## REQUIREMENTS TO THE STRUCTURE AND CONTENT OF

## FINAL BACHELOR’S THESIS:

The structure of bachelor’s thesis should include the following sections:

- Front page

- Table of contents

- Introduction

- Body of the work:

 Chapter 1. Theory (of 2-3 paragraphs): notion, types, best practices, etc.

* 1. Theoretical approaches of the problem
	2. Applied Methods
	3. Comparative Analysis of the theories

Chapter 2. Analysis (of 2-3 paragraphs)

2.1. Object of study (enterprise)

2.2. The realization of studied process at this enterprise

2.3. Development and explanation of measures to improve the efficiency of the enterprise

- Conclusion

- Bibliography

- Appendix (may be absent)

*Title pages:*

You should have 2 title pages. One in Russian and one in English. Please download the templates.

* 1. On the English title page everything should all be in English and the Russian one – everything in Russian, including names, titles etc
	2. Make sure names start with capital letters.
	3. There was a spelling mistake in Pr. Gorbunova’s last name. I have uploaded the corrected version.
	4. No numbers on title both pages!
	5. When you put the names, delete the word “name”

Table of contents:

The headings of chapters and paragraphs included in the work are indicated in the table of contents, indicating their pages.

*Introduction contains*:

Relevance of the chosen topic; degree of its development; goal and tasks; object and subject of study; a circle of problems to be considered and in a concise form all the main provisions, the justification of which is devoted to bachelor’s work.

The primary is the object of research (a broader concept), the secondary is the subject of research, in which a certain problem situation stands out.  The object of research– is a system, a process, a phenomena. Subject of research – is a part of the object.

For instance, the object is a tax system, the subject is direct and indirect taxes in Russia.

The subject of bachelor's thesis most often coincides with the definition of its topic or is very close to it.

*The body of the thesis:*

includes chapters and paragraphs in accordance with the logical structure of the presentation. The title of the chapter should not duplicate the title of the topic, and the title of the paragraphs - the title of the chapter. The wording should be concise and reflect the essence of the chapter (paragraph).

The main part of the bachelor’s thesis should contain two or three chapters.

*The first chapter* considers the historical, theoretical and methodological aspects of the problem under study. It includes a literature overview on the object of the bachelor's work, a description of the object of research, various theoretical concepts, accepted concepts and their classifications, as well as their own reasoned position on this issue. Methodological approaches (including methods of calculations, mathematical models and etc.) are being considered at the first chapter.

*The second chapter* is devoted to the analysis of practical material about the subject of the study (on the example of enterprise, company, particular countries and etc.) The analyzing materials should be selected during the production (including pre-diploma) practice.

The chapter contains:

• analysis of specific material on the chosen topic (on the example of a particular organization), preferably for a period of at least 3 years;

• comparative analysis with current practice (for example, a number of organizations, industry, region or country);

• a description of the identified patterns, problems and trends in the development of the object and subject of research;

• evaluation of the effectiveness of decisions made (by the example of a specific organization, industry, region, country);

• this chapter can be found in a review of statistical data, including, with the participation of the author.

The analysis uses analytical tables, calculations, formulas, diagrams, charts and graphs.

It is desirable if categories studied at the first chapter toward to the object of the research, would be analyzed in the frames of the subject of the research.

*In the third chapter*, if there is a sufficient amount of research material, directions for solving the identified problems, specific practical recommendations and suggestions for improving the studied phenomena and processes can be considered and substantiated.

*The conclusion:*

of the bachelor's thesis contains sums up, implications and suggestions from all three chapters of the bachelor's thesis with their brief justification in accordance with the goal and objectives, reveals the significance of the results obtained.

***Bibliography***

The list of used literature reflects the amount of sources (used and the degree of study of the topic, indicating the level of mastering the skills of working with scientific literature. It includes books, textbooks, articles in journals, methodological materials, normative documents, legislative acts, etc. at least 25, together with the corporate and other websites).

Stick to Russian **GOST R 7.0.5-2008 style** for bibliography. The in-text references and citation should be in square brackets

This is defined by John Smith as… [1, p. 34]

1. Smith J. Managerial economics. / J. Smith // Moscow: Alpina Business Books, 2019 – 356 p.

Books

One author

Williamson O. E. The mechanisms of governance / O. E. Williamson. – New York: Oxford University Press, 1996. – 429 p.

