



Master's Thesis Writing Guide

GENERAL INFORMATION & GUIDELINES

The goal of a Master's Thesis is to offer a contribution to the field of the chosen topic (field of study) and goes beyond a literature discussion or an empirical analysis. Thus, each student has to identify a gap in the literature through its discussion, and then proceed to fill it through the use of the appropriate research methodology.

Main Sections

The Master's Thesis should include the standard sections of a research paper, each of which addresses basic questions:

1. Introduction

What is the thesis about?

What is your object of study?

What is the hypothesis/research question of the thesis?

Why is this research important?

What are the steps you are going to follow in order to answer the research question (this section should be brief in the introduction)?

2. Literature Review

What has already been written about this topic?

What is the gap your thesis addresses?

3. Theory & Methodology

Which theory you are using and why?

Which terms and concepts will help you examine your object of study?



4. Analysis

What observations are drawn from the application of your method on your object of study?

How can these observations be organized into coherent arguments?

How do these arguments support or even contradict your initial thesis?

5. Conclusions

What are your basic findings?

How do you add/contribute to the existing literature?

How can these findings be used in future research on this topic?

6. Works Cited

7. Appendix (for example, corpora, filmographies, database, etc.)

Basic Guidelines and Dates

Language: All Master Theses are written in English.

Beginning of the Master Thesis: The Thesis begins with the confirmation of the three-member committee and the title (even if tentative) by the Assembly of the School of Film. In case the student wants to change his/her Supervisor or the topic, an application should be submitted. The decision is taken by the Assembly after a proposition by the Coordinative Committee of the PP. The official research for the thesis can begin after the first semester (provided the student and the supervisor agree to work together).

Word limit: The Master Thesis should be from 13,000 to 15,000 words (including works cited and any appendixes).

Fonts: 12-point Times New Roman or Cambria fonts.

Spaces: 1.15 or 1.5 space. There should not be extra spaces between paragraphs.

Margins: Word default margins.

Page Numbers: bottom right of each page.



Indentation: The first line of each paragraph should be indented. Pressing [Tab] once should give you the correct indentation.

Alignment: The text of your essay should be justified. In your word processor, choose "Justify."

Submission of the Master Thesis: After the student completes the manuscript, the Master Thesis is assessed by the three-member examination committee. The evaluation of the thesis includes its public presentation before the three-member committee and other interested parties, which can also take place online on a date set by the Coordinative Committee of the PP.

Submission deadline: The deadline for the submission of the Master Thesis is twenty-four (24) months from the date of its acceptance by Assembly of the School of Film. If the postgraduate student has not completed his/her thesis in the allotted time, he/she can ask for an extension of one semester without extra charge. The Master Thesis is submitted at least two months prior to its public presentation, in order to be properly assessed by the committee. After the Thesis is accepted, along with any corrections and/or additions, a full copy of the final document is submitted (together with appendixes, notes, articles, accompanying material, etc.) in a PDF film to the Library of the School of Film.

Thesis Evaluation:

The Assessment Committee evaluates and decides whether the Master Thesis is accepted or not and has the right to:

- Accept the Thesis in its present form.
- Accept the Thesis with minor corrections that the Supervisor will review.
- Reject the Thesis, but recommend a minor number of changes and the Thesis' re-submission at a specific time in order to be examined again by the same Committee.



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- Reject the Thesis and recommend a significant number of changes and the Thesis' re-submission at a specific time in order to be examined by the same Committee.

The Master Thesis is evaluated according to the following criteria:

- Originality of the research topic (clarity-delimitation).
- Bibliography and research sources.
- Critical understanding of the current relevant bibliography and ability to present it.
- Support of opinions and arguments.
- Ability for synthesis and separation, logical structure and consistency.
- Validation of opinions and information (notes-quotations-citations).
- Meticulous phrasing, correct writing and complete structure.

On submitting the Master Thesis, the student affirms that his/her thesis is not the outcome of plagiarism (see below). The submission of the thesis to the Library is mandatory and a basic prerequisite for the award of the Postgraduate Diploma.



Suggested Sources on Writing Research Papers

There are a number of books on writing theses. Among the titles, you can consult the following:

Bui, Yvonne N. 2009. *How to Write a Master's Thesis*. Thousand Oaks: Sage.

Eco, Umberto. 2015. *How to Write a Thesis*. Transl. Geoff Farina. Cambridge: MIT Press.

