
Guide for Writing Dissertations and Doctorate Theses

University of the
Peloponnese

Department of Political
Science and International
Relations

Introduction

This guide is aimed at the undergraduate, postgraduate or doctorate student that is conducting a dissertation or thesis at the Department of Political Science and International Relations of the University of the Peloponnese.

It includes instructions for the formatting of the dissertation/thesis.

The dissertation/thesis is a product of intellectual property of the author as well as the University of the Peloponnese. The only responsible person for the writing of the dissertation is the author, who is also responsible for the copyright of third persons.

General Guidelines for Writing a Dissertation

-Font, Margins, alignment

The font Times New Roman Greek with size 12 pt is suggested except for cases such as the chapter title (16 pt), the sections and subsections (14pt) etc.

The pages have A4 size.

The text is justified.

- Paragraph format

The paragraphs should have a space of 12 pt among them. The line space should be 1,5 line.

- Page numbers

The two covers (in the Greek and English language), the pages including the dedication and the acknowledgements are not numbered.

In the main body the numbers start from the first page of the first chapter at the bottom right side of the page.

- Page printing

The printing of the pages should be done in both sides of the page (as in books) and the margins should be mirrored.

The introductory part in which every section starts in a single page is excluded from this.

- Tables

The numbering of tables is done according to the Chapter in which they belong. That is, the first table of the third chapter is numbered as **Table 3.1**.

The tables are placed in the centre of the page. The number of the table is mentioned first, the title follows and then the table. That is:

Table 3.1

The circulation of the coin, 1949-1953

[Here comes the table]

Source: Bank of Greece, Monthly Statistical Bulletin

If the table is more than one page it continues in the next page where the number of the table is mentioned and under it the word “continuation”. If there is a source it is mentioned only in the end of the second part of the table.

The tables are not placed in the end of a section or subsection which always end with a text.

- Diagrams

The numbering of diagrams is done according to the Chapter. For example, the fourth diagram of the second chapter is numbered diagram **2.4**.

The presentation of the diagrams is similar to that of the tables:

Diagram 2.4
Release Index of the Greek economy, 1950-90
[Here comes The diagram]

Source: Bank of Greece

The diagrams are not split in two pages. Furthermore, they are not placed in the end of a section or subsection which always end with a text.

- Mathematical Relations

Mathematical Relations can appear in any part of the text. The relations that we wish to emphasize can be mentioned alone in the centre of the line.

$$Y = \alpha + \beta X + \varepsilon \quad (1.3)$$

The numbering of relations that are going to be used is done according to the chapter, e.g. the third relation of the first chapter is (1.3). The number of the relation is written in a parenthesis, in the same line as the relation which is mentioned and aligned in the right side of the page.

- References

In the dissertation reference is made to other dissertations or other studies. The references appear in any part of the text mentioning the name of the author, the year of publication and the reference pages in a parenthesis.

They can have one of the following formats according to how they are done:

A) Directly in the text, “As Kissinger mentions (1995, p. 30), the ...»

B) Indirectly in the text, “The behaviour of this phenomenon has concerned many scientists (see for example, Scott (1993, p. 64) and Heywood (1981, p. 108)”

Γ) When an extract is mentioned in the dissertation it is strictly written within quotation marks: “.. as R. Clogg mentions (1996, p. 30-55) “*While the conspiracy was continuing its action and the number of members was increasing ...*”

When there are two authors in a textbook then they are mentioned with their surnames and the publication date is written in the end e.g. Oikonomidis and Dousi (2007, p. 30). If there are more than one authors the first one is mentioned and the indication *et al.* in italics follows e.g. Haritinis *et al* (2010, p. 30).

The references are necessarily mentioned in the Bibliography.

- Footnotes

When there are references that are complementary and it is not necessary to be included in the dissertation they can be written in a footnote. The footnotes are numbered (with superscript) and are mentioned in the end of the sentence after the full stop. E.g. “This phenomenon is named globalization¹”. Its content as well as the surname of the author, the publication year and the reference pages are mentioned in the footnote, in the end of the same page.

- Other instructions

When the use of bullets is necessary, they should have an indent of 0.5 cm from the left side of the beginning of the paragraph.

The English terms should appear in the text having next to them their translation in the Greek language. E.g. From this point of view, the meaning of the fragmented state (κατακερματισμένο κράτος) seems accurate ...

Many terms consist of many words, such as Higher Educational Institution- H.E.I. In this case the term is mentioned analytically with its abbreviation and then the authors of the dissertation can decide if they will use the analytical term or the abbreviation.

