

The left side of the slide features a decorative design consisting of several vertical lines of varying thickness and color (shades of red and orange) and a cluster of five solid red circles of different sizes arranged in a roughly circular pattern.

MA THESIS – a guide

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WHAT IS A THESIS

- Thesis –
 1. „a proposition to be maintained or proved
 2. a dissertation done by a candidate for a degree”
- Hypothesis –
 1. „a proposition made as a basis for reasoning without the assumption of its truth
 2. a supposition made a starting point for further investigation from known facts” [1](#)



- Three qualities that earn MA thesis the first class grade are:
 - originality,
 - independence,
 - mastery.



THESIS STRUCTURE

- Title page (use: <http://ekonom.ug.edu.pl/web/studenci/index.html?lang=en&ao=dip loma - details>)
- Title (including subtitle), author, institution, department, date of delivery, research mentor, mentor's institution



TECHNICAL REQUIRMENTS

- Use: Times New Romance 12 p.
- Line spacing- 1.5
- Margins:
 - left: 3,5 cm
 - right, top, bottom- 2,5 cm.
- Use: paragraphs or blocks, but be consistent
- Do not underline, no bold
- Use italic only for foreign words
- Use simple but scientific language
- Avoid gossip journalism
- Avoid confusing things
- Write a thesis and not a novel



TABLE OF CONTENTS

List

all heading and subheading with page numbers



INTRODUCTION²

- You can't write a good introduction until you write all chapters.
- Write the introduction after you have completed the rest of the MA thesis, rather than before.
- „Be sure to include „a hook” at the beginning of the introduction”.
- It is designed to be of interest to the reader.



WHAT BELONGS IN THE INTRODUCTORY SECTION ?2

- „A statement of the goal of the paper, why the study was undertaken, or why the paper was written.
- Sufficient background information to allow the reader to understand the context and significant of the question you are trying to address.
- Explain the scope of your work, what will and will not be included.
- A verbal „road map” or „verbal „table of contents” guiding the reader to what lies ahead.
- Inform about methods used to write your thesis.
- Inform about sources and bibliography”.



INTRODUCTION

- Length should be approx. 1-2 pages
- Introductions generally do not have citations.
- Information in title should not be repeated.
- Be explicit.



- Remember that this is not a review paper.
- We are looking for original work and interpretation/analysis done by you.
- Break up the thesis into logical segments by using subheads.



CHAPTER 1 (GENERAL CHARACTERISTIC)²

- You should cite previous research in this area. It should cite those who had the idea or ideas first.
- You should cite those who have done the most recent and relevant work.
- You should then go on to explain why more work was necessary (your work, of course).
- This chapter should be focused on the thesis question(s). All cited work should be directly relevant to the goals of the thesis. This is not a place to summarize everything you have ever read on a subject.
- It is obvious where introductory material („old stuff”) ends and your contribution („new stuff”) begins?



CHAPTER 2 (THE MAIN ISSUE)

- Describe the main issue, using classifications, legal aspects, current and previous situation (changes)
- Describe different opinions and be critical
- Use tables, figures etc.
- Explain what the main text is about.
- Describe company (if you use it as a case)
- Describe your research method.



CHAPTER 3 RESULTS AND CONCLUSIONS AND RECOMMENDATIONS 2

- The results are actual statements of observations, including statistics, tables and graphs.
- Mention and interpret the negative results as well as positive.
- Try to answer:
 1. What are the major patterns in the observations?
 2. What are the relationship, trends and generalizations among the results?
 3. What is the implication of the present results ?
 4. What are the things we now know or understand that we didn't know or understand before the present work.
 5. What is the significance of the present results ?
 6. What are the perspectives?
 7. Remedial action to solve the problem.



SUMMARY 2

- A good summary explain in one line why the paper is important.
- Inform about your major results.
- The final sentences explain the major implications of your work.
- A good summary is concise, readable, and quantitative.
- Length should be approx. 1-2 pages
- Summaries generally do not have citations.
- Information in title should not be repeated.
- Be explicit.
- Use numbers were appropriate.



ANSWERS TO THESE QUESTIONS SHOULD BE FOUND IN SUMAMRY:

- What did you do?
- Why did you do it? what question were you trying to answer?
- How did you do it? State methods.
- What did you learn? State major results.
- Why does it matter? Point out at least one significant implication.



APPENDICES

- You should include:
 - all your data in the appendix
 - tables (where more than 1-2 pages)
 - calculations (where more than 1-2 pages)
 - reference/materials not easily available
 - Questionnaire, etc.



LIST OF FIGURES/ LIST OF TABLE

- List page numbers of all figures/tables



REFERENCES

- All references cited/quoted in the text must be listed
- List all references cited in the text in alphabetical order using following format for different type of material:

1. Orłowska, R., Żołądkiewicz, K., *Globalizacja i regionalizacja w gospodarce*, PWE, Warszawa 2012.
2. Orłowska, R., *The Characteristic of Polish Labour Mobility After the Accession to the European Union*, in: *Working Regions*, ed. Hardy, S., Larsen, L., Freeland, F., Regional Studies Association, November 2008.
3. Orłowska, R., Żołądkiewicz, K., *Constraints of economic development of East European economies in the context of unpredictability of Russian economic policy measures*, http://www.hs-bremen.de/internet/forschung/einrichtungen/itd/projekte/baltic/paper_-_orlowska.pdf.
4. Orłowska, R., *Immigration in the European Union in the Second Decade of the 21st Century: Problem or Solution?*, "Folia Oeconomica Stetinensia", No. 10(18)/2011/1.



