

THESIS PREPARATION GUIDELINE

NURSE BSC

Valid from: Szeptember 2023

University of Szeged
Faculty of Health Sciences and Social Studies
Department of Nursing

TABLE OF CONTENT

I.	Aim of the thesis	3
II.	Choosing a thesis consultant	3
III.	Conditions provided by the department	4
IV.	Subject and thesis content requirements	4
V.	Order of the thesis preparation	4
1.	Empirical research	5
2.	Literature review	6
3.	Systematic literature review	7
4.	Plagiarism screening	9
VI.	Thesis format requirements	11
1.	Fragmentation.....	11
2.	The Appearance.....	12
	Requirements for appearance of the cover	13
3.	Placing the pictures, charts and tables.....	17
	Placing and labelling pictures and photos:	18
	Placing and labelling charts.....	19
	References to the tables, pictures and charts	19
4.	The Bibliography.....	20
	The order of the data in the Bibliography	21
5.	The requirements of in-text references.....	23
	Literal citations.....	23
6.	Appendixes	24
VII.	Evaluation of the thesis	25
VIII.	Thesis Defence	26

According to the qualification requirements (Government Decree No.289/2005, Section 18 of the Study and Examination Regulations of the University of Szeged and Section 18 of the Faculty Study Regulations of the University of Szeged), the student must prepare a thesis. The preparation, submission and defence of the thesis is a prerequisite for the final examination.

I. Aim of the thesis

To help the student to develop skills and expand knowledge by independently and scientifically evaluate and process of any problem relevant to nursing, which has been learned during the course of the training, to master the methods of library use and literature research; to gain experience in applying various research methods and in preparing scientifically demanding analyses; to practice the clear, precise and objective expression on professional issues.

II. Choosing a thesis consultant

The choice of topic starts with the choice of the consultant. Prior contact with the chosen consultant, the student must prepare a research plan related to the topic, then contact a supervisor/consultant who is knowledgeable in the field of topic where the objectives of the thesis will be discussed. The thesis consultant may be a member of the Faculty or the student may choose an external professional advisor. The external supervisor may be a professional with outstanding competence and university degree in the subject area. If the student chosen an external consultant it is advisable to have a second consultant who is a member of our Faculty or the Department of Nursing. The current topic list are available at the following link: <https://etszk.u-szeged.hu/download.php?docID=129713>

If the lecturer accept to work as a thesis consultant, the form "***Request form for choosing thesis***" (link: <https://etszk.u-szeged.hu/download.php?docID=109123>) must be filled out, signed by the consultant and then hand delivered to the administrator of the Department of Nursing. The agreed thesis topic must be approved by the head of department then the approved topic will be registered by the Registrar's Department.

To change the thesis topic or the thesis consultant the student must obtain the permission of the head of the department and fill out the "***Request form for choosing thesis***" again, then hand deliver the form to the administrator of the Department of Nursing.

III. Conditions provided by the department

The thesis work on the chosen topic is assisted and supervised by the consultant who is qualified in the relevant field. The thesis consultant is responsible for monitoring the student's work, to make certain that the prepared thesis is the result of the student's independent work and whether the work meets the requirements in terms of content and format. The thesis must be the student's independent work, the consultant only gives advice, opinions and suggestions. It is not the consultant task to correct grammatical or spelling mistakes or to change the structure or text of the thesis.

The deadlines for the thesis topic selection and the submission of thesis are specified in the Faculty website academic deadlines.

The student is responsible for the typing, printing, copying and other informatical tasks related to the preparation of the thesis. For this purpose, they may use the computer infrastructure available to students at the Faculty.

IV. Subject and thesis content requirements

In the thesis, the student must process the chosen topic based on to his/her professional activity and knowledge of the literature. Any chosen thesis topic must be approached by a nursing perspective. The student should review the most recent, up to date main national and international literature resources relevant to the topic.

The student must attend the number of consultations specified in the Thesis Preparation Timeline each semester and to certify this on the Thesis Evaluation Form with the signature of the consultant. The subject fulfilment of each semester is acknowledged by the completion and signature of the Thesis Evaluation Form by the consultant. The evaluation is completed each semester with a practical mark. The student may receive an unsatisfactory/failed mark if the subject requirements have not been met.

V. Order of the thesis preparation

The student may choose one of the following category to prepare the thesis:

1. Empirical research

Empirical research involves the collection of data (quantitative, qualitative or both) using any form of data collection method (e.g. questionnaire, document analysis, observation, experiment, etc.), with descriptive or mathematical statistical analysis and presentation of the results. The thesis should include a minimum of 15 literature sources (e.g. journal articles, dissertations) and should have a balanced theoretical and research content.

