



Educational Sciences:

Management and Administration in Education-Educational Leadership

University of Western Macedonia – Department of Primary Education

Postgraduate Studies

POSTGRADUATE THESIS WRITING GUIDE

GENERAL INFORMATION AND INSTRUCTIONS

The thesis is a prerequisite for obtaining the Postgraduate Degree. Its elaboration is part of the academic practice and apprenticeship; it is based on literature or empirical research and requires critical ability as well as the development of a subject with thorough processing of theoretical, research data and documentation of results / findings. The thesis aims at the development of the postgraduate students' research skills according to their interests while it must offer original knowledge to the scientific community.

The research proposal acceptance is based on the following criteria: a) the relevance of the subject with the Postgraduate Program; b) its contribution to expected benefits and c) the elements of originality in the approach as well as the scientific field of the supervising professor.

The postgraduate students, the supervising professor and the other two members of the three-member examination committee are responsible for the thesis and its presentation. During the thesis, the students are in constant contact with the supervising professor, who, in addition to finalizing the topic, monitors the extent to which the research objectives and specifications are met.

Language: Greek or English, after consultation with the supervising professor and approval by the Department Assembly.

Thesis commencement: It begins with the finalization of the three-member supervisory committee and of the subject by the Administrative Council of the Department.

Thesis length: The thesis length indicatively ranges from 20,000 to 25,000 words (excluding appendices and references).

Margins: Default margins as these are defined by the APA system.

Line Space: The line space is 1.5. After the headings, the chapters' subdivisions and at the beginning of each paragraph, you should leave a blank line.

Font - Font Size: The recommended font is Times New Roman. The font size of the text should be 12. The font size of the chapter titles and subdivisions may be larger (14).

Thesis submission: Upon completion of the thesis, it is evaluated as a whole by the three-member Examination Committee. The thesis evaluation includes oral development of the subject before the three-member Examination Committee and other interested parties (professors, postgraduates) which can be carried out through a distance learning platform on a date determined by the Steering Committee of the Postgraduate Program.

The maximum time for the thesis submission is eighteen (18) months from its approval date by the Administrative Council.

The thesis is submitted within a reasonable time before the oral evaluation date for its judgment by the committee. After its acceptance, along with potential corrections or additions, a complete copy of the thesis (appendices, notes, articles, accompanying material, etc.) is submitted in electronic format (.pdf file) to the library of the School of Social Sciences and Humanities, University of Western Macedonia, Florina.

The Evaluation Committee assesses deciding whether the thesis is accepted or not and is entitled to:

- Accept the thesis in the existing format
- Accept the thesis with formal / minor corrections that will be checked by the supervising professor
- No to accept the thesis, but to recommend a limited number of modifications and resubmission within a specified period of time for consideration by the same Committee.
- Not to accept the thesis and to recommend its resubmission within a specified period of time, after making significant modifications, for consideration by the same committee.

By submitting the thesis, students responsibly declare that their work is not a product of plagiarism (see below). The thesis submission to the School library (in electronic form) is a mandatory and basic condition for obtaining the Postgraduate Degree.

THESIS

The thesis, like any scientific product, precisely defines the questions it aims to answer; traces alternative answers in the existing literature; links the search and processing of empirical material with these questions, and finally clarifies the thesis contribution to answering research questions as well as to adding innovative elements in existing literature. The research requires systematicity, clarity in the objectives and findings, valid methodology of data collection and analysis.

We start the thesis by defining and demarcating the topic. We point out its dimensions and directions, namely everything related to it as well as the theoretical and epistemological school /approach that we will follow. We clearly define the concepts we use and the spatial and temporal scope that we will cover. We gather research and literature material on our topic and organize it.

We trace the literature related to our topic and read it keeping notes and indexing. The literature allows us to have an overall supervisory picture of our subject which is necessary to understand the state of the problems, so that we do not start over others' work while we are able to identify the issues that are still pending and the conflicting views around the issue under discussion. We visit online catalogs of academic and/ or other libraries and search for thematic catalogs or special references, using special databases of electronic journals, etc.

