



GUIDELINES FOR THE PREPARATION OF THE MASTER'S THESIS

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CONTENTS

I.	GUIDELINES FOR THE PREPARATION OF THE MASTER'S THESIS IN THE FIELD OF LANGUAGE AND LINGUISTICS	1
II.	GUIDELINES FOR THE PREPARATION OF THE MASTER'S THESIS IN THE FIELD OF LITERATURE	8
III.	GUIDELINES FOR THE PREPARATION OF THE MASTER'S THESIS IN THE FIELD OF LANGUAGE ACQUISITION AND FOREIGN LANGUAGE TEACHING	11
IV.	GUIDELINES FOR THE DEFENSE OF THE MASTER'S THESIS	17
	APPENDIX.....	20



I. Guidelines for the Preparation of the Master's Thesis in the Field of Language and Linguistics

1. General Guidelines

1.1. *The Master's Thesis should have the following parts:*

- × Title page (repeated inside the covers; see Appendix 1)
- × Contents
- × Introduction
- × Main body
- × Conclusion
- × Bibliography
- × Appendix/Appendices
- × Summary and key words in English (max 100 words)
- × Summary and key words in Croatian (max 100 words)

1.2. *The Master's Thesis should be within the range of 60,000 to 100,000 characters with spaces.* This includes the parts from Introduction to Conclusion and does not include the other parts of the paper.

1.3. *Formatting*

- 1.3.1. Headings: Times New Roman, 14-point with capitalised initial letters for chapter headings; 12-point with capitalised initial letters for section headings; 12-point italicised for subsection-headings.
- 1.3.2. Text: 12 point Times New Roman font family and line spacing 1.5.
- 1.3.3. Margins: right 20 mm; left, top and bottom 25 mm.
- 1.3.4. Page numbers: Arabic numerals, bottom right.
- 1.3.5. Paragraphs: can be divided either by leaving a blank line between paragraphs, or by indenting the first line of a new paragraph by five spaces (not both).
- 1.3.6. Highlighting or emphasis: *italics* or **bold print** can be used if necessary.
- 1.3.7. Footnotes: should be used sparingly. If notes are used, they should be placed at the bottom of the page using smaller font size (10) and single-spacing.

2. Main Body

2.1. A Master's Thesis in the field of Language and Linguistics should include two main parts: **theoretical** and **analytical**. These parts should be divided into chapters, sections or subsections, as appropriate, each having a number and a title (see 2.3.3.). The main chapters should begin on a new page.

2.2. *Theoretical part*

- ✗ This part of the thesis makes the theoretical framework for the analytical part of the study.

2.2.1. The theoretical part should demonstrate that the student can:

- ✗ select the literature that has informed or is representative of research on the topic
- ✗ interpret the relevant research
- ✗ clearly identify the pertinent issues
- ✗ interpret and present the relevant facts in a clear and coherent manner

2.2.2. The theoretical part should include:

- ✗ the description of the relevant findings on the topic
- ✗ a critical overview of the current research findings in Croatia and in the international research area
- ✗ definitions of terms that directly pertain to the study

2.3. *Analytical part*

2.3.1. This part should demonstrate that the student can:

- ✗ select a research topic
- ✗ define the plan and methodology of research
- ✗ analyze selected language data
- ✗ describe and interpret results
- ✗ draw relevant conclusions

2.3.2. The analytical part should include the description of the following:

- ✗ goal of research (*Aim*)
- ✗ methodology and corpus (*Methodology, On the Corpus*)
- ✗ results (*Analysis*)
- ✗ conclusions (*Conclusion*).

2.3.3. Chapter Structure

- ✗ Arabic numerals should be used in the format 1, 2 etc (for chapters), 1.1. etc. for sections and 1.1.1. etc for subsections. For example:

- 1. Chapter
 - 1.1. Section
 - 1.1.1. Subsection

- 2. Chapter
 - 2.1. Section
 - 2.1.1. Subsection
 - 2.1.2. Subsection
 - 2.2. Section
 - 2.2.1. Subsection
 - 2.2.2. Subsection

- ✗ Preferably, distinctions beyond three digits should be avoided (e.g. 2.2.1.1.). Lower-level distinctions should only be introduced if they are not unique; e.g. if there is section 2.2.1., there should also be section 2.2.2.

