

FACULTY OF EUROPEAN STUDIES

**Guide to the Preparation and Writing of Bachelor's
Theses and Dissertations**

2026

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DESIGNING, STRUCTURING AND PLANNING A BACHELOR'S THESIS/DISSERTATION

Definition, subject matter and specificity of a bachelor's thesis/dissertation

The bachelor's thesis/dissertation is an academic work that involves a scientific approach based on data, analyses and arguments, in which the author makes a contribution to the targeted research area by extending the results already obtained, by critiquing existing theoretical models and proposing new models and approaches, or by structuring the research directions in the respective field in an original way.

The distinctive feature of a bachelor's thesis/dissertation is the scientific, argumentative investigation of a rigorously delimited research topic; it is not a journalistic or literary undertaking, but an approach that uses methodologies specific to a research endeavour – articulating research questions, synthesising theoretical positions on the problem studied, critically analysing existing research in the field, proposing research hypotheses, experimentally validating the research hypotheses and questions, formulating evidence-based conclusions, etc. In this respect, reading specialised articles in scientific journals specific to the research field has a twofold benefit: 1) it is an important source of information and 2) it familiarises the reader with the approach and rigour of the research field.

In choosing the topic, the following aspects are important/relevant:

- what previous interests you have had in the topic – theoretical or practical;
- how familiar you are, conceptually and factually, with the field in which you wish to write your bachelor's thesis;
- research skills – what methodology you master and how you can work with it;
- the coordinator's interest and expertise in the field;
- the topicality of the subject.

The title of the bachelor's thesis/dissertation

The title of a bachelor's thesis or dissertation must inform the audience/public of the central theme of the research. It is generally established at the beginning of the writing process together with the supervising professor and may be changed along the way if the writing of the thesis evolves in different directions or explores in greater depth certain aspects discovered along the way to be more relevant.

The title will refer to:

- the specific research topic and, possibly, the research hypothesis;
- the specific theoretical or methodological approach;
- the results or impact of the research.

Possible mistakes in formulating the title:

- too general;
- imprecise;
- journalistic;
- too long;
- metaphorical.

Length and structure of the bachelor's thesis/dissertation

(I) Length of the bachelor's thesis/dissertation

By decision no. 7 of 9 June 2026, point 6, of the Council of the Faculty of European Studies, bachelor's theses and dissertations shall have a minimum of 30 pages and shall be based on a case study, defined according to the specificity of the subject area to which they belong. On the basis of these elements, the thesis shall formulate conclusions and recommendations relevant to the field concerned. It is important that the minimum of 30 pages is respected, but theses may be more extensive (if the topic lends itself to it or if the author considers that the topic investigated cannot be exhausted within the recommended number of pages).

(II) Structure of the bachelor's thesis/dissertation

The standard structure of a bachelor's thesis/dissertation consists of three main parts: *the introduction, the body and the conclusions* of the thesis. It is desirable that *the introduction*

and *the conclusions* of the bachelor's thesis/dissertation each contain between 5 and 10% of the word count of the entire thesis. Thus, between 80% and 90% of the text is allocated to the chapters that make up *the body* of the thesis.

This standard structure must be detailed starting from a work plan that includes the titles of the chapters and subchapters. This plan a) makes it easier to delimit the scope of the research (so that overly broad topics that cannot be covered by a bachelor's thesis or dissertation can be avoided) and b) represents the implementation of the research questions that guide the scientific approach.

Below we list the content of the components of the standard structure of a bachelor's thesis/dissertation.

A) The *Introduction* must specify the following elements:

- 1) the importance of the research topic,
- 2) the research questions,
- 3) the methodology used,
- 4) the chapter structure of the bachelor's thesis/dissertation and a brief description of each chapter,
- 5) the limitations of the thesis.

B) The core of the *body* of the bachelor's thesis/dissertation is the case study and consists of

- 1) a description of the context,
- 2) the justification for the choice of topic,
- 3) a detailed presentation of the methodology used,
- 4) data collection and analysis,
- 5) interpretation of the results in relation to the specialised literature.

C) Based on the results obtained, the thesis shall formulate *conclusions and recommendations* relevant to the field concerned.

RULES, RECOMMENDATIONS AND STANDARDS FOR WRITING THE BACHELOR'S THESIS/DISSERTATION

Standards for the structure of the bachelor's thesis/dissertation

Cover and Title Page – the information that must appear on the cover and title page of the bachelor's thesis and their templates are presented in Annexes 1 and 2 of this Guide.

Standard statement – the bachelor's thesis shall contain a statement on the graduate's own responsibility, dated and *signed*, certifying that the thesis is the graduate's own work, has never been presented before and is not plagiarised. The coordinator may refuse to approve the submission of the thesis to the bachelor's examination if he/she finds that the thesis contains plagiarised elements. The Committee shall reject, regardless of when this is discovered, theses that contain plagiarised elements. Plagiarism means the full or partial appropriation of texts, data or ideas without proper reference to their authors. For details on the definition of plagiarism and the rules for avoiding it, consult the official documents of Babeş-Bolyai University and the regulations of the Faculty of European Studies.

