



**DEPARTMENT OF BALKAN, SLAVIC AND ORIENTAL STUDIES
DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES**

**INTER-DEPARTMENTAL MASTER IN
HUMAN RIGHT AND MIGRATION STUDIES
(HURMIS)**

GUIDE TO DISSERTATION WRITING



Rules of Writing

In detail, the writing rules are as follows:

The Diploma Thesis is written in the ENGLISH language. The text in the Dissertation should be characterized by completeness and scientificity, structure and organization, linguistic clarity and precision. Postgraduate students are asked to formulate their thinking simply and clearly, to use structured and well-written sentences. The main text of the Dissertation is developed, usually in sections (or chapters).

The size of the Diploma Thesis is expected to be 15,000- 30,000 words.

- The paper is written in Times New Roman, for chapter title 15 bold, for chapter subsection title 14 bold, for the main text 12 and bibliographic references 11.
 - The cover has a white background and contains the information: "UNIVERSITY "...Interdepartmental Master Programme"...", in the middle follows the title "Dissertation" and its TITLE, while at the bottom is written the name of the student, the supervisor professor and the year of submission (see APPENDIX).

 - The contents of the paper should follow the following structure: Cover, abstract(see APPENDIX), acknowledgments (optional), table of symbols-acronyms-abbreviations if any, table of contents, main text, bibliography, glossary (where required) , appendixes (see APPENDIX).
- (i) Page numbering must be continuous at the top or bottom outside of the page and include the title page. The numbering of the initial pages (Title, Abstract, Acknowledgments, Contents) is done with Latin characters (i, ii, iii, iv, v, etc.). The remaining pages are numbered using the Arabic system, 1,2,3,4,5 ...
- (ii)The table of contents includes the following:
- (iii) Chapter titles numbered 1,2,3, etc in bold letters
- (iv) Subheadings within the chapter numbered 1.1, 1.2, etc
- (v) Subtitles numbered 1.1.1, 1.1.2, etc
- (vi)The title "BIBLIOGRAPHICAL REFERENCES"
- (vii) (n) The title "TABLES" if any The title "FIGURES" if any
- (viii)The title "APPENDIX A"
- (ix)The title "APPENDIX B", etc

In the appendix we place the research material that is either extensive or of secondary importance, and that does not need to be placed in the main text of the dissertation. They include material that the reader can see later and does not alter or disrupt the flow of the work if it is not contained in the main text but in a separate place. In appendices we usually place extensive tables, graphics, lists, extensive reports, maps, questionnaires, etc. Appendix can be one or many. Each appendix must have a single subject. If we have to quote other material then we create another appendix after the first one. We do not write in the contents what the appendix includes, only the word Appendix (or Appendix A, etc). We start the appendix with the title Appendix and then its content is mentioned.

The main text follows the structure and numbering of the chapters as described in the table of contents. Within this, any Tables and Images that will be listed (which are briefly mentioned in the Contents) should have a specific way of presentation which is shown in detail in the Appendix at the end of this Guide. Each paper should contain all references to the papers from which the cited data was derived in the manner detailed in the APPENDIX.

All the necessary references in the text are presented at the end of the work in the special section called "Bibliographic references".

When diagrams, figures or tables are used which do not arise from the results of the work, their source must also be mentioned [as for example: Source: Federal Reserve Bank, Annual Report, 2004 (p.193, table 3), in font Times New Roman 11].

Each figure, diagram or table must be annotated and referenced in the text. If the reader is to be referred to an Appendix, this should be indicated (see Appendix B for details).

Organization and Coherence: The paper is expected to be a logically organized text with high internal coherence, in which the sequence of information and arguments (from the introduction to the conclusions) is efficient and resourceful, and the connections between them are strong . The entire text is expected to be characterized by scientific persuasion and to raise new issues in the scientific dialogue.

Style and correctness of written language: There is an expectation to use language that is extremely precise and to the point but not tedious, 'advanced' vocabulary and stylescientific and consistent throughout the work, while avoiding lengthy and tedious sentences, as well as verbatim text quotations. The absence of grammatical, spelling and syntactical errors is necessary, to the extent that it can be said that, as a written text, the work has a publishable standard.

Formatting and bibliographic references: The paper must be formatted with great care, without inconsistencies, without unnecessary or irrelevant references and include all necessary appendices. Also, the system of in-text citations and end references is expected to show absolute consistency and meet the specifications of the internationally established system (APA).

