

INFORMATION FOR BA THESIS WRITERS DEAL, ELTE

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PART 1: How to submit a title for your BA degree thesis at the Department of English Applied Linguistics

a. The suggested thesis topics in English Applied Linguistics can be found at:

http://deal.elte.hu/pages/thesis_files/ba_topics_deal.pdf

A revised list of topics is uploaded each year by April 30.

	For those planning to graduate in the spring semester	For those planning to graduate in the fall semester
Deadline for choosing a topic and a supervisor	<p>End of the spring semester, one year before you plan to graduate</p> <p>Please choose a supervisor no later than four weeks before the thesis title submission deadline to the Registrar's Office.</p> <p>E.g., If you plan to graduate in June 2016, choose a topic and supervisor by June 2015.</p>	<p>End of the fall semester, one year before you plan to graduate.</p> <p>E.g., If you plan to graduate in January 2016, choose a topic and supervisor by December 2015.</p>
Deadline for handing in the thesis proposal	<p>The department deadline is approximately 2 weeks before the Registrar's Office (Tanulmányi Hivatal) deadline (generally at the beginning of October). Check the department noticeboards, Facebook page or website for the exact date.</p>	<p>The department deadline is approximately 2 weeks before the Registrar's Office (Tanulmányi Hivatal) deadline (generally at the beginning of March). Check the department noticeboards, Facebook page or website for the exact date.</p>

Naturally, depending on your personal interests, you may propose an [English language related](#) topic of your own to a supervisor whose topic suggestions are close to your topic, and you should approach them to see if they are willing to supervise you.

b. To avoid stress, please allow yourself **ample time to find a topic and a supervisor to discuss your topic ideas** and do extensive preliminary reading before you draft your Thesis Proposal. Teachers you approach less than 6 weeks before the submission deadline have the right to refuse to be your supervisor even if their BA thesis supervision quota is not full.

The **Thesis Proposal** is an academic text, which must include the following:

1. a **title** (both in English and in Hungarian), which may be modified or specified further by a subtitle added later;

2. a **body text** of 3-4 paragraphs (ca. 350 words in total), describing the aims and rationale of your thesis (1st paragraph), adding a research/thesis* question or a thesis statement, and presenting the planned analysis of specified sources (2nd-3rd paragraph). The description should include **appropriate in-text references**.

3. a **list of references** (listing all and only the sources referred to in the body text) and a **bibliography** with further credible, accurate and reliable academic sources (of which max. 1/3 can be online sources) that are relevant and that you **have read** prior to drafting your proposal.

4. **APA style**: use the APA style manual's 6th edition, to be found in the SEAS Library; for a simpler guide please check *Part 4: Brief APA citation guidelines* below.

** The thesis question is a Wh-question, which can only be answered by synthesising information from the sources used in the analysis.*

By writing up your Thesis Proposal, you will ideally demonstrate that you have given considerable thought to choosing your topic and that you have already started reviewing the relevant literature.

c. You will need to **fill in the degree thesis title submission form (Szakdolgozati címbejelentő lap alapképzésben résztvevőknek)**, downloadable from <http://btk.elte.hu/tanulmanyi.aspx>

Ask your supervisor to sign the form and your Thesis Proposal.

d. Next, you will need the signature of the head of department. For this, you will need to **submit your signed form and Thesis Proposal at the DEAL office R306**. If the Thesis Proposal does not meet the requirements specified in this document, it shall not be signed.

For the exact department deadline always check:

- *the DEAL noticeboards near Room 306 in the Rákóczi út 5 building or*
- *the DEAL Facebook page (<https://www.facebook.com/DEALatSEAS>).*

e. **Collect your signed form from the DEAL office, R306.**

f. **Submit your form at the Registrar's Office (Tanulmányi Hivatal) by March 15 / October 15.**

PART 2: Content requirements

Genre: review of literature / traditional thesis paper

Choice of topics: restricted. DEAL will advertise concrete topics and will only accept theses written on these topics.

