

UNIVERZITA KONŠTANTÍNA FILOZOFA V NITRE FILOZOFICKÁ FAKULTA Katedra anglistiky a amerikanistiky	CONSTANTINE THE PHILOSOPHER UNIVERSITY Faculty of Arts Department of English and American Studies
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## Bachelor Thesis Guidelines

*Third Edition, January 2013*

### **Please note:**

These are “departmental guidelines” whose aim is to provide you with additional instructions on the focus and optimal content of your theses. As for technical details, such as title page, abstract, extent and formatting, as well as on standard administration process, please read and follow the official material provided by the university:

[\*\*Smernica UKF o záverečných prácach\*\* \(further abbreviated as „Smernica“\)](https://www.ukf.sk/predpisy-a-formulare/vnutorne-predpisy-univerzity/2182-Smernica-c--172011-o-zaverecnych-rigoroznych-a-habilitacnych-pracach)   
[\*\*https://www.ukf.sk/predpisy-a-formulare/vnutorne-predpisy-univerzity/2182-Smernica-c--172011-o-zaverecnych-rigoroznych-a-habilitacnych-pracach\*\*](https://www.ukf.sk/predpisy-a-formulare/vnutorne-predpisy-univerzity/2182-Smernica-c--172011-o-zaverecnych-rigoroznych-a-habilitacnych-pracach)

<http://www.ukf.sk/sk/zaverecne-prace>

### **1. General notes**

#### **1.1. Language**

Bachelor works in the field of (English) language, literature and methodology are in principle written in the English language (with the exception of the Slovak summary as detailed in “Smernica”). Students themselves are responsible for the standard of the language presented in their work, lack of relevant language will be penalised by a lower grade. Bachelors which lack an appropriate level of English, or which show too many basic grammatical/spelling errors will be failed – it is the student’s responsibility to ensure the quality of the English used.

#### **1.2. Extent**

As stated in “Smernica” bachelor works must be within the required number of pages: **The minimum number of pages is 30 and the maximum is 40.** This number of pages does **not** include Notes, Appendices, Bibliography or the Summary in Slovak. Bachelor works that have too many or too few pages will be penalised.

#### **1.3. You and your supervisor**

Your supervisor is available to guide you through the process of your research. It is essential that you arrange with your supervisor to meet on a regular basis. Whilst your supervisor may help you to select sources and comment on your work, he/she is not responsible for your work or for the quality of your English. You must take steps to ensure that these reach the required quality.

**If you do not attend regular consultations then you are missing the opportunity for advice. It is not reasonable for a student who never or only rarely appears at supervisors to expect that the supervisor will be available at all times during the final months of the bachelor work.**

## Structure

### 1.4. Title page

Guidelines for the overall structure of bachelor work including title page are detailed in "Smernica".

### 1.5. Declaration of Originality

The following page will contain the following words (in both English and Slovak):

#### Čestné vyhlásenie

Čestne vyhlasujem, že diplomovú prácu som písal(a) samostatne na základe preštudovaného materiálu a použité zdroje som na príslušných miestach uviedol(la).

#### Declaration of Originality

I, the undersigned, solemnly declare that this bachelor work is the result of my own independent research and was written solely by me using the literature and resources listed in the Bibliography.

Signature

Location, Date

Your name here

### 1.6. Acknowledgements

This is where you thank everyone who has helped you during the writing of your thesis. It is usual to mention such people as your supervisor, any teachers who worked with you, your pupils, etc. This must be in English, but may also be in Slovak.

### 1.7. Table of contents

This should be written in English. This table should include the titles of both the chapters and the sub-chapters, together with the appropriate page numbers. It should also list the appendices and any other materials included in the work.

### 1.8. Abstract in English

In this section you summarise the whole research paper. Briefly state what you set out to discover, how you carried out your research and what your major conclusions were. The abstract must be transparent, clear, avoiding descriptions and details stated in the core text of the work.

### 1.9. Introduction

In this chapter, you should first state exactly what specific questions (hypotheses) this research paper attempts to answer if applicable to the topic. You should then provide an overview of the thesis, i.e. a sort of map so that readers know what they are going to find and where they are going to find it. A good way to do this is by providing a brief summary of each chapter. Paradoxically, this is the chapter that you should write last of all. You should also explain why you decided to investigate this particular topic. You should **not** include any conclusions here! (1-2 pages)

### 1.10. Theoretical Background

In this chapter or chapters, you should present and discuss what other people have said about the topic (i.e. review the relevant literature), blending this with your own opinions as

to how these relate to the topic and finally show how you arrived at your specific research questions. As a rough guide, you should not have more than one-third of your work in the form of quotations (direct or indirect). It is important that you base your theoretical background on a *variety* of sources.

