

Do you need help with preparing your thesis? Our guide will help you understand how to deal with the formal requirements CEU requires for its students.

We point you to what you need to know and where to find the policy documents for this important preparation.

First, visit this page: ceu.libguides.com/theses. Click on "preparing your thesis." There are many detailed requirements when it comes to formatting your thesis. You'll need to know how to format the table of contents and other aspects of the layout.

This includes images, your list of figures and tables, and other sections of your thesis. You'll also need convert your thesis to a bookmarked PDF. These bookmarks will enhance the navigation within your document.

Our guide makes it easy to find all the information you need for various aspects of preparing and submitting your thesis. CEU's Sharepoint site has all of these details along with downloadable templates to help you with proper formatting.

We also recommend citation management software like Zotero that can help simplify the process of writing your thesis. We have a guide to Zotero that can help get you up to speed with all the features of this useful software.

Does your thesis involve the use of datasets? Here, we link to two useful guides that will help you with how to cite data. You can learn more in our guide to Citing Sources and Academic Integrity.

Now, what about copyright rules? CEU Doctoral Regulations require that your thesis or dissertation should include a standard Creative Commons license that facilitates publishing to an Open Access repository. We also point you to information about copyright at CEU, using images without violating copyright, and how to re-use and repurpose other people's data.

Another thing to know is that all CEU BA and MA theses, Capstone projects, and PhD dissertations must be electronically submitted to the ETD database. This ensures that your thesis will be scanned for textual similarities and stored in the Open Research Repository.

If you would like to search or browse CEU's electronic thesis collection (ETD), this page shows you how to browse by department or year. The ETD collection contains electronic theses submitted since 2007. Older theses are available only in paper form, with the only copy housed in the CEU Library in Budapest.

Would you like to search for theses from other universities? Here you can find links to three different collections where you can find theses from around the world.

So good luck with your thesis! If you have any questions, feel free to send us an email at contactLibrary@ceu.edu. We're happy to help!