The student must have his or her chosen subject approved by a supervisor of his or her choice. Any teacher at the Institute may act as a supervisor. The subject of the thesis must also be approved by the Head of Department of DEAL. One teacher may act as a supervisor to a maximum of 6 thesis-writing students.

The student must look up his or her supervisor for consultation. A student may avail him/herself of 3 consulting sessions. One should be dedicated to finalising the subject of the thesis and two should be dedicated to collecting material and to its treatment. The student will write the thesis independently. The consultant will not correct the work in progress; revision is the duty of the student. The consultant will witness with his or her signature that the student has attended the consultations.

Quality: the written thesis should convincingly show the student's ability to understand, analyse, and synthesise scholarly literature (and if applicable and feasible, use their approach/approaches to interpret original authentic examples).

BA thesis assessment criteria:

	Category	Description
1	Setting	<ul style="list-style-type: none"> the thesis writer sets the research scene and presents a gap (a novel aspect of or approach to the topic)
2	Aim and rationale	<ul style="list-style-type: none"> there is a focused statement of intent concerning the goal of the thesis rooted in the selected literature
3	Literature	<ul style="list-style-type: none"> <input type="checkbox"/> the writer uses up-to-date sources, landmark/classic works the writer refers to 5-10 pieces of primary literature the writer justifies the use of sources originally not written in English
4	Meaningful treatment	<ul style="list-style-type: none"> the thesis includes concise definitions and uses terminology consistently the thesis is characterised by locally and globally coherent and cogent argumentation supporting the aim the thesis includes systematic synthesis tied to the sources the writer avoids overreliance on one source the writer's claims are substantiated

Total attainable points: 50

Pertinent literature: the thesis must make reference to the major works in the student's chosen subject, including 5-10 academic texts.

The thesis shall be judged and marked by a referee. The referee shall be appointed by the Head of Department after the student has handed in the thesis. Barring special circumstances, the referee shall not be identical with the student's supervisor. This decision is made by the Head of Department.

The final mark of the thesis shall consist of two separate marks, one for content, and one for proficiency in English awarded in a 2/3 – 1/3 ratio respectively. Both marks shall be given by the referee. If either of the two marks should prove to be a fail, the final mark will also be a fail. The criteria for judging the quality of the English has been established by DEAL and is used by the various SEAS departments.

The BA theses are collected and kept by SEAS in a closed database in PDF format. Taking the State Examination is contingent upon the student sending his or her thesis in PDF format to the address provided by SEAS (see <http://seaswiki.elte.hu/studies/BA/major/graduation/thesis/submission>).

Minors do not have to write a thesis.

PART 3: Formal requirements

The thesis must be written in English. It is to be handed in typed in 2 copies, one bound and one spiralled. It must also be submitted in PDF format.

The cover must contain the word “thesis” on it, the name of the student, his or her major, and the year that the thesis was written.

The inside cover must contain the word “thesis” and the title of the thesis in Hungarian and English, as well as the year the thesis was written.

The lower left corner must contain the name and rank of the supervisor and the lower right corner the name of the student, his or her major, and the year the thesis was written.

Statement of Originality (Certificate of Research): The student must also include a statement to the effect that the thesis is the student’s own original work. For the Hungarian version go to http://www.btk.elte.hu/file/nyilatkozat_plagium.doc.

Abstract: The thesis must contain a short and comprehensive summary, which follows the certificate of research, title page, and precedes the table of contents (cf. <http://seaswiki.elte.hu/studies/BA/major/graduation/thesis/requirements>).

Length: The thesis must contain at least 40 thousand characters (20 pages), but not exceeding 44 thousand characters. This length does not include the inside title page, list of contents, list of references, etc.

Format

Typeface: Times New Roman, 12-point font size.

Line spacing: double-space between all text lines; single-spacing or one-and-a-half spacing in tables and figures.

Margins: uniform margins of 2.54 cm with the left margin set at 3 cm to allow for binding.

Indentation: indent the first line of every paragraph (5-7 spaces or ½ inch).

For sample APA formatted papers visit the APA homepage (<http://www.apastyle.org>).

