

UNIVERSITY OF VETERINARY MEDICINE BUDAPEST

Guide to writing a thesis

Compiled by: Bea Winkler, Library Director

Approved by: Dr. László Ózsvári, Vice Rector for Study Affairs



**Hutýra Ferenc Könyvtár,
Levéltár és Múzeum**

2021

Contents

<i>Contents</i>	2
<i>1. Introduction</i>	3
<i>1.1. Definition of thesis paper</i>	3
<i>1.2. Rules of writing a thesis paper</i>	3
<i>1.3. Courses and tools to support the writing of a thesis paper</i>	3
<i>2. Choosing your topic</i>	4
<i>2.1. Topic sources</i>	4
<i>2.2. Changing your topic</i>	4
<i>3. Criteria for scientific releases, contentual and formal requirements for thesis papers.</i>	4
<i>3.1. Criteria for scientific releases</i>	4
<i>3.2. Contentual requirements</i>	5
<i>3.2.1. Document type of the thesis paper</i>	5
<i>3.2.2. Chapters of a scientific release and thesis paper</i>	5
<i>3.2.3. Use of sources, references</i>	7
<i>3.3. Formal requirements</i>	8
<i>3.3.1. Format of the binding cover, the title page and the text body</i>	8
<i>3.3.2. Format of references</i>	9
<i>4. Copyright and publicity</i>	9

1. Introduction

1.1. Definition of thesis paper

The thesis paper (thesis) is a scientific release based on a student's independent research, in which students synthesize their professional knowledge, demonstrate their theoretical and practical prowess in their chosen professional area as well as their ability to use the professional language correctly.

Furthermore, the thesis paper also serves as the document to support the evaluation of the student's performance. Writing a thesis paper is a required element of study programmes; the timely submission of the paper is a precondition for taking the final exam. Thesis papers accepted by the department are defended by students before a committee, in the framework of a final exam (defence).

1.2. Rules of writing a thesis paper

The rules of writing a thesis paper are defined by Code of Studies and Examinations (CSE): Volume III of Organizational and Procedural Regulations of the University of Veterinary Medicine Budapest. The CSE regulates

- the duties and competencies of the departments and the Students' Secretariat with regard to informing students on thesis papers;
- the deadlines for choosing a thesis topic, writing and submitting the thesis;
- the format, language and placement requirements;
- the conditions for changing the thesis topic;
- the rules of thesis defence;
- the conditions for having a paper submitted to the Conference of Student Research Societies recognized as a thesis.

The thesis paper must be written in full compliance with **copyright regulations (soon)**. Throughout the research work serving as the basis for the paper, students must comply with the provisions of the University's [Code of Ethics and Professional Conduct](#) as well as the scientific and professional ethical guidelines.

1.3. Courses and tools to support the writing of a thesis paper

In order to support students in preparing for writing their thesis papers, Hutýra Ferenc Library and certain departments provide

- a) obligatory,
- b) optional
- c) and extracurricular

courses, described in detail in the sample curricula, the information materials on the semester, the course descriptions and the [Library website](#). The [Library website](#) grants open access to the tools

supporting you in your preparation and writing your thesis paper. Fourth-year veterinary students are automatically granted access to the distance learning course on the [e-learning server](#); other students need to contact the University's e-learning administrator for helping them to gain access.

The Library's information service gives you personalized assistance to use databases and other sources as well as to obtain documents.

2. Choosing your topic

The research necessary for writing a thesis is usually carried out in the framework of a research project conducted by a department of the University. Departments announce their available thesis topics based on their ongoing research and assign thesis supervisors accordingly.

Students can register their chosen topic via the relevant topic registration form available at the departments and on the Library's website. The topic registration form must be submitted to the department within the deadline specified in the [CSE](#).

2.1. Topic sources

- a) Topics announced by the departments.
- b) Topics suggested by the student, which are then deliberated, accepted or rejected by the head of the given organizational unit (department, institute).
- c) Papers presented at the Conference of Student Research Societies can be recognized as a thesis paper with an excellent grade. You can download the certificate of identity from the Library's website.

2.2. Changing your topic

Already registered thesis topics and/or thesis supervisors may only be changed with a special permission and only in justified cases, as provided for by the [CSE](#).

3. Criteria for scientific releases, contentual and formal requirements for thesis papers

Life science releases, including thesis papers submitted to the University, must comply with strict contentual and formal requirements.

3.1. Criteria for scientific releases

In the area of life sciences, releases cannot be considered scientific unless they meet the criteria below:

1. they have been subjected to scientific review (peer review)
2. they are equipped with a citation apparatus
3. they contain new, yet unpublished scientific findings or summarize existing scientific findings

4. their content does not change after publication.