Several authors

Strategic management cases / N. Snyder [et al.]. – Reading: Addison-Wesley, 1991. – 769 p.

A collection of works

Fundamental issues in strategy: a research agenda / ed. By R. P. Rumelt [et al.]. − Boston, MA : Harvard Business School Press, 1994. – 636 p.

Articles

Patokina, O. Privatization in Russia: The search for an efficient model / O. Patokina, I. Baranov // Russian and East

European finance and trade. – 1999. – Vol. 35, № 4. – P. 30-46.

Annual report

1996 Annual report / BMW (Bayerische Motoren Werke Aktiengesellschaft). – Munich, 1996. – 141 p.

Case

Gladkikh, I. V. Darling Chocolate: (case) / I. V. Gladkikh, S. A. Starov, J. G. Myers. – The European Case Clearing House (ECCH). – 1998. − № 599-002-1. – 24 p.

Web-site

Bank of Russia: [website]. URL: <http://www.cbr.ru/> (accessed: 11.05.2011).

You can find more example of the Russian GOST style here <http://www.citethisforme.com/guides/gost-r-7-0-5-2008>

The list of sources used should contain information about the sources that were used when writing bachelor's work:

• laws;

• Decrees;

• Resolution;

• regulations, instructions;

• other official materials (resolutions-recommendations of international organizations and conferences, official reports, official reports, etc.);

• monographs, textbooks, teaching aids (in alphabetical order); Abstracts of dissertations (in alphabetical order);

• scientific articles (in alphabetical order);

• Internet sources.

You should make the list of books in alphabetical order. Number each entry with

*Appendix*

The appendix contains material and documents that are used as illustrations and which, because of the large volume, it is inappropriate to put in the main text.

Format of the thesis:

* А MS Word file, A4 page size
* Margins top and bottom – 2 cm, left – 3 cm, right – 1,5 cm,
* Font size – 12, font type - Times new Roman,
* Interlineal interval – 1.5, tabulation – 1.25.
* Numbers of pages. In the footer, middle of the page. No numbers on title pages, but you should count them, so the first number would be 3.
* The text should be 50-80 pages long.

**Expressing Ideas in the Course Paper**

Logical Development

Once you have collected all of the information that you need to support your argument, place it in an order that follows an understandable pattern. This is difficult to do because you must determine how to guide your reader through material that you understand quite well. As you plan and organize your paper, try to present your material in a sequence that is easy for someone else to follow. You may find that it takes you several attempts to find the best organization. Remember that you can use headings and transitions to help signal the paper’s organization to your reader.

Coherence and Unity

Coherence means that an idea presented in a sentence flows logically to the next sentence. Coherence helps you write paragraphs that are focused on one topic, instead of paragraphs with ideas that jump from one topic to another.

Unity means that a paragraph is about one main topic. Every sentence must in some way support the main topic. The only exception may be the last sentence in the paragraph when it is used as a transition to the next paragraph. In this case, the transition sentence must clearly connect to the main ideas of both paragraphs.

Conciseness

Academic writing should be direct and to the point. Eliminate redundancy unless it is used to summarize a section or help the reader recall information placed much earlier in the paper. Defining terms unfamiliar to the audience is a legitimate reason to lengthen the paper

Critical Thinking: Analyzing

Analyzing is the process of breaking something into its component parts to examine how each part works or how the parts work together. For example, a paper presenting how a computer works may discuss how individual parts, such as the central processing unit and the disk drive, operate. This may be followed by a discussion about how the parts work together.

Critical Thinking: Comparing

Comparing is the examination of different objects, processes, events, or concepts in a search for similarities. For example, one might compare how business people in different industries make purchasing decisions and devise a new model of decision-making.

Critical Thinking: Contrasting

Contrasting is the examination of different objects, processes, events, or concepts in a search for differences. For example, one might compare computer programs written by different learners in order to discover the different categories of mistakes that are made.

Critical Thinking: Synthesizing

Synthesizing is the process of combining two or more objects, processes, events, or concepts in order to produce something new. For example, one may synthesize an individual’s personality, interests, and skills into a product “brand” in order to understand what job in a company might provide the best fit.

Critical Thinking: Evaluating or Assessing

Evaluating or assessing is the process of examining something against a proven or generally accepted standard. For example, one might evaluate the courses in an accounting program by assessing them against the standards provided by a national organization of accountants.