Part 4: Brief APA citation guidelines

Based on:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

For further details, please consult the publication.

The APA 7th referencing style documents a paper's sources by both citing them in the text and describing them bibliographically in the paper's *References* list.

1. Reference citations in text: the author-date citation system

1.1 Integral and non-integral citation:

Integral:

Farmer (2009) found that the chicken came first.

According to Farmer (2009), the chicken came first.

The chicken-and-egg problem was solved by Farmer (2009).

Farmer and Lay (2009) showed that ...

The work of Farmer and Lay (2009) demonstrated that ...

Non-integral:

It was the chicken that came first (Farmer, 2009).

Previous research showed that it was the chicken that came first (Farmer, 2009).

The findings were confirmed later (Farmer & Lay, 2009).

1.2 One work by one author:

Narrative citation: Farmer (2009) pointed out that the chicken-and-egg question was considered impossible to answer. Furthermore, Farmer stated that ...

1.3 One work by multiple authors:

Two authors:

Narrative citation: Farmer and Hatch (2009) compared free-range eggs ...

Parenthetical citation: Free range eggs were found to ... (Farmer & Hatch, 2009).

1.4 Three or more authors:

Narrative citation: Framer et al. (2009) also explored ...

Parenthetical citation: ... was also explored (Framer et al., 2009) ...

1.5 Authors with the same surname:

Narrative citation: A. M. Farmer (2004) and P. M. Farmer (2006) studied ...

Parenthetical citation: ... (A. M. Farmer, 2004; P. M. Farmer, 2006) ...

1.6 Secondary sources (the secondary source used is the one that must be listed in the references section; NB do not overuse secondary sources)

Narrative citation: Lay's observations (as cited in Farmer, 2009) were ...

Parenthetical citation: ... (Lay, 2005, as cited in Farmer, 2009) ...

1.7 Short direct quotation (a quotation of fewer than 40 words): incorporate into text, cite word by word, use double quotation marks, and indicate exact location

As Barn (2005) pointed out, “in the hands of an experimental scientist, the question is simple and straightforward” (p. 24).

or

Commenting on earlier research findings, Barn (2005) pointed out that “in the hands of an experimental scientist, the question is simple and straightforward” (p. 24) and noted ...

or

As it has been pointed out, experimental scientists have found several solutions (Barn, 2005; Peck et al., 2020; Rooster, 2018).

1.8 Long direct quotation/block quotation (a quotation of 40 words or more): start on a new line, indent the entire quotation 1.27 cm from the left margin (1st line of 2nd + paragraph/s must be indented +1.27 cm), use double spacing for the entire quotation, do not use quotation marks, no space before or after a block quotation.

Paranetical citation:

Experts questioned the validity of the results:

Xxx xxxx xxxxxxxx xxxxxxxx xxx xxxxxxxxxxxxxxxx xxxx xx xx x xxx xxx.

Xxxxxxxxxx xxxxx xxxx xx xxxxxxxxxxxxxx xx x xxxxxxxx xx xxxxxxxx

XXXXXXXXXXXXXXXXXX XX XXXX XXXXX XXXX. Xx xx XXXXXXXXXXXXXXX XXXX XXX
 XXXXXXXX XXXXXXXXXXXX XXXXXXXX XXXXXXXXXXXX XXXXXXXX XXXXXXXX
 XXXXXXXXXXXXXXXXXXXX.

xx XXXXXXXXXXXXXXX XX XXXXX-XXXXXXXXXXXX XXXXXXXXXXX XXXX xx xxx XXXXXXX,
 xxx XXXXXXXXXXXXXXX, xx XXXXXXXX XXXXXXXXXXXXXXX. XXXXXXXX XXXXXXXXXXXXXXX XXXXX
 XXXXXXX XX XXXXXXXXXXX XX XXXXXXXXXXX. (Farmer, 2007, p. 26)

Narrative citation:

Lay (2009) questioned the validity of the results:

Xxx xxxx xxxxxxxx xxxxxxxx xxx xxxxxxxxxxxxxxxxxxx xxxx xx xx x xxx xxx.
 XXXXXXXXXXXX XXXXX XXXX xx XXXXXXXXXXXXXXX xx x XXXXXXXX xx XXXXXXXXXXX
 XXXXXXXXXXX XXXXXXXXXXX XX XXXX XXXXX XXXX. Xx xx XXXXXXXXXXXXXXX XXXX XXX
 XXXXXXXX XXXXXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXX XXXXXXXX XXXXXXX
 XXXXXXXXXXXXXXXXXXXX.

xx XXXXXXXXXXXXXXX XX XXXXX-XXXXXXXXXXXX XXXXXXXXXXX XXXX xx xxx XXXXXXX,
 xxx XXXXXXXXXXXXXXX, xx XXXXXXXX XXXXXXXXXXXXXXX. XXXXXXXX XXXXXXXXXXXXXXX XXXXX
 XXXXXXX XX XXXXXXXXXXX XX XXXXXXXXXXX. (pp. 25–26)

2. List of frequently used references items

References must be placed at the end of the paper on a new page, in the “References” section, listing each source cited in the text alphabetically by the author's last name. Double space all reference entries and use hanging indent format (1.27 cm).

Entire book, print version, single author	Farmer, A. M. (2009). <i>The chicken-and-egg problem</i> . Cambridge University Press.
Entire book, print version, two authors	Farmer, A. M., & Farmer, P. M. (2009). <i>The chicken-and-egg problem: Mystery solved</i> (2nd ed.). Buck, Starr, & Winnipeg.
Electronic version of print book	Farmer, A. M. (2009). <i>The chicken-and-egg problem</i> . Retrieved January 10, 2022, from https://www.books.....
Edited book	Farmer, A. M., & Farmer, P. M. (Eds.). (2009). <i>The science of unsolvable problems</i> . Guilford Press.
Book chapter, print version	Mayhem, A. D. (2009). The conundrum. In A. M. Farmer & P. M. Farmer (Eds.), <i>The science of unsolvable problems</i> (3rd ed., pp. 25–47). Guilford Press.
Journal article/single author (Paginated by Volume)	Barn, I. (2006). The chicken issue revisited. <i>Annual Review of Bird Science</i> , 13, 24–36. https://doi.org/10.10xx/rev0000114
Journal article/single author (Paginated by Issue)	Lay, M. (2009). The egg issue revisited. <i>Bird Research</i> , 8(1), 47–58. https://doi.org/10.1016/j.mxxx.2021.01.003
Journal article/multiple Authors	Farmer, P. M., & Farmer, A. M. (2007). Theoretical bases of the chicken-and-egg problem. <i>Applied Science</i> , 1(3), 1–47. https://doi.org/10.1154/j.apsci.2017.01.009

	Farmer, P. M., Barn, I., & Farmer, A. M. (2008). Which came first? The chicken or the egg? <i>Knowledge Management Research</i> , 2(9), 65–74. https://doi.org/10.1210/kno.me.6155
Paper presented at a conference	Lay, M. (2007, February 5–7). <i>The chicken-and-egg debate: Which came first?</i> [Paper presentation]. 66th Annual Conference of Philosophers, Denver, CO, United States.
	Tollas, B. (2008, May 12-14). <i>Új eredmények a tyúk vagy tojás kérdéskör genetikai hátteréről</i> [New results concerning the genetic basis of the chicken or egg problem] [Paper presentation]. Genetics Symposium 23, Madrid, Spain.
Unpublished doctoral dissertation	Farmer, A. M. (2004). <i>Revisiting the ‘Which came first—The chicken or the egg?’ problem</i> [Unpublished doctoral dissertation]. Massachusetts Institute of Technology.
Unpublished thesis	Farmer, A. M. (2004). <i>The chicken and the egg: A new perspective</i> [Master’s thesis, Massachusetts Institute of Technology]. Massachusetts Institute of Technology Digital Archive.

3. Formatting tables and figures

See sample papers provided by apastyle.apa.org.

4. Formatting the text

See the SEAS specifications for thesis writers.