



**University of Cyprus**  
**Graduate School**

**TEMPLATE**  
**SPECIFICATIONS AND INSTRUCTIONS FOR THE**  
**PREPARATION,**  
**WRITING AND SUBMISSION OF THE**  
**MASTER'S THESIS / DISSERTATION**

**THE USE OF THIS TEMPLATE IS OPTIONAL. EACH MASTER'S THESIS /  
DISSERTATION MUST MEET THE REQUIREMENTS OF THE REGULATIONS  
FOR POSTGRADUATE STUDIES**

# Requirements / Specifications for the Master's Thesis / Dissertation

**The Master's Thesis / Dissertation may be prepared in electronic and/or printed form.**

**Bookbinding:** If the paper/thesis is prepared in hard copy, it must be bound in A4 size volume(s) with a brown leather hard cover. The cost is arranged by the Master's student.

**Submission:** Every candidate for a Master's degree at the University of Cyprus must submit the electronic version of his/her Master's thesis - Master's Dissertation to the Library before graduation, which is done through self-filing. Instructions for submission of the Master's thesis/dissertation are available below, as well as on the [official website](#) of the University of Cyprus Library.

1. Click on the link <https://gnosis.library.ucy.ac.cy/>. This will take you to the homepage of the Gnosis Institutional Repository.
2. At the top right of the page please Log in via: Password Authentication using your University credentials (email / password).
3. Next, you should select from the home page the community Μεταπτυχιακές Διατριβές ΠΚ / UCY Master Thesis, and then select the school and finally your Department. By selecting the Department, there you will find and click on the “**Submit a new item to this collection**” which will direct you to the self-archiving form.
4. Please fill in the basic descriptive information of your master thesis. Fields marked with an asterisk are mandatory.
5. Attach the final version of your work (it is in the steps of the same form). The file (.pdf) must be the exact copy of the work (without signatures). The name of the file must be written in Latin characters and include your name e.g. Ioannou\_Anastasia.

**Size:** The size of the thesis/dissertation is determined by each department individually and is related to the requirements and specifics of the topic. The scientific completeness of the thesis is assessed rather than the size of the thesis itself.

**Cover page:** If the thesis/dissertation is prepared in hard copy, the University of Cyprus logo in gold color is placed on the cover. The academic department, the title of the thesis, the name of the Master's student, the designation "MASTER'S THESIS/DISSERTATION" and the year of submission. (please see the sample cover page below).

**Paper:** Good quality white paper of A4 size is used.

**Font:** It is recommended that a black font is used, preferably Times New Roman or Arial and 11- or 12-point font size. For notes or footnotes, it is recommended that the same font be used but in a smaller character size than the text of the paper. It is possible for chapter and subchapter headings to appear in a different font size.

**Spaces:** The text is recommended to be prepared in 1 ½ intervals. Long references, footnotes, appendices, and bibliographic references can be prepared in a single space.

**Margins:** The specified dimensions of the margins are as follows: the top, bottom and right margin should be 2 cm and the left margin 3.5 cm.

**Printing:** If the thesis/dissertation is printed, the printing must be clearly visible and only one side of the paper must be used.

**Paging:** Preliminary pages (i.e. acknowledgements, table of contents and the like) should be numbered consecutively, using Latin numbering in lower case (i, ii, iii, iv, v, ...). The title page (front cover) is not numbered or counted in the total number of pages of the paper. All other pages of the text, appendices (if any) and bibliographic references are numbered consecutively using Arabic numeration (1, 2, 3, 4, 5, ....). The number of each page is placed at the bottom of the page, aligned to the right.

## **Structure of the main sections of the Master's Thesis / Dissertation**

- Abstract in Greek (500 words)
- Abstract in English (500 words)
- Acknowledgements (*Optional*)
- Table of Contents
- List of Diagrams/Images (*Optional*)
- List of Tables (*Optional*)
- Main body
- Introduction (Chapter 1)
- Other Chapters
- Conclusions
- Bibliography
- Annexes (if any)

## **Main Body of the Master's Thesis / Dissertation**

This part develops the basic argument and the topic discussed in the thesis/dissertation. The author substantiates what he/she writes with references to the relevant literature.

The main body is divided into chapters, subchapters and paragraphs which refer to the theoretical review of the literature, both Greek and foreign, to familiarize the reader with the main question of the study and to enhance critical thinking and deeper acquaintance with the topic. In these chapters, the views of other research on the topic under investigation are critically presented, as well as the author's own perspective through his empirical approach.

Then, the data and results of the study are analyzed and commented upon, thus reaching specific points of critique, the conclusions, which include suggestions for further extension of this study.

Finally, the bibliography, i.e. the list of literature sources used for the preparation of the thesis/dissertation, is presented, as well as the appendices, which are not directly related to the main text but include data and evidence (e.g., questionnaires, photographs, interview structure, etc.) that complement in a secondary way the topic.

The main part includes the following sections:

- [Introduction](#)
- [Literature review](#)
- [Research methodology](#)
- [Results](#)
- [Discussion of results](#)
- [Conclusions](#)
- [Bibliography](#)
- [Annexes](#) (*if available*)

## **Introduction**

The introduction presents a summary of the thesis/dissertation, which provides an overview of the research question, methods, findings, and conclusions. It does not fail to mention the purpose and topic of the study.

## **Literature review**

This section presents a comprehensive review of existing research and scientific work related to the topic of the thesis, demonstrating the gap/need for further research.

