SCIENTIFIC STUDENT ASSOCIATION

University of Miskolc
Faculty of Economics

Guide for submitting the TDK thesis

The following guide gives you a brief summary about submitting the TDK thesis, regarding the detailed submission procedure and required documents.

Until the deadline of the TDK conference the following documents should be submitted:

1. **TDK thesis**
2. **Abstract**
3. **Declaration of originality and statement of supervisor**
4. **MIDRA certificate**

TDK ESSAY

- **1 electronic version (via e-mail)**
- **1 other electronic version submitted to the online system**

General requirements

The TDK thesis must be a minimum of 25 pages and a maximum of 80 pages, from the first page of the Introduction to the last page of the Summary. Papers longer than the maximum number of pages will be automatically excluded (the system will not allow uploading!).

However, other material (pictures, tables, figures, etc.) that exceeds 80 pages but does not form the body of the essay can be uploaded as an annex (of any length and content) in a separate document. Text from the Introduction to the Executive Summary cannot be regrouped in the Annex!

Every essays of the TDK conference will go through a plagiarism check analysis, and they will be evaluated by the Committee. Please note that plagiarism is not allowed in any form, and you may not cite your own work without a citation (self-plagiarism is prohibited). In case if you submit more articles for the conference, and there is an overlap in content between them, it is necessary to refer to the other work in the same way as for other literature used. Without this self-citation, it refers to a plagiarism, and the work will be excluded from the conference. When using your own texts, it is also expected that the amount of text does not exceed the usual professional and scientific ratio expected for other cited works. If the referees

consider that there is a significant amount of quotation of the author's own work, the Committee will evaluate it. The essays, which infringe copyright, will be excluded from the conference.

It must be clear from the entry which part of the work is the author's own work, so in the case of co-authorship, please indicate the contribution and authorship in the table of contents. In the case of research work carried out in a research group, it is important to clearly describe the independent work carried out and to distinguish it from the other results of the research group.

Publication of the results of the TDK projects (journal, conference proceedings, etc.) is allowed.

Structure of the essay

- Outer cover
- Inside cover
- Table of contents
- List of tables (if relevant)
- List of figures (if relevant)
- Introduction
- Chapters (literature, research methodology, results, evaluation, etc.)
- Summary
- List of references
- Annexes

The essay contains the compulsory elements of academic papers:

a) scientific research question to be answered by the author at the beginning of the paper (in the introduction);
b) explicitly states his/her research model and/or methodology;
c) at the end of the paper, it answers the scientific question posed; it summarises in a thesis-like manner the new or novel scientific findings of the paper.

Format requirements

The essay must be written on a computer using a word processor, Times New Roman font, font size 12, 1.5 line spacing, justified. Authors are asked to clearly indicate the date of the finalisation of the manuscript, indicating the year, month and day, to help ensure a fair evaluation.

Outer cover

On the outside cover, the title "TDK thesis" should appear in the middle of the upper third of the cover, in letter size 24. The year 2021 (the year of the conference) should also be printed in type size 24 at the bottom centre of the outer cover.

Inside cover

On the inside cover, please write the author's name, the title of the thesis, the name of the supervisor and the sending institution in font size 14, and the date of the closure of the manuscript at the bottom of the page, e.g., Manuscript closure: 20 November 2021.

Page numbering starts with Introduction, page 1. The page number should be placed at the bottom of the page, in the middle. The margin on each page is 2.50-2.50 cm.

Tables, diagrams and other documents that serve to illustrate the thesis but do not form part of the main body of the thesis may be included in the appendix.

In-text citations: primarily in parentheses, author-publication year formula (APA, Harvard, etc. style).

Spelling, style and the above formal requirements are among the criteria for the evaluation.

ABSTRACT

- **1 electronic version (via e-mail)**
- **1 other electronic version submitted to the online system**

The abstract is not part of the body of the paper. The maximum length of the abstract is 2500 characters.

The structure of the abstract should follow the scientific character of the thesis, i.e. it should include a short summary about the following:

a) the analysed scientific question;
b) a description of the research methodology used;
c) a brief description of the results obtained (including a maximum of 500 characters of the student's own results).

Declaration of originality and statement of supervisor

- **1 electronic version (via e-mail)**

A "Declaration of Originality" and a "Statement of the Supervisor" must be attached to the thesis submitted to the TDK conference. The template will be available.

MIDRA certificate

- **1 electronic version (via e-mail)**

The TDK theses must be uploaded to the MIDRA repository maintained by the Library through the scientific portal (http://midra.uni-miskolc.hu/). The library will

send an "Upload notification email", which the author have to send to the TDT Committee.

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UPLOADING TO THE ONLINE SYSTEM

Electronic documents should be uploaded to the following location:

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1. **TDK thesis**
2. **Abstract**

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https://tdk.iit.uni-miskolc.hu/

SENDING VIA EMAIL

Electronic documents should be sent to the following e-mail address:

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1. **TDK thesis**
2. **Abstract**
3. **Declaration of originality and statement of supervisor**
4. **MIDRA certificate**

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gtktdk.unimiskolc@gmail.com

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THINGS TO DO AFTER SUBMISSION

1. **Preparing the presentation:** Once you have successfully submitted your TDK thesis, all you have to do is prepare the presentation you will give at the conference.

FOR FURTHER INFORMATION?

Contact us in the following addresses:

https://gtktdk.uni-miskolc.hu/kapcsolat