

Dissertation (PhD) – formal requirements

Structure

The candidate should keep *the following order of structure* considering the opportunity to use other elements depending on the content of the dissertation and the method of processing

Inner title page	obligatory element
Table of Contents	obligatory element
List of photos, maps, tables	if needed
List of abbreviations	if needed
Main text of the dissertation	obligatory element, divided into at least chapters and subchapters
Bibliography – list of sources and material	obligatory element
Table of laws and other legal acts	if needed
Table of cases	if needed
Appendices	if any

Formal requirements (1-6), lack of which the dissertation cannot be admitted

- 1) The length of the dissertation should be between 400.000 n and 800.000 n (including characters and spaces).
- 2) The dissertation should be printed on A4 size white paper with black letters but the photos, maps and diagrams can be colourful.
- 3) The pages of the dissertation should be numbered consecutively in increasing Arabic numbers starting from 1 and the numbers should be displayed on the top or at the bottom of each page.
- 4) The dissertation should be submitted in bound version that can be black or other dark colour with a hard cover.
- 5) On the title-page „Doctoral (PhD) dissertation theses ” should be written with an appropriate size of letters along with the full title of the dissertation, full name of the author, supervisors’ names and academic titles, date and place of submission (Szeged).
- 6) Notes should be used as footnotes in the dissertation.

Other formal conditions

7) A 3-4 cm margin should be left on the left hand side and 2,5 cm margin should be left on the other sides of the paper.

8) The dissertation should be written in Times New Roman letter type, with 1,5 line spacing. Bold letters should only be used in case of titles! *Cursive letters* should only be used with titles and if the author wishes to put emphasize on a word, expression or part of the text. Avoid underlining!

9) Letter size 12 should be used except for the following :

- letter size is not regulated on the title page and on the inner title page
- in case of (chapter) titles and subtitles at least letter size 13 should be used with the maximum of size 15;
- letter size 10 should be used with footnotes ;
- a minimum letter size of 10 with the maximum of 12 should be used with photos, maps, tables;
- inside a table or a diagram a minimum letter size of 8 should be used with the maximum of 12.

10) Titles of chapter and subchapters should be emphasised by using bigger letter sizes and/or heavy type and/or curved type.

Chapters and subchapters should be put into order by using Arabic and/or Roman numerals.

For titles at the same level the same letter size and format should be used along with consecutive rising numbering.

11) For tables, diagrams, photos and maps ordinals and titles should be provided along with reference for the source if needed. Tables, photos, maps and diagrams that do not fit into the body of the text should be put in the Appendix section.

12) Appendices should be provided with titles and – if there is more than one – an ordinal.

The dissertation can be given back to its author for revision by the Doctoral School if it does not fulfil these requirements (7-12).

Dissertation submitted to preliminary debate

The above mentioned formal requirements should be applied to the interim version of the dissertation submitted to preliminary debate except for the following:

ad 4) should not be submitted with hard cover;

ad 5) on the title page the author should indicate the fact that this is a version of the dissertation prepared for preliminary debate .