Since thesis papers are documents supporting the evaluation of the student’s performance, they are evaluated before the defence.

3.2. Contentual requirements

3.2.1. Document type of the thesis paper

- a) Students may conduct their scientific research at the department or other research facility approved by the department and record the results thereof in their thesis paper. The document type of the thesis paper is the Original Research or Clinical Cases/Case Study, [as approved in the area of life sciences](#).
- b) Furthermore, thesis papers may also record the student’s critical analysis in a systematic review of the literature pertaining to an issue of a particular professional area. The document type of the thesis paper is the [Systematic Review](#) as approved in the area of evidence-based medicine. The detailed manual is available on the Library’s website.

3.2.2. Chapters of a scientific release and thesis paper

The titles and order of the chapters in life science releases is predetermined. Consequently, the thesis paper also contains the chapters below.

- a) Original Research or Clinical Case Study:

Chapter	Contents
<i>Title in Hungarian and English</i>	It typically consists of 5-15 words and contains the keywords.
<i>Abstract (short summary) in Hungarian and English</i>	It typically consists of 4-10 sentences, with the content following the order of the chapters.
<i>Contents</i>	Chapter titles and numbers (see also: Formal requirements) can be generated by a word processor software with the starting page number.
<i>Abbreviations</i>	Only if the paper contains a high number of abbreviations. If it contains only a few abbreviations, they can be spelled out on their first appearance.
Introduction	Historical overview, presentation of the problem’s significance, presentation of the objectives (unless it is done in the Objectives chapter).
Literature review	Review, summary and critical evaluation of the Hungarian and foreign releases published on this topic.
Objectives/Questions	Scientific assumptions (hypotheses/predictions), objectives. It can be placed at the end of the Introduction as well.
Materials and Methods	The applied analytical methods, the characteristics of the analyzed sample, sampling methods, statistical procedures, etc.

Results	Presentation of the findings.
Discussion/Conclusions	Discussion of the findings compared to the findings of others, suggestions.
Summary	It is a maximum one-page summary of the paper's essence, focused on the findings.
References/Bibliography	Bibliographical list of the used and cited source materials, in a form compliant with the relevant rules.
Acknowledgements	Optional chapter.
<i>Statements (must be bound into the print copy of the paper)</i>	Copyright declaration (mandatory!); certificate of identity; if the paper contains a business or state secret, the statement to such effect.

b) Systematic literature review:

Chapter	Contents
<i>Title in Hungarian and English</i>	It typically consists of 5-15 words and contains the keywords.
<i>Abstract (short summary) in Hungarian and English</i>	It typically consists of 4-10 sentences, with the content following the order of the chapters.
<i>Contents</i>	Chapter titles and numbers (see also: Formal requirements) can be generated by a word processor software with the starting page number.
<i>Abbreviations</i>	Only if the paper contains a high number of abbreviations. If it contains only a few abbreviations, they can be spelled out on their first appearance.
Introduction	Historical overview, presentation of the problem's significance, presentation of the objectives (unless it is done in the Objectives chapter).
Literature review	Review, summary and critical evaluation of the Hungarian and foreign releases published on this topic.
Objectives/Questions	Scientific assumptions (hypotheses/predictions), objectives. It can be placed at the end of the Introduction as well.
Method	Description of selection methods, e.g.: sources, search strategies, selection criteria, analytical method, evaluation criteria.
Results	Number, characteristics and results of the selected documents.
Discussion/Conclusions	Summary evaluation of the studies involved in the review, description of the potential faults and risks.
Summary	It is a maximum one-page summary of the paper's essence, focused on the findings and the conclusions.
References/Bibliography	Bibliographical list of the used and cited source materials, in a form compliant with the relevant rules.

Acknowledgements	Optional chapter.
<i>Statements (must be bound into the print copy of the paper)</i>	Archiving agreement and copyright statement (mandatory!); certificate of identity; if the paper contains a business or state secret, the statement to such effect.

Charts, tables and diagrams must be placed in the Results chapter (and in other chapter(s) if necessary, at the appropriate place in the text body, and not in the attachment(s).

The title and the abstract must be submitted in Hungarian and English to the department in the format and within the deadline specified in the CSE.

3.2.3. *Use of sources, references*

New scientific achievements are built on the existing ones: the sources of details or data coming from the literature must be indicated with a reference apparatus. Contents, ideas, results in other sources must be used with the appropriate reference, in full compliance with copyright and ethical rules. Usage without reference is plagiarism.

