

MA Thesis Writing Guidelines • 2009

The MA thesis should demonstrate the student's familiarity with the relevant literature on the subject and the ability to conduct analysis/research, interpret the findings and draw conclusions. The thesis should be written in a coherent form adhering to academic writing conventions.

➤ **Structure of the thesis**

1. Title page
2. Abstract and Key Words in English
3. Abstract in Serbian
4. Table of Contents
- /5. List of Figures, Tables or Illustrations (where appropriate)/
- /6. List of Abbreviations (where appropriate)/
7. Body of the thesis
8. References
- /9. Appendices (where appropriate)/

1. Title page

The name of the institution and department
The candidate's name
The full title of the thesis
The supervisor's name
The place of submission
The year of submission

2. & 3. Abstract and Key Words

Length: ~200 words

The abstract should provide information on the research topic, the aims, the theoretical-methodological framework and the major findings of the thesis. It should be followed by a separate Key Words section.

4. Table of Contents

The thesis must have a table of contents listing chapter headings, section headings and sub-headings, appendices and references as well as their corresponding page number.

The Table of Contents should be completed after final editing, so that the page numbers referred to in it are correct (the 'Table of Contents' feature of Microsoft Word is recommended).

5. List of Figures, Tables or Illustrations

If the thesis contains a considerable number of figures, tables, or illustrations, a list of figures/tables/illustrations with reference to page numbers should be provided on a separate page following the table of contents.

6. List of Abbreviations

If the thesis contains a considerable number of abbreviations, a list of abbreviations with explanations should be provided on a separate page.

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7. Body of the thesis

The thesis should be divided into logical chapters and include an introduction and a conclusion. The chapters should reflect the nature and stages of the research. They should be divided into sections and subsections, all with headings which should clearly reflect what the chapter/section/subsection is about.

The introduction should state the topic and the aims of the thesis and provide general information on the chosen theoretical framework and methodology. The theoretical part should provide a synthesis of relevant ideas found through study of literature published on the subject and prepare the ground for the subsequent analysis. The analytical part should contain original analysis and discussion of data pertinent to the research topic. The conclusion should contain an overview and a discussion of the findings with respect to the aims of the thesis, indicating broader theoretical/pedagogical implications.

Although a significant contribution to the field is not a requirement at MA level, the thesis should go beyond simply summarizing the work of others – the student is required to demonstrate the ability of analytical thinking and clear argumentation.

8. References

- Reference style will be in accordance with the format of the International edition of the Annals of the Faculty of Law University of Belgrade - Law Review.

- The list of references should contain all the sources referred to in the text and only those.
- The sources are listed in alphabetical order according to the author's/editor's last name, with complete bibliographical details.
- The second line of each reference should be indented by 1.5 cm (special, hanging).
- For books with more than three authors, the first name and the abbreviation *et al.* should be used (e.g. Quirk et al. 1985).
- Book and journal titles are in *italics*.
- Titles of articles in books and journals are in regular font style.
- Page references are required for articles in books and journals.
- Online sources should be listed with complete bibliographical details, including the date of visiting the site.

Sample references (Annals, International Edition Reference Style):

REFERENCE STYLE

1. Books: first letter of the author's name (with a full stop after it) and the author's last name, title written in verso, place of publishing in recto, year of publishing. If the page number is specified, it should be written without any supplements (like p., pp., f., dd. and other). Place of publishing shouldn't be followed by comma. If the publisher is stated, it should be written in recto, before the place of publishing.

Example: H.L.A. Hart, *Concept of Law*, Oxford University Press, Oxford 1997, 26.

1.1 If a book has more than one edition, number of the edition can be stated in superscript (for example: 1997²).

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1.2 Reference to a footnote, should be abbreviated and numbered after the page number.

Example: H.L.A. Hart, *Concept of Law*, Oxford 1997, 254 fn. 41.

2. Articles: first letter of the author's name (with a full stop after it) and author's last name, article's title in recto with quotation marks, name of the journal (law review or other periodical publication) in verso, volume and publishing year, page number without any supplements (as for the book citation). If the name of a journal is longer than usual, an abbreviation should be offered in brackets on the first mentioning and used later on.

Example: J. Raz, "Dworkin: A New Link in the Chain", *California Law Review* 3/1995, 65.

3. If there is more than one author of a book or article (three at most), their names should be separated by comma.

Example: O. Hood Phillips, P. Jackson, P. Leopold, *Constitutional and Administrative Law*, Sweet and Maxwell, London 2001.

If there are more than three authors, only the first name should be cited, followed by abbreviation *et alia* (*et al.*) in verso.

Example: L. Favoreu *et al.*, *Droit constitutionnel*, Dalloz, Paris 1999.

4. Repeated citation of the same author should include only the first letter of his or her name, last name and a number of the page.

Example: J.Raz, 65.

4.1 If two or more references by the same author are cited, year of publishing should be given in brackets. If two or more references by the same author published in the same year are cited, these should be distinguished by adding a,b,c, etc. after the year:

Example: W. Kymlicka, (1988a), 182.

5. If more than one page is cited from a text and they are specifically stated, they should be separated by a dash, followed by a full stop. If more than one page is cited from a text, but they are not specifically stated, after the number which notes the first page and should be stated "etc." with a full stop at the end.

Example: H.L.A. Hart, 238-276.

Example: H.L.A. Hart, 244 etc.

6. If the same page of the same source was cited in the preceding footnote, Latin abbreviation for *Ibidem* should be used, in verso, followed by full stop.

