



## DIPLOMA THESIS GUIDELINES

### ASISISTANT PROFESSOR NIKOLAOS P. RACHANIOTIS

#### Introduction

A Diploma Thesis is expected to be of high scholarly competence and academic standards. Hence, upon its completion the thesis must convey the message of the research clearly. Attention must be paid to the structure, syntax and grammar of the thesis. Poor syntax, poor grammar, spelling errors, lack of structure, or inaccuracies in the tools, data or references are important thesis flaws and may lead to major revisions or even rejection of the thesis. The content and arguments must flow logically and consistently throughout the thesis and must be relevant to the topic. The use of illustrations such as figures and tables is encouraged, as visual means that support and reinforce the linguistic arguments.

#### Thesis Format

- The length of a thesis should be at least 10,000 words. This word limit does not include appendices, the glossary (if any) that gives explanations of the abbreviations used, symbols and technical terms (if included) and the references.
- Pages must be numbered consecutively. Page numbers should appear at the bottom right side of the page. The page numbering may commence at the title page or different numbering may be used between the front matter and main content of the thesis (e.g. Latin numbering for the front matter and Arabic numerals in the main content). In any case, the page numbering for the main content must always be in Arabic numerals.
- Tables and Figures should be numbered consecutively within each chapter (chapter number first; e.g. Table 2.1 and Figure 2.1 are the first Table and the first Figure in Chapter 2, respectively).
- Mathematical equations must be written clearly and numbered in parentheses. They should be numbered consecutively within each chapter (chapter number first; e.g. (3.1) is the first equation presented in Chapter 3).
- Tables and Figures must be entitled and explicitly commented and referred to in the text.
- Sources to original or derived Tables and Figures from other authors must always be cited (e.g. Source: Boddy, 2008 (p.227, Table 7.2)).
- Appendices should be explicitly cited in the text (e.g. “..., which is presented analytically on Appendix B.”).
- If the topic of the thesis is law-related, there must be the necessary documentation, corresponding to the academic legal texts (publications, articles etc.).

#### Structure of the thesis

An illustrative outline of a typical thesis structure is presented in the following:

##### **Front Matter**

Cover Page

Table of Contents

List of Tables (*if applicable*)



List of Figures (*if applicable*)

Summary (in Greek) [ $\leq 300$  words]

Summary (in English) [ $\leq 300$  words]

### **Main part**

Introduction (Chapter 1)

*Chapters* (Numbered consecutively from 2 to X-1)

Conclusions (Chapter X)

### **Back Matter**

References

Appendices (*optional*)

### **Front Matter**

The *Cover and Title Pages* of the thesis include the title of the thesis, the department/university, the name of the student, the name of the supervisor and the academic year and month.

The *Table of Contents* (ToC) must accurately convey the structure of the thesis and page numbering. For the purposes of clarity and brevity, it is recommended that the ToC is up to three hierarchical levels.

The *List of Tables* should list, with pages numbers, all Tables, including those that appear in appendices, in the order in which they occur in the text.

The *List of Figures* should list, with pages numbers, all Figures, including those that appear in appendices, in the order in which they occur in the text.

The *Summary*, in Greek and in English, should be informative of the purpose, the methods used and the main conclusions of the work.

### **Main Part - Chapters**

The main part of the thesis should be divided into chapters. Typically the first chapter will be the Introduction, followed by a number of chapters and ending with the final chapter which is the Conclusion(s). The introductory chapter contains a description of the topic being investigated and a brief outline of the remainder of the thesis. An illustrative structure for the introductory chapter is as follows:

- Define the ‘problem’ the thesis deals with or the topic of interest (1 paragraph).
- Describe the purpose of the thesis in relation to the ‘problem’ (1 paragraph).
- Describe the general methodology and the approach to the thesis (2 paragraphs).
- Discuss the status of this work (i.e. the most fundamental, the most important, the most interesting conclusion of this work) (1 paragraph).
- Outline the main limitations of the thesis (in methodology, data and theory) (1 paragraph).
- Present an outline of the remainder of the thesis chapters (maximum 1 paragraph per chapter).

Overall the Introduction should not be longer than 2–3 pages.

The remaining chapters should cover the following aspects of the thesis:

### **Literature Review and International Experience**

This part contains the literature review, or the equivalent overview of previous work relevant to the topic of the thesis. For example, the relevant theory, international literature, results of previous research, comparisons, criticism, alternative approaches by other researchers, etc. The review of the relevant work should be structured so that the reader is able to comprehend the scope of the topic under consideration and its importance to the scientific or other communities.



In summarising their literature review and presenting their topic, students are encouraged to use tabulations or descriptive statistics in order to present the topic and any previous relevant work.

In preparing this part, students must take into account the following:

- Consider the essence of the problem that the thesis deals with.
- Use only the relevant references, theory, sources and methodology. Use only established, verifiable and well documented theories, practical aspects, models, etc. from other parties.
- Avoid presenting trivial information related to the topic, i.e. information that can be easily found, or is easily implied, or is well known.
- Use theoretical or practical examples as a means to illustrate different concepts or to strengthen arguments.
- Avoid repetition.
- Develop ideas coherently and consistently.

### **Methodology**

This part includes the methodology through which the thesis has been carried out and completed. Avoid reporting patterns which are not useful to the thesis or the experimental application, if there is one. The presentation and commentary must be directly associated to the problem in question, as well as the discussion and comparison with other studies. The empirical analysis, presentation, discussion of results, etc. must also correspond to the conclusions.

