



**The Department of  
English Language and Literature**

# **Bachelor's and Master's Thesis Guidelines**

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# 1. General Guidelines

The Bachelor's Thesis is a requirement for the completion of the Bachelor's Degree after three years of undergraduate study, whereas the Master's Thesis is a requirement for the completion of the Master's Degree after two years of graduate study.

Students at the English Department at the Faculty of Humanities and Social Sciences write the Bachelor's Thesis and Master's Thesis in English.

The Bachelor's or Master's Thesis is a research paper in which the student demonstrates his/her English writing skills, the ability to independently conduct research and analyse a topic.

## 1.1. Thesis Format and Appearance

The following rules apply to both the Bachelor's and Master's Thesis paper.

- Software: Microsoft Word
- Page Size: set the page size to A4 (210x297 mm) with the page margins as follows: left 35 mm, right, top and bottom at 25 mm.
- Font: use Times New Roman 12 point and 1.5 line spacing
- Documentation style used in writing the Bachelor's and Master's Thesis:
  - APA for theses in linguistics, second language acquisition, EFL teaching methodology and translation studies:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)
  - MLA for literature:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html).
- The length:
  - the Bachelor's Thesis should be between 16 and 22 pages in length or from 5000-7000 words (not counting the abstract, table of contents, works cited, and appendices).
  - the Master's Thesis should be at least 45 pages long or at least 13000 words (not counting the abstract, table of contents, works cited, and appendices).

Note on language:

- The language you use should be objective and impersonal. Avoid words which refer to the writer or the reader; the emphasis should be on the information.
- Do not use contractions (e.g. do not instead of don't) or conversational English (e.g. stuff, lots of).

## 1.2. The Structure

The thesis should contain the following sections (in the following order):

- 2 title pages,
- table of contents,
- abstract with keywords,
- introduction,
- main body,
- conclusion,
- a complete works cited list according to the APA or MLA style,
- appendices (optional), and
- sažetak.

### Title Pages

- The title page of the thesis must contain the following information centred on the page: the name of the University and Faculty (18pt), the student's name and surname (16 pt), the title of the thesis (22 pt), the type of thesis (16 pt), and the place and year of submission (14 pt). (Appendix 1).
- The inner title page of the thesis must contain the following information centred on the upper half of the page: the name of the University and Faculty (18pt), the title of the thesis (22 pt), the type of thesis (16 pt). The lower half of the page will contain the following information, aligned against the left margin: the study programme (14 pt), the respective course (14pt), the supervisor's name, surname and title (14 pt) and the student's name (14pt). Centred at the bottom of the page will be the place, month and year of submission (14 pt). (Appendix 2)

### Abstract

- The abstract should provide a brief summary of the thesis paper in approximately 250-300 words.

### Works Cited

- The Works Cited section must include all sources mentioned in the text of your thesis. There should be at least 5 entries in the Works Cited for the Bachelor's Thesis, and at least 20 entries for the Master's thesis, including primary and secondary sources.
  - Web sources like Wikipedia, Cliffnotes, Sparknotes, [www.echeat.com](http://www.echeat.com), [www.123helpme.com](http://www.123helpme.com), etc. are not appropriate for university-level research and cannot be used in your theses.

- 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.

#### Sažetak

- The Sažetak should be a translation of the Abstract in Croatian and should not exceed 300 words.

## 2. Bachelor's and Master's Thesis Application Process

### 2.1. Defining a topic

- Topics for Bachelor's and Master's theses can come from any course that you have studied in the English Department – both core and elective courses.
- Once you have decided what broad subject you wish to write about, select and contact your supervisor who will help you narrow down the topic. Bear in mind the minimum length of your paper when considering a topic.
- At this stage of the process, most students do not have a clear focus for their paper, and must do some research before they can clearly define their topic. To this end, the Department has created a Bachelor's/Master's Thesis Proposal form, which is an aide to help you find a topic which can be analysed adequately.

#### 2.1.1. Bachelor's Thesis Proposal Form

**Title:** The title of your paper should reflect the topic and/or thesis statement.

1. **The topic.** The topic is the subject of the paper. What is the paper about?
2. **Potential Thesis Statement.** Most students confuse the topic and thesis statement. They are not the same thing. A thesis statement reflects the position the paper is taking on the topic. One of the easiest ways of formulating a thesis statement is by first formulating a question or questions, the answer to which would be the thesis statement.
3. **Methodology.** What kind of analysis and method(s) do you hope to use for your paper?
4. **Literature/references.** List the sources on a new page. At this point of the topic-defining process, it is necessary to show the references you will be using for your research. During the research process, it is quite possible that you will find other, more relevant sources, so you are not limited to the sources you list in the proposal.