### *What is literature review?*

It refers to the systematic study of research on the topic of the thesis which encompasses the presentation of relevant research and the critical review of relevant findings, not a simple description of the literature. It identifies the problem addressed by the thesis/dissertation, how it relates to previous research and presents the developments to date around the topic area.

At this point, the gaps in the literature are identified, the importance of studying this particular problem is presented, and the contribution of this research to the science.

## **Research methodology**

The research methodology explains in detail the research design, methods, tools, and procedures for data collection and statistical (e.g., questionnaires, interviews) or analytical techniques used to carry out the work. The description should be sufficiently detailed to allow the reader to accurately replicate the research.



## **Results**

In this section, the results obtained from the data processing are presented in statistical terms and methods, without commenting or comparing them with the findings of other studies.

The results should be presented in the form of a short and clear continuous text and not in the form of disjointed paragraphs. Initially, the most important findings and those related to the research questions and hypotheses are reported. Then the minor findings are presented, i.e. those that were not expected or those resulting from statistical analyses carried out afterwards.

It is suggested that tables and charts are used where appropriate to better present the results. Where tables and graphs are used, reference is made to them in the text, e.g. (see Table 1).

## **Discussion of results**

This section interprets and evaluates the results, first by restating the research purpose and the research hypotheses or questions, and then by stating whether or not these results support the original hypotheses. In the commentary, the findings of the study are compared with those of other studies that have dealt with the same or similar topic. The differences and similarities between them are then discussed and at the same time through the comparison it becomes apparent what is new and important from this research.

## **Conclusions**

This section provides a summary of the research, which restates the main findings and their significance. It also considers the objectives of the study and any limitations that emerged along with any efforts made to address them. Towards the end of the section, specific suggestions for future research and practical application are given, and possible questions that have emerged through the research are formulated.

## **Bibliography**

The Bibliography is a list of all the sources used for the preparation of the thesis. For the formatting of the references and the bibliography list, the template chosen by the department, or the supervisor, is used.

## **Annexes *(if available)***

The annexes include tools used in the research or any information material that cannot be included in the main text of the study such as questionnaires, interview extracts or raw data that provide additional information to support the work. Each appendix appears on a new page using Roman numerals in the header e.g. ANNEX I, ANNEX II.

**TEMPLATE OF WRITING A  
MASTER'S THESIS / DISSERTATION**



**[Cover page]**

**[DEPARTMENT]**

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**[Back of title page]**

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[MONTH AND YEAR OF SUBMISSION]

*"The present Master's Thesis / Dissertation was submitted in partial fulfillment of the requirements for the award of the Master's degree of the University of Cyprus. It is the product of original work solely by me, except where explicitly indicated by bibliographical references, notes or other statements."*

..... [Full name of the Master's Candidate]

**Examination Committee:**

**Research Supervisor:** \_\_\_\_\_  
(Full name and Position)

**Committee Member:** \_\_\_\_\_  
(Full name and Position)

**Committee Member:** \_\_\_\_\_  
(Full name and Position)



## **Copyrights**

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The approval of the thesis/dissertation by the Department [...] of the University of Cyprus does not necessarily imply acceptance of the views of the author by the Department.

## ABSTRACT

The abstract is comprehensive and gives the general overview of the thesis/dissertation, without further reference to external sources. It states the main issues discussed in the thesis/dissertation, the purpose of the research, its significance, and the main findings.

The length of the abstract is set at 500 words.

**Keywords:** 4 or 5 words are given which correspond to the topics of the thesis.

[Abstract page in English language]

## ABSTRACT

The abstract of the thesis/dissertation in English language.

**Keywords:** 4 or 5 words are given which correspond to the topics of the thesis.

## **Acknowledgements (*Optional*)**

I would particularly like to thank [...], for [...].

## TABLE OF CONTENTS

The table of contents of the thesis/dissertation contains the structure of the document in the form of a list.

It is recommended to automatically create the table of contents via Word as shown in the following example.

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# LIST OF DIAGRAMS/IMAGES

*(Optional)*

The List of Diagrams/Images has the same format as the table of contents.

The **pictures, diagrams and other graphs** that appear in the text are all taken as **diagrams** and are numbered in a uniform way.

In case there are several diagrams within the work, it is recommended to automatically create a list of diagrams via Word as shown in the following example.

Diagram 1: [Title of diagram]..... [page no.]

*(copy as many times as needed)*

Picture 1: [Title of picture] ..... [page no.]

*(copy as many times as needed)*

## LIST OF TABLES

*(Optional)*

The Table List has a similar format to the Table of Contents. In case there are many tables within the text, it is recommended to automatically create a table list via Word as shown in the following example.

[Chapter no.] Table 1: [Title].....[page no.]

[Chapter no.] Table 2: [Title].....[page no.]

*(copy as many times as needed)*

## **ABBREVIATIONS**

*(Optional)*

All important abbreviations that have been used in the text of the thesis/dissertation and need explanation are presented briefly, e.g.:

[Abbreviation].: [Explanation of abbreviation]

[Abbreviation].: [Explanation of abbreviation]

[Abbreviation].: [Explanation of abbreviation]

*(copy as many times as needed)*



## **MAIN PART**

The main part presents all the chapters and subchapters of the thesis/dissertation. Then, in different chapters, the bibliography and appendices used are listed.