In this case the structure of the thesis should be the following:

"ABSTRACT" (200-250 words)

"INTRODUCTION" (2-3 pages)

Problem statement, justification of the choice of topic

"LITERATURE SUMMARY" (12-20 pages)

"INDEPENDENT RESEARCH" (12-15 pages)

- Aim of the study
- Hypotheses of the study
- Description of the study method and instrument Software used to process the data o
Circumstances and conduct of the study
- Description of the method used to select the study sample
- Description of the ethical compliance aspects of the study
- Description of the study sample
- Analysis and interpretation of the study results.

"SUMMARY" (2-5 pages)

Evaluation of the main results of the independent research, limitations of the study

"PROFESSIONAL RECOMMENDATIONS" (2-5 pages)

Conclusions, professional suggestions, comparison of the study with other research, suggestions for professional development in nursing

"BIBLIOGRAPHY"

"APPENDIXES"

2. Literature review

The student will prepare a literature review using foreign and national scientific sources closely related to the chosen topic of nursing. The summary should include a minimum of 20-30 relevant literature sources.

A literature review is a piece of academic writing through detailed and thorough research, including critical evaluation of all known major literature on a given topic. It is not a descriptive. The key to the preparation of literature review type thesis is to provide detailed and thorough evidence on the chosen topic and presenting evidence that supports or challenges the author's viewpoint on the given topic, based on a broad database. It should also describe the research methods used to generate the comparative data presented.

The process and structure of writing a literature review type thesis is different from the empirical research type thesis:

In this case the structure of the thesis should be the following:

"ABSTRACT" (250-300 words).

It is a structured summary of the research, including background information (about 2 sentences), objectives (2-3 sentences), description of the data search (2-3 sentences), selection and eligibility criteria of the studies, methods of evaluation and comparison (3-4 sentences), results (2-3 sentences), conclusions (1-2 sentences).

"INTRODUCTION" (2-3 pages)

Introduce the topic, present the problem, provide an overview of the chosen topic, outline the current knowledge, present the significance of the topic. The aim to arouse the reader's interest.

"MAIN PART" (15-25 pages).

This will not, of course, be the title of the chapter. It will be headed by the title of the chosen topic, followed by sub-headings presenting the information.

Main part content requirement:

- In the first few pages, a brief presentation of the theoretical background of the chosen topic.
- A presentation of current, significant findings and views on the chosen topic. A presentation and analysis of conflicting findings and views.
- A presentation and explanation of how the results listed shape our current understanding of the topic.

- A summary of the studies presented, including the characteristics of the subjects, methods and results of the studies (but not a step-by-step description of the research or study).
- Tables and graphs comparing the results of the studies presented (where the high degree of similarity or identity of the study groups and methods allows comparison) or presenting the most relevant data from the original studies.

"CONCLUSIONS": (5-6 pages).

Summary of facts: key findings and their significance from the perspective of key groups (health professionals, nurses, patients).

Evaluation of results, practical use of the information obtained.

PROFESSIONAL RECOMMENDATIONS " (2-3 pages)

Main conclusions of the literature review and formulation of a professional suggestions.

Recommendations for future research.

"BIBLIOGRAPHY"

„APPENDIXES”

3. Systematic literature review

The student will conduct a systematic review using national and international scientific sources closely related to the chosen topic in nursing. A systematic review attempts to collect all empirical evidence that fits pre-specified eligibility criteria in order to answer a specific research question. It uses explicit systematic methods that are selected with a view to minimizing bias, thus providing more reliable findings from which conclusions can be drawn and decisions can be made.

It includes a detailed and thorough research work and critical evaluation of all available literature. It collects and analyses all existing research on a particular health problem and evaluates it in an attempt to answer important professional questions about health care.

The summary should include a minimum of at least 15-50 relevant literature sources. The exact minimum number of sources to be used will be determined by the thesis consultant.

The aim is to answer the original question by summarising the evidence from research and studies on the topic and to make informed professional decisions based on the scientific evidence.

This method is useful in cases where there is a lot of uncertainty about a policy or treatment.

The preparation process of the systematic review consists the following steps:

I. The first step is the preparation of a protocol:

This should include the purpose of the study, the justification for its necessity, the detailed methodology, the research timeline. The health issue should be clearly defined; the purpose of the research should be clearly stated. Studies should be selected according to pre-defined criteria.

II. Searching the literature, identifying relevant studies:

The systematic literature review should include a precise description of the methods used to search the literature, and the search terms should be specified when using electronic databases. In addition to electronic databases, which are mostly in English, it is also necessary to review non-English language studies. The most commonly used electronic databases are PubMed; Medline; Cochrane; SCOPUS, EBSCO, Embase, Matarka, Mokka, Elitmed.

A review of the bibliography of relevant publications is also part of the comprehensive literature search.

III. Summary of results and conclusions:

The results of each study are summarized to determine the clinical effectiveness, feasibility and applicability of the intervention or activity.

IV. Putting the results in context, practical application: briefly present the relevant information, mentioning any discrepancies and, where possible, resolving them. Making suggestions for everyday practice and future research.

