

HÔNG ĐỨC UNIVERSITY
FACULTY OF FOREIGN LANGUAGES



Graduation Thesis Guidelines

Thanh Hóa, 2020

Thesis Structure:

A minor thesis should be composed of the following parts:

1. Cover page
2. Title page
3. Declaration
4. Acknowledgement
5. Table of contents
6. Abstract
7. List of abbreviations (if any)
8. List of tables and figures (if any)
9. Main body of thesis
 - Introduction
 - Literature review
 - Methodology
 - Results and discussions
 - Conclusion
10. References
11. Appendix (if any)

Generally, the introduction and theoretical parts should account for a third of the main body of a thesis and the remaining sections (methodology, results and discussions, conclusion) two thirds of the thesis. Each of these parts is addressed in the following.

I. The cover page

The cover page should contain the following elements:

- Hồng Đức University (font Times New Roman capital normal-typed size 14)
- Faculty of Foreign Languages (font: Times New Roman capital-letter, bold-typed size 14)
- Student's name (font: Times New Roman capital-letter, bold-typed size 14)
- Title of the thesis (font: Times New Roman capital-letter, bold-typed size 16-18)
 - **Submitted in partial fulfillment of the requirements of the degree of Bachelor of Arts in English Language Teacher Education or Bachelor of Arts in English Language** (font Times New Roman capital-letter, normal-typed size 14)
- Thanh Hóa, year (font: Times New Roman capital-letter, bold-typed size 14)

The usual layout of these elements is shown in Figure 1.

II. The title page

The title page should contain the following elements:

- Hồng Đức University (font Times New Roman capital-letter, normal-typed size 14)
- Faculty of Foreign Languages (font: Times New Roman capital-letter, bold-typed size 14)
 - Title of the thesis (font: Times New Roman capital-letter, bold-typed size 16-18)
 - Submitted in partial fulfillment of the requirements of the degree of Bachelor of Arts in English Language Teacher or Bachelor of Arts in English Language (font Times New Roman capital-letter, normal-typed size 14)
 - Student's name (font: Times New Roman small-letter, bold-typed size 14)
 - Supervisor's name with the rank and degree (font: Times New Roman small-letter, bold-typed size 14)

- Thanh Hóa, year (font: Times New Roman capital bold-typed size 14)

The usual layout of these elements is shown in Figure 2.

I. Declaration

The declaration is used to state that the thesis has been composed by you and either that the work is your own or if you have been a member.

II. Acknowledgement

The acknowledgement is used to thank any organizations, groups, or individuals who have been involved with your study/research.

III. Contents page

The table of contents is the guide to your thesis, so it must be accurate and logical. You are expected to follow the format outlined in Figure 3.

IV. Abstract and key words

The abstract, which should not exceed 300 words, is to give a brief overview of the thesis. The abstract should:

- give a brief background to the study/research including its objectives
- outline the research method used
- discuss the main findings

The key words are not more than 5 words and/ or phrases.

V. List of abbreviations and/or List of figures and tables

Each table, chart, figure, map, illustration or paper clipping used in your thesis should be numbered and labeled in the text. These should be listed and numbered following the abstract.

VI. Main body of the thesis

The thesis length should be in the range of 12,000 – 16,000 words (40 – 60 pages), NOT including the References and Appendices.

The main body of the thesis should follow the following overall thesis structure, subject to any variation which should be approved by the Supervisor in consultation with the Faculty.

PART I. INTRODUCTION

PART II. DEVELOPMENT

Chapter 1. Literature review

1.1.

1.1.1.

1.1.2.

1.2.

Chapter 2. Methodology

2.1.

2.2.

Chapter 3. Findings and discussions

3.1.

3.2.

PART III. CONCLUSION

Introduction

This part is to frame the thesis for its readers. The introduction should provide:

- A brief description of the topic including any background that might be necessary for the general reader to understand the research area
- A statement as to why the topic is worth researching or why you found it interesting
- A statement of your research objectives or hypothesis
- An overview of the rest of the thesis/An outline of the thesis

Literature review

The purpose of reviewing existing information is to find what is already known about the topic. It is advisable to answer the following questions in a literature review:

- What is the present state of knowledge regarding the topic under consideration?
- How are the studies related to the one being proposed?
- What is the quality of the studies reviewed?
- How will the proposed study contribute to the existing literature?