3. *Style Sheet*

- 3.1. The Master's Thesis should be written in accordance with the style guides compiled for humanities and should follow the conventions of academic writing. This includes the following:

- ✗ Use of **impersonal forms**:

- ✗ Instead of: I extracted the relevant data from the British National Corpus
- ✗ One should use: *The data were extracted from the British National Corpus*

- ✗ Avoiding **contractions**:

- ✗ Instead of: There haven't been many studies....
- ✗ One should use: *There have not been many studies....*

Referring to sources within the text

- ✗ When using definitions, classifications etc. found in the literature, **students must always credit their authors**. Otherwise, such definitions, classifications, etc. would be misconstrued as originating from the student himself. For instance:

- ✗ Instead of: There are three main parts of the listening comprehension process.
- ✗ One should say: *According to Rivers (1978) there are three main parts*, or: *Rivers (1978) claims that there are three main parts ...*, or similar. In the case of two authors, both authors should be mentioned: *According to Kasper and Rose (2002)...* Three or more authors should be referenced as follows: *As Celce-Murcia et al. (1995) suggest...*

- ✗ On top of claiming authorship over such uncredited material, the student also fails to acknowledge the fact that other authors propose alternative definitions, classifications, etc.

3.2. **When citing or paraphrasing the ideas of authors whose work/ideas have been accessed through secondary sources, this should be clearly indicated in the text, e.g.**

- ✗ *Some authors (e.g. Tarone, as cited in Bialystok, 1990) claim that....*

3.3. If, exceptionally, an author is cited verbatim, **the quote** should be **followed by the author's last name, year of publication and page number**, cf.

- ✗ *Interpreting the input we get through listening is very complex because "there are very powerful expectations in our interpretive processes which constrain our interpretation, but which we rarely bring to consciousness." (Brown and Yule, 1983:65)*

3.4. **Internet sources** should be referred to in running text as follows:

- ✗ If the author and year of publication are known:

As Fredrickson (2000) claims...

- ✗ If the author is known, but not the year of publication:

As Tylor claims (URL address)....

- ✗ In the case of an extensive URL address, it can be referred to in a footnote, but should be included in the Bibliography as shown below
- ✗ If the author is unknown, the relevant segment of text is paraphrased and is followed by the URL address enclosed in brackets.

3.5. **Abbreviations**

- ✗ If one wants to use abbreviated forms of specific terms, the abbreviation should be introduced **the first time** that the term appears in the text. The abbreviated form is enclosed in brackets and placed immediately after the spelled-out word). **Only the abbreviation** should be used in subsequent references to the term. For example:

✘ *The Corpus of Contemporary American English (COCA) was used as the source of the data. COCA is the largest, balanced corpus of contemporary American English*

3.6. *Bibliography*

- ✘ The bibliography must **list ALL sources** whether cited in the text or used as a background for the Master's Thesis.
- ✘ Different disciplines use different conventions for compiling bibliography lists. For master's theses in language and linguistics, students should rely on style guides compiled for humanities.

3.6.1. The entries should be consistent. They must be arranged **alphabetically** by the last name of the (first) author. In addition to the **author, title, and year of publication**, each entry should include the **publisher** (for books), **page ranges for articles/chapters in books and the name of the journal, volume and page range for journal articles**. Special attention should be paid to font styles, i.e. which of the elements should be written in italics, and which punctuation marks should be used where. Each entry should end in a full stop.

3.6.2. Web pages whose authors are unknown should be listed at the end of the alphabetically arranged Bibliography list.

3.6.3. Examples:

✘ **Books**

Surname, Name Name (2000). *Title with All Content Words in Capital Letters*. Place: Publisher.

Surname, Name, Name Surname (2000). *Title as Above* (3rd edn.). (Series No.). Place: Publisher.

Surname, Name, Name Surname, Name Surname, eds. (1985-2000). *Title as Above for Multivolume Series* (4 vols.). Place: Publisher.