In this case the structure of the essay should be the following:

"ABSTRACT" (250-300 words)

A structured summary of the research, including background information (about 2 sentences), objectives (2-3 sentences), description of the data search (2-3 sentences), criteria for the selection of studies, methods of evaluation and comparison (3-4 sentences), results (2-3 sentences), conclusions (1-2 sentences).

"INTRODUCTION" (2-3 pages)

Contains the purpose of the study: justification of the rationale for the study.

"MATERIALS AND METHODS" (3-4 pages)

Selection criteria and search strategy:

Sources: indication of data sources (databases with date of last search, authors of studies).

Search strategy: presentation of an electronic search strategy, with at least one database, specifying the search terms used and the limitations.

Selection of studies: process of selecting studies (screening, matching). Range of data/information to be compared (e.g. symptoms, complications, activities, nursing, care tasks, etc.),

"RESULTS" (10-15 pages).

Indication of the number of studies reviewed, the cases found to be appropriate and included, and also the studies excluded, with precise reasons for exclusion, literature screening with flow chart.

Criteria for the selection of literature: inclusion and exclusion criteria (e.g. age group, diagnosis, situation, condition, etc.). Systematic presentation of key information and statistical data from the literature in text and/or tabular form.

„SUMMARY“: (5-6 pages).

Summary of facts: main findings and their significance from the perspective of the main groups (health professionals, users, patients).

Evaluation of results, practical use of the information obtained, limitations of the study, conditions for its applicability.

"CONCLUSIONS" (2-3 pages).

Main conclusions of the literature review and formulation of a professional proposal. Suggestions for future research.

„BIBLIOGRAPHY“

„APPENDIXES“

4. Plagiarism screening

Plagiarism screening is required for all theses through specific system supported by the University's. The latest recommended date for the screening is the date specified in the "Preparing thesis for nurses IV." The deadline is set by the thesis consultant. The result of the plagiarism screening must be submitted by the student to the consultant by the agreed deadline.

See more information about plagiarism in Appendix No. 1 Academic Regulations of the Faculty of Health Sciences and Social Studies, University of Szeged <https://etszk.u-szeged.hu/download.php?docID=104297>

Prior to uploading the thesis to Modulo, the student must perform a plagiarism check in accordance with the following procedure:

- sending the thesis to plagium@ek.szte.hu
- in the subject line of the letter indicating ETSZK
- the file name must be the name of the student, without accents, in lower case, separated by a space (king_charles).

VI. Thesis format requirements

The extent of a thesis should be at least 30 maximum 50 pages excluding the bibliography, appendixes, acknowledgements.

It is a basic requirement to use a correct grammar. In the dissertation it is recommended to avoid first person singular. In the case of one author you should use first person plural thinking about and indicating to the persons helped in the research work and writing the dissertation (the typist, the drawer, the IT engineer etc.).

1. Fragmentation

The dissertation should be fragmented in 3 major units:

The first unit (the Cover, the Title page, the Table of Contents). The ***titles*** of these should ***not be numbered*** and page numbers should not be written on these pages.

The second unit (the Introduction, the Professional part and its Summary, the Professional suggestions). ***On all these pages we write the proper page numbers.*** Thus the first written page number (usually 3 or 4) shows the number of the page in the order.

In the *Introduction* the ***titles, subtitles*** and the ***Introduction itself should not be numbered.*** The Introduction is followed by the core part of the *dissertation including the professional part including* the question together with our own answers and the answers from the literature and followed by the Summary and the Professional suggestion. **In the professional part every title and subtitle should be strictly numbered.**

The third unit consists of the Bibliography, List of figures and the Appendixes etc. **In this unit we do not number the titles.** And from the *Appendixes* we do ***not number the pages*** as well.

In all the three units we use Times New Roman font type and black colour.

We write the core of our dissertation fragmented in chapters and if needed in sub-chapters. We give a title to every chapter and sub-chapter. The **titles of the second** unit should be numbered in a decimal system with Arabic numerals. The titles and subtitles of the other units should **not** be numbered.

The logically separated parts should be always separated, however, too short chapters consisting of only 4-5 lines ***should be avoided.*** It is worth to combine such chapters into one and to indicate it in its title. Thus we can avoid to have a text fragmented too much. In this way a title cannot be followed by another title.

Numbering titles

It is an example for fragmentation and numbering (here we waived writing texts after the titles, but don't do it in the dissertation!)

INTRODUCTION

1. PAIN AND ELECTROTHERAPY

1.1. Definition

1.2. The physiology of pain

1.2.1. Afferentation, centres

2. The Appearance

It should be aesthetic but simple. The accepted paper size is A/4. Although the word processor programs provide almost an endless possibility in highlighting (UPPERCASE, **bold** or *italic* letters, or the combination of these) we suggest not to exaggerate. "The less is more" principal is surely valid here as well.

