on when developing the topic?
- Will the topic require independent research/experiments?
- Does the topic fit your skills and personality? Do you dispose of the necessary methods (experiment planning, statistical analysis, literature search, etc.)? Are you willing to acquire these skills?
- Will you be able to manage the workload entailed?

3.1.5 Changing topic or supervisor

You can find detailed information regarding topical scholarly publications/work of supervisor(s) in several databases (e.g. Hungarian National Scientific Bibliography: www.mtmt.hu; or Hungarian Doctoral Council: www.doktori.hu). Changing the topic chosen or the supervisor of thesis needs to be well-justified, and requires special permission.

To select a new topic or thesis supervisor, you need to submit a new Thesis topic declaration form (*Appendix 1.*) for approval.

3.2 Literature review

Please, make sure to use only scholarly and peer reviewed publications for your literature review.

- You can start gathering information via the website of the Library (<http://library.univet.hu/index.php/en/>), where you can both search for literature, and use a selected list of academic databases, full text books, and journals.
- A literature review surveys scholarly literature relevant to the selected topic and period.
- By structuring and evaluating the articles collected, you should choose the most relevant ones to your topic. Full text of some of the articles is available directly from our databases, some are available in paper format, and some can be only acquired from other libraries. In the latter case, please ask for librarians' assistance.
- Your literature review needs to contain foreign language literature as well. Please, take the time to read at least the most important foreign language articles about the topic regardless of your professional language proficiency level. After reading just a few scholarly articles using a dictionary, you will be able to read and understand further articles much more easily.

- If necessary, you can expand the range of scholarly literature to be studied based on the references of the literature read.

Important rules and regulations:

“(1) Students need to observe written and unwritten ethical rules of the University. Study requirements can only be successfully met using legal tools and practices.

(2) It is a violation of study regulations if a student uses someone else’s work as his/her own, or if the work in question is not referred to properly (plagiarism.)”³ (Regulations, Paragraph 39.)

Please find the rules of referencing in *Section 5*.

Whilst studying/reading the literature and taking notes, you also need to write down/save the exact bibliographical data of your sources in order to have proper citations that you can use it when listing your references.

3.3 Doing research work

After reviewing the literature, you need to do the research work for your thesis project, namely to experiment, observe processes, research, collect (statistical) data, document sources used, etc.

Important: Your thesis work may require conducting animal experiments, or you might take part in a research project that conducts animal experimentations. In such cases, it is mandatory to state in your thesis that the experiments in question were approved by the Laboratory Animal Research Board (namely, Munkahelyi Állatkísérleti Bizottság or MAB), and provide the license number as well.

The same applies to research work related to protected animals or nature conservation areas. In such cases, you need to get permission from competent authorities which can be a pretty lengthy procedure. Ask your supervisor for information and help in such cases.

3.4 Drafting a thesis outline

Formulate a working title for the thesis, state main hypotheses, consider possible chapters (please see *section 3.5*), reflect on main findings, key paragraphs, i.e. draft an outline of the thesis! During the writing process, the outline will be of great help with logical editing, and also when defining the length/setting limits for your thesis.

3.5 Writing, editing

3.5.1 Chapters

Theses follow a standard structure of scholarly publications. Chapters, subsections and their contents are determined by the topic and scientific discipline chosen. The following recommendations can be modified only with proper justification (e.g. Social Sciences topics).

Title page	Please see sample title page in <i>Appendix 2</i> .
Table of contents	Contains chapter numbers (decimal numbers), chapter titles, and page numbers of chapter starting pages. To be created with text editor.
List of abbreviations	In case your thesis contains many abbreviations, please insert a List of abbreviations after the Table of contents page. If there are only a few abbreviations, you should define them as they occur in the text.
Introduction	Provides historical context to your topic stating the significance of the problem/question to be addressed, and defining the aims of

³ *Plagiarism*: is an offense against scholarly research and publication ethics, against copyright (in severe cases) by using the whole or a part of a scholarly publication without attribution. This is wrong because:

- a) it deceives the reader by taking the writings of another person and passing them off as one’s own,
- b) thus violating copyright laws of intellectual property.

	your thesis project (unless you have an entire chapter dedicated to your goals.)
Literature review	A critical appraisal, a review, a summary of the scholarly publications (domestic and foreign) available for the topic in question.
Goals/questions	Thesis statement (hypotheses/predictions). Can be placed at the end of the introductory chapter as well.
Materials and methods	In this chapter, you need to describe in detail experimental methods, sampling methods, sample characteristics, statistical procedures, etc. used to collect and analyse your data.
Discussion/results/ conclusions	Presenting your results, showing how it relates to previous results, work done by others researching the topic; identify the implications of your findings for the future.
Summary	A short, one-page abstract of the main ideas of your thesis focused on your findings.
English language title and short abstract (Summary)	
Bibliography	Bibliographical list of sources used and cited created in conformity with formal requirements.
Acknowledgements	
Appendices	If you use a large number of tables, images that you reference in the body of the text, you should include them in the Appendices section.
<i>Electronic License Agreement and Copyright Declaration</i>	Please see <i>Appendix 6</i> . Not included in the page count of thesis body.
<i>Confidentiality statement</i>	In case the thesis contains business confidential or classified government information, a statement in this regard must be attached to each copy of the thesis.