✘ **Articles in books** (chapters written by different authors and published as a single book edited by one or more persons):

Surname, Name (1999). Article title with capital letters only for first word and Proper Names. Surname, Name, Name Surname, eds. *Book Title as Above*. (Book Series No.). Place: Publisher, 3-56.

✘ **Articles in journals** (Titles of journals should be given in full.)

Surname, Name (1991). Article title with capital letters only for first word and Proper Names. *Journal Title with All Content Words in Capital Letters* 24: 128-156.

- ✗ If the list includes multiple publications by the same author in the same year, these are marked with suffixed letters, *a*, *b*, *c*, *d* etc.:

Šarić, Lj. (2006a). A preliminary semantic analysis of the Croatian preposition *u* and its Slavic equivalents. *Jezikoslovlje* 7: 1–43.

Šarić, Lj. (2006b). On the meaning and prototype of the preposition *pri* and the locative case: A comparative study of Slavic usage with emphasis on Croatian. *Rasprave Instituta za hrvatski jezik i jezikoslovlje* 32: 225–248.

- ✗ NB: In running text, both the year and the letter suffix need to be used, e.g.:

Šarić (2006b) argues...

Citing Websites:

- ✗ The following elements should be included in the bibliography: authors' name, publication date (if known), title of article, *available at*, full web address, i.e. the one featured in the address bar when the text is on the screen (i.e. not just the home page). Date of access should also be included:

Bell, Melanie (2001). The English noun-noun construct: a morphological and syntactic object. Ralli, Angela et. al., eds. *On-line Proceedings of the Eighth Mediterranean Morphology Meeting* (Calgary, Italy, 14-17 September 2011). Available at: http://imgd.philology.upatras.gr/files/MMM8_Proceedings.pdf (visited on 14th Oct 2004).

- ✗ If the author is **not known**, e.g.:

MLA Style. (09. Jul 1998). <http://.mla.org/main_st.htm> (visited on 20 Dec 1998).

3.7. Tables and Figures

- ✗ Tables and figures, should be numbered consecutively throughout the text and should be captioned. For example:

Table 6: Frequency of verbs of motion in the CMT construction

Figure 8: The semantic network of the preposition over

- ✗ Table captions should be inserted **above the tables**, and figure captions should be inserted **below the figures**. References to pertinent tables and figures should be made in the text as follows:

As can be seen in Table 6... or The results (Table 6) show..., or similar.

4. Appendices

- ✘ Appendices can be used to include material that is not directly relevant to the main content but needs to be referred to in the text. For example: questionnaires, tests, etc. Appendices must have a heading and they must be numbered.
- ✘ NB: For additional guidelines, the students should consult the document *Ordinance on Master's Theses and Examinations at the Faculty of Humanities and Social Sciences in Osijek*.
- ✘ Advisors may add more detailed and/or additional instructions for the preparation of master's theses.



2. Guidelines for the Preparation of the Master's Thesis in the Field of Literature

- ✘ The Master's Thesis in English literature is written in English.
- ✘ The Master's Thesis is a research paper in which the student should demonstrate the ability to independently research a topic, as well as his/her English writing skills and rhetorical skills in argumentation and literary analysis.

1. *Thesis Format and Appearance*

- ✘ The thesis should be written using Microsoft Word.
- ✘ Set the page size to A4 (210x297 mm) with page margins set as follows: left 25 mm, right 20 mm, top and bottom at 25 mm.
- ✘ Use 12 point Times New Roman font family and 1.5 line spacing.
- ✘ The Master's Thesis comprises from 30 to 50 pages not counting the abstract, table of contents, works cited, and appendices.
- ✘ The thesis should contain the following sections (in the following order): title page, table of contents, abstract with keywords, introduction, the main part, and a complete works cited list in the proper format.
- ✘ The title page of the thesis must include the following information: the name of the University, Faculty and study programme, the student's name and surname, the title of the thesis, the type of thesis (Master's Thesis), the supervisor's title, name and surname, and the place and date of submission. The preferred font size for the data on the title page is 14 point and for the title is 16 point (Appendix 1).
- ✘ The abstract should be no longer than 250 words and should provide a brief summary of the thesis, followed by 3 to 5 keywords. The abstract and the keywords are written in English.
- ✘ The introduction should describe in brief the aim of the Master's Thesis, as well as the main primary and secondary sources and contents of the individual chapters of the thesis.

