**Formal requirements to the MA theses**

The MA thesis submitted to the defense at the MA program in Applied and Interdisciplinary History”Usable Pasts“’ should be written in English. Words and phrases in other languages, such as ‘*videlicet*’ or ‘*raison d'état*’ should be put in italics. Titles of the bibliography entries should appear in their original language, however, titles in Cyrillic should be transliterated according to the Library of Congress style in parentheses.

Sections of the thesis should be ordered in the following way:

1. Title page
2. Abstract (between 300 and 500 words), including a statement of the problem, the methodology used, and the major findings
3. Acknowledgements
4. Table of contents with chapter headings, section headings and sub-headings
5. List of Figures, Tables or Illustrations
6. Tables of measures (where applicable)
7. List of Abbreviations
8. Body of the thesis
9. Bibliography
10. Appendices, e.g. formulae, maps, diagrams, interview (where applicable)[[1]](#footnote-1)
11. Glossary of special technical words or acronyms (where applicable)

The ***thesis*** should be computer printed on white A4 paper in Times New Roman 12pt, 1.5 space intervals, either single-sided or double-sided. Single spacing should be used for block quotations, footnotes, and bibliography. Margins should be 2.5 cm on all sides. Paragraphs should be indented, or an empty line left between paragraphs. Pages should be numbered at the bottom in the centre using Arabic numerals starting with the first page of the first page of the introduction. Each chapter should start on a new page.

The ***title page*** should have the full title of the thesis, the student’s name, the department and name of the university, the supervisor’s name, the place of submission, and the year of submission

The thesis should be ***structured*** into logical chapters (on average three to ten) with an introduction and a conclusion for each chapter, which do not count as chapters.

The ***introduction*** to the thesis should present an overview of the subject of the thesis and place it into the existing state of art in the field, justifying the choice of the topic and the significance of the present research in the field. The contribution in terms of originality of the sources, tools, methods, approaches, and / or analysis should be made explicit. At this point in the Introduction, the candidate should define the ***research problem*** and propose his / her ***working hypothesis***.

The final section of the introduction should outline and justify the ***structure*** of the thesis.

1. Applied theses may have numerous non-paper appendices – PC data, software, or audio-visual material. [↑](#footnote-ref-1)