When latin words or phrases are used they should be written in *italics*.

When the printed form of the dissertation is required, it should be necessarily bound in spiral binding or thermal binding.

THE STRUCTURE OF A DISSERTATION

The dissertation consists of the following parts:

1. Cover Page
2. Declaration Form
3. Pre-introductory Part
4. Main Part
5. Complementary Part
6. Every dissertation is submitted bound in a Book with A4 dimensions (21x29.7cm)

1. COVER PAGE

The elements of the cover are written in the Greek and English language and includes the following elements:

- University of the Peloponnese
- Faculty of Social and Political Sciences
- Department of Political Science and International Relations
- Program of Studies (E.g. Postgraduate program of studies “Global Political Economy”)
- Title of Dissertation
- Name and Surname of Author
- Corinth, Greece, month and year of dissertation presentation

2. DECLARATION FORM

The dissertation should include a declaration form that mentions the following:

1. I explicitly and unreservedly declare that the dissertation I am depositing is a product of my intellectual endeavour, it does not breach the rights of third parties and follows the internationally recognized standards of scientific writing, adhering closely to the academic ethics.
2. The author is the only responsible for the opinions that are expressed and the supervisor, the examiners, the department and the University of Peloponnese do not adopt the opinions expressed neither are they responsible for any mistakes or omissions.

3. PRE-INTRODUCTORY PART

The pre-introductory part is after the cover and consists of the following parts:

- Dedication (optional)

The dedication's page is not numbered

- Acknowledgements (optional)

The acknowledgements' page is not numbered

- Abstract in Greek

The abstract in Greek is obligatory. The keywords are mentioned first and a short description of the theme of the dissertation follows. The abstract cannot be longer than 200 words.

- Abstract in English

The abstract in English is obligatory. The keywords are mentioned in English first and a short description of the theme of the dissertation follows in the English language. The abstract cannot be longer than 200 words.

- Table of Contents

All the parts of the dissertation are mentioned in sequence in the contents with the number of the pages that correspond to each one.

-List of Tables (if there are any)

Since there are tables in the dissertation there should be a relevant list of tables. All the tables that are presented in the main part of the dissertation are mentioned in the list with a title and a page number.

- List of diagrams (if there are any)

Since there are diagrams in the dissertation there should be a relevant list of diagrams. All the diagrams that are presented in the main part of the dissertation are mentioned in the list with a title and a page number.

4. MAIN PART

The Main Part includes basically the development of the dissertation.

It is divided into chapters. The structure that the chapters should follow is mentioned below:

- First Page of the Chapter

The number of the chapter is mentioned first in bold block capitals e.g. **CHAPTER 1.**

The title of the chapter follows e.g. **THE THIRD WORLD.**

- Sections

The numbering of the sections is done according to the number of the chapter. E.g. for chapter 1 the numbering of sections is: 1.1, 1.2, 1.3 etc.

The first section of the chapter is mentioned as Introduction and the last as Conclusion. The section of the Introduction introduces the reader to the theme of the chapter and includes at least two paragraphs. In the first paragraph the theme of the chapter is introduced while in the second paragraph a short description of the chapter is made.

The conclusion includes a short summary of the theme that was presented.

The titles of the sections are presented in the List of Contents.

- Subsections

The subsections are not obligatory. They are written with numbers and have the format 1.1.1., 1.1.2 (chapter 1, section 1, subsection 1 and 2).

5. COMPLEMENTARY PART

All the elements that conclude the dissertation are mentioned in the complementary part which consists of the following parts:

- Appendix

It is optional. It includes data, tables with results, questionnaires etc that were used as well as any other type of information that has complementary role and for this reason it is not included in the main part.

If there is an appendix its tables are numbered as A1, A2 etc while they are not included in the List of Tables. If there are more than one appendices their numbering is done with block capitals that is APPENDIX A, APPENDIX B etc and similarly the tables of every appendix are numbered T.A.1, T.A.2. Only the appendices are mentioned in the contents and not the tables or their diagrams.

- References in the text

The references in the text are cited in a parenthesis mentioning the pages as well e.g. (Heywood, 2014, p. 30-32)

- Bibliography

The Bibliography is located in the end of the dissertation and it includes all the references that were used. It is divided into Greek, foreign language and internet sites.

