

UNIVERSITY OF PÉCS
FACULTY OF MUSIC AND VISUAL ARTS
DOCTORAL SCHOOL

DOCTORAL (DLA) DISSERTATION
FORMAL CRITERIA

Title section

At the top:

*University of Pécs, Faculty of Music and Visual Arts, Doctoral School

In the upper third of the page:

*Author

*Title of the dissertation

Subtitle

DLA dissertation

In the lower third of the page:

Name, title, position of consultant(s)

(E.g.: Bencsik István, sculptor, professor emeritus

Colin Foster DLA, sculptor, university professor)

Theoretical consultant (if there is one)

Bottom of page:

*Year

Items marked with * are to be placed on the front cover of the binding also.

General font type

Times New Roman, 12 points, with 1.5 line spacing.

Subdivision, subtitles

There can be maximum two levels inside a chapter: intermediate titles and subtitles under these.

It is not advisable to have more than one intermediate title on one printed page.

There should be four types of title in the doctoral dissertation:

- Main title : 22 points, bold type
- subtitle 1 (a more detailed text below the main title), 14 points, bold italics
- intermediate title (which divides the body of the main text into subparts), 12 points, bold, with an empty line above and under it
- subtitle 2 (which further divides the body of the main text) 12 points, bold, with an empty line above it

Paragraphs

Text is easier to read if it is divided into proportional paragraphs. A paragraph should normally be longer than a single sentence, but it should not be longer than a page or two. There need not be any extra space or empty lines between paragraphs.

In the paragraphs constituting the main text, names need NOT be in italics. Names should only be in italics in references to works cited, where the name is used instead of the whole title; e.g. (*White 1978.*)

In the main text, numbered footnotes should only be used in special cases for referencing works cited. (E.g.: referencing manuscripts or publications with restricted publicity. Internet sources too should be referenced in footnotes, where including the date of downloading is mandatory.)

The superscript index of the few footnotes in the main text should go after the ending punctuation of the sentence, and it is not in italics. (E.g.: “in the studies of ...”.¹³)

Tables

Tables should be numbered, using Arabic numerals. Every table should have a title.

Figures and Pictures

Figures and pictures should be numbered, using Arabic numerals. Every figure and picture should have a title. The title goes in the line under the figure or picture (centred), so the title should not be a part of the picture itself. Figures and pictures should be referenced by their numbers. Figures and pictures should be given a description so that they are meaningful on their own. All additional caption text should be in normal type, 10 point font. In the case of line graphs, different lines should be printed in different line types (continuous, dashed, etc.) and with different nodes (circle, square, triangle, etc.). Lines that are part of the objects (e.g. axes of charts) should not be thicker than 1 point, dashed lines should be avoided.

Appendices

Pictures, photos, and reproductions can either be placed inside the text or in an appendix at the end of the dissertation.

List of pictures

Following the text, in the form of a simple list. Data of pictures, photos, reproductions featuring in the dissertation: author, title, date, materials, technique, measurements.

Curriculum Vitae

Placed at the end of the dissertation.

Acknowledgements

Information concerning the origin of the research idea, circumstances of writing the dissertation and any support received. It is placed between the main text and the works cited section.

Table of contents

At the beginning of the dissertation, preceding the main text. No dots or page numbers are needed.

Bibliography

Works cited are listed after the main text, in alphabetical order of authors. Works by the same author are to be listed in ascending order of publication year. (Items in the works cited list should contain the following data, in the order given here: author(s), year of

publication, title, publisher, publication location, page number/s. All cited works and quotations in the main text must correspond to an item in the cited works list, and all works on the list must be referenced in the text.

Items in the cited works list are formatted with a hanging indent (e.g. 1cm). In the works cited section, in addition to all directly quoted works, all those works have to be listed from which longer sections or conceptual units are paraphrased in the main text.

Notes

Thoughts and remarks not directly integrated in the train of thought can be included in separate notes. In general it is advisable to include thoughts in the composition of the main text, and to minimize the number and length of footnotes, as reading extensive footnotes would interfere with the integrity of the main text. All published texts should be referenced in the main text, footnotes should be reserved for unpublished sources, materials found in archives, manuscripts, etc. In the case of quoted text, the footnote contains: author, date, page number/s. When referencing works of art or exhibitions and catalogues, the footnote contains: see: in the catalogue etc.

In the printed version, each footnote appears on the page where it is referenced.