Finally, on the second page - inside - of the thesis the following text will be included:

"I hereby declare that all data in this paper was obtained, processed and presented in accordance with the rules and principles of scientific ethics, as well as the laws governing research and intellectual property. I also declare under my responsibility that, as required by these rules, I cite and refer to the sources of all sources and material that I use which do not constitute my own original work"

NAME

[STUDENT SIGNATURE]

Structure of the Thesis

The structure of the thesis should be as follows:

Cover page

Summary

Abstract

Acknowledgments (Optional)

Table of symbols-acronyms-abbreviations (if any)

Table of Contents

Main part of the work - Chapters

Bibliographical references

Glossary (where required)

Appendix

In detail:

Abstract: It includes a summarised presentation of the thesis and aims to quickly and efficiently inform the interested reader about the content of the work. The abstract is a miniature of the work and the author must, in a limited space, (half a page, up to one page) refer to the purpose of his research, highlight the bibliography he used, the method or methods of research and the most important results of research. The abstract is a single text, it is not divided into paragraphs and does not include bibliographic sources. After the summary in Greek follow the key words (3 or 5 most representative words of the work) and then on a new page follows the summary in English with the title abstract and the same logic. At the end of the English summary, there are 3 or 5 key words in English with the title keywords.

Table of Contents

The table of contents follows immediately after the abstract (in case there is no Acknowledgments or Table of symbols-acronyms-abbreviations). The table of contents must be highly descriptive, i.e. contain headings and subheadings included in the sections of the work, with the pages on which they are located. By reading it the reader should be able to get an idea of what is being discussed and how the work is structured (see Appendix).

Introduction: The introduction refers to the problem of the research and prepares the reader for the main body of the paper. It describes the reasoning of the paper, starting with the importance of the topic and leads the reader gradually to the research problem and the purpose of the paper. This is achieved by summarizing how other researchers have dealt with the particular topic, what has been found about it, substantiating the claims with bibliographic references. Finally, it describes what the chapters of the work are and what negotiates each. This part in detail: (a) refers to the reasons for choosing the specific topic (importance of the topic), (b) specifies the purpose of the study (possibly also individual objectives and research

questions), (c) documents the importance of the research, (d) can clarify some basic concepts (if deemed necessary to clarify the purpose of the study), (e) can refer to the methodology (if this is important for the purpose of the research) and (f) briefly presents the structure of the chapters that they follow.

Research Method Chapter: The description of the research method(s) must fully respond to the specific research questions and be accompanied by a clear, sufficient and documented justification. It is necessary to detail all aspects of the method(s) in separate subsections (selection process and characteristics of the sample/participants, data collection process and techniques/tools, data analysis strategy and methods) with transparency, detail and precision. Finally, ethical issues need to be addressed. More specifically, the research population, the sample, the method of selection, the means of data collection, the method of construction and distribution, whether or not a pilot study was carried out, the methods and techniques of data analysis, the context / way of interpreting them, as well as clear documentation of the choice of method(s). Also, the limitations of the research are mentioned.

Chapter(s) of the Theoretical part: It includes the conceptual framework and the theories that have been formulated on the subject, as well as the relevant research findings. It requires a bibliographic review focused and updated from the recent Greek and international literature, which must be based on a wide range of relevant primary sources (original scientific articles). The connections to the subject must be absolutely clear and strong and adequately cover all aspects of it. The research review should not be descriptive/narrative but should be presented synthetically and with a critical eye. These chapters and sub-chapters should be structured in such a way as to lead the reader gradually from the central concepts and theories to the research questions of the research, which arise as gaps in existing knowledge. The theoretical part may include one or more chapters, each with a specific title, which will correspond to the topic reviewed/examined each time. Each chapter will include clearly defined sections and subsections, which will be numbered and also have a title. The chapters of the theoretical part review the existing literature (theoretical and research) on the topic of the thesis. They include, among other things, information about 'what was written' and 'what has been found in research' by 'who and when' on the research topic. What the student must be careful is not to fall into the trap of successive and disconnected citation of what each author has formulated separately. This is a basic weakness of the theoretical part of many diploma theses. The purpose of the bibliography is to critically synthesize the main positions, findings and propositions that have been formulated about the topic under investigation (e.g. What emerges from what all these authors have formulated? What are the main conclusions? What are the main trends? What are the main disagreements-differences?) This part closes with the formulation of the purpose of the specific research as a result of the critical citation and recording of the bibliographic review.

