

## **Manual for Thesis Writing**

### **COLLEGE OF BUSINESS**

### **THE MASTER OF INTERNATIONAL BUSINESS THESIS**

#### **COMPLETING THE MASTER OF INTERNATIONAL BUSINESS THESIS**

This document lays out the guidelines and standards for the MIB Thesis. Each student undertaking the thesis is required to follow the guidelines and standards as specified in this document.

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## **A. General Information on MIB Thesis**

### **1. Description**

a. All students in the MIB program are required to complete a thesis on a topic relevant to their international business studies.

b. The MIB Master's thesis is an independent treatment of a theme developed using appropriate systematic and rigorous methods. In other words, the thesis has a scientific character and is the result of the skilled research work. The thesis follows a specific format.

c. A student is expected to consulting with the supervisor, reading relevant literature, developing research methodology, collecting and analyzing data, and completing the thesis.

e. When a faculty member accepts a student's request to serve as thesis adviser, the two parties should establish and agree in writing, on a timeline of thesis deadlines based on the student's planned graduation date.

## **2. The Structure of the Thesis**

The thesis conforms to the prescribed process, structure of content, and format.

The structure of the thesis consists of:

- 1) A statement of a specific problem and/or hypothesis
- 2) A review of relevant literature
- 3) Application of contemporary and methodology appropriate to international business academic work
- 4) Comprehensive analysis of findings
- 5) A summary of major findings, conclusions, and implications

*•The thesis shall conform to the highest degree of academic integrity.*

*Plagiarism is not tolerated.*

*•The thesis is defended in public at agreed time and place.*

## **B. The Steps and Actions in the Thesis Process**

### **Step I. Select the Supervisor**

Each student has the discretion to select his or her supervisor. The supervisor must hold an academic qualification at a Ph.D. degree level, be active in research, and be suitable for supervision of the project covered in the thesis.

## **Step II. Complete Writing Your Thesis**

During this stage, the main body of the thesis is written. In close cooperation with and support of the main supervisor, the whole thesis is finalized and prepared, in the due time, for the defense. See especially the sections Responsibilities of the Student and Responsibilities of the Supervisor.

## **Step III. Defend Your Thesis**

1. An oral defense of the MIB thesis is required. The student completes the related forms (Appendix ) by the due date.
2. For the oral defense, the Supervisor is responsible for making certain that sufficient experts in the field attend the defense and provide commentary.
3. The announcement of the defense shall be made at one week before the scheduled defense of a thesis. The supervisor and the student set the date of the defense, in conjunction with the COLLEGE of BUSINESS

Coordinator.

4. The supervisor forwards copies of the thesis to each member of the Thesis Defense Committee at least two weeks before the formal oral defense by a student.

5. The thesis defense is open to the public. The thesis defense proceedings shall be in English, although some exceptional arrangements can be made, if necessary, to accommodate another language.

6. The student admitted to defense must prepare a 10-minute presentation for his or her defense session. The defending student should *address the following points*:

Introduce the Thesis Defense Committee and audience to the project and field of research;

*Identify:*

*Significance of the topic and research*

*Methodology employed*

*Key empirical material and literature*

*Conclusions and limitations*

7. After the student's presentation, the Chair opens the questions and debate period on the defended thesis. The total duration of a MIB thesis defense shall not last more than 60 minutes.

8. Usually, members of the Thesis Defense Committee question the student first. Direct and relatively detailed responses from the student are normally required, rather than "yes" or "no" answers. Questions should be designed to allow the student to demonstrate his or her ability to summarize information gained from the coursework and the thesis research project. Subsequently, other persons attending the defense may take part in the discussion. All such persons should have the opportunity to consult the copy of the thesis available in the program administrative office. The Chair of the Thesis Defense Committee determines whether questions asked are appropriate for a response and intervenes when the discussion becomes impolite, personal, or otherwise out of control.

9. After questions and comments, followed by the student's response, the candidate and observers leave the room and the Thesis Defense Committee agrees on the acceptability of the thesis in its present form and on a grade for the student's thesis.