It is important to meet the format requirements regarding the appearance. The settings listed here are strongly recommended:

PAGE SETUP

- Format A/4, portrait orientation
- Margins:
 - bottom, top, right: 2.5 cm
 - left: 3 cm

PAGE NUMBERING

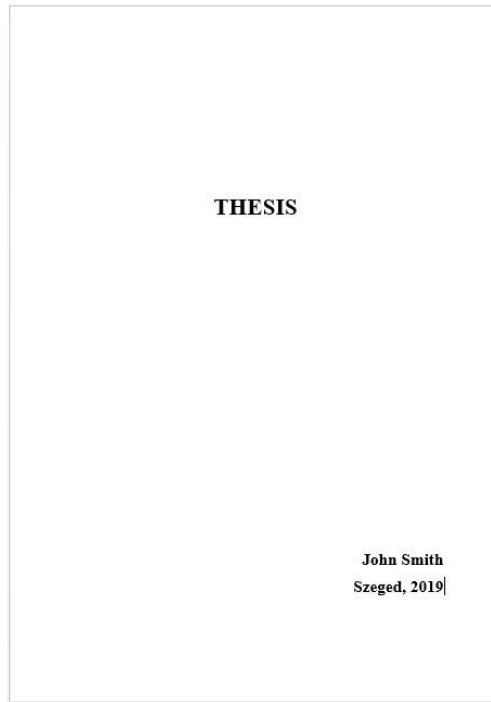
- Placing: at bottom of the page (footer).
- Adjusting: right.
 - We begin numbering on the page of the *Introduction* counting the page numbers to that point, (thus the page number of the Introduction is probably 3 or 4). The *Appendixes* should not be numbered.

To create this technically we have to set a section break (can be found on the page layout) between the numbered and non-numbered parts. Then being in the footer of the second part the connection between the 2 parts should be interrupted and after it the page numbers can be deleted from the non-numbered part.

Requirements for appearance of the cover

On the cover only, the word thesis, the author's name and the place should be written

The appearance of the Cover



The word *Thesis* etc. should be placed in the upper part of the sheet (above the bisecting line) and should be set in capital letters, font Times New Roman, size min. 28 and with centre alignment.

It is not necessary to write the author's name on the cover. If it is written, it should be placed in the right bottom corner in font Times New Roman, size 14-16.

Requirements for the appearance of the title page

Every word (excepting those we mention separately) on the title page should be written in bold letters, size 14, font Times New Roman.

On the top we write the name of the institute and the study program in uppercase and with left alignment.

Below it the title of the thesis should be written in uppercase, size minimum 18.

Below the title the words "the consultant" (left side) and "made by" (right side) are written beside each other and aligned in the centre of their page-part.

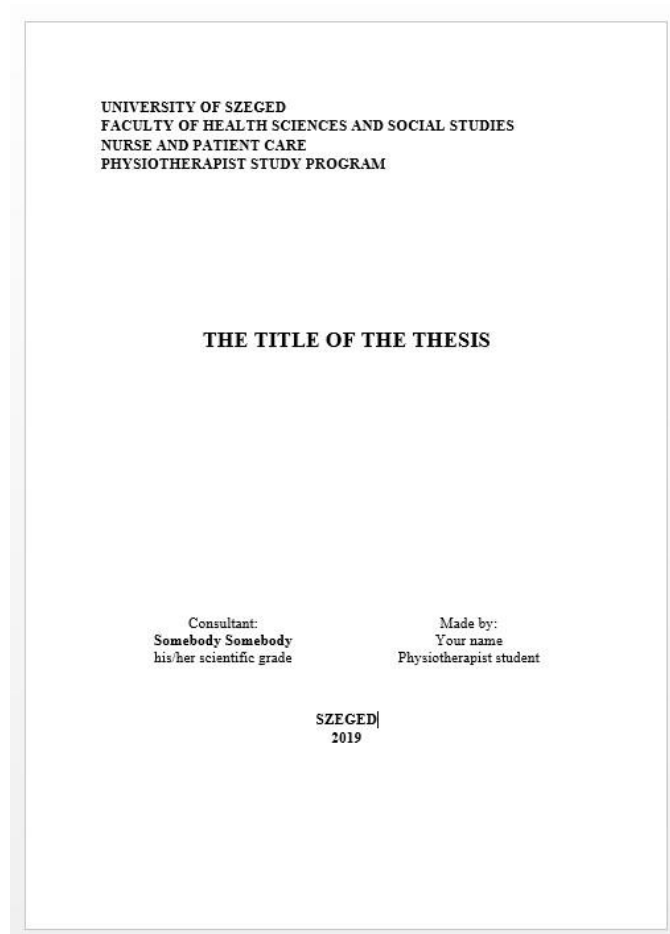
At the bottom of the page the town (SZEGED) should be written in uppercase (size 12), below it the year should be written in font size 14.

Paragraph spacing should be given only between SZEGED and the Title.

Above SZEGED a paragraph spacing size of minimum 40 pt and maximum 140 pt and below SZEGED a size of 0 pt should be set.

