**Thesis Title**

By

Student name

Submitted to

Central European University

Department of…..

*In partial fulfillment of the requirements for the degree of …*

Supervisor: …

*Budapest, Hungary*

Year

Copyright notice (if required by department)

# Abstract

Insert your abstract here if required. For an MA thesis, the abstract should be between 100 and 250 words, depending on departmental requirements. For the length of a PhD abstract, please consult departmental requirements. The abstract should normally include the following information: (1) a statement of the problem the research sets out to resolve; (2) the methodology used; (3) the major findings. Other information is optional unless required by the department.

# Acknowledgements

This is an optional page acknowledging people who provided the author with assistance in the thesis project, notably, but not only the thesis supervisor.

# Table of contents

The thesis must have a table of contents (TOC) page listing chapter headings, section headings and sub-headings, Appendices and references as well as their corresponding page number. The skeleton TOC below may be updated (if you have put all your headings in heading style) when you have finished by right-clicking on it, choosing ‘Update field’ and then “Update entire table”. Roman number pages are not required in the CEU thesis Table of Contents. When you are ready with the document, delete them manually from the TOC.

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# List of Figures, Tables or Illustrations

If appropriate, a separate list of figures, tables, or illustrations can be inserted here. Use the built-in features to add captions to each image/table. This will allow you then to generate a List of Figures and/or Tables just with a few clicks.

Having your images/tables and captions already inserted it is enough just to update the list below. (Right-click on the list >> Update Field)

[Figure 1: This text here is an image caption, inserted by using the built-in feature: References tab / Insert Caption. Use this function if you want to generate a List of Figures. 4](#_Toc417564073)

[Figure 2: This is a sample image caption 4](#_Toc417564074)

# List of Abbreviations

If the thesis makes use of a large number of abbreviations that may be unfamiliar to a reader, provide a list of them here.

# Introduction

Insert your introduction here.

The thesis should normally begin with a general introduction presenting an overview of what it is about and situating it in the existing research. The introduction should show why the topic selected is worth investigating and why it is of significance in the field. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored further, or where new research findings justify a reconsideration of established knowledge. At MA level, a significant contribution to the field is not expected, however, the thesis should claim to make a contribution in the sense that it goes beyond summarising the work of others and contains original analysis and thinking towards the solving of a relevant problem. It is also recommended that this contribution be made explicit.

Having precisely defined the research problem, the introduction should propose a response to this problem, normally in the form of a solution. This response should make explicit the objective of the research, not simply state an intention to explore or discuss. The thesis statement may include a brief indication of the author’s position or overall findings, depending on the department. If appropriate to the nature of the research, the chosen methodology may also be introduced after the thesis statement. The final section of the introduction should briefly outline the structure of the body of the thesis. Where appropriate, this can be linked to and follow logically from the description of the methodology.

# Chapter 1 - Instructions

Introduce your chapter so that the chapter heading is not adjacent to the heading for the first section, and so that the reader knows what will be happening in this chapter and how it contributes to the thesis as a whole.

Headings should clearly reflect what the chapter or section is about, and should be expressed in the form of a concise noun phase (normally less than one line), not a sentence. Information which is present in a higher level heading need not be repeated in a subordinate heading. Where possible, headings at the same level of hierarchy should have similar structure.

There are two types of heading numbering:

Chapter 1, section 1.1, subsection 1.1.1, sub-subsection 1.1.1.1 *(more typical for social sciences)*or  
Chapter I, section A, subsection 1, sub-subsection a) *(more typical for humanities)*

The first is exemplified here. Please consult your department as to which is preferable.

# Chapter 2 – Heading 1 for chapter titles

**Practical notes:** The following three are sample pages so that you can test how different levels of Headings and other elements appear depending on the Style Set you apply to the document. Keep it as it is or experiment with the different Style Sets in Word 2007-2013 (on the Design tab). Delete these pages when you are done. ;)[[1]](#footnote-1)

This is the next paragraph. Note the small gap between the two paragraphs. You may prefer to use indentation in the first line instead of leaving a gap.

# Heading 2 for subtitles

This is a sample Paragraph so that you can test how it looks together with the Headings. Paragraphs use Normal style (Home tab / Styles / Normal).

### Heading 3 for sub-subtitles

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Heading 9

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Figure 2: This is a sample image caption

“This is a block quote. Formatting already set according to CEU guidelines. To apply it use Home tab / Styles / Quote (style).”

### Chapter 3 –

Other chapters follow…

# Conclusion

The introduction and conclusion are closely related to each other, thus you should take care in drafting and revising to ensure that these parts reflect and do not contradict one another. The conclusion should provide answers or solutions – to the extent this is possible – to the questions or problems raised in the introduction. The achievements of the thesis should be summarised briefly, and the writer’s main argument or findings restated clearly, without going into detail. The conclusion will normally be expected to return to the wider context from which the thesis departed in the introduction and place the findings in this context. The writer should also elaborate on the implications of the findings. Suggestions may be made for further research where appropriate, but this is not a requirement. It may be that some disciplines require a different approach to this part of the thesis. In such cases the discipline specific guidelines should overrule these guidelines.

# Bibliography or Reference List

Footnoted styles have a bibliography whereas author-date (embedded) styles have a reference list.

A list of the sources used in the thesis must be supplied which complies with the same departmental style guidelines used in the body of the thesis – this list should include *only* those sources cited in the thesis. The items should be listed in alphabetical order of author surname and should not be numbered. For more details see the style guide recommended by your department.

A sample entry:

Carmody, Padraig .R. and Francis .Y. Owusu. “Competing hegemons? Chinese versus American geo-economic strategies in Africa.” *Political Geography*, 26 (5), 504-524, 2007

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Mathe, E. (2015). My Journal Article. *Erika's Journal*, 3-6.

Me, Y. a. (2015, 4 1). Our Article in a Periodical. *The Nonexistent Periodical*, pp. 1-3.

# Glossary

A list of special technical words or acronyms may be necessary. This is particularly true if the subject deals with a new area with a specialised vocabulary that the average reader in the discipline might not be familiar with, such as the Internet.

# Appendices

Appendices may be needed for formulae, maps, diagrams, interview protocols, or any similar data that are not contained in the body of the thesis. These should be provided after the conclusion in the logical order they are mentioned in the main body. A list of appendices should be drawn up, each being given a consecutive number or a letter, and placed in the table of contents. If there are several appendices each should receive a title. If the thesis includes non-paper appendices such as computer data, software, or audio-visual material, students should consult departmental guidelines as to how to append and refer to these.

1. This is a test footnote text. [↑](#footnote-ref-1)