10. Subsequently, the Thesis Defense Committee shall:

a. Accept the thesis as it is and grade it; or grade it with the condition of further editing and minor changes and corrections (with the help of the supervisor); or: not to grade it (in case the thesis needs major work and amendments and a new defense);

b. Agree whether the student's thesis defense was satisfactory or unsatisfactory;

c. Agree on a letter grade for the thesis; dissenting opinions are permitted.

11. The Thesis Defense Committee forwards the thesis of every student who receives a satisfactory grade and who successfully completes the defense of the thesis to the Office of the COLLEGE of BUSINESS.

12. If a student's thesis receives an unsatisfactory grade, the student is given one semester to complete revisions stipulated by the Thesis Defense Committee and resubmit the thesis to that Committee. If a student's thesis receives a satisfactory grade but his or her defense is regarded as unsatisfactory, the student will be given a second opportunity to defend the thesis. This defense must also be publicly announced in the same manner as the original defense. A third chance will not be offered.



## **The Required Format of the Master's Thesis**

1. Students must comply with the standards, structure, and format for MIB theses. Deviation from this rule results in rejection of the MIB thesis. All final copies of the thesis feature the following:

### **General Organization of the Thesis**

- i. Front Page
  - ii. Originality Declaration & Authorization of Copyright
  - iii. Table of Contents (followed by List of Tables List of Figures, etc., if any)
  - iv. Abstract, Key words
  - v. Preface / Introduction
  - vi. Text of the thesis divided into topics (chapters) preceded by a short but comprehensive subtitle
  - vii. Conclusion(s)
  - viii. Appendices (if any)
  - ix. Bibliographic references (including the Internet references, if any).
- 
2. The length of the thesis shall be between 10,000 and no more than 20,000 words (about 30 to 40 pages), excluding appendices (but including foot/endnotes and bibliography). The thesis must be written in English.

3. Each thesis shall contain, in an easily identifiable paragraph, a clear statement of the main question or problem examined in the thesis, it is, what the student wants to accomplish by research specified in his or her thesis.
4. SUFE does not tolerate plagiarism. Plagiarism found in an MIB thesis results in a rejection of the thesis, and imposition of any other penalty, including expulsion, provided by SUFE disciplinary standards.
5. Students whose mother tongue is different from English are strongly advised to have a specialist in English check their thesis before printing and make sure that they show no major errors in language used. It is the responsibility of the student to ensure, before producing final copies of a thesis for submission, that all the spelling, grammar, punctuation and choice of language are of a high standard and the bibliography is complete and correct.

### ***Thesis Format Specifications***

#### **Font**

A single font must be used throughout the thesis; the only exceptions being in tables, graphs, and appendices. Headings may be bolded and no more than 2 points larger than the rest of the text. Style and size of type should be consistent throughout the thesis, preferably Times New Roman 12 for the main text. Exceptions may be made for material such as tables reproduced from elsewhere, oversized tables or figures, and for material in the appendices, but all material must be legible and conform to margin requirements.

### **Paragraphs**

The first line of each paragraph should be indented. The first line of a paragraph may not appear at the bottom of the page (an “orphan”), nor may the last line of a paragraph appear at the top of the page (a “widow”). There must be at least two lines of a paragraph at the bottom of the page, or at the top of the page.

### **Section numbering**

The sections of the thesis shall be numbered throughout the thesis. The sequence numbers shall appear indented, in the form of Arabic figures not followed by dots. Subsections shall be numbered within each section. For example:

3 A Survey of Theories

### 3.1 Game theory

#### 3.1.1

#### 3.1.2 – [Numbering of Thesis's third section's first subsection ]

#### 3.1.3

### 3.2 Other Theories; etc.

## **Spacing**

The thesis must be double-spaced. Single spacing may be used only in the Table of Contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices, and bibliography. Quotations over three lines long should be in block quote, double or single-spaced, and indented on the left. Do not use quotation marks in the block quote except when indicating quotations within the block quote.

