

Master's Thesis formatting guidelines

The thesis should have the following structure:

TITLE page (*see Appendix 1 for sample*) - includes thesis title, subject, name of student, EMBA Cohort, faculty supervisor's name, institution and year of graduation/defense

DECLARATION of AUTHORSHIP page (*see Appendix 2 for sample*)

ABSTRACT (*see Appendix 3 for sample*) - statement of what a scholarly written work contains, presented as a summary; aims to present only the gist of the subject matter and stresses brevity (approx. 100-200 words)

TABLE OF CONTENTS (*see Appendix 4 for sample*) – lists the major divisions of the paper, giving their titles and page numbers

LIST OF TABLES, CHARTS, GRAPHS (if applicable) lists individual headings of any tables used, their numbers, and page numbers

LIST OF ILLUSTRATIONS (if applicable) gives titles of illustrations used in the paper, their reference numbers, and page numbers (here or in the end)

ACKNOWLEDGEMENT (optional) recognizes the assistance of people or institutions in the research for this paper. It may be included with the preface

PREFACE – a brief statement of the topic covered including its scope and purpose

TEXT – main body of the work; pages should be consecutively numbered

REFERENCES:

- Bibliography – list of relevant sources used in writing the thesis. The library has manuals to show the correct form for bibliographic entries (*see Appendix 5*)
- Glossary (where applicable) lists unfamiliar words or technical terms with their explanation
- Appendix (optional) - this is used for material not absolutely necessary to the body of the work, i.e., technical notes, copies of documents, long case histories, etc.

Font and spacing - the preferred font is 12-point Times New Roman, double-spacing of all thesis, except of the footnotes and the bibliography

Margins - the left margin must be 3,5 cm; the top, bottom and right margins must be 2,5 cm

Numbering:

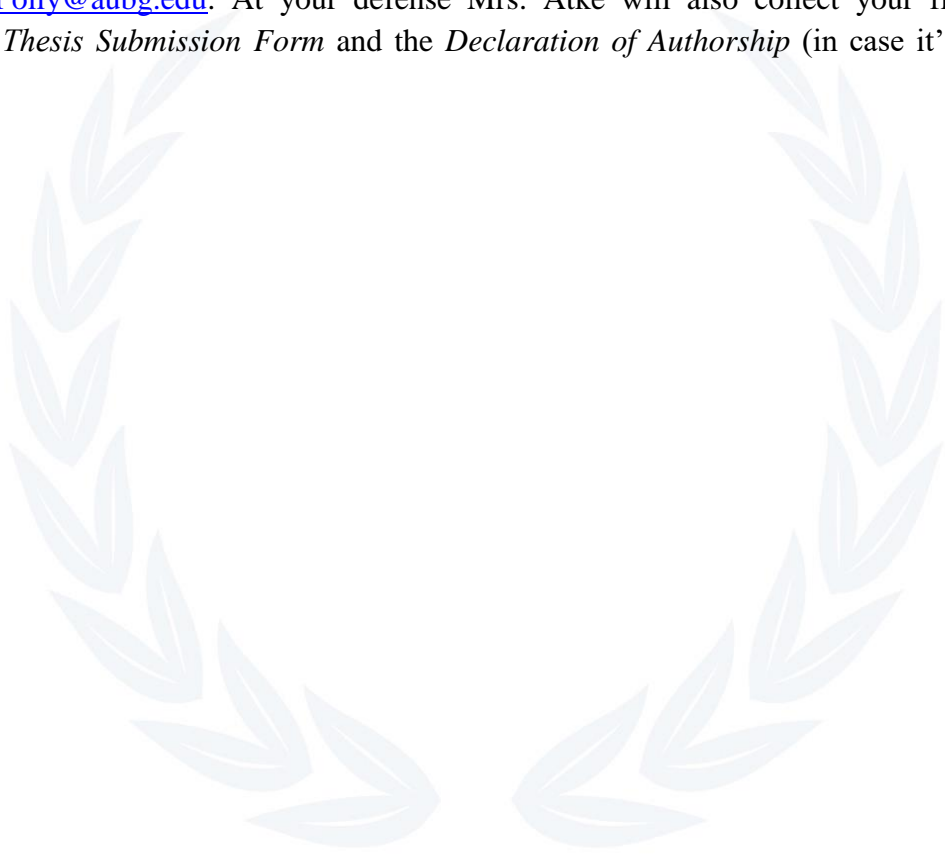
- Title page, Declaration of authorship page, and Abstract are **NOT numbered**

- Table of contents, lists of tables, graphs, charts, illustrations, acknowledgements, preface are numbered using lower-case Roman numerals (i, ii...), centered at the bottom of the page
- Main body of the work, references are numbered with Arabic numerals beginning with "1" centered at the bottom of each page

Footnotes – may be placed at the bottom of the page, at the end of the chapter, or at the end of the thesis before the bibliography

Submitting the Master's thesis/project:

Electronic versions must be submitted in PDF file, named as [lastname_Cohort_year.pdf](#) to Pavlina Atke at Polly@aubg.edu. At your defense Mrs. Atke will also collect your filled and signed *Master's Thesis Submission Form* and the *Declaration of Authorship* (in case it's not part of the thesis).