Above the title a paragraph spacing size of appr. 140 – 180 pt and below the title a paragraph spacing size of 220 pt should be set.

The appearance of the Title page



Requirements for the appearance of the paragraphs

The main features of the basic paragraph styles of the thesis:

- Name of the style: Normal style
- Font type: Times New Roman; size 12, font style: Normal, without extra spaces between the letters

- Paragraph: alignment: justify; indentation: left: 0 cm, right: 0 cm, type: none *
- Line spacing: 1.5 or smaller;
- Line and page breaks: pagination: widow/orphan control is on,
- Formatting exceptions: Don't hyphenate!

If we would like to emphasize/highlight a part of the text in a paragraph, it is recommended to use the bold and italic letter style. It is also possible to add signs/numbers to the paragraphs where we list something, if the content of the paragraph requires it.

The requirement for the appearance of the chapter titles

At the indentation type we can also choose First line and by 1 cm, because by starting the paragraphs more inside we may logically fragment the chapter more creating its introduction, its body (main part) and its conclusion. But if the chapter does not need this kind of fragmentation, the paragraphs can start at the left margin.

It is recommended to use only 3-level title lists. A more detailed dividing is not necessary, but it is possible. It is recommended to use the *Title line styles* because with this the Table of content can be made automatically. For example, we can set the style of the chapter title to *Title line 1*, the style of the sub-chapter title to *Title line 2* and the subtitles of these to *Title line 3*.

Set the (main) title of the professional part:

Style: e.g.: ***Title line 1*** Letter type:

Font: Times New Roman

Font Size: 14

Letter style: bold

Letter colour: automatic or black

Effect: Uppercase

Paragraph:

Alignment: left

Indentation left: 0 cm, right: 0 cm, type: none.

Spacing above it: 0 pt, below it: appr. 24 pt

Line spacing: 1.5

Line and Page breaks: Pagination: Page break before is switched on.

Set the title of the sub-chapter of the professional part:

Style: e.g.: ***Title line 2*** Letter type:

Font: Times New Roman

Font size: 14

Font style: bold

Effect: none

Letter colour: automatic or black

Paragraph:

Alignment: left

Indentation: left: 0 cm, right: 0 cm, type: none

Spacing above: 36 pt*, below: 12 pt

Line spacing: 1.5

Set the title of the sub-sub-chapter:

Style: ***Title line 3*** Letter type:

Font: Times New Roman

Font size: 12

Letter style: normal

Effect: none

Letter colour: automatic and black

Paragraph:

Alignment: left

Indentation: left: 0 cm, right: 0 cm, type: none

Spacing above: 24 pt¹, spacing below: 6 pt

Line spacing: 1.5

If in the dissertation there is any irregular sub-(sub)-chapter title (highly recommended not to use any!) that follows directly the chapter title, this should be set to 0 pt. In further last paragraphs that are followed by (regular) sub-chapter titles (and not chapter titles) the Paragraph spacing “after” should be set to 24 or 36 pt. The point is that the sub-chapter title should be preceded by a spacing of 24 or 36 pt and should be followed by a spacing of 12 or 6 pt.

The styles can be altered in the following way: in the text paint the title (e.g.: *Introduction*), then choose *Title line 1* out of the Styles. Then the program formats the title with the style *Title line 1*, but this style will not be the same as the above given, thus alter it in the following way:

- Click on the style *Title line 1* in the style list with the right (mouse) button.
- Choose Modify order in the pop-up window
- Here set the modifications according to the requirements
- DO NOT choose “Automatically update” and click on the OK button

Numbering to the titles:

During typing the dissertation do not type any numbers before the titles. Every title is typed without numbers. After typing the whole thesis and setting the proper styles (*Title line 1, 2, 3*) numbering should be made by painting the first (or other) chapter title of the professional part and choosing *Multilevel list, 1 Title line 1, 1.1 Title line 2; 1.1.1 Title line 3*

The titles of the professional part are numbered with 1, 1.1 etc. The professional part starts after the *Introduction* and ends before the *Bibliography* with the professional proposals or *the summary*.

3. Placing the pictures, charts and tables

Handling the pictures and tables easily is the main standpoint. Do not wrap them around with the text, but place them after the relevant text or – if the text is too long – between the lines of the relevant text. They have to illustrate indeed the meaning of the text and we refer to them in the text.

Those pictures and tables which are bigger than half of the page should be placed in the Appendixes.

The tables should be numbered continuously throughout the dissertation. Each table has a title referring to the data in it. (*References, Insert Caption, Table*)

Labelling tables:

Above the table, with centre alignment, font size 10, bold.

Before the label a spacing of 12 pt and after it a spacing of 6 pt should be set. After or below the table (between the table and the next text part) a spacing of 18 pt should be set.

Table No.1
The name of the table

(Source: Plunkett-Attner: Introduction to management, 2nd ed. Kent Publ. 1989. p. 439.)