## **Margins**

Please note that the standards of the Ministry of Education of Shanghai University of Finance and Economics are as follows: a right margin - 1 cm; left margin - 3cm; top and bottom margins - 2cm. All margins must be maintained consistently throughout the main body of the thesis. The margins of the text must be justified.

## **Print**

The final version should be printed on a laser printer. Students should look carefully at a copy before paying for the services and ask for pages to be recopied if necessary. Common problems are smudges, copy lines and specks, missing pages, margin shifts, slanting of the printed image on the page, and poor paper quality – all this could make the copy unacceptable. The following standards should be observed:

- Cover is green
- Back print with a sharp, dark image
- Color maps, charts, etc. are acceptable

Location:

Printing Factory of SUFE (Guoding Road No. 777, behind Hongwa building. Telephone: 65904527

## **Pages and Page Numbering**

Beginning with the first page of the Acknowledgements (or Preface, if included), all preliminary pages preceding the actual text must be numbered in lowercase Roman numerals; e.g., iii, iv, v, etc. These numerals must be centered under the text with at least one 2.5 cm of space between the number and the bottom of the page. If no optional pages are used, the page numbers must begin on the Abstract. The copyright page, signature page, title page, or dedication should not be

numbered but should be included in the pretext page count.

The first page of the text proper begins at Arabic numeral 1. All pages within the text must contain an Arabic page number, bottom-centered, at least 2.5 cm from the bottom edge of the page. The first page of every major section (chapters, appendices, bibliography, etc.) must begin on a new page. The student must assume full responsibility for seeing that all pages are included, that all are in the proper order and that the abstract is included in each copy.

### **Footnotes and Endnotes**

Footnotes should be single-spaced with an extra space between notes. Footnotes for each chapter are usually numbered consecutively.

### **Foreign Language (Non-English) Use**

Quotations in languages other than English may be included in the thesis. However, translation into English must be provided in the footnotes. Surnames, names of organizations and other proper names shall be in the source language. Generally, proper names may be transliterated. When first mentioned, names of organizations shall appear in the original language but translation into English may be used in further occurrence.

## **Tables and Illustrations**

All tables, figures, illustrations, and other types of examples included and referenced in the text of the thesis must be numbered for identification, with no duplication of these numbers. Figures may be numbered in one of two ways:

- a) Consecutively throughout the document (Table 1, Table 2, Table 3, etc.), or
- b) Double-numbered so that illustrations' numbers reflect their locations in the document (Figure 9.3 is the third figure in Chapter 9, or Figure A2 is the second figure in Appendix A.)

Captions and legends must be placed on the same page with the figure, graph, table or illustration they describe. In order to fit both figure and caption on the same page, captions may be single-spaced, margins may be slightly decreased and figures may be reduced in size to fit. If there is no other way to manage the amount of material to be shown on one page, the caption and figures should be side-by-side in continuous view. Figures, captions, and page numbers must be easily readable when the electronic document is viewed at 100 percent.

It is recommended that drawings, charts, diagrams, schemes, and illustrations included in the thesis comply with the requirements of standards of TPI Academic Dissertation Submission System, as required by the Ministry of Education of Shanghai University of Finance and

Economics.

## **Graphics**

Computer-generated figures and graphs must meet the same standards as the rest of the thesis. Do not use pencil, ballpoint or felt tip in the final copy. Labels on photographs, charts, and other figures must be permanent. Captions, legends, and all other identifying information should be, as much as possible, of the same quality of type as the text. If graphics, tables, or figures are horizontal, the top of the printed page should be placed on the left side of the paper with the page number in the upper right hand corner.

## **Bibliography**

The format of the bibliography must be consistent with the style manual used to format the whole text. Non-English sources must be provided with translation into English in the square brackets.

## **Appendices**

Materials of different categories, unusual or supplementary materials, such as questionnaires or copies of photographs, lengthy original data, summary tabulations, should be placed in separate appendices. When there is more than one appendix, each should be given a number or a



letter (APPENDIX 1, APPENDIX 2, etc.; APPENDIX A, APPENDIX B, etc.) All material in the appendices must fit within the margin requirements.