#### 2.1.2. Master's Thesis Proposal Form

**Title:** The title of your paper should reflect the topic and/or thesis statement

1. **Thesis statement.** Provide a concise and specific statement of the question you propose to tackle and perhaps answer. Describe in outline the argument you intend to make.
2. **Previous research on the topic/Background of the study.** Give a summary of the contents of the literature relevant to the subject and your research on the topic. This should provide you with a foundation and framework from which to design your research study.
3. **Methodology.** Describe how you will pursue your research.

4. **Anticipated findings.** Discuss what you hope your work will establish in confirming the statement of your thesis.
5. **References.** List sources of research, both secondary and primary. Include all references on a separate page in the appropriate documentation style (APA or MLA).

## 2.2. Registering your Bachelor's/Master's Thesis topic

- When your supervisor is satisfied with the Bachelor's Thesis proposal, fill out the Topic Registration Form (*Prijava teme za završni rad* Appendix 3). The form must be signed by both the supervisor and the Head of the Department. Bear in mind, that if you change your mind about either the topic or the supervisor, you can only change your mind once.
- The Master's Thesis registration process differs in that the topic must first be approved by the English Department at its regular meeting, after which the form must be signed by both the supervisor and the Head of the Department. The form is appended here as Appendix 4 *Prijava teme za diplomski rad*.
  - Please note: although the Department meetings are held regularly, anything from one to three months can transpire between meetings. This is also important to know if you wish to change your mind about either the topic or the supervisor, as it will put your plans back a few months.

## 2.3. Editing your Bachelor's/Master's Thesis

- Once you have written your Bachelor's thesis and you are satisfied with it, submit it to your supervisor. The supervisor will read the paper, giving comments and suggestions on ways to improve the paper and pointing out inadequacies in content and technical details.
- When the supervisor returns the paper, you should act upon the suggestions, comments etc., and resubmit the paper for approval. This process may be repeated several times. A Bachelor's Thesis completed at the English Department must meet the strictest criteria with respect to academic honesty and integrity. The Bachelor's Thesis is first and foremost proof of your analytical skills and your ability to continue studying at graduate level.
- The same process applies to the Master's Thesis. As the Master's Thesis is a long paper, and many students have little experience in structuring longer papers, your supervisor may require more insight into the writing process. To alleviate some of these difficulties, your supervisor may wish to see outlines of chapters after you have done your research and before you start writing. This is important and will keep you on the right track with respect to structure and cohesion.
  - Please note: Very rarely is the first or second draft of a paper satisfactory. The supervisor will keep returning your paper until it fulfils all requirements and is of the necessary standard.

## 2.4. Applying for your Bachelor's and Master's Thesis Defence

Your supervisor will inform you when your Bachelor's or Master's Thesis meets all the requirements with respect to form and content.

The procedure for the Bachelor's thesis defence is as follows:

- you are required to fill in the Bachelor's Thesis Defence Application Form (*Imenovanje povjerenstva za obranu završnog rada*, Appendix 5). Your supervisor will set a date and time for the defence and sign the form. You will hand the form in at the Student Records Office, along with two spiral-bound copies of your Bachelor's thesis. One of the copies is for the Student Records Office and the other is for the Department archive. The defence must be announced five days in advance.

The procedure for the Master's thesis defence is as follows:

- The Master's Thesis is defended orally before a committee of three members, including your supervisor. Before you can apply for the defence, your supervisor will confer with the other committee members and set a date and time for the defence. You are then required to fill out the Thesis Defence Application Form (*Imenovanje povjerenstva za obranu diplomskog rada* Appendix 6), which will be filled out and signed by your supervisor and submitted by you to the Student Records Office, along with two hardcover copies of your Master's thesis: one for the Student Records Office and the other for the Department archive. The Master's Thesis Defence must be announced at least seven days in advance.

## 2.5. The Oral Defences

### 2.5.1. The Bachelor's Thesis Defence

- The Bachelor's Thesis defence is held before your supervisor.
- The supervisor will ask you three or four questions which you will answer to the best of your knowledge. There is no need to make a presentation. This is exclusively an oral exam.
  - You will get two grades: one for the final paper itself and a grade for the oral defence or the final exam. The grade for the defence is an aggregate of the two grades.