3.5.2 Length

The *length* of the thesis depends on the topic researched, on how many illustrations you have, etc. The thesis requires a minimum length of 30 pages plus bibliography.

3.5.3 Language

Languages to choose from when writing your thesis:

- Veterinary Science students: Hungarian students: Hungarian; foreign students: English or German
- Biology BSc course students: Hungarian; Biology MSc students: Hungarian or English (thesis defence: in Hungarian only)

3.5.4 Writing

Develop each chapter; prepare required charts, tables, and appendices! In order to have consistent, accurate, clear and correct wording, it is inevitable to correct, rewrite, and rephrase the text a couple of times. Please take all these into account when preparing your thesis plan! Whilst correcting errors in the text, you may inadvertently generate new ones, so you will need to proofread the revised text as well.

Take notice: Make sure that you always save the current version of your thesis (you can include date or version number in file name.)

Consult with your thesis supervisor on a regular basis whilst developing your topic; ask her/him to read your outline, chapters, so that errors, inaccuracies can be detected in time; and

research direction changed, if necessary. Topic supervisors can be pretty busy, so you will need to give them sufficient time to read your text. Nevertheless, please feel free to consult your supervisor(s), and be persistent in asking for help/support.

3.6 *Writing the summary (abstract, English language title, and summary)*

The title of your thesis should be short, sharp and revealing as far as thesis content is concerned! You will also need to write a summary (or abstract) of your thesis, which is a one-page description of the main ideas of your thesis focused on your findings. You can also include a Hungarian title and summary in your thesis.

3.7 *Final revision and proofreading*

Once you have finished writing your thesis, you can create a Table of contents with the text editor used. To be able to do that, first you need to indicate appropriate chapter levels (heading, subheading, etc.), and then you can create the page itself. If you make any corrections to your text, you need to correct your Table of contents as well. You can either redo it entirely, or just update page numbers.

If possible, a few days after you have finished writing, reread your thesis, revise if necessary, then proofread once more.

Pay extra attention to clear, concise phrasing, and correct language usage (style, proper use of technical terms, spelling, eliminating typos), and clear formatting. Run spell-check program and correct any errors!

Caution: usually these programs do not recognize technical terms, thus will not correct such errors!

4. Layout and Appearance

Page size:	A4
Font size:	12
Font (typeface):	Times New Roman
Line spacing:	1.5 Bibliography can be single-spaced.
Alignment:	Justified
Margins:	2.5 cm Margins on the binding edge: 3 cm
Numbering:	Pages should be numbered at the bottom-centre of the page, starting with the first page of the text body of the thesis (i.e. the first page of the introduction), numbering of appendices should be continuous.
Title page formatting:	Please see sample title page (<i>Appendix 2</i>) Title page should provide the following information: the name of the department and the university, the candidate's name, the name of supervisor(s), their titles, departmental affiliation, and the title of the thesis.
Numbering of chapters, sections and subsections:	Should be logical and clear. It is advised to use Arabic decimal numbers (e.g. Chapter 1, Section 1.1, Subsection 1.1.1). Make sure you do not have chapter/section headings left at the bottom of the page with the accompanying text slipping onto the next page!
Tables:	Tables should be centred on the page. Numbering (e.g. Table 1, Table 2, etc.) and the title of the table should be on the same page, on top of the table itself. You should always indicate table number when referring to tables in the body of the text.
Figures/diagrams:	Figures/diagrams: should be centred on the page. Numbering: (e.g. Figure 1, Figure 2, etc.). Numbering and title of the figure/diagram as well as, explanations and comments should be below the figure/diagram. You should always indicate figure/diagram number when referring to them in the body of the text. In some cases, tables and figures can be placed in the Appendices section. In this case, you may use smaller font size (i.e. smaller than 12 points). It is not required to have a separate list of tables and figures.
Comments:	Comments regarding the text of the thesis should be placed in footnotes.
Hard copy:	Single or double-sided.
Binding:	Black, hardbound, the word – THESIS – written in golden letters in the middle of the page, in the bottom-right corner of the page: candidate's name and year of submission.

5. References⁴

All the quotations and data taken from the literature read, and included in the text of your thesis should be referenced. Whilst studying selected scholarly literature, always write down the bibliographic data of your sources. Cite only sources that you have actually read and used! If an article cites another one, you only need to reference the first/main article which cited the second one.