Table of contents – the bachelor's thesis/dissertation shall have a table of contents containing at least the titles of all chapters and subchapters, together with the number of the page on which each of them begins.

The introduction – contains the general objectives of the thesis, the description or specification of the research questions underpinning the research objectives, the importance and degree of novelty of the topic, the methodology used, a summary of the chapters of the thesis, as well as the limitations/shortcomings of the thesis (data confidentiality, low response rate to questionnaires/interviews, lack of access to some key bibliographic sources, etc.).

Also in the introduction, the author must present the proposed hypotheses and the macro-level structure of the arguments developed. We draw attention to the formulation of objectives and research questions: while the former may be expressed in general terms, research questions must be precise and delimit a firmly circumscribed scope.

As already stated, we recommend that the introduction take up 5-10% of the full text of the thesis.

The body – the bachelor's thesis/dissertation shall contain between 2 and 4 chapters, numbered in ascending order, each of which may have (if it helps) a short introduction and, in its final part, a conclusions section summarising the information and/or results presented in that chapter.

The chapters must be designed to cover the two fundamental axes of a bachelor's thesis/dissertation: the theoretical part and the case study/application.

The theoretical part (spread over one or more chapters, usually only one) must include a review of the specialised literature on the topic addressed. In order to express opinions on a given topic, it is necessary to go through, at least partially, the scientific works previously published in the research field concerned and to identify, where appropriate, the main theories/schools of thought.

The chapters devoted to the case study highlight the author's scientific contribution; they are therefore incompatible with a purely descriptive style. Regardless of the research approach, the author will highlight what the paper contributes that is new compared to existing studies.

Conclusions of the thesis – this part of the bachelor's thesis/dissertation contains the most significant aspects of the thesis, the author's informed opinion on the results obtained, their significance, as well as potential future research directions related to the topic addressed.

Bibliography – this is the last part of the thesis and shall contain the list of all the sources of information used by the graduate in writing the bachelor's thesis.

Annexes (if applicable) – these appear in a separate, unnumbered section. Each annex shall be mentioned at least once in the text of the thesis. Annexes are numbered in ascending order (Annex 1, Annex 2, etc.).

Nota bene:

- Inconsistencies between the footnotes and the Bibliography may be penalised.
- The works mentioned in the footnotes must appear in the Bibliography.

Formatting standards

Page. The minimum number of pages is 30, and the recommended number of pages is 35. The default settings of a Word document shall be used. Page numbers shall be assigned starting with the title page and continuing through the last page of the paper, but page numbers shall appear only starting with the Introduction. Page numbers shall be placed in the footer.

Paragraph. The text shall have 1.5-line spacing (Format->Paragraph->Line spacing-> 1.5 lines). The text of normal paragraphs shall be aligned between the left and right margins (*justified*). The first line of each paragraph shall be indented by 1.27 cm. Exceptions are chapter titles, which may be centred or right aligned, as well as table and figure labels (see the explanations below).

Font/character. The font used shall be Times New Roman, 12-point size, using the diacritics specific to the language in which the thesis is written (ă, ș, ț, î, â - for Romanian). Established expressions – generally Latin expressions – such as *a priori*, *in nuce*, *ad nauseam*, *in extenso* are written in *italics*. Likewise, *italics* are used to emphasise the importance of certain words, concepts, expressions, etc. – as is the less aesthetic underline – while **bold** is generally used for the headings of chapters, subchapters and sections of the thesis. Random and/or excessive combination of these means of emphasis (not to mention their simultaneous use; e.g. **excessive emphasis**) undermines the very purpose of highlighting. The same applies to playing with the font type or size.

Tables and Figures (if applicable). Tables are numbered with 2 digits, the first representing the chapter number and the second representing the number of the table within that chapter. Each table has a number and a title, which are placed above the table, right-aligned. Where applicable, the source of the data is given below the table, aligned between the left and right margins (*justified*), necessarily indicating the name of the author(s), the work (book), the publisher, the year, the page or the full Internet address. Figures (including images, graphs, screenshots) are numbered with 2 digits, the first representing the chapter number and the second being the number of the figure within that chapter; each figure has a number and a title, which are placed above the figure, centred; where applicable, the source of the figure is given below the figure, *justified*, indicating the name of the author(s), the work (book), the publisher, the year, the page or the full Internet address.

Standards for citing authors

When to cite

When paraphrasing, the source of the ideas or arguments presented must be indicated. When reproducing text, in addition to indicating the source, you must use quotation marks to mark the verbatim borrowings.

In conclusion, the source must be specified whenever an idea or an argumentative structure of an author is borrowed, whether in a general-descriptive way or verbatim.

Citation style

We propose the *classic* citation style, with footnotes, as set out in the section below.

