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| C:\Users\athinoula.evagorou\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\CUT_1058_IPIRESIES_vivliothiki_eng.png | Faculty […] |

**Bachelor’s Thesis**

TITLE

Student Name Surname

Limassol, Month and year of thesis submission

CYPRUS UNIVERSITY OF TECHNOLOGY

FACULTY […]

DEPARTMENT […]

Bachelor’s Thesis

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Faculty Name Surname and position

Limassol, Month and year of thesis submission

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The approval of the thesis by the Department of […] does not imply necessarily the approval by the Department of the views of the writer.

Achnowledgements […].

ABSTRACT

An abstract must be fully self-contained and make sense by itself, without further reference to outside sources or to the actual paper. It highlights key content areas, the research purpose, the relevance or importance of your work, and the main outcomes. Write up to 150-200 words.

**Keywords:** Give 4-5 keywords that describe the topic of your document

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The table of contents lists the structure of the document. It is recommended to automatically generate content through Word as shown in the example below.

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LIST OF TABLES

(Optional)

The List of Tables has a similar format to the table of contents. In case there are many tables within the text, it is recommended to automatically create a list of tables through Word as shown in the following example.

[Table 1: Enrollment in local colleges, 2005 8](#_Toc458763099)

LIST OF FIGURES

(Optional)

The List of Figures has a similar format to the table of contents.

Figures, diagrams and other graphics appearing in the text are all referred as figures and follow uniform numbering.

In case there are many figures within the work, it is recommended to automatically create a list of figures through Word as shown in the following example.

[Figure 1: Enrollment in local colleges, 2005 9](#_Toc458763117)

LIST OF ABBREVIATIONS

(Optional)

Important abbreviations that have been used in the text and need explanation are briefly presented.

|  |  |
| --- | --- |
| VAR.: | Virtual Augmented Reality |
| ADHD: | Attention Deficit-Hyperactivity Disorder |
| BMI: | Body Mass Index |

# Introduction

The introduction is the first section of the document and covers the 30% of the whole thesis. It draws your reader in, setting the stage for your research with a clear focus, purpose, and direction on a relevant topic.

It may include a review of the background theory in your subject area in the form of a literature review. The literature review may be in a separate section.

The introduction should include:

* Thesis topic, in context: give necessary background information
* Your focus and scope: focus and define the scope of your research
* The relevance of your research: define how your research relates to existing work on your topic. Explain how it solves a practical or theoretical problem, addresses a gap in the literature, builds on existing research and proposes a new understanding of the topic.
* Your questions and objectives: explain what your research aims to find out, and how.
* An overview of your structure: end the introduction with an outline of the structure of your thesis to follow. Share a brief summary of each chapter and show clearly how each contributes to your central aims.

# Research Methodology

This section describes the materials and methods used for the research. It is important to describe the steps clearly and accurately to enable readers to determine the extent to which your methodology may have affected your results, and to replicate your study if necessary. This allow them to evaluate the [reliability and validity](https://www.scribbr.com/methodology/reliability-vs-validity/) of your research and your [thesis topic](https://www.scribbr.com/research-process/dissertation-topic/).

A methods section may include an overview of the research design, details of the sample and the sampling technique used, and a description of procedures, materials and statistical tools.

# Results/ Findings

The results section presents the main findings of your research. Report all relevant results concisely and objectively, in a logical order. That gives your reader a clear idea of exactly what you found and keeps the data itself separate from your subjective analysis. Any evaluation of the findings should be discussed in the next section.

This section may contain visual elements accompanied by text. In quantitative research, it’s often helpful to include graphs, charts, tables, etc., but only if they are directly relevant to your results. Give these elements clear, descriptive titles and labels so that your reader can easily understand what is being shown (use numbering and caption title as recommended).

## Results Subheadings

You can use headings and sub-headings to make the structure of your results section more transparent and improve readability.

# Discussion of the Findings

In this section, you discuss your results, while writing a clear statement as to whether or not the results support the original hypotheses or research question. Compare your findings with those of other research dealing with the same or similar topic. Then, give the differences and similarities between them, and specify what new evidence or knowledge emerge from this research.

# Conclusions

In this section, you remind the purpose of the study, provide a summary of the results and report the conclusions derived from the study.

Here, you should mention the limitations of the study, related to the formulation of research aim and objectives, application of data collection method, sample size, the scope of discussions and analysis, etc. You can propose future research suggestions that address the limitation of the study and the generalizability of the results.