When referencing literature, you can rely on reference management software.⁵ You can learn how to use such tools at library informatics courses held by the Library. Reference management software automates the process of formatting, of inserting references, and creating a reference list. It can save you a lot of time, and can prevent many formal and citation errors as well.

How to quote and paraphrase scholarly literature?

Direct (word-for-word) quotation

- quoted text is enclosed in double quotation marks;
- in-text citation next to the quotation;
- accurate citation page number/s indicated in the bibliography.

Paraphrasing (restating one author's thoughts, findings in your own words)

- quotation marks not required;
- in-text citation either next to the paraphrase, or at the end of the paragraph;
- accurate source page numbers (from-to) indicated in the bibliography.

5.1 In-text citations

Please use the Harvard referencing system also known as the Author-Date style when referencing sources quoted or reviewed in the text of your thesis.

According to Harvard style referencing, you should indicate the following (as applicable) after the text quoted or paraphrased:

- Single author or no author: author's family name in parentheses (in case of unknown author, use the first word of the title), comma, year of publication (Barnes, 1999);
- 2 authors: first author's family name + and/& + second author's family name, comma, year of publication (Barnes and Noble, 1999) or (Barnes & Noble, 1999);
- 3 or more authors: first author's family name + *et al.*, comma, year of publication (Barnes et al., 1999).
- Several different works of the same author(s) published in the same year can be differentiated by lower case letters of the alphabet added to the year of publication: (Barnes, 1999a).
- You can cite more works by enumerating them separated by semicolons, ordered by year of publication: (Barnes, 1999; Noble, 2000).
- If the text quoted contains the name of the author, you only need to give the year of publication: (e.g. ...as Barnes (1999) suggested...)

In case you use *sequential serial numbers*, you should choose References→Insert Endnotes to reference sources used.

5.2 List of references (Bibliography)

Bibliographical data of all books, articles, data, websites, etc. cited directly or paraphrased in your thesis, should be listed in the bibliography, at the end of your thesis. Those using Harvard style referencing (i.e. in-text citations) should list their sources alphabetically; those using sequential serial numbers (i.e. endnotes) should list numbers (of sources) in ascending order. In the latter case, it should be the same number used to reference the source in the body of the text.

⁴ *Reference*: bibliographic data necessary and enough to accurately identify, and retrieve literature sources.

In-text citation: short reference (author(s), date/sequential series of numbers) in the body of the text.

⁵ Reference managing software is software used by scholars and authors to record, store, retrieve, organize, and generate lists of bibliographical data (in some cases even full text) of sources used for your thesis.

Your list of references entitled *Bibliography* should start on a new page, and text can be single spaced in this section.

Different types of documents (books, conferences proceedings, articles, etc.) can be identified by distinct, document specific bibliographical data which can be found in different parts of the document. Books and journals may use different referencing styles (in terms of punctuation and typographical devices) when referencing their sources. Such referencing styles are the one recommended by the National Library of Medicine (*Citing Medicine*, 2nd ed., <http://www.ncbi.nlm.nih.gov/books/NBK7256>), or referencing versions that can be found in journal Authors' guides.

It is very important to ensure accurate identification and retrieval of documents used and cited, and to apply the referencing style consequently throughout the entire bibliography.

The bibliography should list each author of every source used. If there is no known author, the first piece of information provided should be the title of the document; in case of in-text citations (i.e. Harvard style) the first word of the title.

Please note that this is only a reference scheme. Examples and description of the most commonly cited document types you will find in *Appendix 3*.

5.2.1 Books

For books, the bibliographical data you need to provide is printed on the title (not cover!) page, namely the front and reverse of the title page. You can also find this information through the online catalogue of the library. (Length of a book is usually marked with the letter p, short for pagina, i.e. Latin for page.)

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

5.2.2 Conference proceedings

A conference proceedings volume is a special-case of publications. It usually has an editor instead of an author, and you need to include details of both the paper and the conference, at all times.

Editor S. (ed.), Year of publication: Title. Conference title, Location, Conference date.
Place of publication, Name of publisher. Page number p.

5.2.3 Chapter of section in an edited book

When referencing a chapter or section in an edited book, details of both the individual chapter and the book it is found in should be given. The name of the host source should be given in italics.

Author S., Author T. (of the chapter, section), Year of publication: Chapter title. In. Author S. or Editor(S) T. (eds.): *Title*. Place of publication, Name of publisher. Page numbers of chapter (from-to) p.

5.2.4 Journal article

The information you need to provide can be found on the cover page of the journal, and the first page of the article. Most journals have the year of publication, volume and issue numbers, possibly even the name of the journal printed on every page. Some journals may publish several volumes in the same calendar year, and issue page numbering may not be continuous but might restart in each new issue, therefore it is important to provide all relevant data.