Then we design our thesis plan, which can be modified as following:

- INTRODUCTION – stating the research problem
- Introductory - theoretical fields involved
- Pre-research, previous researches
- The research hypothesis / questions
- Data
- Material and data collection techniques (interviews, questionnaires, experiments, archival material, textbooks, etc.)

- Methodology selection and analysis
- Hypothesis proof – results
- Remarks

The thesis requires the citation of theoretical views or ideas, excerpts and quotations from other scientists' work, to which references must always be made with great precision and accuracy, in accordance with the applicable rules and instructions presented below.

Results misrepresentation and theft of intellectual property constitute non-academic conduct, which is not acceptable.

In case studies, great care must be taken during their process and while dealing with these subjects during the analysis, in order to ensure the anonymity of the information.

THESIS STRUCTURE

The thesis consists of three main parts: the first pages, the main body and the sources - references. Each part includes several sections out of which only the ones indicated as optional can be omitted. The following proposed structure must always be followed:

First Pages

- ✓ Cover page (see Template)
- ✓ Acknowledgments (optional)
- ✓ Copyright (see Template)
- ✓ Abbreviations (optional)
- ✓ Contents
- ✓ Tables, figures, graphs (these should be included in contents when they are used)
- ✓ Abstract and keywords in Greek and English (the abstract is written after the completion of the thesis and should not exceed 250 words).

-Cover page (mandatory): The University, the Department, the title of the Postgraduate Program, the thesis subject, the supervising professor and the other two members of the three-member examination committee, the name of the author as well as the place and date (month, year) of writing completion should be included in the cover page (see Template at the end of the Guide).

-Thesis title: The title should include 10 to 12 words and should summarize the central idea of the thesis with simplicity, clarity, accuracy and thoroughness. This can be realized with one or two well-structured sentences: the first to attribute the problem to its scientific version and the second to be explanatory of the first. The terms used in the explanatory sentence may be simple, drawn from everyday vocabulary; however, in the first sentence they should be scientific, express the conceptual weight of the research and reflect the originality of the point of view from which we examine the problem.

- Copyright (mandatory): The policy of Postgraduate Program on copyright issues for the thesis follows the international practice. The copyright notice is written at the back of the cover page, according to the template listed at the end of the guide.

- Contents (mandatory): The contents are compiled after the thesis is completed, so that the titles of the chapters, sections and sub-sections are consistent with those of the main text. The

table of contents must be very descriptive, namely to contain headings and subheadings included in the thesis sections as well as the pages where these are located. By reading the contents, the reader should be able to get an idea of what the paper is examining and how it is structured.

-**Tables, charts, graphs** (listing them is mandatory when these are used): The list of tables, charts and graphs is compiled after the thesis completion, so that the titles of the tables are consistent with those of the main text.

- **Abstract and keywords**: The abstract briefly and accurately describes the subject under discussion, the methodology and the main conclusions of the thesis. It is mainly a comprehensive summary of the work which focuses on the most essential points of the work, the most remarkable findings or conclusions and their relevance to the theoretical problem. The abstract is up to 250 words. Authors are advised to write their abstracts when the thesis is completed as they have all the necessary information at their disposal. The abstract quality motivates the reader to read a scientific paper. Additionally, abstracts are used to index the thesis and record it in various databases.

- **Keywords** (mandatory): The abstract is followed by up to five (5) characteristic and descriptive keywords of the work in Greek and English.

Plagiarism. It is important that the research paper authors follow the rules of ethics and facilitate the supervising professors to monitor and evaluate their academic performance in this field. When they present another author's published work as their own or omit the author from whom they draw data or do not cite material from any source, they commit a serious crime of plagiarism. It is advisable not to include direct quotes, except when this is considered absolutely necessary (e.g. citation of definitions, etc.). When submitting a thesis, the submission date is displayed and therefore any reproduction without reference can be easily detected by internet search engines and special tools for plagiarism detection. The supervisor of the work can use a text similitude system both during the thesis elaboration and during its completion.