### 2.5.2. The Master's Thesis Defence

- The Master's Thesis defence is held before a Committee.
- The Committee consists of three members: the president, the supervisor and a third member.
- The Committee will first invite you to present your paper in 10-15 minutes, after which they will ask you questions which you will answer to the best of your knowledge. Students usually make a PowerPoint presentation or use notes to keep their presentation focused.
- When you have answered all the questions, the Committee will ask you to wait outside until they confer on the final grade.
  - You will get two grades: one for the final paper itself and a grade for the oral defence



or the final exam. The grade for the defence is an aggregate of the two grades.

**Notes:**

- 1. The English Department has a policy against gifts. Students are not allowed to buy any gifts for their supervisors. The supervision of Bachelor's and Master's thesis papers is an obligation for all qualified staff at the Department.**
- 2. 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 Bachelor's or Master's Thesis will result in the initiation of disciplinary proceedings and the disqualification of the thesis by the supervisor.**
- 3. Deadlines: Students tend to do all things last minute and do not understand that professors are not always free to look at the papers when it suits the students. Therefore, students who are at the stage of writing their Bachelor's Thesis and wish to attend the graduation ceremony in December should hand in their Thesis by September 15. Those who are writing their Master's Thesis should submit their paper by September 30. This will leave plenty of time for the revision process to be completed. If you are not enrolling in further education or are in no hurry to graduate, then the deadline does not apply to you, and you can submit your thesis whenever you have completed it.**
- 4. Before you can set a date to defend your thesis, the Student Records Office must check your student dossier. When you have passed all your exams, you must go to the Student Records Office and apply to have your student dossier officially checked. This check takes approximately one week.**

### 3. Detailed Guidelines for Papers in Linguistics, Second-Language Acquisition, EFL Teaching Methodology and Translation Studies

- Guidelines on formatting a thesis paper according to the APA documentation style may be found in the online style guide on the OWL website at Purdue University: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

#### 3.1. Bachelor's Thesis

- If your paper involves empirical research, please follow the guidelines for writing Master's Theses provided in the next section.
- If your paper is not based on empirical research, it should follow the structure outlined in the General Guidelines section of this document.
- Additional information on the structure of non-empirical research papers:
  - The **Introduction** should present your topic and explain why you decided to write about it. In addition, you should state your thesis clearly and give an overview of the structure of your paper.
  - The **main body** should contain the literature overview (definitions of the terms relevant for your analysis and a brief survey of what prominent scholars in the field have written about the topic) and your analysis of the topic. It should be subdivided into chapters depending on the topic chosen.
  - The **Conclusion** should summarize your findings and state whether your thesis has been confirmed.

#### 3.2. Master's Thesis

Your paper should follow the structure outlined in the General Guidelines section of this document.

Additional information on the structure of your paper:

- The **Abstract** should contain the following information: background (introduce the subject), description of the research conducted (the aim, methods, corpus, thesis), results and concluding remarks (e.g. the implications of the findings, suggestions for

further research etc.). The length specified in the General Guidelines cannot be exceeded, so you need to be concise.

- The **Introduction** should present your topic, explain what your research is about, why you decided to conduct it, how you conducted it and what you hope to find out. State your hypotheses clearly and give an overview of the structure of your paper.
- The hypothesis is a point your paper/research is trying to prove. It should be specific and arguable. It must be in a form of a statement, not a question. Do not confuse it with the topic e.g. 'This paper will discuss the importance of learning a foreign language' announces the topic. Hypotheses should not be obvious or broad e.g. 'Learning a foreign language is good' is too obvious and too broad. Instead, you are supposed to make a claim related to your topic, e.g. 'Learning a foreign language can improve cultural understanding'. Your paper can have more than one hypothesis.