Evans, David, Paul Gruba and Justin Zobel. 2014. *How to Write a Better Thesis*. Dordrecht: Springer.

Hubbuck, Susan. 2009. *Writing Research Papers Across the Curriculum*. Cengage Learning: Boston.

Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Chicago: Chicago University Press.

Approved Style Manuals

Listed below, are the style manuals approved for use when writing a master's thesis for this Master's Program.

Chicago Manual of Style

https://www.chicagomanualofstyle.org/tools_citationguide.html

Harvard System of Referencing

<https://libweb.anglia.ac.uk/referencing/harvard.htm>



Thesis Structure

The thesis consists of three main sections. The first pages, the main body and the references-bibliography. The following recommended structure should always be applied.

- Cover (see template)
- Acknowledgements (optional)
- Copyright (see template)
- Solemn declaration (see template)
- Abbreviations (optional)
- Table of Contents
- Tables, charts, graphs, etc. (mandatory when used)
- Abstract and key-words (The abstract is written after the thesis is completed and must be up to 250 words)



Templates

Cover (mandatory): The Cover should include the name of the University, the Department, the title of the PP, the thesis topic, the Supervisor and the other two members of the three-member examination committee, the writer's name as well as the place and the date (month, year) of the thesis' completion (see template at the end).

Title of the Master Thesis

Copyright (mandatory): The PP's policy regarding the issues of copyright for the papers follows the international practice. The copyright is noted in the inside cover page, according to the template provided at the end of the guide.

Table of Contents (mandatory)

Catalogue of tables, charts, graphs, film stills, etc. (mandatory when used and composed after the thesis' completion).

Abstract and keywords: The abstract describes the topic briefly and accurately, its theory and methodology and the main findings. It is a concise summary that focuses on the most crucial points of the thesis, the most significant findings or conclusions and their relevance with the theoretical questions. The abstract is up to 250 words and it is advisable to be written after the thesis' completion in order for the author to have all relevant information. The quality of the abstract prompts an interested party to read a scientific paper. Furthermore, abstracts are used for the transcription and logging of the papers in different databases.

Keywords: Following the abstract, the author presents up to four (4) descriptive keywords, representative of the paper (mandatory).

Plagiarism: It is paramount for the writer of an academic work to follow the code of conduct and facilitate the supervising professors so that they can keep track of and assess his/her academic performance. When another published paper is presented as if belonging to the author or when the name of a writer from whom information is



drawn is omitted or there is no quotation of presented sources, then the author commits the serious offense of plagiarism. When a Master Thesis is posted online, the day of its entry is displayed and therefore every reference without the proper bibliographical source can be detected by web search engines and plagiarism detection tools.

The next pages include the templates for:

- Cover
- Solemn Declaration
- Plagiarism Statement
- Application



ARISTOTLE UNIVERSITY OF THESSALONIKI
FACULTY OF FINE ARTS
SCHOOL OF FILM

MASTER'S PROGRAM: FILM & TELEVISION STUDIES

Master's Thesis

Title

Student's name(s)

Name(s) of Primary Supervisor

Name(s) of Second Supervisor

Name(s) of Third Supervisor

Thessaloniki, Date



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Plagiarism Statement

| | |
|---|--|
| First and Last Name: | |
| Registration Number: | |
| e-mail: | |
| Year of entry to the MA program: | |
| Title of Master Thesis: | |

I hereby solemnly declare that the present thesis is not the outcome of plagiarism but the product of strictly personal work and the bibliography and sources I use, appear properly in the form of citations and works cited. The points where I use ideas, text and/or sources from other writers are acknowledged in a discernible way in the text with the proper citation and the relevant reference is included in full description in the works cited section.

Note: This statement helps the containment of plagiarism and secures the author.

Date: _____

The Applicant

*(First and Last Name of
Student)*



APPLICATION

of Postgraduate Student

To

Aristotle University of Thessaloniki
School of Film

LAST NAME:

FIRST NAME:

FATHER'S NAME:

REGISTRATION NUMBER:

tel.:.....

email:.....

Year of Admission:

Please accept my application for approval
of my master thesis topic [Insert
tentative title]

Primary Supervisor [Insert Professor's
name]

Yours sincerely,

Thessaloniki,/..... /202...

(Signature)

*** The student is obliged to include the name of the Primary Supervisor.**