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

5.2.5 Electronic (online) sources

Electronic (online) sources should be referenced as accurately as printed documents. This can be difficult at times, as data available can be incomplete. We should try to establish the author of the website or electronic document or the organization responsible for the content, and the title of the document, if possible. You also need to provide the URL (i.e. uniform resource locator), and download or viewing date.

In case you use a journal or a book found through the internet, in addition to regular data (please find details in section about book and journal article referencing!), you also need to provide

exact URL, and last download or viewing date. In case document length data is missing, you can omit that information. Make sure you provide a link to the full text of the article/book cited, and not a link to the abstract, bibliographical data, etc.

Author S., Year of publication: Title of the article. [Document type.] URL: <http://www.....>
Accessed: date.

6. Deadlines, copies to be submitted, defence

6.1 Deadlines

Veterinary Science

- Based on the announcement and call for interest of the Students' Secretariat, students need to choose a topic before the end of semester 8 by submitting the Thesis topic declaration form (*Appendix 1.*)
- In case of topics related to subjects taught later than semester 8, you need to submit a declaration of the Head of Department at the Secretariat in this regard. The Thesis topic declaration form should be submitted no later than the end of week 6, semester 9.
- Submission deadline: 45 days before day 1 of the final exam you need to submit the following:
 - Supervisor counter-signature form (*Appendix 4.*), which confirms the fact that he is familiar with the contents of the thesis, and approves submission;
 - Electronic License Agreement and Copyright Declaration form (*Appendix 6.*) printed and filled out;
 - the hard copy and electronic version of the thesis (to be submitted to the competent Department/Unit).

This deadline also applies to TDK research papers accepted as thesis.

Biology BSc course

- Students need to submit the topic chosen (namely, specialization and thesis title, and supervisor counter-signature form) to the head of the Institute by the end of November, semester 3.
- Submission of thesis at the Institute for Biology: 45 days before the day 1 of the final exam. This deadline also applies to TDK research papers accepted as thesis (accompanied by the appropriate justification and approval application.)
- The supervisor needs to submit the Thesis assessment form at least 30 days before the final exam. Students defend their thesis approx. 2 weeks before the final exam. The Institute is responsible for submitting the grade awarded, the thesis, and the Thesis assessment form (*Appendix 7.*) to the Students' Secretariat.

Biology MSc course

- Students need to submit the topic chosen by the end of November, semester 1.
- Submission of thesis at the Institute for Biology: 45 days before the day 1 of the final exam. This deadline also applies to TDK research papers accepted as thesis (accompanied by the appropriate justification and approval application.)
- The supervisor needs to submit the Thesis assessment form at least 30 days before the final exam. Students defend their thesis approx. 2 weeks before the final exam. The Institute is responsible for submitting the grade awarded, the thesis, and the Thesis assessment form (*Appendix 7.*) to the Students' Secretariat.

6.2 Copies to be submitted

- Students need to submit 1 printed, hardbound copy, and 1 electronic copy (written to a CD-ROM) of their thesis. Submission is acknowledged by Departments by an acknowledgment of receipt. One hard copy of your thesis stays at the Department and the electronic document is stored by the Library. The Library receives its documents from the Students' Secretariat after the final exam.
- Hard copy should be black, hardbound, the word – THESIS – written in golden letters in the middle of the cover page, and the candidate's name and year of submission in the bottom-right corner of the page.
- The electronic version of the thesis needs to be submitted in PDF format.
- The thesis will be uploaded to the institutional repository (HuVetA, namely Hungarian Veterinary Archive) of the University of Veterinary Medicine, Budapest in copy protected PDF format which allows viewing, but not download or copying of the document. File

conversion and upload to the repository is done by Library staff in conformity with author Copyright declarations.

- The Electronic License Agreement and Copyright Declaration form (*Appendix 6.*) needs to be printed, filled out, and bound together with the thesis.

Veterinary Science TDK research papers are accepted as thesis, however – in accordance with thesis requirements – students need to submit 1 printed, hardbound copy, and 1 electronic copy (on a CD-ROM) of their research paper including the Electronic License Agreement and Copyright Declaration form.

If the TDK research paper and the thesis are identical content-wise, students need to fill out a form in this regard (*Appendix 5. Declaration regarding TDK research paper-thesis equivalence.*) In this case, students need to submit only one printed, and one electronic copy (on CD-ROM) of their thesis. The Electronic License Agreement and Copyright Declaration form (*Appendix 6.*) needs to be printed, filled out, and bound together with the thesis. A copy of the declaration should be attached to the CD-ROM as well.

As far as Biology BSc and MSc students are concerned, TDK research papers can be accepted as thesis only upon the recommendation of the Institute for Biology, following a significant content improvement of the TDK research paper (please see *Introduction* chapter for details.)

Take notice: once submitted, students will not get the hard copy of their thesis back. If they would like to have a copy of their own, they need to print and bind an extra copy.