Critical Thinking: Combining Multiple Strategies

There are occasions where two or more intellectual activities are combined within one paper. For example, one may analyze how well the parts of an educational administration program are working (analysis) and then compare the parts to standards set by a national organization (evaluating).

# Writing Fundamentals for the Paper work

Most academic writing is in the third person. Although “the researcher” or “the writer” is technically in the third person, it still refers to an implied first person. Writing in the first person draws attention to the person doing the action; writing in the third person draws attention to the actions themselves.

When you write a paper, you should assume that your audience is educated, but not necessarily knowledgeable about the specific subject of your paper. Consequently, you cannot assume that the audience understands discipline-specific terms. Be sure to define words that may be unfamiliar to your audience.

The tone of the language used in your course paper should be passionate and persuasive, but not emotional or judgmental. Your writing should be courteous, tactful, and respectful.

Whenever you use someone else’s ideas, you must acknowledge them in your citations and references.

Tables, graphs, and figures should be used to help the reader understand information presented in the text. Figures do not need to be limited to the presentation of information; they may also be used to stimulate interest in a topic.

Formatting figures

All figures given in work should have references. Figures are places after the text when they were mentioned for the first time, or on the page after, if there is not enough space left. Figures are numbered throughout the paper with Arabic numbers (1, 2, 3). But it is not allowed to number the figures in each chapter separately. It this case the number will look like Figure 1.1, Figure 1.2 etc. We don’t put dots at the end, only between the numbers.

The name of the figure is situated in the middle after the figure itself.

Example



Figure 1 – Annual household income [3, p. 38]

No dots after the words “Figure 1”, no dots in the end.

When referring to the figure you write “as shown on figure 1” or when you have different number in each chapter “as shown on figure 1.2”

Formatting tables

Table should look similar throughout the paper. All tables should have references. The tables are placed after the text when they are mentioned for the first time. Before and after tables there should be an empty paragraph.

It is allowed to change the layout of a separate page to landscape to fit the table.

All tables should be numbered. The numbering is continuing or separate for each chapter.

The name is places before the table on the left side, without tabulation of the first line of a paragraph. Don’t put dots after the number of the table and the end of the title.

Example

Table 2.2 ‑ Difference between Administrative Units

|  |  |
| --- | --- |
| **Administrative Units** | **Observation** |
| **1** | **2** |
| *Republics* | Shall not be a part or comprise any other subjects of the Federation; Right to state own national languages. Own Constitution. |
| *Regions*  | Own Statute; Shall not be a part of other subjects of the Federation; Possibility to comprise autonomous districts. |
| *Cities of Federal Importance*  | Own Statute; Shall not be a part of other subjects of the Federation; Shall not comprise other subjects of the Federation. |
| *Autonomous Regions* | Shall not be a part or comprise any other subjects of the Federation; Specific federal law on autonomous region may be passed. |
| *Autonomous Districts*  | Own Statute; May be a part of other subjects of the Federation; Shall not comprise other subjects of the Federation; Specific federal law on autonomous district may be passed. |

Source: Constitution of the Russian Federation

The tables should be aligned to the center. The interlineal interval is 1.

When the table is too long and you need to continue it onto the next page, you don’t draw the horizontal line at the end of the table. Above the rest of the table you copy the header line and write about the second part on the left side “Table 2.2 continued”. Don’t put dots at the end of column and lines names.

Formatting formulas

We recommend to use Formula Editor to help.

All the formulas should be formatted in the same style (same font name, size, alignment etc.)

Groups of similar formulas are located so they are vertically aligned. Usually to the sign of equation (=).

5 + 5 = 10

15 + 1 = 26

Mathematical signs (+, –, = etc.) should be separated by a space from other symbols.

But when you show positive or netagative numbers you don’t make spaces between the sign and the (+5, –20).

Indicator and indexes should be smaller than the symbols in the formula (102, Кпр), no spacing before them.

Put an empty paragraph before and after each formula.

If you need to explain the formula, you clarify it right after, each symbol in order of appearance.

Example:

*I=U/R,*

где *U —* напряжение на участке цепи, В;

 *R —* сопротивление участка цепи, Ом.

All formulas have continues numbering or numbering within each chapter. The number is aligned to the right of the line.

А = а:b (1)