

Dissertation (PhD) – requirements

Structure

The candidate should keep *the following order of structure* (but it is possible 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
The main text of the dissertation	obligatory element, divided into at least chapters and subchapters
Bibliography – list of sources and materials	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 a bound version that can be black or another dark colour with a hardcover.
- 5) On the title page „Doctoral (PhD) Dissertation” 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 inserted as footnotes in the dissertation.

Other requirements

- 7) A 3-4 cm margin should be left on the left-hand side and a 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 the case of titles! *Cursive letters* should only be used with titles and if the author wishes to put emphasis 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 the case of (chapter) titles and subtitles at least letter size 13 should be used with a maximum of size 15;
- letter size 10 should be used with footnotes ;
- a minimum letter size of 10 with a maximum of 12 should be used with photos, maps, and tables;
- inside a table or a diagram, a minimum letter size of 8 should be used with a maximum of 12.

10) Titles of chapters and subchapters may be emphasized by using greater 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 references 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 the candidate for revision by the Doctoral School if it does not fulfill these requirements (7-12).

Substantive requirements

The dissertation must include:

- the reasons for writing the dissertation and the objectives of the dissertation (introductory part);
- the explicit identification of the research questions, research tasks, or the scientific hypotheses forming the starting point of the dissertation (introductory part);
- the identification of the scientific methods used during the research (introductory part);
- itemized, summary listing of the new scientific findings, conclusions, and results reflected in the dissertation (in the final part of the dissertation);
- the possible application and effects of the new scientific findings, conclusions, and results set forth in the dissertation in solving some practical or theoretical problems (primarily in the final part).

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.