6.3 Defence

Defending the thesis:

- Veterinary Science students need to have a 10-minute long presentation about their thesis as part of their final exam;
- Biology students need to defend their thesis during a 20-minute long presentation approx. two weeks prior to their final exam. The presentation needs to be concise, comprehensive, highlighting own research work and results. Addressing reviewer comments, responding to the questions posed by the assessment committee and the audience is also part of the defence process.

7. Declaration of Authorship and further declarations

Students hold the author rights/copyright to their theses.

7.1 Electronic License Agreement and Copyright Declaration

When submitting your thesis, you need to state thesis accessibility terms by completing the Electronic License Agreement and Copyright Declaration form (*Appendix 6.*). The form in question can be downloaded from the website of the Library, as well. It should be printed, filled out, signed, and bound together with each hard copy of the thesis. As far as publication data is concerned, you need to provide the year of submission, and the number of files (usually 1) written to the CD-ROM submitted together with the thesis.

7.2 Thesis availability

It is recommended to allow wider access to your thesis. This ensures visibility, and should prove useful when searching for a job, or applying for a scholarship. Wider access also provides greater protection against future plagiarism as it permits plagiarism detection checks against other student's works.

7.3 Further declarations

In case the thesis contains personal data, business and professional information, you need to attach the written permission of the farmer, organization, enterprise, research group, etc. in this regard. If you do not have permission to publish the data, you should not include the person or organization in question in the thesis in identifiable form.

7.4 Confidentiality statement

In case the thesis contains **professional secrets, business confidential** or **classified government information**, a statement in this regard must be attached to each copy of the thesis.

The Department and the Ferenc Hutýra Library needs to be informed as well, so that the document can be marked as confidential information.

Appendix 1. Thesis topic declaration form

University of Veterinary Medicine

Student name:

THESIS TOPIC DECLARATION FORM

I hereby request approval from the Head of Department of the Department of/and.....

.....

to prepare a thesis based on a topic announced and supervised by said Department as follows.

Date: Budapest,

.....

Student signature

Thesis topic:

.....

.....

.....

.....

.....

Title of Thesis (English title as well):

.....

.....

.....

Supervisor signature:

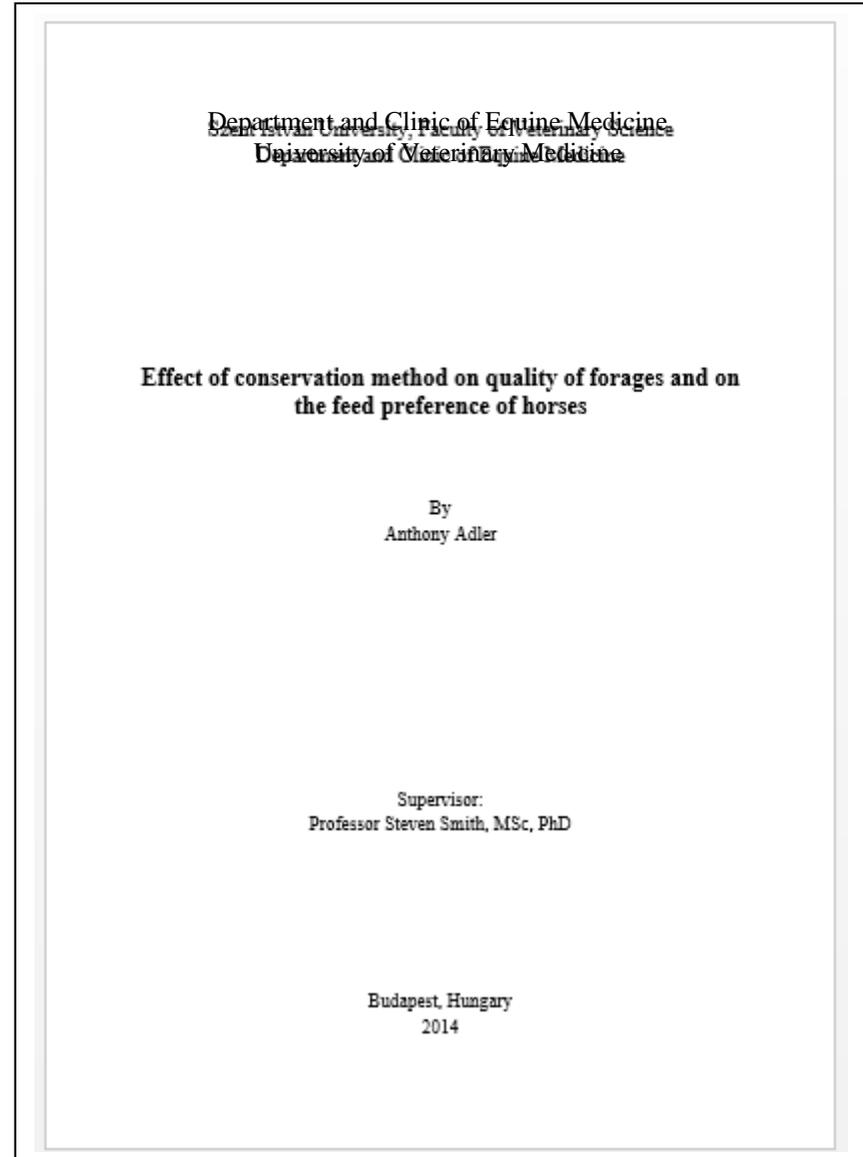
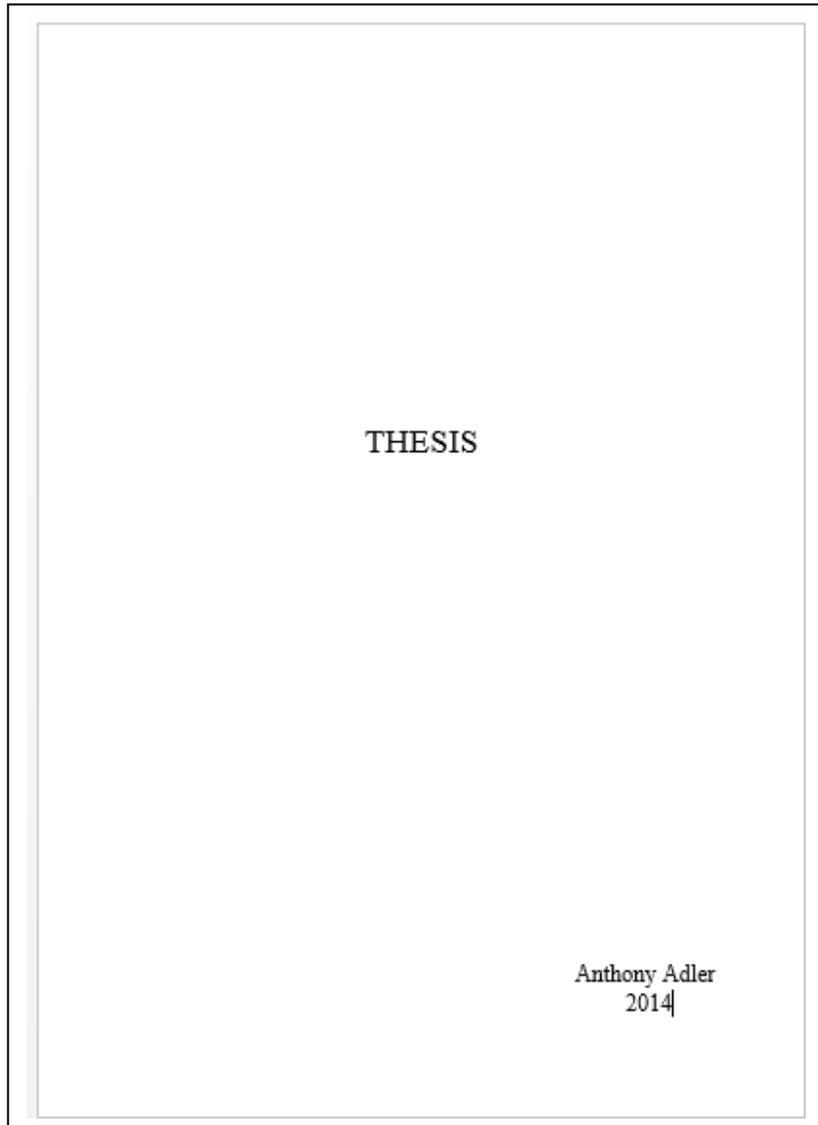
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Approved by:

.....