### **Main body**

- It consists of two sections: the theoretical (literature review) and analytical. Each should be subdivided into chapters with appropriate titles.
- The *literature review* (or theoretical background or some other title of your own choice) should place your subject within a theoretical framework. This implies defining the field of your study (e.g. morphology), defining and discussing the concepts and issues relevant for your study (e.g. compounds) and summarizing the findings of similar studies. Make sure you discuss recent research and main researchers in the field. Do not discuss concepts irrelevant for your study. The literature review should not be longer than the analytical part of your paper.
- The *analytical part* of your paper (or research or some other title of your own choice) should contain the following information (organized into chapters):
  - Research question(s) (the questions you hope to answer by conducting the study) and hypotheses.
  - Methodology: research methods (how you conducted your study), research participants (who, how many, how they were chosen) and/or corpus/materials (quantity, source, criteria for the selection) and the type of analysis (e.g. quantitative or qualitative).
  - Results are the summary of your findings. Using visuals is a common way of presenting results, but they need to be accompanied by text (explanations). In addition, each visual (e.g. graph, pie chart) needs to be labelled (please check APA guidelines).
  - Discussion – discussing your findings (checking whether your hypotheses have been confirmed, explaining the implications of your findings, the limitations of your study, unexpected results, etc.). Provide examples wherever possible.
    - It is common to merge the Results and Discussion into one section.
- **Conclusion:** summarize your findings and address whether they support your hypotheses. Relate your results to the findings of similar studies. Suggest ideas for further research.

- **Appendix (Appendixes/Appendices)** is/are used to present the data which is too comprehensive for the Results section or to include a questionnaire/interview used to collect the data. Appendices should be numbered, e.g. Appendix A, Appendix B etc. They should also be mentioned in the paper.

## 4. Detailed Guidelines for the Bachelor's and Master's Thesis in Literature

The following guidelines apply to any written assignment you do in the various literature courses in the English Department.

- When writing your thesis in English literature you should use primary sources (the literary works) and secondary sources (theoretical and critical texts). In addition to library research, you should also consult online databases. The University librarian may be able to help you gain access to articles you need.
- Guidelines on formatting a thesis paper according to the MLA documentation style may be found in the online style guide on the OWL website at Purdue University: [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_and\\_style\\_guide.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html) /
- Additional guidelines for writing research papers are available at: [http://www.socialstudieshelp.com/Research\\_Paper\\_Format.htm](http://www.socialstudieshelp.com/Research_Paper_Format.htm)

The Introduction:

- Your introduction serves to introduce your topic, clearly state your thesis statement and present your methodology giving an overview of your paper and how the different parts make the whole.
  - Due to the nature of the Introduction, most people choose to write the Introduction after they have written the paper because then they can introduce the paper more concisely. You will, however, need to write a draft introduction at the beginning to help you organise your paper.
- Longer papers will be divided up into chapters or sections. Every chapter/section will start on a new page.
  - Although you will organise your paper into sections, this does not mean that every section is a standalone or mini-essay. There must be cohesion between all the sections. It must be clear at the beginning of the chapter how it ties in with the previous chapter and the end of a chapter/section must point towards the direction the next section will take.
- Good papers have cohesion and are concise. This means that there is nothing superfluous in the paper. A good paper does not digress with irrelevant information, nor does it jump from topic to topic in a paragraph or between paragraphs. Every transition from paragraph to paragraph, from idea to idea is logical and flows smoothly.
- The purpose of the conclusion is to conclude your discussion, that is to confirm the thesis statement you specified in the introduction. This is not the place for you to make your own personal comments and opinions. Nor should you introduce anything new in the conclusion. The conclusion CONCLUDES your discussion, confirming the thesis statement.

SVEUČILIŠTE U MOSTARU  
FILOZOFSKI FAKULTET

**[Name]**

**[TITLE]**

**Završni rad**

**Mostar, 2018.**

UNIVERSITY OF MOSTAR  
FACULTY OF HUMANITIES AND  
SOCIAL SCIENCES

**[TITLE]**

**Bachelor's Thesis**

Study group:

Course title:

Supervisor:

Student:

**Mostar, Month Year**

SVEUČILIŠTE U MOSTARU  
FILOZOFSKI FAKULTET

**[Name]**

**[TITLE]**

**Diplomski rad**

**Mostar, 2018.**



UNIVERSITY OF MOSTAR  
FACULTY OF HUMANITIES AND  
SOCIAL SCIENCES

**[TITLE]**

**Master's Thesis**

Study group:

Course title:

Supervisor:

Student:

**Mostar, Month Year**



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**FILOZOFSKI FAKULTET**

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URL: <http://www.ffmo.ba>  
E-mail: [ffmo@ffmo.ba](mailto:ffmo@ffmo.ba)

## PRIJAVA TEME ZAVRŠNOG RADA

**Ispunjava student:**

Student: \_\_\_\_\_

Broj indeksa: \_\_\_\_\_

Studij: \_\_\_\_\_

Ovim potvrđujem da sam u dogovoru s predmetnim nastavnikom odabrao/la temu za

ZAVRŠNI RAD: \_\_\_\_\_

\_\_\_\_\_.