- ✘ The main body of the thesis should be divided into coherent chapters.
- ✘ A citation of a source is required whenever you directly quote from, paraphrase, summarise, or refer to published or unpublished writings by another author. You should provide an in-text citation for quoted text, photographs, images, tables, and other cited material.
- ✘ The documentation style used in writing the Master's Thesis in English literature is **MLA**.
- ✘ The Works Cited section must include all sources mentioned in the text of your thesis, at least 20 entries, including primary and secondary sources. Web sources like **Wikipedia**, **Cliffsnotes**, **Sparknotes**, www.echeat.com, www.123helpme.com are not appropriate for university-level research and should not be used in your Master's Thesis.

2. A Guide to Writing the Thesis

- ✘ In writing your thesis in English literature you should use primary sources (the literary works) and secondary sources (theoretical and critical texts). In addition to the library research, you should also consult the following online databases subscribed to by the Faculty of Humanities and Social Sciences:
 - **Project Muse** (access is allowed only on the Faculty premises via <http://www.ffos.unios.hr/knjiznica/project-muse>)
 - **Cambridge Journals Online** (access is allowed only on the Faculty premises via <http://www.ffos.unios.hr/knjiznica/cambridge-journals-online>)
 - **EBSCO Host Platform** (this database can be accessed from everywhere via <http://search.epnet.com/>, user name **s3293208** and password **password**)
- ✘ Additional instructions for accessing electronic databases and the Faculty holdings may be found on the web page <http://www.ffos.unios.hr/anglistika/knjiznica> of the Department of English Language and Literature.
- ✘ At the beginning of the writing process, the student should organize the research material, formulate the thesis statement, and select the relevant examples from the primary texts, as well as excerpts from the secondary sources.
- ✘ The student should then write an outline of the Master's Thesis and send it to the supervisor for approval.
- ✘ After the supervisor has reviewed and approved the outline, the student writes the chapter outline, making sure that the chapters and paragraphs are unified and coherent and that the ideas follow a logical sequence. The student should then write the body part of the paper, and after that the introduction, the conclusion, and the abstract.

- ✘ The basic guidelines for writing a thesis according to the MLA style sheet, as well as instructions for improving writing skills and style, can be found in chapters 2-32 of the *Harbrace Essentials* handbook. The full text of the handbook can be accessed on the Moodle-page for BA/MA theses at <http://moodle.ffos.hr/course/view.php?id=84>
- ✘ Guidelines on formatting a text according to the MLA style may also be found in the *Harbrace Essentials* handbook, chapter 33, or in the online style guide on the website OWL at Purdue university: <http://owl.english.purdue.edu/owl/resource/747/01/>
- ✘ Additional guidelines for writing research papers are available at: http://www.socialstudieshelp.com/Research_Paper_Format.htm
- ✘ Any attempt at plagiarizing – using the work of others as your own original work and failing to cite quoted or paraphrased content is absolutely unacceptable. Any form of academic dishonesty conducted while writing the Master's Thesis will result in the initiation of disciplinary proceedings and the disqualification of the thesis by the supervisor. The disciplinary proceedings for instances of plagiarism are defined in the *Ordinance on disciplinary responsibility of students at Josip Juraj Strossmayer University of Osijek – Art. 7* (<http://www.ffos.unios.hr/download/pravilnik-o-stegovnoj-odgovornosti-studenta.doc>).
- ✘ Additional information on Master's Thesis (list of approved Master's Thesis topics, *Ordinance on Master's Theses and Examinations at the Faculty of Humanities and Social Sciences in Osijek*, as well as the link for the *Faculty of Humanities and Social Sciences Theses Repository*) are available on the web page <http://www.ffos.unios.hr/anglistika/zavrzni-diplomski-radovi> of the Department of English Language and Literature.