The title of the chapter (or each chapter in this section) should be relevant to your topic (not simply 'Theoretical Background'). The length of this section is largely dependent on the content of your bachelor work. A rough guide of the length and content for this section is presented here:

<b>Field</b>	<b>No. of pages</b>	<b>Content</b>
Cultural Studies	5-7	A critical analysis of what has been said about the topic and the current state of research on the topic both here and abroad. To imply the connection between the current state of research and the topic covered in the bachelor work and how this relates to your research questions.
Linguistics	5	Decent theoretical knowledge should be shown, together with a sensible selection of representative theories. Their relevance to the chosen topic should be clearly stated; comparisons of different approaches, as well as attempts to recognise/ specify different dimensions, are especially welcome.
Literature	5-7	The theoretical and method parts are combined. The theory provides a synthesis which becomes an analytical tool for viewing the text.
Methodology	8-10	This should provide the reader with reasoned arguments supported by quotation for your subject. If you are working with a specific method or point of grammar then the background to this should also be included.

Many bachelor works do not fit entirely within these fields and you should discuss the requirements of your own bachelor thesis with your supervisor.

### **1.11. Method**

In this chapter you should describe how you undertook the research. Again, the content of this section largely depends on the subject of your bachelor work. The table below gives some guidelines, but it is of utmost importance that you discuss how this affects your own bachelor work with your supervisor.

<b>Field</b>	<b>No. of pages</b>	<b>Content</b>
Cultural Studies	1-2	This could be content and discourse analysis. It is advisable to use primary sources (e.g. newspapers, magazines, textbook content etc.).
Linguistics	2-5	In this chapter, you should explain clearly what the goal of your work is and what methods you have used to achieve it. Comment on the potential methods that were available (are generally used) and justify your choice linguistically. In the first case, describe the way you constructed your excerpt sheets, what aspects you have marked down, the number of excerpts (should be around 300), what were the main sources, etc. Then describe the procedure of your analysis and state clearly what kind of analysis you have performed at each stage of research (e.g. linguistic, textual, stylistic, discourse analysis, etc.)
Literature	2-5	In this chapter, it is necessary to present the focal theory your work is based on. You spell out in great detail precisely what you are researching and why. You formulate your thesis. It is a position you wish to argue, a position you wish to maintain. Therefore, you present a method or a theoretical pathway that leads you to support it. You explain and explicate the theoretical approach you use during your research. You critically examine the arguments of others. In a process of supporting your thesis, you generate hypotheses. The theoretical background should provide you with a sum of concepts and terms you apply during the detailed analysis of a literary work in the following chapter.
Methodology	3-5	Where did you conduct your research, who were the subjects (how many, gender, age, other categories, e.g. teachers, pupils, fellow trainees) and how did you select them? What research techniques did you employ to collect the data (recorded interview, video recording, questionnaires, observations, experimental teaching etc.) and why? Exactly how did you go about collecting and analysing your data? – Explain the procedure you used clearly but concisely.

### **1.12. Results and Commentary**

This is the most important chapter. In it you have to use the data from your research as evidence or examples to defend/confirm your assumptions and to try to answer the specific research question(s) stated at the beginning of your project.

<b>Field</b>	<b>No. of pages</b>	<b>Content</b>
Cultural Studies	20	This would depend on the exact nature and method of your research.
Linguistics	20	This is where you present <b>all relevant</b> results of your analysis. Use tables and graphs where appropriate. Classification into main groups and more specific subgroups is the most common way of presentation. Comment on each group/subgroup of entities; use examples to illustrate your commentary.
Literature	20	This chapter represents the most significant part of your research. You analyse the primary and secondary sources in detail. In the context of a detailed analysis of arguments, the theoretical (secondary) sources provide you with the possibility to explain the selected motifs in the primary text in order to support your hypotheses and thesis. You also come to some generalizations in the overall context of similar literary works, either focusing on the diachronic or synchronic approach, i.e. you either describe the focus of your work, customarily the primary literary text, in the context of other literary works of the period, or you examine your primary literary text in contrast to other literary works where similar literary strategies have been used.
Methodology	15 -17	Your results should include all the information you discovered. You should separate the different results you discovered into different sub-sections, with each presenting the data collected from different sources (answers from questionnaires, comments from interviews, observations, etc.) which is relevant to that sub-section. Try to identify patterns (i.e. where the data all seems to point in the same direction) and also discrepancies (where the different bits of data seem to contradict each other). At the end of each subsection, summarise what <b>you</b> think the data means as a whole. If your findings are not what you expected, say so, and suggest some reasons why this might be the case.