The thesis is usually structured according to the following form and content, without excluding an alternative type, if it is considered more suitable for the specific thesis:

Main Text:

- Introduction
- Chapters
- Remarks –Discussion

Introduction:

The introduction refers to the problem analyzed through the research and prepares the reader for the main body of the paper. It describes the paper reasoning, starting from the issue of importance and gradually leads the reader to the research problem and the purpose of the paper. This is achieved by summarizing how other researchers have negotiated the subject and what has been found on it, substantiating the allegations with references. Finally, it describes what the paper chapters are and what each one negotiates.

This part: (a) refers to the reasons for choosing the specific topic (importance of the topic); (b) defines the study aim (possibly specific goals or research questions); (c) documents the research importance; (d) clarifies some key concepts (if this is necessary for the study aim); (e) may refer to the methodology (if this is important for the study aim) and (f) briefly presents the structure of the following chapters.

Chapter(s) of the Theoretical Background:

It includes the conceptual framework and theories that have been elaborated on the subject, as well as the relevant research findings. It requires a literature review focused and updated from the modern Greek and international literature, which must be based on a wide range of relevant sources, original sources (original scientific articles). The links to the topic must be absolutely clarified and strong while they should adequately cover all aspects of it. The review of research should not be descriptive / citational but it should be presented synthetically and critically, while personal views - when applied - should stand out from research findings or established theories. The chapters and subchapters should be structured in such a way that the reader is gradually led from the central concepts and theories to the research questions, which may stand as potential gaps in the already existing knowledge.

The theoretical background may include one or more chapters, each with a specific title, which will correspond to the topic that is reviewed / examined each time. Each chapter will include clearly defined sections and subsections, which will be numbered and will also have a title. The theoretical background chapters review the existing literature (theoretical and research) on the thesis topic. They include information on 'what was written' and 'what has been found through researches' by 'who and when' according to the subject of the research. Students should be particularly careful not to fall into the trap of sequential and unrelated citation of what each author has written individually. This is a major weakness of the theoretical background of many theses. A critical synthesis of the key positions, findings and suggestions that have been expressed from time to time should be organized. What emerges from what all these authors expressed? What are the main conclusions? What are the main trends? What are the main contradictions-differences?

This section ends with the research aim and the research hypotheses or questions.

Methodology Chapter

The methodology must fully meet the specific research questions and be accompanied by a clarified, sufficient and substantiated justification of the methodological choices. In this chapter, it is necessary to thoroughly describe all aspects of the methodology in separate subchapters (selection process and characteristics of the sample / participants, process and techniques/data collection tools, strategy and data analysis methods) with transparency, detail and accuracy. Finally, ethical issues need to be addressed. More specifically, the population of the research, the sample, the way of its selection, the data collection means, the way of their construction and distribution, whether or not a pilot research was carried out, the data analysis methods and techniques, the framework / the way of interpreting them, as well as clear documentation of the above methodology selection are to be described. The limitations of the specific methodology are also mentioned and any difficulties and problems that occurred during the research are pointed out.

Results/Data Chapter

Data analysis is expected to utilize appropriate data techniques in conjunction with research questions. It should be thorough (if not original / inventive), without gaps, inconsistencies or inaccuracies and should not be limited to the simple description of the given results but rather use inductive analysis methods for inference. The way results/ data is presented must be characterized for exceptional clarity and accuracy.

Discussion Chapter

This chapter critically comments and interprets the results described in the previous chapter, according to the theoretical background and the findings of other research presented in the chapters of the paper theoretical part. At the same time, the Greek educational framework peculiarities are to be taken into account. Key questions need to be answered:

- What do the results described in the relevant chapter indicate?
- How can we interpret them? (taking into account the theories and research, as well as the peculiarities of Greek education).
- Which individual results are of particular interest and need further study? (e.g. unexpected results, results causing surprise, etc.).

Interpretations attributed to the results should be valid, enlightening, produce original knowledge but also focus on research questions, while taking into account different perspectives. It is necessary to make thorough and inventive connections with the existing theory and previous research findings as well as to discuss all possible research limitations.

Proposals Chapter

Some helpful and focused educational practice / policy proposals **based solely on research findings** are stated. Any proposals for future research need to be well-structured (possibly inventive) and refer to high-level academic work.