Head of Department signature

Appendix 2. Example of thesis cover and title page



Appendix 3. Citation examples for the most common document types

DOCUMENT TYPE	REFERENCE IN TEXT BODY	REFERENCE IN BIBLIOGRAPHY
Print documents		
Book (Single author)	...Michio Kaku's book (2008) relies on the summary of its great predecessor (Hawking, 2001), and provides theoretical guidance to fellow researchers, therefore it is suggested that Kaku "has contributed enormously to the history of quantum physics." (Gratz & Vogel, 2009).	Hawking S., 2001: The universe in a nutshell. New York, Bantam Books. 55 p. Kaku M., 2008: Physics of the impossible: a scientific exploration into the world of phasers, force fields, teleportation, and time travel. New York, Doubleday. 192 p.
Book (2 authors)		Gratz, O., Vogel J., 2009: Quantum physics history and statistics. Oxford, Oxford University Press. p. 57.
Book (3 or more authors)	(Rost et al., 1979)	Rost, Th. L., Barbour, M. G., Thornton, R. M., Weier, T. E., Stocking, C. R., 1979: Botany: A brief introduction to plant biology. 2nd ed. New York, John Wiley & Sons.
Book (Editor/s)	(Nelson & Couto, 2009)	Nelson, R. W., Couto, C. G. (Eds.), 2009: Small animal internal medicine. 4th ed. St. Louis, Mosby. 1466 p.
Book (No author)	...Basic information about mycotoxins is not readily available (National, 2004), so it is vital that popular websites (Aflatoxins, n.d.) address this issue...	National Nutrition Codex, vol. 2-3.: Nutrient needs of farm animals, and the chemical composition of feed mixtures 2004. Budapest, OMMI. 535 p.
Book chapter or part by the same author, published in the same year	...Oliver and Murinda (2011a) review in details scholarly literature regarding zoonotic diseases caused by milk. We cannot ignore the fact that in the Third World: „Bovine tuberculosis due to <i>Mycobacterium bovis</i> is a major cause of human gastrointestinal tuberculosis in developing countries where raw milk is consumed; Bonsu et al. (2000) reported prevalence for <i>M. bovis</i> of 13.8% in cattle, and as high as 50% in some kraals (i.e. cattle pens) in Ghana.” (Oliver & Murinda, 2011b) It is known that milk can be the source of tick-borne encephalitis...	Bonsu, O.A., Laing, E., Akanmori, B. D., 2000: Prevalence of tuberculosis in cattle in the Dangme-West district of Ghana, public health implications. <i>Acta Tropica</i> , 76. 1. 9-14. Oliver, S. P., Murinda, S. E., 2011a: Milk and Raw Milk Consumption as a Vector for Human Disease. In: Krause, D. O., Hendrick, S. (eds.): <i>Zoonotic Pathogens in the Food Chain</i> . Cambridge, CABI Publishing. p. 100-118 Oliver, S. P., Murinda, S. E., 2011b: Milk and Raw Milk Consumption as a Vector for Human Disease. In: Krause, D. O., Hendrick, S. (eds.): <i>Zoonotic Pathogens in the Food Chain</i> . Cambridge, CABI Publishing. p. 109. (Lower case letters of the alphabet (a, b, c, etc.) after the year of publication can also be used when referring to different chapters of the same book. Please note that although case b refers to a different author, we reference the chapter studied, and indicate the page number of the citation in question.)
DOCUMENT TYPE	REFERENCE IN TEXT BODY	REFERENCE IN BIBLIOGRAPHY

Conference proceedings	... The 6th Ordinary General Meeting of the European Herpetological Society produced some important research results (Freeman & Smith, 1992), which reformed the study of reptiles from a methodological point of view...	Freeman S., Smith I., 1992 (eds.) Proceedings of the 6th Ordinary General Meeting of the Societas Europaea Herpetologica. 13-23 August 1991, Budapest, Hungary. Budapest, Hungarian Natural History Museum. 529 p.
Conference paper	As far as the meadow viper conservation project is concerned, evidence (Moore, 1992) suggests...	Moore T. 1992: Distribution and conservation measures of the meadow viper (<i>Vipera ursinii rakosiensis</i>) in the Hanság Nature Reserve. In: Freeman S. and Smith I. (eds.) <i>Proceedings of the 6th Ordinary General Meeting of the Societas Europaea Herpetologica</i> . 13-23 August 1991, Budapest, Hungary. Budapest, Hungarian Natural History Museum. p. 165-170.
Journal article There is lot of ongoing debate (Anomaly, 2009) regarding the use of antibiotics in animal production...	Anomaly, J., 2009: Harm to Others: The Social Cost of Antibiotics in Agriculture. <i>Journal of Agricultural and Environmental Ethics</i> , 22. 5. p. 423-435.
Journal article section	The per capita net income of people in Kenya of 0.3 USD/person/day is far below any poverty line you can ever imagine. To improve the situation, FAO implemented a corporate social responsibility aid program. However, in such vulnerable situation, it is highly improbable that farmers can comply with the following requirements: „Sugarcane farmers on the other hand should be encouraged to strengthen their collective bargaining ability through formation or re-invigoration of strong farmer associations such as the Nzoia Outgrowers Company (NOCO), which is widely perceived to have abdicated from its inception responsibilities” (Waswa et al., 2009).	Waswa F., Netondo G., Maina L., Naisiko T., Wangamati J., 2009: Potential of Corporate Social Responsibility for Poverty Alleviation among Contract Sugarcane Farmers in the Nzoia Sugarbelt, Western Kenya. <i>Journal of Agricultural and Environmental Ethics</i> , 22. 5. p. 474.
Electronic documents		
Book (no author)	...Basic information about mycotoxins is not readily available (National, 2004), so it is vital that popular websites (Aflatoxins, n.d.) address this issue...	Aflatoxins, mycotoxins. URL: http://tudatosvasarlo.hu/eszamok/lexikon/aflatoxinok_mykotoxinok . Accessed: 12 March 2014.
DOCUMENT TYPE	REFERENCE IN TEXT BODY	REFERENCE IN BIBLIOGRAPHY