3. Guidelines for the Preparation of the Master's Thesis in the Field of Foreign Language Acquisition and Foreign Language Teaching

1. General Guidelines

1.1. *The Master's Thesis should have the following parts:*

- × Title page (repeated inside the covers; see Appendix 1)
- × Contents
- × Introduction
- × Main body
- × Conclusion
- × Bibliography
- × Appendix/Appendices
- × Summary and key words in English (max 100 words)
- × Summary and key words in Croatian (max 100 words)

1.2. The Master's Thesis should be within the range of 60.000 to 100.000 characters with spaces. This includes the parts from Introduction to Conclusion and does not include the other parts of the paper.

1.3. *Formatting*

- 1.3.1 Headings: Times New Roman, 14-point with capitalised initial letters for chapter headings; 12-point with capitalised initial letters for section headings; 12-point italicised for subsection-headings.
- 1.3.2 Text: 12 point Times New Roman font family and line spacing 1.5.
- 1.3.3 Margins: right 20 mm; left, top and bottom 25 mm.
- 1.3.4 Page numbers: Arabic numerals, bottom right.
- 1.3.5 Paragraphs: can be divided either by leaving a blank line between paragraphs, or by indenting the first line of a new paragraph by five spaces (not both).
- 1.3.6 Highlighting or emphasis: *italics* or **bold print** can be used if necessary.
- 1.3.7 Footnotes: should be used sparingly. If notes are used, they should be placed at the bottom of the page using smaller font size (10) and single-spacing.

2. Main Body

- 2.1 A Master's Thesis in the field of Foreign Language Acquisition and Foreign Language Teaching should include two main parts: **theoretical** and **analytical**. These parts should be divided into chapters, sections or subsections, as appropriate, each having a number and a title (see 2.3.3.). The main chapters should begin on a new page.
- 2.2 **Theoretical Part**
- ✗ This part of the thesis makes the theoretical framework for the analytical part of the study.
- 2.2.1. The theoretical part should demonstrate that the student can:
- ✗ select the literature that has informed or is representative of research on the topic
 - ✗ interpret the relevant research
 - ✗ clearly identify the pertinent issues
 - ✗ interpret and present the relevant facts in a clear and coherent manner
- 2.2.2. The theoretical part should include:
- ✗ the description of the relevant findings on the topic
 - ✗ a critical overview of the current research findings in Croatia and in the international research area
 - ✗ definitions of terms that directly pertain to the study
- 2.3. **Analytical Part**
- 2.3.1. This part should demonstrate that the student can:
- ✗ select a research topic
 - ✗ define the plan and methodology of research
 - ✗ conduct research
 - ✗ analyze data
 - ✗ describe and interpret results
 - ✗ draw relevant conclusions
- 2.3.2. The analytical part should include the description of the following:
- ✗ goal of research (*Aim*)
 - ✗ Sample (*participants, corpus, etc.*)
 - ✗ results of data analysis (*Results*)
 - ✗ interpretation of results (*Discussion*)
 - ✗ conclusions (*Conclusion*).
- 2.3.3. Chapter Structure
- ✗ Arabic numerals should be used in the format 1, 2 etc (for chapters), 1.1. etc. for sections and 1.1.1. etc for subsections. For example:

- 1. Chapter
 - 1.1. Section
 - 1.1.1. Subsection

- 2. Chapter
 - 2.1. Section
 - 2.1.1. Subsection
 - 2.1.2. Subsection
 - 2.2. Section
 - 2.2.1. Subsection
 - 2.2.2. Subsection

- ✗ Preferably, distinctions beyond three digits should be avoided (e.g. 2.2.1.1.). Lower-level distinctions should only be introduced if they are not unique; e.g. if there is section 2.2.1., there should also be section 2.2.2.