Example: *Ibid.*

6.1 If the same source (but *not* the same page) was cited in the preceding footnote, Latin abbreviation for *Ibidem* should be used, in verso, followed by the page number and full stop.

Example: *Ibid.*, 69.

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7. Statutes and other regulations should be given with a complete title in recto, followed by the name of the official publication (e.g. official gazette) in verso, and then the number (volume) and year of publication in recto. In case of repeated citation, an acronym should be provided on first mentioning of a given statute or other regulation.

Example: Personal Data Protection Act, *Official Gazette of the Republic of Serbia*, no. 97/08.

7.1 If the statute has been changed and supplemented, numbers and years should be given in a successive order of publishing changes and additions.

Example: Criminal Procedure Act, *Official Gazette of the Republic of Serbia*, no. 58/04, 85/05 and 115/05.

8. Articles of the cited statutes and regulations should be denoted as follows:

Example: Article 5 (1) (3); Article 4-12.

9. Citation of court decisions should contain the most complete data (category and number of decision, date of decision, publication in which it was potentially published).

10. Latin and other foreign words and phrases and Internet addresses should be written in verso.

11. Citations of the Web pages, websites or e-books should include the title of the text, source address and an access date.

Example: European Commission for Democracy through Law, Opinion on the Constitution of Serbia,
[http://www.venice.coe.int/docs/2007/CDL-AD\(2007\)004-e.asp](http://www.venice.coe.int/docs/2007/CDL-AD(2007)004-e.asp), 24. May 2007.

9. Appendices

Appendices are appropriate if it is necessary to provide additional data related to the research (longer samples of linguistic/literary material, questionnaires, interview protocols, etc.). If there are several appendices each should be given a title. If the thesis requires non-paper appendices such as electronic corpus data or audio-visual material, these should be provided on a compact disc.

➤ **Use of Sources (Quotation and Paraphrase)**

All source materials (primary or secondary, published or unpublished) must be acknowledged properly throughout the text. Failure to do so (i.e. reproducing someone else's words as well as paraphrasing someone else's ideas or arguments without acknowledgement) constitutes plagiarism and disqualifies the thesis.

Source material may be quoted (where the precise wording is specifically significant) or paraphrased (where exact wording is not essential), but sources must always be acknowledged.

Recommendation: Brief citations are interpolated in the text, between double quotation marks. Longer quotations (5-10 lines) should appear as separate blocks, indented left and right and

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separated from the text by an extra-line space above and below, without quotation marks. If changes such as capitalisation, punctuation, emphasis etc. have been made in a quotation, they should be clearly indicated.

If the precise wording is not essential, source material should be paraphrased or summarized, but care should be taken not to change the original meaning through paraphrase/summary. It should be clear where a cited author's ideas end and the comments of the author of the thesis begin.

➤ **Layout**

Paper size:	A4
Font:	Times New Roman, 12 pt
Line spacing:	1.5 Single spacing should be used in tables, block quotations separated from the text, footnotes, and bibliographical entries.
Alignment:	Justified
Margins:	Top and bottom 1" or 2.5 cm Left and right 1.2" or 3 cm
Page numbers:	Arabic numerals (1, 2, 3), bottom right, starting from the first page of the body of the text; pages prior to this – lowercase Roman numerals (i, ii, iii).
Paragraphs:	Indented (except for the first paragraph in a chapter/section)
Headings:	Bold, 16/14/12 pts, separated from the text by a blank line All headings of the same level should use the same style, and headings at lower levels should be in smaller font size than those at higher levels. All headings should be aligned left, except chapter headings, which may be centred. Chapters should start on a new page (sections and subsections should not). A heading at the bottom of the page must have at least two full lines of text below it (otherwise, the heading should begin on the next page). Captions related to tables, figures, etc. should appear on the same page as the table/figure. Chapter and section headings should be consistently numbered (chapter 1, section 1.1, subsection 1.1.1, sub-subsection 1.1.1.1).
Footnotes	Footnotes (where additional information on what has been said in the text is needed) should be marked consecutively throughout the text by a raised number directly following a punctuation mark.
Punctuation	Periods, commas, colons and semicolons should be followed by single spaces; dashes are preceded and followed by single spaces.
Examples	Examples (especially in linguistic texts, or related to legal cases) should be given in separate lines, numbered consecutively throughout the text, aligned left.

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➤ **Length**

The student is required to complete and defend final thesis of approximately 90,000 to 110,000 characters (45 to 55 standard computer printed pages, excluding abstracts, table of contents, lists of figures/abbreviations and appendices), which is worth 15 ECTS.

The procedure for registration, completion and defence of the thesis has been regulated by the general rules proposed by the Faculty of Law University of Belgrade.

N.B. The student is required to complete also one seminar paper of approximately 25, 000 to 30, 000 characters (12 to 18 pages), which is worth 7 ECTS. The seminar paper should also be written in accordance with abovementioned Writing Guidelines.

➤ **Language and style**

The thesis should be written in English.

The author should proofread the thesis carefully before submitting it, in order to make sure that the thesis is free from grammatical, lexical, typographical and punctuation errors (NB: a computer spellchecker is not sufficient). Being written in English, the thesis should consistently use either American or British spelling but should not alternate between the two. The thesis should be written in formal academic style.

➤ **Concluding Remarks**

A satisfactory thesis must meet the requirements described above.

Plagiarism will result in a failing grade.

A bound copy of the completed thesis must be submitted to the Master Office in accordance with the general rules proposed by the Faculty of Law University of Belgrade.