If the table is not our own work, the source of it should be given either below the table in a bracket with font size 10 or - in the case of a longer reference – in the footnote.

Placing and labelling pictures and photos:

The pictures should be numbered continuously throughout the dissertation. Each picture has a title. (*References, Insert Caption, Figure*). The sizes of our pictures should be unified in the whole dissertation, we may deviate from this only in justifiable cases.

Label the picture/photo above the picture/ photo, with centre alignment.

The font size of the number and the label of the picture is 10, italic and bold.

It is followed by the title of the picture by setting a line break with Shift+Enter; font size 10, bold.

Before the label a spacing of 12 pt and after the label a spacing of 6 pt should be set.

After the picture a spacing of appr. 18 pt should be set.

If the picture / photo is not our own work, the source of it should be given either below the picture / photo in a bracket with font size 10 or - in the case of a longer reference – in the footnote.

Picture No. 5
Only a sample picture

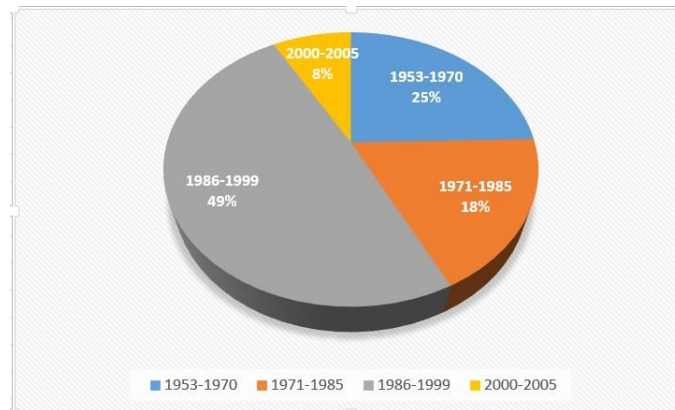


Placing and labelling charts

Placing charts should be done in the same way as at the tables, however, numbering and labelling should be different (e.g.: Chart No.1, Chart No.2 etc.)

Chart No. 1

Percentage dispersion relating to the years of birth



It is suggested to avoid very colourful charts, if we would like to print it in black-and-white. Charts should be well readable and the signs understandable.

If we have a picture, table or chart that can be placed only in a lying position, or if its size is bigger than half a page, it should be placed in the Appendixes.

References to the tables, pictures and charts

If in the text we would like to refer to a certain picture, chart or table, we can use *Insert Caption/ Cross-references at References*. Here at *Reference type* we set *Table*, and at *Insert reference to* we set only label and number. In this way we do not need to renumber manually the references when we supplement the dissertation with a new picture, table or chart.

4. The Bibliography

The *Bibliography* is simply a list of the literature and sources used during writing the dissertation. In all parts of the dissertation the given references are proofs of credibility, authenticity as well as the sources of getting more information for the readers (the opponent, the supervisor etc.). Pay attention for creating the Bibliography which is a necessary part of the dissertation. We inform the readers correctly, if we list only those works that are mentioned and referred in the text or footnotes.

The Requirements of the Bibliography

We can list the relevant Hungarian and international works, books, periodicals that are relevant and professionally correct and that are accepted in professional organizations/ bodies.

Let's always consult about the bibliography with your consultant.

It is necessary to speak separately about internet and internet references. On the internet we can find many sources that seem to be professional, but their content is not checked. Let's use browsers relating to the given profession, and browse in periodicals. If something is written in English, it does not mean that it is professionally correct. Before using a source do a thorough search about it.

To make the Bibliography use "Manage Sources" on "References". (Here we have to upload all our source materials.) This tool makes a lot easier to make the final Bibliography (Bibliography tool) and the references in the text (Insert Citation). We have to refer to the literal citations and the paraphrases in the same way, but only the word-for-word citations should be put between quotation marks. APA style is accepted in most of the scientific periodicals and books