Discussion Chapter/s: In these chapters, the results described in the previous one are presented, critically commented on and interpreted, in relation to the theoretical framework and the findings of other research presented in the chapters of the theoretical part of the work or by introducing new literature, where deemed necessary. Key questions to be answered: What do the results described in the relevant chapter show? How can we interpret them?. Which individual results are of particular interest and warrant further study? (eg unexpected results, surprise results, etc.). The interpretations attributed to the results must be valid, enlightening,

but also focus on the research questions. It is essential to make thorough and inventive connections to existing theory and previous research findings and to discuss any potential limitations of the research.

Epilogue/Conclusions: Data analysis uses techniques appropriate to the data in conjunction with the research questions. The analysis should be thorough, without gaps, inconsistencies or inaccuracies and not limited to the simple description of the given results, but using inductive analysis methods for inference. The presentation of the results should be distinguished for its exceptional clarity and precision.

Abstract

Table of Contents (indicative example):

Chapter 1: Introduction

Chapter 2: Research Methods

Chapter 3: Theoretical framework

Chapter 3: (Chapter Title)

Chapter 4: (Chapter Title)

Conclusion/Epilogue

References

Bibliographic citations and references

Any reference to facts and opinions originating from external sources – books, journals, electronic archives, databases, documents, forms, etc. – must be marked within the text with the relevant citation and presented with the full reference at the end of the work. Such citations ensure the author's copyright by legally enshrining it and show respect for the rules of scientific ethics. The reader can check the full citation details by referring to the References section at the end of the paper.

The guidelines and examples that follow are based on the Publication Manual of the American Psychological Association (APA).

APPENDIX A

Cover

UNIVERSITY of MACEDONIA
INTER-DEPARTMENTAL PROGRAMME OF GRADUATE STUDIES

"Human Rights and Migration Studies"

MA DISSERTATION

TITLE

NAME OF STUDENT

SUPERVISORS

Thessaloniki 201..

APPENDIX B

The student should consult with the supervisor about which style of bibliography to use. We propose the APA. The examples below are illustrative and emphasize the necessity of using bibliography and references.

Bibliographic references within the text (in text citations)

Any reference to sources within a scientific text must be accompanied by the name of the author and the date of publication of the specific text. References are given in parentheses and, in addition to the name of the author and the date of publication, may also include the reference page number of the source. The number of the page (or pages) must be mentioned in the bibliographic reference if a passage is quoted in its entirety.

Example:

Ultimately, the very nature of these discrepancies is consistent with what Howes & Stewart (1987) have argued: "Children's development as a result of daily caregiving cannot be studied without considering the influence of the family environment" (p. 429).

When you are paraphrasing an idea (research results, etc.) from another work, a page number is not necessary. Some typical examples:

When the authors' names are a functional part of the structure of a sentence, the time of publication appears in parentheses immediately after the authors' names (surnames).

Example: Wirth and Mitchell (1994) found that there was a decrease

When the reference to the authors of your source does not fit into the normal structure of the sentence, then both the names (surnames) of the authors and the date of publication are written in parentheses and separated by a comma (,).

Example: From the review of the relevant literature, the existence of significant gender differences was found (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991).

Note: The symbol & (or the conjunction 'and') is used in the case of more than one author. Please also note that if we cite more than one source, they are listed in alphabetical order based on the initial letter of the first author's last name. Sources are separated by colons.

When the text has two authors, both are cited each time you use the particular source. When the text has more than two authors (up to five) then the names of all authors are listed only the first time the specific source is mentioned. For all the other times that their publication will be used, the first author's last name and the abbreviation "Mr. co-author" will suffice. (= and

associates) [in English "et al."].

Example: Significant differences were also found in terms of age (Petrochilou, Hatzidemou, & Neophytou, 1985). According to Petrochilou Ms. co. (1985) there cannot be

When we want to refer to a source that we have not read, but it is included as a reference in a text that we have studied, then we use the abbreviation "op. ref." (= as mentioned) (in English "as cited in...") as shown in the following example:

Kleinman (1981, op. ref. in Cunningham-Burley, 1990), argued that "disease" is defined primarily in the social field.

Note: In the section of Bibliographical References we list the data of the source we have studied. Thus, in the above example we refer to the elements of the text of Cunningham-Burley, 1990.

