

Annex 1 to the Operational Regulations of ELTE Faculty of Social Sciences, Doctoral School of Sociology

FORMAL REQUIREMENTS OF THE DOCTORAL THESIS

Doctoral theses are to be written in A4 format with a word processor with Times New Roman, font size 12 and 1.5 line spacing, notes with font size 10, margins 2.5 cm, and submitted in one hard-bound and two ring-bound copies as well as on a standard electronic data storage device. Summaries are also to be submitted on a data storage device. Theses are to be addressed to the chair of the Doctoral Council of ELTE Faculty of Doctoral Studies and submitted to the officer responsible for doctoral and habilitation issues.

On the cover the following should be printed: PhD thesis, the author's name and the year of the completion of the thesis. The title page should contain the following: the author's name, the title of the thesis, the name of the doctoral school and the doctoral programme, the supervisor's name, academic rank, and the year of the completion of the thesis. On the spine of the hard-bound copy the author's name and the year of completion should be printed.

Theses written in a foreign language should have a title page also printed in Hungarian.

A one-page-long summary in Hungarian and another one in English have to be bound at the end of the thesis.

The thesis should start with a table of contents. Literature references are to be written according to the standard of the given scientific field (we recommend some of the scientific journals for the inspection of their standards of reference, such as Szociológiai Szemle or Esély). Figures and charts should be numbered and captioned separately. Footnotes and endnotes should be numbered continuously. The thesis should include a bibliography with full data of reference and a list of figures and charts.

The structure of the thesis should follow the norms prescribed for scientific publications. The length of the body text cannot exceed 560 000 n.

Every page of the thesis should be numbered at the bottom.

The thesis booklet has to be submitted in Hungarian and in English (or in another language relevant to the character of the given scientific field) with the same content, in a maximum of 20 A5 pages, printed in Times New Roman, font size 10, in three printed copies and on a standard electronic data storage device to the officer responsible for doctoral and habilitation issues, addressed to the chair of the Doctoral Council of ELTE Faculty of Social Sciences.

The four parts of the thesis booklet are:

1. Preliminaries and aims of research,
2. Research methods,
3. New results of the research and the main conclusions of the thesis,
4. The author's publications in the field of the dissertation.

The title page of the theses booklet should contain the following: the author's name, the title of the thesis, the name of the doctoral school and the doctoral programme, the supervisor's name, academic rank, and the year of the completion of the thesis.