HOW TO WRITE FOOTNOTES

- „The footnote takes the form of a superscripted number, just after a paraphrased piece of information.
- Subsequently, a cross-reference to this number is inserted at the bottom of the **same** page.
- In fact, for dissertations and theses, many writers use footnotes to keep track of their citations, adding a short note of what exactly each one adds to the paper”⁶.
- Cite all ideas, concepts, text, data that are not your own.



HOW TO WRITE A FOOTNOTE OR AN ENDNOTE FOR A BOOK

„**The *first time*** you refer to a book in a footnote, list *all* of the following information:

Author's full name followed by a comma

Book title in full, italicized

Publication information :name of publisher, place of publication and the date of publication.

Page number(s) cited followed by a period”⁷

FOR EXAMPLE:

- R., Orłowska, K., Żołądkiewicz, *Globalizacja i regionalizacja w gospodarce*, PWE, Warszawa 2012, p.108.

Second Reference For a second (or third, etc.) reference *to the same book*, you need include the author's name, *op.cit.* (opus citatum) in italics , and the page number.

FOR EXAMPLE:

- R., Orłowska, K., Żołądkiewicz, *op.cit.*, p.136.



- „However, if you refer in your notes to *another book by the same author*, then your second and subsequent references to both titles require the inclusion of a short title in your footnote or endnote so that the reader will know which of the two books you are citing”⁷.

FOR EXAMPLE:

- R. Orłowska, K. Żołądkiewicz, *Globalizacja...*, *op.cit.*, p. 124.



JOURNAL ARTICLE

- „**The first time** you refer to a journal article in a footnote, list *all* of the following information:

Author's full name followed by a comma

Title of article followed by a comma, in italics

Title of the journal, all within quotation marks

Volume number of the journal, and, in parentheses, the year of the volume followed by a colon

Page number(s) cited followed by a period”⁷

FOR EXAMPLE:

- I. C. Campbell, *Culture Contact and Polynesian Identity in the European Age*, „Journal of World History” No. 8, (1997),p. 46.
- **Second Reference** For the second (or third, etc.) reference to *the same article*, you need include the author's name, then *op.cit.* (opus cictatum) in italics and the page number.

FOR EXAMPLE:

- I.C.Campbell, *op.cit.*, p. 47.



- „However, if you refer in your notes to *another article by the same author*, then your second and subsequent references to both titles require the inclusion of a short title in your footnote or endnote so that the reader will know which of the two articles you are referring to.

FOR EXAMPLE:

- I. C. Campbell, *Culture Contact....,op.cit.*, p. 46.
- *Ibid. or Ibidem*, p.47 to show that a footnote uses the same source as the previous one”⁷.



HOW TO WRITE A FOOTNOTE OR AN ENDNOTE FOR A WEB SITE

- „Because the Web (**World Wide Web**) is still evolving, the correct form for footnoting a page on a **Web site** has not yet become uniform. Currently, the most common way of footnoting a **Web page** is as follows.

First Reference The first time you refer to a Web site in a footnote, list *all* of the following information:

Author of the Web page, if known, followed by a comma

Name of the Web page followed by a comma,

Date on which the information was put up on the Web page, if known, followed by a comma

The complete Uniform Resource Locator (URL) of the Web site

The date on which the Web page was accessed by the reader”⁷

FOR EXAMPLE:

Orłowska, R., Żołądkiewicz, K., *Constraints of economic development of East European economies in the context of unpredictability of Russian economic policy measures*,
http://www.hs-bremen.de/internet/forschung/einrichtungen/itd/projekte/baltic/paper_-_orłowska.pdf
(15.02.2014).



HOW MANY FOOTNOTES SHOULD I USE IN MY PAPER?

- There is no "right" **footnote** or **endnote** number. The number of notes should relate to the length of your paper, the breadth of your research, and the nature of your conclusions. Here are a few examples:
- For a short paper (five to ten pages) that cites eight sources (books, articles, **Web pages**) and has a conclusion that is interesting but does not challenge your readers' opinions, you should have somewhere in the range of ten to twenty footnotes or endnotes.
- For a long paper (fifteen to thirty pages) that cites eighteen sources and has conclusions that may be surprising or controversial, you should have somewhere in the range of thirty to sixty footnotes or endnotes.



The difference between citing and quoting

- „Citing means acknowledging the source of the idea and indicating its location so the reader can consult that work.
- Quoting refers to using the exact words of another source in your writing. When you quote, you must use quotation marks or indention to indicate that the words are not yours, and you must also cite the source”⁴.



Plagiarism⁵

- Avoid it:!!!!
 - Construct your own opinions and ideas, which can of course be based on other author's opinions.
 - Always cite the authors.
 - It should be your own work☺
-
- **The moral: When in doubt, give a citation or quotation**



Based on:

1. What is a thesis and why write one?, <http://www.essaycamp.org/what-is-a-thesis-and-why-write-one/>
2. K. Kastens, S. Pfirman, M. Stute, B. Hahn, D. Abbott, C.Scholz, **How to Write Your Thesis**, http://www.ldeo.columbia.edu/~martins/sen_sem/thesis_org.html
3. <http://www.uefap.com/writing/citation/citing.htm>
4. J.Hunter, G. College, **The Importance of Citation**, <http://web.grinnell.edu/Dean/Tutorial/EUS/IC.pdf>
5. <http://writingcenter.unc.edu/handouts/plagiarism>
6. M.Shuttleworth, **How to Write Footnotes**, <http://explorable.com/how-to-write-footnotes>
7. http://webcache.googleusercontent.com/search?q=cache:z-n8uE0_bGcJ:www.travisusd.k12.ca.us/vanden/teacherwebf-older/lleone/it/handouts/How%2520to%2520Introduce%25200a%2520Quotation.doc+&cd=1&hl=pl&ct=clnk&gl=pl