### **1.13. Implications**

This chapter should include two sections. Firstly, and most importantly, you should state what you consider to be the implications of your work. Secondly, you should briefly indicate directions for further research you (or someone else) could undertake on this topic. Your implications can include the position and contributions of your research in the research done in your home country. (1-2 page)

#### **1.14. Conclusion**

You **must not** introduce any new material or quotations. In this chapter, you should remind the reader of what you set out to do and state exactly what you found out. Summarise the most important results of your research, how they correlate with your expectations/working hypothesis. (1- 3 pages)

#### **1.15. Appendices**

You should include lists of specialized terms used as an appendix, if necessary. You may include any additional texts, graphs and tables.

#### **1.16. Bibliography**

The bibliography should contain a complete listing for all the sources that you have used during your research. Clearly, this must include all the sources you have quoted from within your thesis although it will also include other books etc., which you have read but not quoted from. The listing should be in alphabetical order in the same format as for footnotes (without the pages cited).

#### **1.17. Résumé - Summary in Slovak**

This should be a reliable overview of the work. Its purpose is to point out the aims of the research and the most important/interesting/new ideas/achievements/methods used. It is written for those who cannot speak English: It has to be written in such a way that a reader can refer to this text and other Slovak résumés to see what has been achieved in the field. The note on relevant and academic language equally applies here! (3- 5 pages)

#### **1.18. Documenting Sources**

Before beginning this topic, it is vital to repeat here a simple truth about academic work: **You must NEVER re-produce any quotations or ideas without including details of the source** - to do so would be classified as *plagiarism* and your bachelor work would be failed. If plagiarism is suspected within a work, it is the student's responsibility to provide his/her supervisor with evidence proving that his/her work is his/her own and original.

For many students this is a very difficult part of the procedure of writing up their bachelor work. There is no need for this to be the case. The following is a guide to the correct documentation for sources of information, ideas and quotations.

All direct quotations must be within inverted commas. You should include the name of the author in brackets together with the year of publication for the source together with the page reference; this should be directly after the quotation or rephrasing of an author's ideas. The source should be included in full in your bibliography (see below).

Note that information for the bibliography can normally be found on the first or second page of the publication. This is the information that should be used and not the information on the cover as this may be incomplete. Note that if the reference from the same source as the previous one, you do not need to repeat all the information when the same book is used twice (consecutively) and can simply write 'ibid.' followed by the page reference (ibid. or ib. is short for *ibidem* which means 'in the same place' in Latin).

Within the reference you should include the name of the primary author (if this does not already appear in the text), the year of publication (again, unless this appeared in the text) and the page/s referenced if applicable.

Documenting sources and bibliography entries should be based on “STN ISO 690:1998 Dokumentácia. Bibliografické odkazy. Obsah, forma a štruktúra” and “STN ISO 690-2:2001 Informácie a dokumentácia. Bibliografické citácie. Časť 2: Elektronické dokumenty alebo ich časti”. Use the “first element and date method” (metóda citovania prvého údaja a dátumu).

### **1.19. Bibliography Entries**

Follow the method of presenting quotations and bibliography entries as detailed in “Smernica”.

### **1.20. Marking Criteria for Bachelor Guidelines**

These criteria are given as a guide to both students and bachelor supervisors to allow transparent marking of bachelors. The weightings for each of the sections will depend on each individual bachelor work.

- Organisation of material
- Content
- Theoretical background
- Research
- Interpretation of results
- Expression – use of relevant language

### **1.21. The Oral Defence**

See the instructions provided at departmental webpage:

<http://www.kaa.ff.ukf.sk/index.php/sk/2011-12-01-08-52-43/obhajoby>