References

Bibliographic references start on a new page and are written in alphabetical order. Authors cited should be listed at the end of the paper in alphabetical order (and not numbered). In the event that the bibliography also includes references to foreign writings, it can be divided into Greek and foreign language. However, it is preferable to maintain a single bibliography and to observe the mixed alphabetical order

Each bibliographic reference must include the following information:

for Books: Author's last name, Initials of his first name. (Time of issue). Book title. Place of publication: Publishing house.

for Articles: Author's last name, Initials of his first name. (Time of issue). Article title. Journal Title, Volume, Page(s).

Note:

Authors: Listed in alphabetical order. In the case of more than one author, their names are separated by a comma (,). When there are more than seven authors (collective work) the names of the first six are written followed by the abbreviation "Mr. co." for all the rest. If no author of the text is mentioned, the title of the bibliographic reference starts with the title of the text.

Year of publication: It is written in parentheses immediately after the authors' names.

I have separated from the title of the book or article by a dot (.).

Book titles, journal titles, journal volume number are written in italics.

Examples of bibliographic references (selected cases)

Articles

Ellis, A. (1987). The impossibility of achieving consistently good mental health. *American Psychologist*, 42, 364-375.

Karagiannis, K. (1994). The pedagogy of the modern world. *Review of Education*, 48, 75-102.

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1626.

Tinic, S. (1997). United Colors and United Meanings: Benetton and the Commodification of Social Issues. *Journal of Communication*, 47, 3-45.

Books

Piaget, Z. (1988). *The psychology of intelligence*. Athens: Kastaniotis. Vazey, J. (1967). *Education in the modern world*. New York: McGraw-Hill.

Goodnow, J.J., & Collins, W.A. (1990). *Developing according to parents: The nature, sources, and consequences of parents' ideas*. Hillsdale, NJ: Erlbaum.

2a. Book in 2nd or other revision (edition) - not reprint (pages differ in revision)

Hallahan, D.P., & Kauffman, J.M. (1982). *Exceptional children* (2nd ed.). Englewood Cliffs, NJ: Prentice-Hall.

Filias, B. co. (2001). *An introduction to social research methodology and techniques* (2nd ed.). Athens: Gutenberg.

Holland, J.L. (1985). *Making vocational choices: A theory of vocational personalities and work environments*, (2nd Ed.). Englewood Cliffs, N. Jersey: Prentice Hall.

2b. When an author has undertaken the publication of his book

Athanasopoulou, D. (1980). *Descriptive statistics*. Piraeus: Idias.

Goleman, D. (1999). *Emotional intelligence in the workplace* (transl.

Megaloudi, F.). Athens: Greek Letters.

2c. Two or more authors

Barzun, J., & Graff, H.F. (1977). *The modern researcher*. New York: Harcourt, Brace, Jovanovich.

Morgan, M., Caplan, M., & Manning, N. (1985). *Sociological approaches to health and medicine*. London: Croom Helm.

2d. Book editing

Mitchell, J.V. (Ed.) (1985). Mental measurement yearbook (9th ed.). Highland Park, NJ: Gryphon Press.

Melhuish, E.C., & Moss, P. (Eds.) (1991). Day care for young children. London: Tavistock/Routledge.

Tsiantis, G., & Dragona, T. (Eds.) (1999). Babies and mothers. Athens: Kastaniotis.

2e. For a book chapter in volume editing (Note: the book title is underlined here, not the chapter title. Notice the “In:...” or “In ...”)

Backett, K. (1990). Study health in families. In S. Cunningham-Burley & N. McKeganey (Eds.), Reading in medical sociology (pp. 189-221). London: Tavistock/Routledge.

Hauck, P. (1983). Working with parents. In A. Ellis & M. E. Bernard (Eds.), Rational-emotive approaches to the problems of childhood (pp. 333-364). New York: Plenum.

Veltsos, G. (1988). Power and TV. In: K. Navridis, G. Dimitrakopoulos, & G. Paschalidis (Eds.), Television and epi-society (pp. 117-124). Thessaloniki: Observer.

Panopoulou-Maratou, O. (1987). Psychoemotional development in infancy and toddlerhood. In G. Tsiantis & S. Manolopoulos (Eds.), Contemporary issues in child psychiatry (vol. 1, part 1, pp. 3-30). Athens: Kastaniotis

Papadopoulos, N. G. (1998). Student failure as a problem of the educational system: Highlights, motivations and possibilities for improvement. In: A. Euclid (ed.), Motivation in Education (pp. 90-107). Athens: Greek Letters.