The bibliography for a Greek or foreign language book is written as follows:

Box, E. P. G., and Jenkins, M. G. (1976), *Time Series Analysis forecasting and control*, Holden-Day, San Francisco.

The bibliography that concerns a scientific article is written as follows:

De Gooijer J. G. and Hyndman R. J. (2006), 25 years of time series forecasting, *International Journal of Forecasting*, 22, 443-473

Tong, H. (2001), A personal journey through time series in *Biometrika*, 88, 195-218.

Agiakloglou, C. and Newbold, P. (1992). Empirical Evidence on Dickey-Fuller-type tests. *Journal of Time Series Analysis*, **13**, 471-483.

All the references of the dissertation that are made in the main part should be analysed in the Bibliography.

6. MODELS

The following models present the way in which the parts of the dissertation should be presented.

University of the Peloponnese (18 pt)
School of Social and Political Sciences (17 pt)
**Department of Political Science and International
Relations (17 pt)**

Postgraduate Program (16 pt)
“Title of Program” (16 pt)

[Title of Dissertation] (18 pt)

[Name and Surname of Author] (16 pt)

Corinth, May 2013 (12 pt)

[Title of Dissertation in English] (16 pt)

Keywords: [Key Words mentioned in the dissertation in English] (12 pt)

Abstract (14 pt)

[Text of the abstract in English] (12 pt)

DECLARATION FORM

1. I explicitly and unreservedly declare that the dissertation I am depositing is a product of my intellectual endeavour, it does not breach the rights of third parties and follows the internationally recognized standards of scientific writing, adhering closely to the academic ethics.

2. The author is the only responsible for the opinions that are expressed and the supervisor, the examiners, the department and the University of Peloponnese do not adopt the opinions expressed neither are they responsible for any mistakes or omissions.

The declarant

.....

(signature)

Contents (16 pt)

Abstract (14 pt)
List of Tables
List of Diagrams

CHAPTER 1: The Establishment of the European Community (16 pt)

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1.2 The European Community of Carbon and Steel	3
1.3 From the ECCS to the EEC	7
1.4 The Treaties EEC and ECAE	12
1.5 Conclusion	16

CHAPTER 2: The Expansion of the Process of Integration (16 pt)

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APPENDIX (16 pt) 45

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List of Tables (16 pt)

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4.1 Financial Framework 2007-2013	32

List of Diagrams (16 pt)

[Number of Diagram] [Title of Diagram] (14 pt)	[Page]
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CHAPTER 1 (16 pt)

BASIC PRINCIPLES OF ECONOMIC THEORY (16 pt)

1.1 Introduction (14 pt)

A necessary presupposition for the understanding of any political system or organization is its integration in its historical and functional context. The structure and function of the administrative institutions, the nature and dynamics of the political powers, the concerns and the behaviour of those who exert power is not a matter of luck. They are formed and reformed constantly, under the influence of powers and events that are in continuous development.

Despite being a relatively new institution, the European Union follows these principles like any old nation-state. As happens with states, the nature of the EU cannot be assessed without reference to its historical origin and in the context in which it functions.

BIBLIOGRAPHY (16 pt)

Greek (14 pt)

Δημόπουλος, Γ., Μπαλτάς, Ν. και Χασσίδη, Ι. (επιμ.) (2007), *Εισαγωγή στις Ευρωπαϊκές Σπουδές*, Εκδόσεις Σιδέρης, Αθήνα.

Ήφαιστος, Π. (2000), *Θεωρία Διεθνούς και Ευρωπαϊκής Ολοκλήρωσης*, Εκδόσεις Ποιότητα, Αθήνα.

Foreign Language (14 pt)

Chang, M. (2009), *Monetary Integration in the European Union*, Palgrave Macmillan, England

Duff, A., Pinder, J. and Pryce, R. (1994), *Maastricht and Beyond*, London, Routledge.

De Grauwen, P. (2010), “*Crisis in the Eurozone and How to Deal with it*”, CEPS Policy Briefs, No 204, p. 1-5.

Websites/webpages (14 pt)

Business forum, (2011). *Getting the facts on Stakeholder Analysis*. [online] Available in: http://www.businessforum_123/london [Access 12 July 2011].

Brown, G., White, G. and Redding, G., (1984), *Modern management*. London: Redfern Press. Available in: <http://libweb.anglia.ac.uk> [Access 9 July 2011]

Cass, K., (2003). *Management theories*. *Management Quarterly*, 78(9), Available in: <http://libweb.anglia.ac.uk> [Access 20 July 2012].