Chapter of edited book	Aujeszky's disease antibodies are demonstrated by virus neutralisation, latex agglutination or enzyme-linked immunosorbent assay (ELISA). (Aujeszky's, 2008).	Aujeszky's disease. 2012 In: <i>Manual of diagnostic tests and vaccines for terrestrial animals (mammals, birds and bees)</i> . Vol. 1. 6th ed. Paris, OIE. URL: http://www.oie.int/fileadmin/Home/eng/Health_standards/tahm/2.01.02_AUJESZKYS_DIS.pdf . Accessed: 1 April 2014.
PhD Thesis	It has been suggested that „pVir mutation of plasmid genes reduces the virulence of the strain, and such mutations occur in nature as well (Bacon et al., 2000; Schmidt-Ott et al., 2005).” (Schweitzer, 2011), although several other publications contest that assumption....	Schweitzer N. 2011: Molecular and epidemiological characterization of thermophilic <i>Campylobacter</i> species. PhD thesis. Budapest, SZIE Doctoral School of Veterinary Science. p. 21. URL: http://huveta.hu/bitstream/10832/169/1/SchweitzerNoraDissertation.pdf . Accessed: 23 March 2014.
Electronic (online) source The Internet is a very important tool when it comes to promoting veterinary practices. It can provide all kinds of useful information such as office hours, services related information or professional advice (Biro, n.d.) that can encourage customers to use their services...	Biro P. G.: Dog Parvovirus. [Video] URL: http://www.monoriatorvos.hu/cikkek/28 . Accessed: 29 July 2014.
Standards/legislation	According to Chapter 45 of the Animal Welfare Act 2006... (Animal Welfare Act 2006 Chapter 45, 2006)	Animal Welfare Act 2006 (Chapter 45) about animal welfare, and for connected purposes. URL: http://www.legislation.gov.uk/ukpga/2006/45/introduction . Accessed: 3 May 2014.
Statistical data	Between December 2012 and December 2013, the total number of cattle and calves in England increased by 0.3% to 5.3 million (Farming Statistics - Livestock Populations at 1 December 2013 - England)	Farming Statistics - Livestock Populations at 1 December 2013 - England. London, DEFRA. URL: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286876/structure-dec2013-eng-06mar14.pdf . Last updated: 19 March 2014. Accessed: 4 September 2014.

Appendix 4. Supervisor counter-signature form

I hereby confirm that I am familiar with the content of the thesis entitled

.....
.....

written by (student name)

which I deem suitable for submission and defence.

Date: Budapest,day.....monthyear

.....

Supervisor name and signature

.....

.....

Department

Appendix 5. Declaration regarding TDK research paper-thesis equivalence

DECLARATION

I hereby declare that the thesis entitled

.....

.....

is identical in terms of content and formal requirements to the TDK research paper submitted in

..... (year).

Date: Budapest, day.....month.....year

.....

Student name and signature

Appendix 6. Electronic License Agreement and Copyright Declaration

HuVetA

ELECTRONIC LICENSE AGREEMENT AND COPYRIGHT DECLARATION*

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Contact information (e-mail):.....

Title of document (to be uploaded):.....

.....

.....

Publication data of document:.....

Number of files submitted:

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HuVetA Magyar Állatorvos-tudományi Archívum – Hungarian Veterinary Archive is an online veterinary repository operated by the Ferenc Hutýra Library, Archives and Museum. It is an electronic knowledge base which aims to collect, organize, store documents regarding Hungarian veterinary science and history, and make them searchable and accessible in line with current legal requirements and regulations.

HuVetA relies on the latest technology in order to provide easy searchability (by search engines, as well) and access to the full text document, whenever possible.

Based on the above, HuVetA aims to:

- *increase awareness of Hungarian veterinary science not only in Hungary, but also internationally;*
- *increase citation numbers of publications authored by Hungarian veterinarians, thus improve the impact factor of Hungarian veterinary journals;*
- *present the knowledge base of the University of Veterinary Medicine Budapest and its partners in a focussed way in order to improve the prestige of the Hungarian veterinary profession, and the competitiveness of the organizations in question;*
- *facilitate professional relations and collaboration;*
- *support open access.*

Appendix 7. Thesis assessment form

UNIVERSITY OF VETERINARY MEDICINE

THESIS ASSESSMENT FORM

Name: _____

Title of Thesis: _____

Date of submission: _____

Department (institute, unit) of supervisor: _____

Supervisor(s): _____

Name and title of thesis reviewer: _____

Written assessment:

1.) Considerations regarding formatting, length and style

2.) Professional assessment

3.) Further comments

Questions proposed to the candidate:

Grade proposed by reviewer:

Grade proposed by members of the Assessment Committee:

Final grade:

Comments:

Date: Budapest,

Reviewer signature

Assessment Committee Chair signature