The order of the data in the Bibliography

APA FORMAT

Source	Reference style
Book	1. Thaler, M. S. (2019). <i>Az egyetlen EKG-könyv, amire szükség lesz.</i> Budapest: Medicina.
Book chapter	2. Kempler, P. (2009). Az autonóm idegrendszer. In G. Petrányi, <i>Belgyógyászati diagnosztika</i> (old.: 314). Budapest: Medicina.
Journal article (1-7 author)	3. Mogyoródi, B., Szabó, M., Dunai, E., Mester, B., Hermann, C., Gál, J., & Iványi, Z. (2019). Azonnali visszajelző rendszer bevezetése a kézhigiéne gyakorlatába intenzív osztályon. <i>Orvosi Hetilap</i> , 160(49), 1957-1962.
Journal article (more than 7 author)	4. Baijens, L. W., Clave, P., Cras, P., Ekberg, O., Forster, A., Kolb, G. F., ... & Smithard, D. G. (2016). European Society for Swallowing Disorders–European Union Geriatric Medicine Society white paper: oropharyngeal dysphagia as a geriatric syndrome. <i>Clinical interventions in aging</i> , 11, 1403.
Guidelines	5. Global guidelines for the prevention of surgical site infection, 2nd ed. (2018, January 3). Retrieved from: 2021.01.10 https://www.who.int/publications/i/item/global-guidelines-for-the-prevention-of-surgical-site-infection-2nd-ed
Dissertation/ Thesis	8. István, M. (2020). <i>Krónikus fájdalom kezelésére alkalmazott invazív beavatkozások hatása a fájdalom szint csökkenésének mértékére és az életminőség változására.</i> Doktori értekezés. Pécsi Tudományegyetem ETK Egészségtudományi Doktori Iskola, Pécs, 101-103., Letöltés dátuma: 2021. 01 10, forrás: http://pea.lib.pte.hu/handle/pea/23462
Online source	6. Stokowski, L., & Watson, J. (2020. 05 20). <i>Nurses: A Snapshot in Time.</i> Letöltés dátuma: 2020. 06 20, forrás: Medscape Nurses: https://www.medscape.com/slideshow/nurses-snapshot-6012868?src=ban_nursesweek2020_desk_mscpmrk_hp

ICMJE FORMAT

Source	Reference style
Book	1. Thaler MS. Az egyetlen EKG-könyv, amire szükség lesz. Budapest: Medicina; 2019.
Book chapter	2. Kempler P. Az autonóm idegrendszer. In Petrányi Gy. Belgyógyászati diagnosztika. Budapest: Medicina, 2009. p. 314.
Journal article (1-6 author)	3. Szöcs I, Bereczki D, Belicza É. A stroke-ellátás hazai eredményei a nemzetközi adatok tükrében. Orvosi hetilap.2016; 157(41):1635-1641.
Journal article (more than 6 author)	4. Mogyoródi B, Szabó M, Dunai E, Mester B, Hermann C, Gál J, et al. Azonnali visszajelző rendszer bevezetése a kézhigiéné gyakorlatába intenzív osztályon. Orvosi Hetilap.2019; 160(49):1957-1962.
Guidelines	5. Royal Australian College of General Practitioners; Osteoporosis Australia. Osteoporosis prevention, diagnosis and management in postmenopausal women and men over 50 years of age [Internet]. 2nd ed. East Melbourne (AU): Royal Australian College of General Practitioners; 2017 [cited 2019 Oct 29]. 82 p. Available from: https://www.racgp.org.au/FSDEDEV/media/documents/Clinical%20Resources/Guidelines/Joint%20replacement/Osteoporosis-guidelines.pdf
Dissertation/ Thesis	6. István M. Krónikus fájdalom kezelésére alkalmazott invazív beavatkozások hatása a fájdalom szint csökkenésének mértékére és az életminőség változására (Doktori értekezés). Pécs, Pécsi Tudományegyetem ETK Egészségtudományi Doktori Iskola; 2019; (Letöltés dátuma 2021 jan 10). Forrás: http://pea.lib.pte.hu/handle/pea/23462
Online source	7. Australian Medical Association [Internet]. Barton ACT: AMA; 1995-2012 Junior doctors and medical students call for urgent solution to medical training crisis; 2012 Oct 22 (Letöltés dátuma 2020 jún 5]. Forrás: https://ama.com.au/media/junior-doctors-and-medical-students-call-urgent-solution-medical-training-crisis

5. The requirements of in-text references

It is recommended to use the *Insert Citation tool in References / Citations & Bibliography* of Microsoft Word when handling the sources, citations and bibliography. This tool will format them in APA style. (Of course, the data of our sources should have been given previously with the *Manage Sources tool*.)

If one would prefer not to use this convenient built-in tool, for them the following guidance should be considered as normative.

Literal citations

In-text references can be *literal citations*. We use them moderately, only for the really important thoughts and definitions that need to be put emphasis on. The literal citations of several pages are not acceptable. In the case of literal citation we use quotation marks taking out the text from the original source indeed without any changes. The source of the quotation - including the author's name, the year of publishing and the page number - should be given in brackets following the quotation.

Examples:

- It is important to keep in mind that “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.” (Ashley, 1992, p. 19).
- In the opinion of Ashley (1992, p. 15) “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.”
- It is important to keep in mind that “commercial correspondence often suffers from an old-fashioned, pompous style of English which complicates the message and gives the reader the feeling that he is reading a language he does not understand.” (Ashley, 1992, p. 19; Smith, 1990, p. 25).

6. Appendixes

The Appendix consists of the Declarations, perhaps the Questionnaire, the bigger tables and pictures etc. If the size of our first appendix is a whole page, the main title (THE APPENDIXES) can be on a separate page.