References within the text

References within the text contain the name/s of the author/s and the year of publication. The name of authors can be part of a sentence [...as results published in the study of *White* (1998) ...], or it can be inserted in parentheses [...interconnection between the two variables has been noted before (*White*, 1998), thus...].

The names of two authors are separated by “and”: (*Black and White*, 1998). In the case of more than two names, the names are separated by commas, and the last two names by “and”: (*Fekete, Fehér, and Barna*, 1998).

In the case of more than three names, all names are given at the first appearance (*Fekete, Fehér, Szürke, and Barna*, 1998), at all further appearances, the name of first author is followed by “et al.” (*Fekete et al.*, 1998).

In references, names are italicized. Literal quotations are inside quotation marks, and the reference also gives the page number/s (*White*, 1998. p. 32).

Within the parentheses, different works of the same author are referenced by writing the name only once, followed by the year of publication, separated by commas (*Bloom*, 1955, 1956a, 1956b).

When referencing works of different authors within a single pair of parentheses, items are separated by semicolons (;) (*Fekete*, 1998; *Fehér*, 1989; *Szürke and Barna*, 1988a).

When referencing multiple publications of the same author which were published in the same year, these are differentiated by adding a letter after the year (*Nagy*, 1988a).

Page numbers, when necessary, are denoted by “p.” or “pp.” in the case of multiple pages. In the works cited lists, page numbers are given without “p.” or “pp.”

Reference Forms in the Works Cited Section

Books by individual authors

Author/s (year): Title, Publisher, locality. The title in italics. E.g.: Vayer Lajos (1982): *Az itáliai reneszánsz művészete*. Corvina Kiadó, Budapest.

Edited books

Author/s, (year, ed.): Title, Publisher, locality. The title in italics. E.g.: Peternák Miklós (1991, ed.): FILM. Képzőművészeti Kiadó, Budapest.

Chapters of books

Author/s (year): chapter (paper) title. In: Name of editor/s (ed.): Book title, Publisher, place of publication (locality). Page numbers: the first and last page of the chapter. The title of the book is in italics. E.g.: Resnick, L. B. (1987): Constructing knowledge in school. In: Lieben, L. S. (ed.): *Development and learning: Conflict or congruence?* Lawrence Erlbaum, Hillsdale, NJ. 19-50.

Journal Articles

Author/s (year): Title of article. Title of Journal, year [volume] number. Page numbers: the first and last page of the article. The title of the Journal is in italics. E.g.: Baumann, Zygmunt (1994): A világ varázstalanításának vége, avagy a posztmodern története. *Liget*, 9. 41-56.

In the works cited section, page numbers are given without “pp.” The abbreviation of “number” is “n.” There is a period after each item.

Earlier publications and translations

If the author of the dissertation references a translation, reprinted or replica edition, later edition or publication in a collected volume, and wants to indicate the time of the original publication as well, this can be done by indicating both years, the year of the original publication first, and the two numbers divided by a slash. Only the data of the referenced edition need to be given. E.g.: (Neisser, 1976/1984). Neisser, U. (1976/1984): *Megismerés és valóság*. Gondolat, Budapest.

Names of authors

Since it is common for Hungarian names to consist of a family name and only one given name, and there are many frequent family names, the family name and the initial/s of the given name/s are hardly enough to clearly identify authors. Therefore – as usual – in the case of Hungarian authors, the full name is given in the works cited list, in the form that the author uses in the referenced publication (E.g.: *Peternák Miklós, Beke László, Hegyi Lóránd*). In the case of a works of Hungarian authors published in other languages, the names are written in the same form as non-Hungarian authors. E.g.: Nagy, J. and Szebenyi, P. (1990): Hungarian reform: towards a curriculum for 1990s. *Curriculum Journal*, 1. n. 3. 247-254.

In the case of authors other than Hungarian, the name is given in the form of family name, initial/s of given name/s, with a period after each initial. E.g.: Bloom, B.S. Within the text, the names of authors can be freely used as the structure of the sentence requires. E.g.: As *Benjamin Bloom* (1956) writes in his much-quoted book... Referencing the work in parentheses, only the family name should be written, e.g.: (*Bloom*, 1995). In the works cited section, there is a space between the initials of the given names.

Language and Style

Emphasis

In print, emphasis is denoted by *italics*. In addition, titles (e.g. book titles, titles of works of art), and names of journals are italicized. Denoting emphasis by bold type or CAPITAL LETTERS should be avoided.