Footnotes:

Footnotes: Footnotes are explanatory or clarifying elements that researchers write at the bottom of the page, below their text, avoiding their inclusion in it so as not to break the narrative integrity. Footnotes clarify, explain, supplement or refer to other papers.

Footnotes (with smaller font, 10) should ALWAYS be at the bottom of the page, in continuous numbering (1, 2, 3,...etc.).

Tables, figures, graphs: The source and any footnotes are placed at the end of the table, figure, graph (with smaller font, 10).

Table 3. Mean for alcohol consumption in units¹ according to gender and age, Great Britain, 1996

Age group	Gender	
	Male	Female
16-24	20,3 (881) ²	9,5 (969)
25-44	17,6 (2628)	7,2 (3182)
45-64	15,6 (2215)	5,9 (2509)
Aged 65 and over	11,0 (1445)	3,5 (1836)

¹ An alcohol unit is equal to a measuring cup of an alcoholic beverage or a glass of beer.

² Numbers in parentheses refer to the number of people asked for mean calculation.

Source: Diamond Ian-Jefferies Julie, *Beginning Statistics: An introduction for social scientists* (in Greek), translation and editing: Maria Simeonaki, Athens (Papazisis) 2006, 22.

Sources-Literature

- Sources (mandatory when they are included)
- Literature

Sources: Sources –when these are included– and literature are listed at the end of the text. They include ONLY the works which are referred in the text.

Sources contain the texts - information from archives, conference proceedings, laws, decrees, circulars, statutes, etc. as well as information from electronic sources. They are classified into categories and are listed in each category in alphabetical and / or chronological order.

Literature: In-text citations require the provision of basic information. In-text citations include the surname of the author / s of the scientific text and the year of publication. The purpose of this is that through the aforementioned "original" information embedded in the text, readers can, if they wish, refer to the end of the scientific text to the reference list which contains all the information required for the search of the original work. Examples of **in-text citations** are presented in the following table:

In-text citations and examples

<p>Citing a work by an author</p>	<p>There are two ways to cite this work. The first mentions the author and the date of work publication in the sentence: Nikolaou (2005) mentions that...</p> <p>Alternatively, the author's name can be cited at the end of the sentence in parentheses: Interculturality is considered to be linked with postmodernity (Nikolaou, 2001).</p> <p>There is also a variation in this case. In-text citations can be mentioned in the sentence in parentheses and not at the end of it. This decision is clearly made by the authors: In a recent book (Nikolaou, 2005), it is mentioned that interculturality seems to be interrelated with postmodernity.</p>
<p>Citing a work by two authors</p>	<p>When there are two authors, we should cite them in the text. There are also two cases here. In the first case, when they are mentioned within the text, we use 'and' and then the year of publication follows in parentheses: Mantas and Danos (1994) mention that scientific research starts with the selection of the topic...</p> <p>In case the two authors are mentioned in parentheses either at the end of or into a sentence, we use ampersand '&': According to literature, scientific research starts with the selection of the topic (Mantas & Danos, 1994).</p>
<p>Citing a work by three or more authors</p>	<p>In case we list a source with more than three authors, we use only the first author's name and we use 'et al.'. However, the first time we cite the source, we mention all authors' names and use 'et al.' in subsequent citations: Norman et al. (2002) support that...</p>
<p>Citing two or more works in the same parentheses</p>	<p>In case we want to cite two or more works in parentheses (<i>either at the end of or into a sentence</i>), we order authors' names alphabetically. In every case we separate names with a semi-colon: It is supported that stress negatively influences academic performance (Adams & Cole, 1998; Child, 1976; Papadopoulos & Paneras, 1983).</p>
<p>Citing two or more works by the same author in the same year</p>	<p>If we want to cite two or more works by the same author in the same year, we use lower-case letters starting with a: A lot of researches (Petrou, 1999a, b, c) have indicated that...</p>

<p>Direct quotes (for every one of the aforementioned cases)</p>	<p>In general, it is advisable to avoid direct quotations into the text. An example follows: Interculturality is widely understood, according to Nikolaou (2005) as “a means of negotiating different cultural identities” (p.27)</p>
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The sources at the end of the text can be either in the form of "References" or "Bibliography". In the first case, the references cited are listed at the end of the text in alphabetical order according to the author's name the year of publication. When there are sources with the same author and different dates, the earliest comes first. Regarding the second case of "Bibliography" items are arranged with the aforementioned way but there is the difference that bibliography sources not used in the text are mentioned. Examples of the reference list **at the end of the text** are included in the following table:

<p>Reference list (at the end of the text) & examples according to APA</p>	
<p>Books</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author’s last name, comma, author’s first name initial. 2. Date published in parentheses. 3. Title with italics and full stop. 4. Location of publisher (<i>the city and the country are mentioned</i>), colon, publisher. <p>Example: Confort, A. (1997). <i>A good age</i>. London: Mitchell Beazly.</p>
<p>Chapter of an edited book</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author’s last name, comma, author’s first name initial. 2. Date published in parentheses. 3. Title of the chapter and full stop followed by “In” 4. The editors names with the first name initial and then their last name followed by (Ed.) for one editor or (Eds.) for more than one. Then the title of the book in italics and page numbers in parentheses. 5. Location of the publisher (<i>the city and the country are mentioned</i>), colon and then the publisher. <p>Example: Kolb, D. A., Boyatzis, R. E., & Mainemelis, C. (2000). Experiential learning theory: Previous research and new directions. In R. J. Sternberg & L. F. Zhang (Eds.), <i>Perspectives on thinking, learning, and cognitive styles</i> (pp. 227-247). New Jersey: Lawrence Erlbaum.</p>

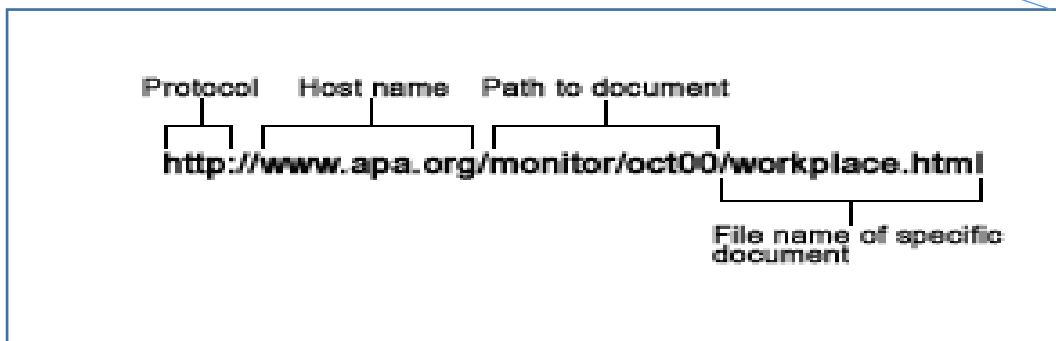
<p>Article in Journal</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author's last name, comma, first name initial 2. Date published in parentheses. 3. Title of the article and full stop. 4. Title of the journal italicized with only the first letter of words capitalized, comma 5. Volume, issue in parentheses, comma and page number. <p>Example: Wharton, N. (1996). Health and safety in outdoor activity centres. <i>Journal of Adventure Education and Outdoor Leadership</i>, 12(4), 8-9.</p>
<p>Thesis</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author's last name, comma and first name initial. 2. Year in parentheses. 3. Title of thesis italicized or underlined and full stop. 4. Title of the degree followed by the work "Thesis", comma 5. Name of the Institution, full stop. <p>Example: Saxton, J. M. (1994). <i>Exercise-induced damage to human skeletal muscle</i>. Unpublished doctoral thesis, University of Missouri, Columbia.</p>
<p>Conference proceedings</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author's last name, comma, first name initial and full stop. 2. Date of publication, title of the paper and full stop. 3. Title of the conference and the page number in parentheses. 4. Location of the publisher (<i>the city and the country are mentioned</i>), colon and the publisher. <p>Example: Martensson, N. (1984). Contemporary techniques in industrial robot technology. In R. Dienstbier (Ed.), <i>Proceedings of the 7th International Conference on Industrial Robot Technology</i> (pp. 572-585). Gothenburg, Sweden: University of Gothenburg Press.</p>