The appendixes must be numbered at the top of the page. E.g.: Appendix no.1, Appendix no.2. The format of the inserted appendixes is not necessary to be adjusted to the format of the dissertation. The appendixes can be used in their original state, e.g.: in the case of questionnaires perhaps it is better to insert the image of a questionnaire instead of copying it, otherwise it would disintegrate, because the format incl. margins etc. of the dissertation and the questionnaire are different. In the Appendixes part we omit to number the pages and the titles.

VII. Evaluation of the thesis

1. During the process of preparing the thesis

During each semester, the student is required to progress with the thesis according to the timetable.

The end term assessment in each semester will end with a practical mark. The course will not be fulfilled if the student does not complete the current semester's assignments by the deadline specified in the time and work plan. If the consultant gives an unsatisfactory grade for the completion of the assignment, an unsatisfactory grade for the subject will be recorded in the Neptun system, which can be corrected according to the Academic and Examination Regulations of the University of Szeged.

The completed thesis, which meets the content and format requirements, must be submitted to Modulo. The thesis evaluation forms for semesters 5-8 must be handed to the international coordinator in the Registrar's Department. Submission requires the consent of the thesis supervisor.

2. After the submission of the thesis

The thesis will be evaluated by an opponent, appointed by the department on the basis of the criteria specified. The opponent writes an evaluation (including questions from the opponent and will suggest a grade from 1 to 5. A copy of the written report will be made available to the student by one week before the final examination.

VIII. Thesis Defence

The oral defence of the thesis takes place at a predetermined date and time front of a three-member committee. During the thesis defence, the student shall prepare a short presentation about his/her thesis, including essential aspects and findings. The maximum of 10-15 minutes allowed for thesis defence which includes responses to the opponent's questions. The committee will discuss and determine the final mark for the thesis.

1. Exemption from the obligation to prepare a thesis

The head of the department may exempt the student from the obligation to prepare and defend the thesis in accordance with the provisions of Section 9.3 of Academic regulations of the Faculty of Health Sciences and Social Studies, University of Szeged.

On the recommendation of the head of the department, the dean of the faculty may exempt students from the obligation to defend a thesis/dissertation who:

- a) won a prize or an equivalent special prize at the local Scientific Student Conference or the National Scientific Student Conference (OTDK) as first three prize-winners, or
- b) their first-authored paper has been published in a Hungarian-language scientific journal or has been accepted for publication, or
- c) their work has been published or accepted for publication in a peer-reviewed scientific journal in a foreign language.

The thesis/dissertation must be submitted to Modulo together with the request for exemption. The application must be accompanied by the work justifying the exemption (lecture, thesis, scientific communication, certificate from OTDK, etc.).

Declaration

I, undersigned(name) the student of the Faculty of Health Sciences and Social Studies, University of Szeged am declaring under penalty of perjury verifying it with my signature that the thesis with the title:

.....
.....
.....

is my own independent work. I have used the printed and electronic literature in it in accordance with the international regulations of copyright.

I am aware and accept that in case of theses it is plagiarism,

- if the literal quotation is written without quotation marks and without giving the reference
- if the content of a text is quoted without giving the reference
- if the published thoughts of another person is given as my own ones.

I declare that I have known the meaning of plagiarism and I understand that my thesis will be rejected in case of plagiarism.

Szeged,(day/month/year)

.....

signature

Declaration

I, undersigned (name:) (date and place of birth:.....)

mother's name:

permanent address:)

am declaring that I have known the content of the Intellectual Property Policy of the University of Szeged and I accept its regulations as obligatory for me.

I am aware and accept that my thesis (title or theme:

.....

.....

consultant's name:

is an intellectual service work in accordance with the Intellectual Property Policy of the University of Szeged.

I have made this declaration on basis of my free decision and free of any influence.

Szeged,(day/month/year)

.....

signature

Witness

.....

.....

.....

Witness

.....

.....

.....

Appendix No. 3

Semester	5th	6th	7th	8th
Credit	3	4	4	5
Requirements	Preparation of Cover page Preparation of Title page Writing the introduction chapter Preparation of reference list Writing 25% of the theoretical chapters	<u>Review type thesis:</u> Writing the remaining theoretical parts (chapters of the MAIN PART of the thesis) <u>Empirical research type thesis:</u> Research aim, formulation of hypotheses Obtaining necessary research permit	<u>Review type thesis:</u> Writing the CONCLUSION/ SUMMARY PART of the thesis <u>Empirical research type thesis:</u> Research methodology Introduction of sample Data collection, analysis and results Professional recommendations Conclusion and summary	Plagiarism screening Formulation of professional recommendations, proposals Final form of the thesis, final editing work Final form of bibliography, contents and appendixes
Required extent	5 pages	Min. 15-20 pages	Min. 20 pages	Final extent (min. 30, max. 50 pages)
Required number of consultations	minimum 2 (october-november)	minimum 3 (february-march-april)	minimum 3 (september-october-november)	minimum 2 (february-march)
Evaluation	Term mark	Term mark	Term mark	Term mark
Submission deadline	november 30.	április 30.	november 30.	Date determined by the consultant