The last chapter includes the **conclusions** where the whole work is summarised putting emphasis on the results that the student has reached. This section includes the most important results and conclusions regarding this piece of research. In the last 2 – 3 lines it is suggested that the student mentions a possible continuation of this work ("future research"): what else could be done as far as methodology and theory are concerned, what would be a future extension of the research work, data collection and elaboration, practical implications, etc.

### **Back Matter**

After the conclusion, **references** used in the main body of the dissertation are listed. If there are **appendices**, they must be placed at the end of the text, numbered sequentially and their titles must be referred in the Table of Contents.

### **References and citations**

References are recorded in English and should follow the Harvard Referencing System. Sources written in languages other than English should be translated into English and students should indicate the language in which this reference is originally written in parentheses.

References should be listed in alphabetical order starting with the surname of the (first) author or the (first) editor, or with the name of the corporate author (e.g. European Commission) or periodical if there is no individual author or editor. Several publications by an identical author (or group of authors) should be ordered by ascending year of publication. If the years of publication are also the same, differentiate entries by adding small letters ("a", "b", etc.) after the years (e.g. 2011a). The phrase "*et al.*" is used when citing a reference of three or more authors.

The way the references should be written is presented below:



**For articles published in academic journals/periodicals:**

☒ Liu, D., Mitchell, T., Lee, T., Holtom, B. and Hinkin, T. (2012). When Employees Are Out of Step with Coworkers: How Job Satisfaction Trajectory and Dispersion Influence Individual- and Unit-Level Voluntary Turnover. *Academy of Management Journal*, 55(6), pp.1360-1380.

Citation: ...(Liu *et al.*, 2012) **or** According to Liu *et al.* (2012)...

☒ Tsortanidis, C. (2011). Διοίκηση παραγωγικών λειτουργιών σε περίοδο κρίσης [Production management during periods of economic crisis]. *Plant Management*, 213, pp. 34-37.

Citation: ...(Tsortanidis, 2011) **or** According to Tsortanidis (2011)...

☒ Vachon, S. and Klassen, R.D. (2006a). Extending green practices across the supply chain: The impact of upstream and downstream integration. *International Journal of Operations & Production Management*, 26(7), pp. 795-821.

Citation: ...(Vachon and Klassen, 2006a) **or** According to Vachon and Klassen (2006a)...

☒ Vachon, S. and Klassen, R.D. (2006b). Green project partnership in the supply chain: the case of the package printing industry. *Journal of Cleaner Production*, 14(6–7), pp. 661-671.

Citation: ...(Vachon and Klassen, 2006b) **or** According to Vachon and Klassen (2006b)...

**For books:**

☒ Brealey, R., Myers, S. and Allen, F. (2006). *Principles of corporate finance*. 9th edn. New York, NY: McGraw-Hill/Irwin.

Citation: ...(Brealey and Myers, 2006) **or** According to Brealey and Myers (2006)...

☒ Schlicht, J. (2012). *Kosten-Nutzen-Analyse von beruflicher Weiterbildung [Cost-Benefit Analysis of Vocational Training]*. Berlin: Springer.

Citation: ...(Schlicht, 2012) **or** According to Schlicht (2012)...

**For book chapters (in edited volumes):**

☒ Decker, S. and Sale, C. (2010). An Analysis of Corporate Social Responsibility, Trust and Reputation in the Banking Profession. In: Idowu, S.O and Leal Filho, W. (eds.), *Professionals' Perspectives of Corporate Social Responsibility*. Berlin: Springer, pp. 135-156,

Citation: ...(Decker and Sale, 2010) **or** According to Decker and Sale (2010)...

**For papers in conference proceedings:**

☒ Moussiopoulos, N., Koroneos, C., Achillas, H., Bouzakis, K.-D., Michailidis, N., Iakovou, E., Xanthopoulos, A. and Chatzipanagioti, M. (2006). Decision-Making on the Alternatives for the End-of-Life Management of Electrical and Electronic Equipment. In: *Proceedings of the 6th International Symposium Going Green CARE INNOVATION 2006*. November 13-16, 2006, Vienna, Austria.

Citation: ...(Moussiopoulos *et al.*, 2006) **or** According to Moussiopoulos *et al.* (2006)...

**For Master/PhD Theses:**

☒ Torabkhani, A. (2008). *A Monte Carlo Factorial Design Approach for Assessing Environmentally Responsible Manufacturing Cost-Benefit Tradeoffs*. Master Thesis, Northeastern University, Department of Mechanical and Industrial Engineering, Boston, MA, USA.

Citation: ...(Torabkhani, 2008) **or** According to Torabkhani (2008)...



☒ Dong, Q. (2011). *Research on MNCs' Supply Chain Implementation in China. Contents, problems and Recommendations*. PhD Thesis, Université de Grenoble, Grenoble, France.

Citation: ...(Dong, 2011) **or** According to Dong (2011)...

**When the information is publicly available on the web:**

☒ Philips, M. (2015). *The Economy Gets a Boost From Government*. Available at: <http://www.bloomberg.com/news/articles/2015-10-08/u-s-economy-gets-a-boost-from-government> [Accessed 2 November 2015].

Citation: ...(Philips, 2015) **or** According to Philips (2015)...

☒ European Commission (2012). *Year at a glance - PROGRESS in 2011*. Available at: <http://ec.europa.eu/social/BlobServlet?docId=7854&langId=en> [Accessed 4 September 2012].

Citation: ...(European Commission, 2012) **or** According to the European Commission (2012)...

☒ Wikipedia (2012). *Leadership*. Available at: <http://en.wikipedia.org/wiki/Leadership> [Accessed 25 August 2012].

Citation: ...(Wikipedia, 2012) **or** According to Wikipedia (2012)...

**Plagiarism / Copying**

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