Faculty of Economics and Management

Master in
Tourism Management (LM77)

Guidelines for completing Degree Thesis

2022

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INTRODUCTION

The thesis is an important part of your degree course. The purpose of this guide is to help you manage your degree thesis more effectively.

The thesis should demonstrate your ability to carry out independent inquiry, to define and execute a programme of research by developing a research process and methodology for collecting data systematically, organizing your findings and ensuring that they are presented in a cogent and clear manner. This will enable you to apply both the conceptual knowledge, which you have acquired during your degree course, and to integrate knowledge from different subject areas in order to apply it analytically.

Every thesis is different; and there are a variety of methods and ways of defining and approaching a particular area or topic. You should identify the correct research approach with your supervisor. However, there are some general principles which apply to all the thesis. Some general recommendations will be given here. Here is the logical sequence of steps you are expected to do in order to accomplish your dissertation work:

1. Identify a suitable project topic (or just identify the subject area in which you are interested)
2. Identify a thesis Supervisor, agree on the topic and start a fruitful cooperation with her/him (topic, timetable, meetings etc.)
3. Submit intermediate drafts according to the Supervisor’s request
4. Submit the final draft of your degree thesis
5. Oral Defense

1. CHOOSING A SUITABLE TOPIC/OBJECTIVE

You need to have a clear idea of what you are trying to achieve. Choose a topic which will sustain your motivation:

- Because it takes you into a new area
- Because it increases your knowledge of an old area
- Because it enhances career opportunities by increasing key skills
- Because it offers a service to your (current or prospective) employers

The objective is the problem or question you want to solve or answer.

2. THE ROLE OF THE SUPERVISOR

You should approach academic staff whose areas of expertise and research interests fall within the thesis area.

 INITIAL MEETING

Items to be discussed and agreed at this meeting should include:

- Terms of reference (thesis topics and objectives, research questions, and intended thesis outputs)
• Relevant literature
• The research methodology
• Thesis timetable and possible structure
• The means of keeping in touch with your Supervisor and when various key meetings are likely to take place

PROGRESS MEETINGS

You should aim to meet your thesis Supervisor from time to time throughout the thesis period as your work is progressing (remember to collect what reading needs to be done, what contacts need to be made, what data must be collected, what analysis must be carried out). Your Supervisor will want to ensure that you are clearly making satisfactory progress. Certainly, any major changes in project direction or any major problems should be notified to and discussed with your Supervisor as early as possible.

Prepare for your meetings. A meeting with your Supervisor like any other meeting requires preparation. He or she will have points to raise with you. Make sure you have thought through the points you want to raise with him or her.

• Send written material in advance, if at all possible.
• Do not expect the Supervisor to read your draft at the meeting. If you are not ready for the agreed date, then rearrange the meeting to ensure that your supervisor has the time to read the material.
• Do your own proof-reading. It is a waste of a Supervisor’s time to proof-read your work.
• Make sure you use a spell-checker and have read through the material afterwards to remove the 'sillies' created by the spell checker.

3. THE FINAL DRAFT

For the front page use the form available on the website.

The degree thesis can be written in one of the three official languages (English, Italian, German). At the beginning of your degree thesis you are asked to write a short abstract in the three official languages.

Your text must be:

• word-processed and one-sided on A4 paper
• in 12-point Times New Roman or 11-point Tahoma font
• 1,5 points line spacing
• printed with a 1-inch (or 2,54 cm) right side, top, and bottom margin; margins on left should be 1,4 inch (or 3,55 cm) to accommodate binding
• page numbered at bottom center (for all pages)

Thesis of 15,000 words length are encouraged. Thesis counts for 13 ECTS credits, that is approximately 325 work hours.
4. ORAL DEFENSE

The candidate is required to make a presentation in front of a panel of at least 3 members nominated by decree of the Dean of the Faculty. Please, make sure to make a consistent presentation according to the key points of your thesis that you think are more interesting or more original in approach. The presentation will last approx. 15-20 minutes and will be followed by a general discussion.

5. POTENTIAL PROBLEMS

- Rushing into action without thinking out what your thesis is really about, thus ending up with bits and pieces of research all focused on different things.
- Underestimating the time needed for writing up. This can take up a very large part of the thesis duration. A list of “important dates” is reported at the url http://www.unibz.it/en/economics/thesis/master/default.html. (timeline)
- Failing to build in any contingency for events such as delays in computing or printing etc.
- Having a scope that is too wide at the beginning and then not being able to recognize this when the project becomes unmanageable.
- Losing all of your data or written work due to a hard disc failure or loss of a USB memory stick. Keep back-ups of all your data held electronically.