Numbers

Numbers under 10 in the text are usually written out as words, from 10 up they are written with numerals. Two exceptions to this are statistical data, as they are always written in numerals, and numbers given in a sequence, where a unified mode of writing can be used (e.g.: “measurements were conducted in the seventh, ninth and eleventh grades”). The results of statistical data analysis are usually given up to the third meaningful digit.

Statistical data representing findings should usually (in the case of numbers related to main points of the dissertation, always) include significance indicators according to the norms of the relevant field of study.

Numbering, sequences, enumerations

Subtitles within a chapter are not numbered. If paragraphs form an enumeration of points, the sequence of related paragraphs can be denoted by (Arabic) numerals or lowercase letters. Numbers are followed by a period; letters are followed by a closing parenthesis. E.g.: 1. This paragraph is the first one in the sequence. a) This paragraph is the first one in the sequence. Enumerations within a paragraph can also be denoted by letters or numbers. Either should be enclosed in parentheses. E.g.: “The major categories of Bloom’s taxonomy are: (1) knowledge, (2) understanding, (3) application...” or “The major categories of Bloom’s taxonomy are: (a) knowledge, (b) understanding, (c) application ...”.

In enumerations the items, which begin with a lower case letter, are preceded by an em dash (–, ALT +0150), and followed by a semicolon (;). The last item is followed by a period.

Special characters

Quotation: there is an opening (“), and a closing (”) quotation sign. Within a quotation, the » (ALT +0187) opening, and the « (ALT +0171) closing quotation marks can be used.

The em dash: – (ALT +0150) – and the en dash (-) should be differentiated. In addition to separating clauses, an em dash is used to denote numerical ranges, e.g.: 1222–1300, pp. 13–45, 15–30km.

Percentage sign: In the main text, instead of using a percentage sign, the full word is written out (e.g.: 10 percent).

Of course in graphs, charts and tables, the % sign is used.

Opening (‘) and closing (’) apostrophe: Titles of works are quoted this way, e.g.: ‘A Short History of Time’.

Abbreviations

No abbreviations should be used in the main text, except for the most common ones, e.g.: “cf.,” “etc.,” “e.g.”

The Manuscript of the Dissertation in Electronic Form

The Doctoral School requires that the manuscript of the dissertation is made using a computer. The extent of the DLA Dissertation is at least 80,000 characters (40 pages), and no more than 240,000 characters (120 pages), including appendices (with pictures) and notes, but not including the bibliography. (1 page=2000 characters.) Font size of the main text is 12 points, line spacing is 1.5.

There should be a page margin of 3cm at the top, right, and bottom of the page. On the left hand side, the margin should be somewhat bigger in order to allow for binding.

Theses

The main theses of the dissertation are to be submitted in English and Hungarian. The extent of the theses is at least 10,000 characters (5 pages), and no more than 20,000 characters (10 pages). The Theses present the research topic, methods, results and conclusions in a concise, conclusive form (possibly even in a list of points). It gives a summary of how the results of the doctoral research were channelled into the doctoral dissertation, and lists the main findings of the doctoral research and dissertation, highlighting aspects of novelty and positioning these within the formerly published results of the given field.

It should include a bibliography of its own (maximum 2 pages), listing all works cited in the Thesis.

Deadline

The DLA dissertation can be submitted at the same time as the request for commencing the doctoral procedure, or within two years of this.

Submitting the Dissertation in Electronic Form

The Doctoral School asks that the dissertation and the main theses (in Hungarian and in English) should be submitted in PDF format to the following e-mail address: zabradi.mariann@art.pte.hu

Masterpiece:

The masterpiece is a mature work of art of significant scale, which goes beyond the scope of the previous works of the artist, is a proof of an individual artistic-intellectual concept and its implementation shows a high standard of craftsmanship. In its presentation, non-standard presentation tools can only be used with the consent of the tutor. The masterpiece can be a work of art, series, individual exhibition or an installation or work in public premises, a performance of a musical piece or other means of publication. The masterpiece is evaluated at the time of defending the doctoral dissertation, and it is considered a part of the process.

The photo-documentation or other documentation of the masterpiece has to be submitted at the same time or prior to the defence of the doctoral dissertation.

Works submitted at the defence and their documentation are archived by the Doctoral School.

*PTE MK Doctoral School
Doctoral Board*