Finally, include suggestions for further research. Additionally, you can propose future studies that can address the same research problem in a different setting, context, location and/or culture.

# Formatting

## Margins

Use A4 paper size for your thesis. Use 2.5 cm for top, bottom and right margins and 3.5 cm for the left margin for binding purposes.

## Spacing

Body text should use left alignment and 1.5 point line spacing. Do not use any indentation for paragraphs, just 6 points before each paragraph.

Align your content with the left margin, which is commonly used for body text and makes the document easier to read.

## Fonts

Use only one font throughout your document. Use Arial 11 point font size or Times New Roman 12 point font size (Normal).[[1]](#footnote-1)

You may use *Italics* for emphasize words or phrases.

For captions and table text use Arial 10 point font size or Times New Roman 11 point font size.

## Pagination

Page numbers appear at the bottom right of the page. Do not use page number for the cover page. The numbering of the blank page after the cover is not indicated although it is calculated. Use lowercase Roman numerals (ii, iii, iv) in front pages. Use Arabic numerals (1,2, 3) in the body text (chapters) and appendices.

|  |  |
| --- | --- |
| *Front pages* | *Roman Numbering* |
| Blank page  | i (calculated but not indicated) |
| Title page | ii |
| Copyright page | iii |
| Acknowledgements  | iv |
| Abstract | v |
| Table of contents | vi |
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| *Main Body* | *Arabic Numbering* |
| Introduction, Chapters, Results, Conclusions, Bibliography, Appendices | 1, 2, 3, … |

# Headings and Chapters

Use headings and subheadings (chapters) to organize the body text. Each chapter at first level (Heading CUT1) begins in a new page.

All pages with headings must correspond with the headings and page numbers listed in the Table of Contents.

See the recommended headings and subheadings below:

# Chapter Title (Heading CUT1)

## Chapter Title (Subheading CUT2)

### Chapter Title (Subheading CUT3)

#### Chapter Title (Subheading CUT4)

Using Headings and Subheadings it is easier to automatically insert the Table of Contents. For further information or help on formatting you may ask your librarian or visit the ETDs Library guide <http://libguides.cut.ac.cy/etds>

# Tables and Figures

## Tables

Tables must be as simple as possible. Use numbers and title headings for each one. Begin the caption with the word “Table”. Use the format given in that document for the caption so that you can automatically create a list of tables.

Cite the source if the table is taken from another source.

See the example below:

Table 1: Enrollment in local colleges, 2005

|  |  |  |  |
| --- | --- | --- | --- |
| College | New students | Graduating students | Change |
|  | Undergraduate |  |  |
| Cedar University | 110 | 103 | +7 |
| Elm College | 223 | 214 | +9 |
| Maple Academy  | 197 | 120 | +77 |
|  | Graduate |  |  |
| Cedar University | 24 | 20 | +4 |
| Elm College | 43 | 53 | -10 |
| Maple Academy  | 3 | 11 | -8 |
| Total | 600 | 521 | 79 |

Source: Fictitious data, for illustration purposes only

## Figures

Use the word “Figure” for images, diagrams and charts. Use numbers and title headings for each one. Figures, diagrams and other graphics appearing in the text are all referred as figures and follow uniform numbering. Begin the caption with the word “Figure”. Use the format given in that document for the caption so that you can automatically create a list of figures.

Cite the source if the figure is taken from another source.

See the example below:

Figure 1: Enrollment in local colleges, 2005

BIBLIOGRAPHY

Use the word “BIBLIOGRAPHY” to provide the list of sources that have been cited in the text. Start in a new page.

It is recommended to format your citations using a reference style (APA, Harvard, etc.). Ask your advisor for the recommended bibliographic style.

Additionally, you may use a bibliographic management tool such as [Mendeley](https://libguides.cut.ac.cy/mendeley).

For further information or help on referencing, ask your librarian or visit the [Library guide](https://libguides.cut.ac.cy/citing).

APPENDIX I

**Appendix Title**

The material that cannot be included within the body text of the document (questionnaires, interviews, coding, etc.), is been provided as an appendix.

You may include one appendix or a number of appendices. If you have more than one, use Roman numbering for each appendix (APPENDIX I, APPENTIX II, etc.).

1. Footnotes appear at the bottom of each page and be numbered sequentially throughout the document. Use Arial 9 point font size or Times New Roman 10 point font size. [↑](#footnote-ref-1)