Tema je u okviru predmeta: \_\_\_\_\_

Kod mentora: \_\_\_\_\_

U Mostaru, \_\_\_\_\_ godine.

\_\_\_\_\_  
Potpis studenta

**Ispunjava mentor:**

Odobrio mentor: \_\_\_\_\_ Pročelnik studija: \_\_\_\_\_

U Mostaru, \_\_\_\_\_ godine.

**Ispunjava studentska služba:**

Gornja tema zavedena je pod brojem: \_\_\_\_\_ evidencije završnih radova  
za akademsku \_\_\_\_\_ / \_\_\_\_\_ godinu.

\_\_\_\_\_  
Voditelj evidencije

U Mostaru, \_\_\_\_\_ godine.



SVEUČILIŠTE U MOSTARU  
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URL: <http://www.ffmo.ba>  
E-mail: [ffmo@ffmo.ba](mailto:ffmo@ffmo.ba)

**PRIJAVA TEME I POVJERENSTVA ZA OBRANU  
DIPLOMSKOG RADA**

**Ispunjava student:**

Student: \_\_\_\_\_

Broj indeksa: \_\_\_\_\_

Studij: \_\_\_\_\_

Ovim potvrđujem da sam u dogovoru s predmetnim nastavnikom odabrao/la temu za

DIPLOMSKI RAD: \_\_\_\_\_  
\_\_\_\_\_.

Tema je u okviru predmeta: \_\_\_\_\_

Kod mentora: \_\_\_\_\_

U Mostaru, \_\_\_\_\_ godine.

\_\_\_\_\_  
Potpis studenta

**Ispunjava mentor:**

Prijedlog povjerenstva za obranu diplomskog rada u sastavu:

1. \_\_\_\_\_, predsjednik povjerenstva

2. \_\_\_\_\_, mentor i član

3. \_\_\_\_\_, član.

\_\_\_\_\_  
Potpis mentora

**Ispunjava pročelnik studija:**

Pročelnik studija suglasan.

\_\_\_\_\_  
Potpis pročelnika studija

**Ispunjava studentska služba:**

Više navedena tema nalazi se pod brojem: \_\_\_\_\_ evidencije diplomskih radova  
za akademsku \_\_\_\_\_ / \_\_\_\_\_ godinu.

\_\_\_\_\_  
Voditelj evidencije

U Mostaru, \_\_\_\_\_ godine.

FILOZOFSKI FAKULTET  
SVEUČILIŠTA U MOSTARU  
Studentska referada

Ur. broj :04/II-  
Mostar,

**IMENOVANJE POVJERENSTVA ZA OBRANU ZAVRŠNOG RADA**

Dana \_\_\_\_\_ studentska referada pregledala je dosje broj \_\_\_\_\_  
studenta \_\_\_\_\_ Studija \_\_\_\_\_  
te utvrdila da je isti kompletan.

Na temelju čl. 7. Pravilnika o završnom ispitu Filozofskog fakulteta Sveučilišta u Mostaru za  
obranu završnoga rada imenovanog na temu:

\_\_\_\_\_  
\_\_\_\_\_

kod mentora: \_\_\_\_\_

Studentska referada

\_\_\_\_\_

Mentor

\_\_\_\_\_

Obrana će se održati dana \_\_\_\_\_ u \_\_\_\_\_ sati u učionici br. \_\_\_\_\_.

FILOZOFSKI FAKULTET  
SVEUČILIŠTA U MOSTARU  
Studentska referada

Ur. broj :04/II-  
Mostar,

**IMENOVANJE  
POVJERENSTVA ZA OBRANU DIPLOMSKOG RADA**

Dana \_\_\_\_\_ studentska referada pregledala je dosje broj \_\_\_\_\_ studenta  
\_\_\_\_\_ Studija \_\_\_\_\_ te utvrdila  
da je isti kompletan.

Na temelju čl. 7. Pravilnika o diplomskom i završnom ispitu Filozofskog fakulteta Sveučilišta  
u Mostaru za obranu diplomskoga rada imenovanog na temu:

\_\_\_\_\_  
\_\_\_\_\_,

predmetni nastavnik, odnosno mentor, predlaže tročlano povjerenstvo u sastavu:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Studentska referada

\_\_\_\_\_

Mentor

\_\_\_\_\_

Obrana će se održati dana \_\_\_\_\_ u \_\_\_\_\_ sati.