<p>Conference presentation</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author's last name, comma, first name initial. 2. Date, comma and the month in which the conference was held in parentheses. 3. Title of the presentation italicized 4. Title of the conference with only the first letter of the words italicized. 5. Location. <p>Example: Zembylas, M. (2006, April). <i>A politics of passion in education: The Foucauldian legacy</i>. Paper presented at the annual meeting of the American Educational Research Association, San Francisco, CA.</p>
<p>Newspaper article</p>	<p>The following information is included as ordered:</p> <ol style="list-style-type: none"> 1. Author's last name, comma, first name initial and full stop. 2. Year, comma, date of the issue. 3. Title of the article and full stop. 4. Title of the newspaper italicized and then comma. 5. Page number and full stop. <p>Example: Georgiou, A. (1993, 17th July). Racism in Cyprus. <i>Liberal</i>, p. A3.</p>

Online Sources

The basic information included is the following:

Author's last name, first name initial (Date if mentioned), Title of the work, *and finally* protocol and address (URL), path (retrieval date from the website).



a. *Work from a website with a date*

Degelman, D., & Harris, M.L. (2000). *APA style essentials*. Retrieved from Vanguard University, Department of Psychology: http://www.vanguard.edu/psychology/index.cfm?doc_id=796 (18/5/2000).

Burka, L.P. (1993). A hypertext history of multi-user dungeons. *MUDdex*. <http://www.utopia.com/talent/lpb/muddex/essay/> (13/1/1997).

Tilton, J. (1995). Composing good HTML (Vers. 2.0.6). <http://www.cs.cmu.edu/~tilt/cgh/> (1/12/1996).

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved from: <http://jbr.org/articles.html> (13/9/2001).

b. Work from a website without a date

Nielsen, M.E. (n.d.). *Notable people in psychology of religion*. Retrieved from: <http://www.psywww.com/psyrelig/psyrelpr.htm> (3/8/2001).

GVU's 8th WWW user survey. (n.d.). Retrieved from: <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/> (8/9/2000).

c. Work from a website without an author and a date

Gender and society. (n.d.). Retrieved from: <http://www.trinity.edu/~mkearl/gender.html> (3/12/2001).

**UNIVERSITY OF WESTERN MACEDONIA
SCHOOL OF SOCIAL SCIENCES AND HUMANITIES
DEPARTMENT OF PRIMARY EDUCATION**

**POSTGRADUATE PROGRAM
*MANAGEMENT AND ADMINISTRATION IN EDUCATION –
EDUCATIONAL LEADERSHIP***

Thesis

Title (lower case, bold)

(Student's last and first name e.g. Papadopoulou Irene)

Supervisor: Name, Academic Rank

Examination Committee:

1. Name, Academic Rank
2. Name, Academic Rank

Florina,

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Name:

Student's Record Number:

Email:

Admission date:

Thesis title:

I responsibly declare that this work is not a product of plagiarism but it is a product of strictly personal work and the references and sources that I have used, have been properly listed with citations and references. The points where I have used ideas, text and / or sources of other authors are clearly mentioned in the text with the appropriate citation and the relevant reference is included in the references section with detailed description. It is pointed out that this option helps to reduce plagiarism, thus securing the author.

Date.....-.....-.....202....

The Declarant
(Student's name)

APPLICATION FORM

To

University of Western Macedonia

Department of Primary Education

General Assembly

LAST NAME:

FIRST NAME:

FATHER'S NAME:.....

STUDENT'S RECORD NUMBER:.....

TELEPHONE NO.:

Email:.....

I am writing regarding the approval of my

thesis entitled: ".....

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....."

with.....as supervisor and I would also kindly ask you to state the second and the third member of the examination committee.

Postgraduate Student of the

Program Management and Administration in

Education – Educational Leadership

Admission Year:.....

Florina,/...../20...

Yours faithfully,

(signature)

ⁱ For this Guide, equivalent guides from Postgraduate Programs of the University of Western Macedonia (Education Studies, Department of Early Childhood Education), of the University of Thessaly (Management and Administration in Education, Department of Primary Education) and of Cyprus Open University (Education Sciences) have been used.