3. **Style Sheet**

- 3.1. The Master's Thesis should be written in accordance with the style guides compiled for humanities and should follow the conventions of academic writing. This includes the following:

- ✗ Use of **impersonal forms**:

- ✗ Instead of: *I asked the learners to read the text first.*
- ✗ One should use: *The learners were asked to read first.*

- ✗ Avoiding **contractions**:

- ✗ Instead of: There haven't been many studies....
- ✗ One should use: *There have not been many studies....*

- 3.2. **Referring to Sources within the Text**

- ✗ When using definitions, classifications etc. found in the literature, **students must always credit their authors**. Otherwise, such definitions, classifications, etc. would be misconstrued as originating from the student himself. For instance:

- ✗ Instead of: There are three main parts of the listening comprehension process.
- ✗ One should say: *According to Rivers (1978) there are three main parts*, or: *Rivers (1978) claims that there are three main parts ...*, or similar. In the case of two authors, both authors should be mentioned: *According to Kasper and Rose (2002)...* Three or more authors should be referenced as follows: *As Celce-Murcia et al. (1995) suggest...*

- ✗ On top of claiming authorship over such uncredited material, the student also fails to acknowledge the fact that other authors propose alternative definitions, classifications, etc.

3.3. When citing or paraphrasing the ideas of authors whose work/ideas have been accessed through secondary sources, this should be clearly indicated in the text, e.g.

- ✗ *Some authors (e.g. Tarone, as cited in Bialystok, 1990) claim that...*

3.4. If, exceptionally, an author is cited verbatim, the quote should be followed by the author's last name, year of publication and page number, cf.:

- ✗ Interpreting the input we get through listening is very complex because “there are very powerful expectations in our interpretive processes which constrain our interpretation, but which we rarely bring to consciousness.” (Brown and Yule, 1983:65)

3.5. Internet sources should be referred to in running text as follows:

- ✗ If the author and year of publication are known:

As Fredrickson (2000) claims...

- ✗ If the author is known, but not the year of publication:

As Tylor claims (URL address).....

- ✗ In the case of an extensive URL address, it can be referred to in a footnote, but should be included in the Bibliography as shown below
- ✗ If the author is unknown, the relevant segment of text is paraphrased and is followed by the URL address enclosed in brackets.

3.6. Abbreviations

- ✗ If one wants to use abbreviated forms of specific terms, the abbreviation should be introduced **the first time** that the term appears in the text. The abbreviated form is enclosed in brackets and placed immediately after the spelled-out word). **Only the abbreviation** should be used in subsequent references to the term. For example:

- ✗ *In some situations the term second language (L2) should be distinguished from the term foreign language (FL). While a L2 is acquired in the country where it is the native language, a FL is learned a country where it is not spoken as the mother tongue.*

3.7. Bibliography

- ✗ The bibliography must **list ALL sources** whether cited in the text or used as a background for the Master's Thesis.

- ✗ Different disciplines use different conventions for compiling bibliography lists. For master's theses in language and linguistics, students should rely on style guides compiled for humanities.
- 3.7.1. The entries should be consistent. They must be arranged **alphabetically** by the last name of the (first) author. In addition to the **author, title, and year of publication**, each entry should include the **publisher** (for books), **page ranges for articles/chapters in books and the name of the journal, volume and page range for journal articles**. Special attention should be paid to font styles, i.e. which of the elements should be written in italics, and which punctuation marks should be used where. Each entry should end in a full stop.
- 3.7.2. Web pages whose authors are unknown should be listed at the end of the alphabetically arranged Bibliography list.
- 3.7.3. Examples:

✗ **Books**

Surname, Name Name (2000). *Title with All Content Words in Capital Letters*. Place: Publisher.

Surname, Name, Name Surname (2000). *Title as Above* (3rd edn.). (Series No.). Place: Publisher.

Surname, Name, Name Surname, Name Surname, eds. (1985-2000). *Title as Above for Multivolume Series* (4 vols.). Place: Publisher.

✗ **Articles in books** (chapters written by different authors and published as a single book edited by one or more persons):

Surname, Name (1999). Article title with capital letters only for first word and Proper Names. Surname, Name, Name Surname, eds. *Book Title as Above*. (Book Series No.). Place: Publisher, 3-56.

✗ **Articles in journals** (Titles of journals should be given in full):

Surname, Name (1991). Article title with capital letters only for first word and Proper Names. *Journal Title with All Content Words in Capital Letters* 24: 128-156.