References can only be made to literature that meets the criteria of scientific releases (book, book chapter, journal article, conference release, dissertation, thesis paper, research data or data set placed in a data repository), and/or to relevant and important published documents that cannot be replaced by releases available in the literature, such as, legislation, standard, patent, etc. Literature and documents can be cited if

- the student read and understood them;
- the student added his/her notes stored together with the document (the latter requirement does not pertain to documents that are only available in print);
- the student cited them at the appropriate place in the text and the references;
- the cited statement, detail or data is closely related to the content of the text part where the reference is made.

If properly cited and typographically distinguished (with quotation marks or potentially a different font), the verbatim citation (quotation) of brief text parts is also allowed.

Where the copyright of certain contents, e.g., photos, is not under the control of the corresponding author or editor of the cited release, but it is under the creator's indicated name or copyright, the material can only be used with the copyright owner's approval and must be cited in the manner required by them.

Further information is available in the Format of references chapter. You can find a more detailed Guide to References with examples on the Library's website.

The presentation of someone else's work or a part of their work as your own also constitutes plagiarism which is sanctioned by the University in line with the CSE. The detailed description of

the various types of plagiarism is available in the document titled Copyright in a Nutshell for Beginners on the Library’s website.

Widely known facts and self-evident statements that are clear for members of the public, e.g., “water boils at 100 °C” or “nights are colder than days”, do not need to be cited.

3.3. Formal requirements

3.3.1. Format of the binding cover, the title page and the text body

Page size:	A4
Font size:	12
Font:	Times New Roman
<i>Line spacing:</i>	1.5 - the line spacing of the bibliography can be 1
Alignment:	justified
Margin:	2.5; margin width for binding: +0.5 cm (3 cm in total)
Page numbering:	Bottom centre, the cover and the title page remains unnumbered.
Format of the title page:	The title page contains the name of the University and the department, the names of the author and the thesis supervisor, their position and workplace, and the title of the paper. You can find a sample and the Word template on the Library’s website.
Chapter and sub-chapter numbering:	Must be logical and clear. Recommended: decimal numbering with Arab numbers (e.g.: Chapter 1, Sub-chapter 1.1, Sub-subchapter 1.1.1). Do not leave chapter titles at the bottom of the page.
Tables:	The serial number (e.g.: Table 1, Table 2, etc.) and the title must be above the table. Reference at the appropriate place in the text, e.g.: (Table 1). Placement in the text, centered on the page.
Charts/Diagrams :	The serial number (e.g.: Chart 1, Chart 2, etc.) and the title must be under or next to the chart, the potential explanation or comment must also be under or next to it. Reference at the appropriate place in the text, e.g.: (Chart 1). Placement in the text, centered on the page.
Comments:	In footnote.
Electronic format:	PDF
Printing:	Double-sided.

Binding:	Black hard cover, inscription with golden letters in the centre: THESIS, with the author's name and the year of submission at the bottom right.
----------	---

3.3.2. *Format of references*

Scientific publications use over 10,000 [citation styles](#), which prescribe various formats for the bibliographic references in the text body and the bibliography.

In terms of thesis papers, the University requires the use of the numeric, no et al. variant of the Springer Basic reference style, which can also be generated via reference manager applications and is used by the Hungarian Veterinary Journal. The detailed description of the reference style and the examples are available in the Hungarian Veterinary Journal's [Guide for Authors](#) and the [Guide to References](#)(soon) on the Library's website. The Library's website also offers information on the use of open-access reference manager applications.

4. **Copyright and publicity**

Students are copyright holders in regards to their thesis papers. As copyright holders, students have the right to determine the scope of those who can access their thesis. They must indicate it accordingly in the [Copyright Statement](#) downloadable from the Library's website. The statement also constitutes an archiving agreement: students must indicate an archiving option as well as an access option.

The full text of the thesis is uploaded to the University's [HUVETA repository](#). The bibliographical data of the thesis, i.e., author, title and publication data are available with open access both in the repository and the Library's [public catalogue](#), while access to the full text is regulated in accordance with the Copyright Statement.

If the thesis contains business secrets or data affecting national security or privacy rights, access to the content may be classified for a definite time, and students may request a closed defence of their thesis. The persons involved in the review and the defence must be granted access to the content. The request for classification must be submitted to the department.

In compliance with the Copyright Statement, the University's instructors and students may study a non-reproducible copy of the thesis, unless classified, adhering to the rules of archive research and local use in the Library.

The detailed description of copyrights is available in the document titled Copyright in a Nutshell for Beginners on the Library's website.