### **Corrections**

In the final copy, the student should not make handwritten corrections or use correction fluid.

### **Reprints and Use of Copyrighted Material**

It is the student's responsibility to obtain and keep for his or her records written permission to use copyrighted material in their thesis. The copyrighted material often includes photographs of works of art. One can usually get permission by sending a letter of request to the copyright holder. Such a letter will normally be returned with an approval stamp or signature. Some copyright holders require a specific form of acknowledgment. The student should consult his or her supervisor on the copyright procedures.


### **Abstract**

The MIB thesis abstract shall contain the information regarding:

- Structure of the thesis
- Relevance of the research

- Research objective
- Subject of research
- Research methods
- Findings obtained, their novelty, and scientific or other applicability
- a list of key words (15-20 words).
- The thesis should provide a table of contents in Chinese and a abstract of no less than 3000 words in Chinese.

See sample Title pages on the pages that follow. The printing factory will print in the following format for students.

	学校代码: 10272 学 号: 2015722045
<b>上海财经大学</b> SHANGHAI UNIVERSITY OF FINANCE AND ECONOMICS	
<b>硕士学位论文</b> MASTER DISSERTATION	
<b>“ONE BELT - ONE ROAD” AS A STIMULATOR OF</b>	
论文题目	<u>THE INTERNATIONAL ECONOMIC</u> <u>INTEGRATION PROCESS</u>
作者姓名	<u>DANIYAR KENZHEKHANOV</u>
院(系所)	<u>SCHOOL OF INTERNATIONAL BUSINESS ADMINISTRATION</u>
专 业	<u>MASTER OF INTERNATIONAL BUSINESS</u>
指导教师	<u>SHI ZONGJING</u>
完成日期	<u>2017年5月</u>

## 声明及论文使用的授权

本人郑重声明所呈交的论文是我个人在导师的指导下进行的研究工作及取得的研究成果。除了文中特别加以标注和致谢的地方外,论文中不包含其他人已经发表或撰写的研究成果。

论文作者签名

年 月 日

本人同意上海财经大学有关保留使用学位论文的规定,即:学校有权保留送交论文的复印件,允许论文被查阅和借阅;学校可以上网公布全部内容,可以采用影印、缩印或其他复制手段保存论文。

论文作者签名

年 月 日

经审查,确认该论文已符合上海财经大学博、硕士学位论文的要求。

导师签名

职称

工作单位

年 月 日

See sample ABSTRAC page on the pages that follow.

## ABSTRACT

### PRACTICALADVICE: THE EFFECT OF "POOR RICHARD'S ALMANAC" ON DOMESTIC LIFE IN THE AMERICAN COLONIES

The Abstract is a summary of the dissertation that does not exceed 350 words.

All words count towards the total. The abstract, which is normally a single paragraph, consists of four parts: the statement of the problem; the procedure and methods used to investigate the problem; the results of the investigation; and the conclusions. The abstract contains the part of key words which should be placed after the main body of the abstract.

**Key words:** word, word, word

Students who write their dissertations in English should provide a Chinese version of the abstract according the following instructions.

Content	Chinese Abstract
Title	Black font, 18 pt in boldface type; centered on the page; single-spaced; 24 pt before the paragraph, 18 pt after the paragraph
Paragraph	Song Font,12 pt; 20pt between paragraphs; zero pt before and after the paragraph
Key words	“Key words” in boldface type; 2 spaces between key words

**Sample of Table of Contents: For readability, it should be clear in the sequence of chapters and sections in the same chapter as well.**

TABLE		OF
CONTENTS CHAPTER ONE &&&&&&&&&		
1.1	&&&&&&&&&	
1.2	&&&&&&&&&	
1.3	&&&&&&&&&	
1.3.1		
	*****	
	**	
1.3.2	*****	
CHAPTER		TWO
&&&&&&&&&		
2.1		
2.2		
2.3		

**Printing:** The dissertation should be printed single-sided on acid-free white paper (A4 (210mm×297mm) )