✗ If the list includes multiple publications by the same author in the same year, these are marked with suffixed letters, *a, b, c, d* etc.:

McNamara, T. (2001a) Rethinking alternative assessment. *Language Testing*, 18, 4, 329-332.

McNamara, T. (2001b) Language assessment as social practice. *Language Testing*, 18, 4, 333-349.

✗ NB: In running text, both the year and the letter suffix need to be used, e.g.:

McNamara (2001b) argues...

Citing Websites:

- ✗ The following elements should be included in the bibliography: authors' name, publication date (if known), title of article, *available at*, full web address, i.e. the one featured in the address bar when the text is on the screen (i.e. not just the home page). Date of access should also be included:

Segler, Thomas M. *et al.* (2001) Second Language Vocabulary Acquisition and Learning Strategies in ICALL Environments. Submitted to Wokshop on CALL, AI-Ed 2001 (San Antonio, Tx). Available at: www.dai.ed.ac.uk/homes/thomasse/paper.pdf (visited on 14th Oct 2004).

- ✗ **If the author is not known**, e.g.:

MLA Style. (09. Jul 1998). <http://.mla.org/main_st.htm> (visited on 20 Dec 1998).

3.8. *Tables and Figures*

- ✗ Tables and figures, should be numbered consecutively throughout the text and should be captioned. For example:

Table 6: Frequency of communication strategies used by female participants

Figure 8: A cognitive model of learning

- ✗ Table captions should be inserted **above the tables**, figure captions should be inserted **below the figures**. References to pertinent tables and figures should be made in the text as follows:

As can be seen in Table 6... or The results (Table 6) show..., or similar.

4. Appendices

- ✗ Appendices can be used to include material that is not directly relevant to the main content but needs to be referred to in the text. For example: questionnaires, tests, etc. Appendices must have a heading and they must be numbered.
- ✗ **NB:** For additional guidelines, the students should consult the document *Ordinance on Master's Theses and Examinations at the Faculty of Humanities and Social Sciences in Osijek*.
- ✗ Advisors may add more detailed and/or additional instructions for the preparation of master's theses.



4. Guidelines for the Defense of the Master's Thesis

1. General Information

1.1. *Legal Basis for a Master's Thesis Defense*

The fundamental legal basis for the procedure of the defense of a Master's Thesis is laid down in the provisions of Articles 9-10 of the *Ordinance on Master's Theses and Examinations at the Faculty of Humanities and Social Sciences in Osijek*.

1.2. *Basic Provisions Regarding the Public Nature, Place and Manner of the Procedure*

The oral defense of a Master's Thesis (*Viva Voce* Examination) is open to the public and takes place at the premises of the Faculty of Humanities and Social Sciences. The attendees are not permitted to ask questions or make a video/audio recording of the procedure without an explicit approval by the candidate or the Thesis Defense Committee. The defense is an individual-based procedure, i.e. only a single candidate can be examined in a single instance.

1.3. *The Rationale of the Master's Thesis Defense*

The candidate is expected to demonstrate his/her knowledge of the subject matter presented in the written version of the Master's Thesis paper, and to present it in a clear and structured manner before the members of the Thesis Defense Committee.

1.4. *Appointment and Composition of the Master's Thesis Defense Committee*

The Master's Thesis Defense Committee is in charge of the Master's Thesis defense procedure. The Committee members are appointed by the Dean of the Faculty of Humanities and Social Sciences.

The Committee consists of three members, one of which is the thesis supervisor (mentor) who has supervised the candidate during the writing of the thesis, the other two being members of staff affiliated with the Department of English Language and Literature and appointed to the rank of Assistant Professor, Associate Professor or Full Professor. If appropriate, one or more Committee members may be selected from other departments. One member is appointed Chairperson of the Committee. The thesis supervisor cannot be appointed Chairperson. The Chairperson is in charge of the procedure of thesis defense, the appropriate examination of the candidate and the official Minutes of the master's thesis defense.