Sources from the internet

The key elements to be listed are as follows:

Surname of the author, Initials of the first name, (Date of writing the paper, if mentioned), Title of the paper, and finally protocol and address, route (date of visit-access to the specific website or website).

3a. Text online with date

Degelman, D., & Harris, M.L. (2000). APA style essentials. Available at Vanguard University, Department of Psychology website:
http://www.vanguard.edu/psychology/index.cfm?doc_id=796(5/18/2000).

Burka, L.P. (1993). A hypertext history of multi-user dungeons. MUDdex.
<http://www.utopia.com/talent/lpb/muddex/essay/> (1/13/1997).

Tilton, J. (1995). Composing good HTML (Vers. 2.0.6). <http://www.cs.cmu.edu/~tilt/cgh/> (1/12/1996).

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of

resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Available at: <http://jbr.org/articles.html> (13/9/2001).

3b. Text online undated

Nielsen, M.E. (n.d.). Notable people in psychology of religion. Available at: <http://www.psywww.com/psyrelig/psyrelpr.htm> (3/8/2001).

GVU's 8th WWW user survey. (n.d.). Διαθέσιμο στον δικτυακό τόπο: <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/> (8/9/2000).

3c. Text online undated and unauthored

Gender and society. (n.d.). Διαθέσιμο στον δικτυακό τόπο: <http://www.trinity.edu/~mkearl/gender.html> (3/12/2001).

APPENDIX C

Sample Tables and Charts

The tables can be numbered continuously and uniformly for the entire work, starting from the number 1, or they can be numbered within each chapter, starting from 1 for each chapter, (eg Table 2.1., Table 2.2., etc.). Each table has a title, which is placed before it (at the top of the table). The title includes the word Table, followed by the table number, and then a short sentence describing what the table shows, preferably in one line.

Table 2.1. Demographic characteristics of the sample (N=173)

<i>GENDER</i>	<i>N</i>	<i>%</i>
MALE	134	77,5
FEMALE	39	22,5
<i>YEARS IN FORMAL EDUCATION</i>		
16-25	54	31,2
>25	119	68,8
<i>AGE</i>	<i>Average</i>	<i>Standerd Deviation</i>
	53,65	4,31
<i>Year of exprience as HeadMaster/mistress</i>	5,10	4,29

Diagrams

The titles to the figures are inserted after them, at the bottom. They consist of the word Figure or Diagram, followed by its numbering. They also include a short title phrase that describes the figure.

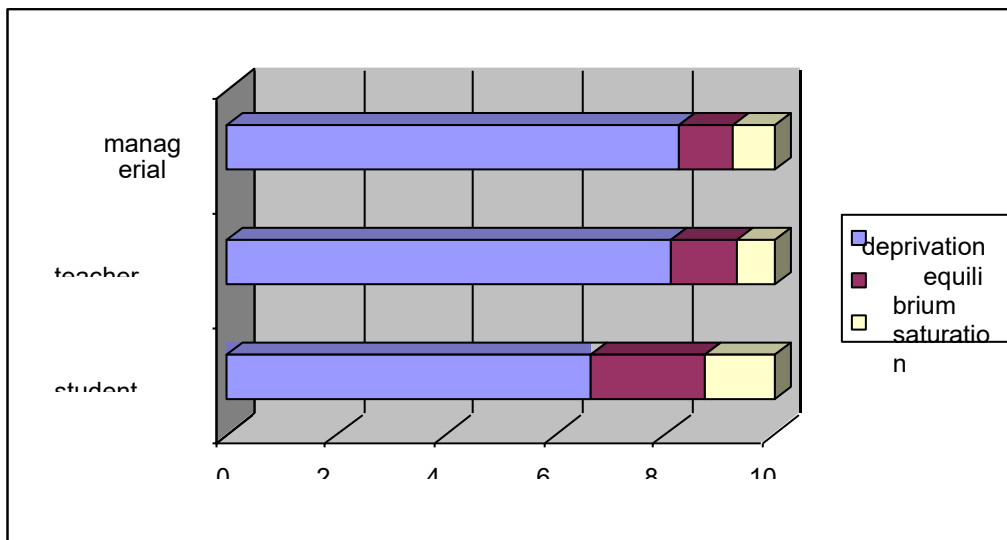


Diagram 2.1. "title".