Any changes regarding the Supervisor strictly follow the recommendations reported in the Regulation at the url http://www.unibz.it/en/economics/thesis/master/default.html

6. PLAGIARISM

Do not copy from other sources. Sanctions apply in case of plagiarism. See the Regulation on Final Examinations.
Appendix
Formatting and citations

You must attribute ideas which belong to others and also demonstrate that you have surveyed the relevant literature. The bibliography and references in the text should be presented in a consistent manner, following one of the standard formats such as MLA, APA, Chicago Manual of Style. For further support and the use of citation styles our Library offers advice, introductions to academic writing tools and guidelines:

When writing your thesis, as it is for essays, reports or other assignments, you will often need to support your arguments by referring to other published work such as books, journal or newspaper articles, government reports, pieces of legislation or regulation, dissertations and theses, and material from the Internet.

You will need to give accurate references:

- To give credit to other authors’ concepts and ideas
- To provide the reader (often the marker/examiner of the assignment) with evidence of the breadth and depth of your reading
- To enable the readers of your work to locate the references easily
- To avoid being accused of plagiarism, an academic offence which can lead to loss of marks or module failure

BIBLIOGRAPHY AND APPENDICES

"Literature" is a collective term for the books, journals, articles, reports which deal with your topic. At the end of your thesis, you should include an alphabetical list of all your reference sources. Please follow the APA (American Psychological Association)'s Author style.

This guide provides examples of the most commonly cited types of sources.

The “appendices” should be the place where you place large data sets or large pieces of technical information.

HOW TO FORMAT IN TEXT CITATION

In-text citations use the author’s last name and the date, separated by a comma:
(Austin, 1998)

If the author's name is mentioned in the narrative, then only the date needs to be given in the brackets: Austin (1998) provides a new methodology...

In case of two authors always use both names every time they are referred to in the text. Use the ampersand (&) to connect the names in the parentheses, but spell out "and" in the running text:
(Parker & Mokhesi-Parker, 1998)
Parker and Mokhesi-Parker (1998) in examining institutional design and function
In case of three and up to five authors cite all the authors in text the first time a reference occurs; in subsequent citations, include only the surname of the first author followed by et al. First reference:

(Parker, Mokhesi-Parker, AuthorC, AuthorD & AuthorE, 1998) Subsequent references:

(Parker et al.)

In case of six or more authors cite in text only the surname of the first author followed by et al. and the year for the first and subsequent citations:

(Parker et al., 1998)

In case of group or corporate authors use the name of the body in the citation:

(World Bank, 1998)

In case of unknown author use the first few words of the title as the reference in the text (capitalize all words in title):

("Structuring Lawmaking", 2002)

Author is listed as "Anonymous". Use it as if it were the author's name:

(Anonymous, 2003)

If the reference is to an exact quotation, the author, year and page number must be included. The page number can be given in parentheses at the end of the exact quotation or incorporated into the in-text citation:

Newman (1994) concluded "sibling conflict is so common that its occurrence is taken for granted" (p. 123).

Such findings have prompted one researcher to conclude, “Sibling conflict is so common that its occurrence is taken for granted” (Newman, 1994, p. 123).

For exact quotations from sources without page numbers, use paragraph numbers, if available. If the paragraphs are not numbered, but there are headings, use the heading name and count the number of paragraphs after the heading to the paragraph containing the quotation.

(Smith, 2003, para. 1)

(Greene, 2003, Discussion, para. 4)

HOW TO FORMAT REFERENCE LISTS

BOOK

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ARTICLES

A new element to journal article citations is the addition of the DOI (digital object identifier), which provides a persistent way of accessing digital information. If the DOI is not provided in the online database, online journal, or article, try CrossRef's free DOI look-up ([http://www.crossref.org/guestquery/](http://www.crossref.org/guestquery/)). Note: not all articles have DOIs.

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When authors number eight or more, include the first six names, then three ellipses, and then the last author's name.

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If no author is given, move the title and bracketed description to the author position.

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### Article in a newspaper


If the article was found through the newspaper's website, include "Retrieved from" and the URL of the home page.

### MEDIA

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Tables/Figures and Equations

Tables/Figures should:

- be embedded in the text
- be numbered consecutively with Arabic numbers and have a title

Equations should be typed on separate lines and numbered consecutively at the left margin, using Arabic numbers in parentheses. Please use italics for scalar variables, use boldface to specify vectors and matrices, and use script for sets.