2. Terms and Procedures Pertaining to Master's Thesis Defense

2.1. Scheduling the Thesis Defense

The exact time of the thesis defense is set by the supervisor in cooperation with the candidate and Committee members. The event is publicly announced on the Faculty's notice board and the Department's web page no later than 10 days prior to the defense.

2.2. Submission of a Request for the Defense

After the date of defense has been agreed upon, the candidate is required to submit a *Thesis Defense Request* to the Office of Student Affairs Students no later than 10 days prior to the date set for the defense.

2.3. Submission of Printed Copies of the Master's Thesis and Additional Materials for Committee Members

According to the procedure for the approval of a Master's Thesis defense, the candidate is to submit the e-version of his/her thesis. Spiral-bound hard copies of the Master's Thesis should also be submitted if requested by Committee members.

In consultation with the supervisor, the candidate is also required to submit any additional material accompanying the written version (e.g. video material, posters, etc.) in triplet.

3. The Protocol of the Oral Master's Thesis Defense

3.1. Punctual Presence at the Venue of the Defense

The candidate is required to appear for the defense on time, and should take into account potential unforeseen extenuating circumstances, e.g. power shortages, traffic jams etc. The candidate is advised to appear at the venue at least 10-15 minutes before the exact time of the defense.

3.2. Duration and Mandatory Parts of the Thesis Defense Procedure

The oral defense of a Master's Thesis can take up to 60 minutes.

3.3. The Candidate's Presentation

The candidate is required to orally present the contents of his/her Master's Thesis before the Defense Committee members in 10-15 minutes. The manner of presenting is up to the candidate. It is, however, strongly advised for the presentation to include the following:

- ✗ presentation of the topic/ subject matter of the paper
- ✗ explanation of the methodology used to study the subject matter, i.e. explanation of the research done to test the main (hypo)theses
- ✗ presentation of the conclusions reached in the paper

The candidate may prepare him/herself by compiling short notes on the content and the structure of the paper, by making a PowerPoint presentation, etc. The candidate who comes unprepared is in danger of failing the thesis defense. Moreover, simple reading of the envisaged presentation is strongly discouraged.

Should the candidate require additional technical support for the presentation, this should be arranged in consultation with the supervisor upon scheduling the defense.

3.4. *Oral Examination of the Candidate*

Following the candidate's presentation, the Committee conducts oral examination of the candidate. It can take up to 30-45 minutes, depending on the duration of the candidate's presentation. The candidate answers the questions posed by the Committee members.

Each member of the Committee may ask a minimum of two questions related to the subject matter of the thesis or the paper itself. In order to test the candidate's expertise more precisely, the Committee members may also pose broader questions related to the topic of the paper, or those that have been covered in the course of the study programme, but have not been mentioned in the paper,.

3.5. *Minutes of the Oral Thesis Defense of the Thesis*

The Chairperson of the Thesis Defense Committee is responsible for the Minutes of the Master's Thesis defense procedure. The Minutes contain the names of the Committee members, the start- and end time of the defense procedure, the questions posed to the candidate by the Committee members, and the final grade awarded to the candidate for the Master's Thesis and its oral defense.

The data are filled in after the candidate's presentation and examination, in his/her absence, and validated by the signatures of all Committee members.

3.6. *Announcement of the Final Grade and Recording of the Grade*

Immediately after the deliberation by the Committee members, the Chairperson informs the candidate of the final grade in the presence of all Committee members.

The Thesis Supervisor enters the grade awarded at the thesis defense in the candidate's student book and the ISVU system.

The Chairperson submits the original Minutes of the Master's Thesis oral defense to the Office of Student Affairs. The Chairperson is obliged to enter the results in the appropriate web application within 24 hours, using a copy of the Minutes. The procedure of defense of the Master's Thesis is thereby completed.

APPENDIX 1: Title page

(Font size 14, Title – font size 16 bold)

Sveučilište J. J. Strossmayera u Osijeku
Filozofski fakultet
Diplomski studij engleskog jezika i književnosti

Ime i prezime studenta

Naslov diplomskog rada (in English)

Diplomski rad

Mentor (titula, ime i prezime mentora)

Osijek, godina