## 

**PhD thesis formal requirements**

**Annex 11**

The thesis must be written in English (on in Hungarian).

**Requirements related to the structure of the thesis**

The length of the dissertation with bibliography and acknowledgments should be 70-150 pages, in social sciences 70-200 pages.

*PhD thesis layout*

Cover page

Table of Contents with page numbers

List of Abbreviations

1. Introduction

2. Objectives

3. Methods

4. Results

5. Discussion

6. Conclusions

7. Summary (in English and in Hungarian) 1-1 page

8. References

9. List of own publications (publications related to and independent of the thesis – lectures and posters, abstracts – must be given in separate lists)

10. Acknowledgements

Each main chapter should start on a new page.

*Further formal requirements of the dissertation:*

A4 format

1.5 line spacing

Times New Roman, font size 12

Line equalization

Margin in all directions 3 cm

All pages except the cover page must be numbered (page number at the bottom of the page, in the middle).

*Cover pages: samples on the website*

*Bibliography, references*:

All referenced scientific papers included in the thesis must be listed in the bibliography, and all publications listed in the bibliography must be referenced in the thesis.

Works by other authors can be cited in the following citation styles (APA style can be used too):

a) numbered references should be listed in the order in which they appear in the text and should refer to the list of announcements in Arabic numerals (e.g. 1-5 or 6, 12) in the text.

b) or using the APA 7th edition style [(https://apastyle.apa.org/style-grammar-guidelines](https://apastyle.apa.org/style-grammar-guidelines)): references are listed in alphabetical order in the bibliography, references are made to publications with the name of the author(s) and the year (e.g. Kovács et al., 1999, Kovács & Kiss, 2005).

When citing a journal article, the author(s), title, abbreviated journal name, year of publication (possibly month, day with addition), volume numbering, and the start and last page or article ID of the publication. When quoting a book chapter, in addition to the author of that chapter, the title of the book, its editor or editors, the name of the publisher, the place (city) and year of publication, and the beginning and last pages of the quoted chapter must be indicated. When citing a book, the author(s), title, publisher's name, place (city) and year of publication, and the page cited must be indicated.

Journal names should be given according to abbreviations in PubMed or the Social Science Citation Index, or APA. The abbreviations of domestic journals shall be applied on the basis of the notation applied by the editorial staff of the respective journal.

Reference style

For journal articles:

Jaiswal SP, Jain AK, Naik G, Soni N, Chitnis DS. Viral hepatitis during pregnancy. Int J Gynaecol Obstet. 2001;72(2):103–8.

For a book chapter:

Racz K. Adrenocorticotropin. Cushing's disease, Nelson's syndrome. In: Leövey A, editor. Handbook of Clinical Endocrinology and Metabolic Diseases. Budapest: Medicina Book Publishing Co.; 2001. p. 178–86.

For a book:

Mabry TJ, Markham KR, Thomas MB. The Systematic Identification of Flavonoids. New York: Springer-Verlag; 1970. 62–68 p.

For a web link:

World Health Organization. WHO Coronavirus (COVID-19) Dashboard [Internet]. 2022 [updated 2022 March 31; cited 2022 Apr 1]. Available from: https://covid19.who.int

Journals names should be indicated by full names in APA style.

*Figures, tables*:

The figures and tables shall bear inscriptions and explanatory text which can be understood in themselves. It shall be placed above and below the table. Figures and tables should be numbered separately but continuously and referred to in the text (e.g. Figure 1, Table 1). In the case of a diagram/table taken from a journal or book, the source must be cited as described in the citation and the author must ensure that any necessary permissions are obtained.

*Thesis booklet:*

1. The cover page of the thesis booklet should be edited according to the pattern given on the website
2. Length of the thesis booklet must be 8-16 pages, A5 format. The thesis booklet must be prepared in English and Hungarian
3. Structure of the thesis booklet: 1. Introduction– 2. Objectives – 3. Methods - 4. Results – 5. Conclusions — 6. Bibliography of the candidate's publications (thesis-related publications should be listed separately from other publications).
4. The bibliography of the thesis booklet contains only the candidate's publications.

**The PhD thesis must be submitted in electronic form, sent by e-mail to the** rab.timea@tf.hu**address.**

The submission of the doctoral dissertation is provided for in the Doctoral Regulations.