Literature review is not a comprehensive evaluation of all literature related to a topic. While you need to read widely to clarify many issues for yourself, only a careful selection of narrowly relevant materials which pertain immediately to the research question will be covered in the literature review itself.

Methodology

The method employed in your research should be explicitly detailed, including the subjects of the study, the research instruments employed, data collection procedure, the strengths and limitations of the methodology employed, etc.

Findings/results and discussion

This part should consist of a discussion of the findings/results of the study focusing on the question posed in the thesis. In addition, it should serve to compare your results to previous research findings (i.e. do the present findings reflect/refute previous findings?). You should also demonstrate an awareness of the limitations of your study in this part.

Conclusion

Following are the key components which should not be omitted in the conclusion:

- summary of question posed
- summary of findings
- summary of main limitations of the study at hand
- details of possibilities for related future research

Remember: The conclusion is not the place to introduce new insights into the question at hand. All ideas and thoughts should have been already mentioned at this stage. New thoughts should refer to future research questions.

VII. General document guidelines

- Margins: top: 2,5 cm; down: 2,5 cm; left: 3,5 cm; right: 2 cm (Size A4 210x297mm)
- Font: Times New Roman size and type: 13-pt
- Spacing: 1.5 lines throughout the paper, including the abstract, body of the thesis, and references
- Alignment: Justify (creating even left and right margins)
- Paragraph indentation and spacing: indentation 5-7 spaces (one tab); spacing: 6 pt
- Place page numbers from declaration until conclusion part. Set page numbers from 01 and put them at the center of the Header of the paper.
- The numbering of tables, charts and graphs must be associated with the ordinal number of the chapter. For example, figure 1.2. means the 2nd figure of chapter 1. The title of the table is shown above the table. The title of the figure is shown below the figure.
- References in the thesis must be cited in APA format (review pages 90-103 in the book of Research Methodology)

VIII. Appendix(es)

Documenting sources

IX. References

Citations and references should follow the APA styles (**review pages 90-103 in the book of Research Methodology**).

1. In-text citation

- According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).
- Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
- She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
- Jones (1998) found a variety of causes for student dissatisfaction with prevailing citation practices (paras. 4–5).
- A meta-analysis of available literature (Jones, 1998) revealed inconsistency across large-scale studies of student learning (Table 3).
- *Summary or paraphrase: According to Jones (1998), APA style is a difficult citation format for first-time learners.*
- *Summary or paraphrase: APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).*

2. Reference list:

You must include a list of references at the end of your thesis. Remember to list only the works that you have referred to in your thesis.

The documents are arranged in different languages and must be sorted in ascending alphabetical order.

Some examples:

(Article)

1. 'A note on the reorganization of district administration'. (1885). *Quarterly journal of political and social science*, 7, 1-12
2. Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522.

(Online materials)

3. Delegman, D., & Harris, M.L. (2000). *APA Style Essentials*. Retrieved May 18, 2020 from: <http://lit~xytiv.vangrtard.edulps vchologytapa.html>

(Book)

4. Paloutzian, R.F. (1996). *Invitation to the psychology of religion* (2nd ed). Boston: Allyn and Bacon.

(Part of book)

5. Shea, J.D. (1992). Religion and adjustment. In J. F. Schumaker (Ed.). *Religion and Mental Health* (pp. 70-84). New York: Oxford University Press.

X. Plagiarism

Avoid plagiarism by using quotations and paraphrases with proper referencing. When you are reading, keep careful notes of your sources, including all the bibliographic information that you need to write a full reference for the sources.

Figure 1: cover page for the final version (bìa cứng gáy, in nhũ)

HÔNG ĐỨC UNIVERSITY
FACULTY OF FOREIGN LANGUAGES

NGUYỄN A

... (NAME OF THE THESIS) ...

Submitted in partial fulfillment of the requirements of the degree of
Bachelor of Arts in English Language Teacher Education /
Bachelor of Arts in English Language

THANH HÓA, ...year...

NGUYỄN A

GRADUATION THESIS

THANH HÓA, ...year...

Figure 2: cover page (bìa ngoài quyển nộp cho hội đồng chấm khóa luận

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Submitted in partial fulfillment of the requirements of the degree of
Bachelor of Arts in English Language Teacher Education /
Bachelor of Arts in English Language

Student: Nguyễn A

Student ID No.:

Class: K... – ELTE / K... – EL

Supervisor: M.A. Nguyễn B

THANH HÓA, ...year...

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