Appendix 1: Title page (sample)

 American University in Bulgaria

Executive MBA

TITLE

A Master's Thesis/Project in (your subject)

By: Student's Name....
Cohort ...

Supervisor: (Professor's name without titles or degrees)....

Sofia, 20...

Appendix 2: Declaration of Authorship (sample)

Declaration of Authorship

I hereby certify that the EMBA Master's thesis I am submitting is entirely my own original work except where otherwise indicated.

I am aware of the University's regulations concerning plagiarism, including those regulations concerning disciplinary actions that may result from plagiarism.

Any use of the works of any other author, in any form, is properly acknowledged at their point of use.

Student's Signature:.....

Student's Name:.....

Date of Submission:.....

Appendix 3: Abstract (sample)

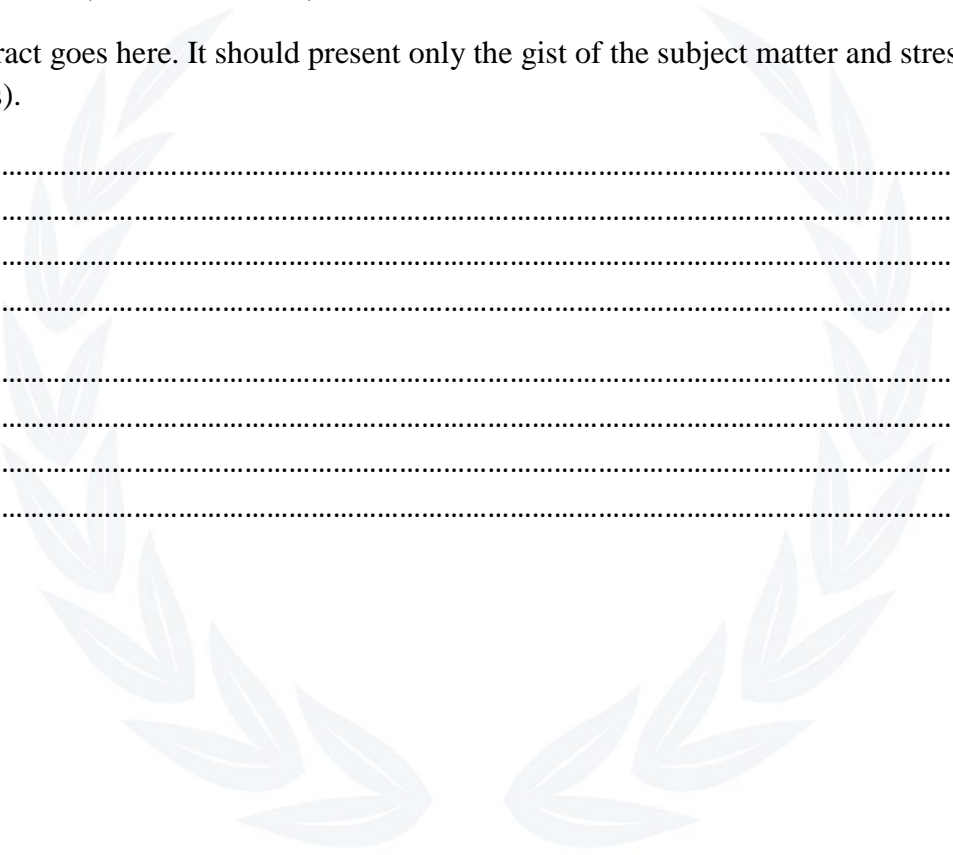
Abstract

TITLE OF MASTER’S THESIS/PROJECT: double-spaced...

STUDENT'S NAME: (as registered with the University), degree sought (abbreviated), the University, (year)...

SUPERVISOR: (Professor's name)...

Your abstract goes here. It should present only the gist of the subject matter and stress brevity (100-200 words).



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

Appendix 4: Table of Contents (sample)

Table of Contents

List of Tables [if any].....#

List of Figures [if any]#

Chapter 1: Title of Chapter.....#

 Subchapter 1.1

 Subchapter 1.2

 Subchapter 1.3

Chapter 2: Title of Chapter.....#

Chapter 3: Title of Chapter.....#

Appendix A: Name of Appendix [if any].....#

Appendix B: Name of Appendix [if any].....#

Glossary [if any].....#

Bibliography.....#

Appendix 5: Citation Styles and Research References

In the process of writing the paper, you are going to use the knowledge and works of other writers and researchers. Whenever you do that, you will need to document your source by indicating what you borrowed and from whom.

You must consult your supervisor for any specific reference style requirements. Some of the most popular citation styles are:

[MLA Style](#) – Modern Languages Association style – mainly used in literature, arts, and humanities areas.

[APA Style](#) – American Psychological Association style – mainly used in psychology, education, and other social sciences.

[Chicago Style](#) – mainly used in books, magazines, newspapers, and other non-scholarly publications.

We encourage you to use the following tools to assemble the list of works, cited in your paper:

[Mendeley](#) - Mendeley is a free reference manager and PDF reader designed for faculty and students for managing and sharing research papers, discovering research data and collaborating online.

[Zotero](#) and [Citation Generator](#) – online tools for MLA, APA and Chicago Bibliographic Formats. It takes care of punctuation, alphabetization and formatting, producing a polished source list for import into Word.