If the specific nature of the thesis and of the sources cited allows it, you may use the *author-date* citation style, presented in the Annexes, **with the approval of the supervising professor.**

1. Books

A. Printed books

- (i) **Footnote:** First name and Surname of the author(s), *Title of the book in italics*, Edition of the book (if applicable), City: Publisher, year, page/pages.

Examples:

(i1) *one author:* Pierre Bourdieu, *Rațiuni practice. O teorie a acțiunii*, București: Editura Meridiane, 1999, p. 93.

(i2) *two authors:* Ian Chiswell and Wilfrid Hodges, *Mathematical Logic*, Oxford: Oxford University Press, 2007, pp. 171-173 (if the information spans several pages, use pp. and give the page range).

(i3) *three authors:* George S. Boolos, John P. Burgess and Richard C. Jeffrey, *Computability and Logic*, 4th edition, New York: Cambridge University Press, 2002, p. 127.

(i4) *four or more authors:* Edward O. Laumann *et al.*, *The social organization of sexuality: Sexual practices in the United States*, Chicago: University of Chicago Press, 1994, p. 55.

Nota bene:

- a) In footnotes, the items of information (author, title, etc.) are separated by commas, not full stops, except between the city and the publisher, which are separated by a colon (:)
- b) If the book has four or more authors, cite in the text only the first author followed by *et al.*

(ii) **Bibliography:** Surname, First name of the author(s), *Title of the book in italics*, City: Publisher, year.

Examples:

(ii1) *one author:* Bourdieu, Pierre, *Rațiuni practice. O teorie a acțiunii*, București: Editura Meridiane, 1999.

(ii2) *two authors:* Chiswell, Ian and Hodges, Wilfrid, *Mathematical Logic*, Oxford: Oxford University Press, 2007.

(ii3) *three authors:* Barth, James; Caprio, Gerard and Levine, Ross, *Rethinking Bank Regulation: Till Angels Govern*, New York: Cambridge University Press, 2006.

(ii4) *four or more authors:* Laumann, Edward O. *et al.*, *The social organization of sexuality: Sexual practices in the United States*, Chicago: University of Chicago Press, 1994.

Nota bene:

- a) For the alphabetical ordering of the bibliography, we first list the surname and then the first name of each author, separated by a comma.
- b) Books with several authors are cited with the authors in the order in which they appear in the book.
- c) For a book written by three authors, in the bibliography we list the surname and first name of the first author, then insert a semicolon (;), followed by the surname and first name of the second author, then the conjunction *and*, and then the surname and first name of the third author.
- d) All sources used in the thesis must also be listed in the bibliography.
- e) In the bibliography we do not repeat the pages cited.
- f) Note that each citation/bibliographic reference ends with a full stop, as with any sentence.

B. Books in electronic format

B1. Books available online

- (i) **Footnote:** First name and Surname of the author(s), *Title of the book in italics*, City: Publisher, year, page/pages, URL (link), date of access.

Example:

Adrian Ludușan, *Logică Matematică*, Cluj-Napoca: Presa Universitară Clujeană, 2013, p. 27, <http://www.editura.ubbcluj.ro/bd/ebooks/pdf/1717.pdf>, accessed on 14.06.2015.

Nota bene:

If the book consulted has several authors or several editions, apply the instructions in point 1A(i).

- (ii) **Bibliography:** Surname, First name of the author(s), *Title of the book in italics*, City: Publisher, year, URL (link).

Example: Ludușan, Adrian, *Logică Matematică*, Cluj-Napoca: Presa Universitară Clujeană, 2013, <http://www.editura.ubbcluj.ro/bd/ebooks/pdf/1717.pdf>.

B2. Books in Kindle, EPUB or a similar format.

- (i) **Footnote:** First name and Surname of the author(s), *Title of the book in italics*, City: Publisher, year, page/pages, Edition (followed by) Format type (Kindle, EPUB).

Example:

George S. Boolos, John P. Burgess and Richard C. Jeffrey, *Computability and Logic*, 4th edition, New York: Cambridge University Press, 2002, p. 127, Kindle edition.

Nota bene:

If the book consulted has several authors or several editions, apply the instructions in point 1A(i).

- (ii) **Bibliography:** Surname, First name of the author(s), *Title of the book in italics*, City: Publisher, year, Edition (followed by) Format type (Kindle, EPUB).

Example:

Boolos, George S.; Burgess, John P. and Jeffrey, Richard C., *Computability and Logic*, 4th edition, New York: Cambridge University Press, 2002, Kindle edition.

2. Chapters or articles in an edited volume (printed or in electronic format)

- (i) **Footnote:** First name and Surname of the author(s), "Title of the article in quotation marks" in First name and Surname of the editor(s) (ed.)/(eds.) or coordinator(s) (coord.), *Title of the volume in italics*, City: Publisher, year, page/pages.

Examples:

(i1) *edited volume with one editor:* Mark Steiner, "Mathematics – Application and Applicability" in Stewart Shapiro (ed.), *The Oxford Handbook of Philosophy of Mathematics and Logic*, Oxford: Oxford University Press, 2005, p. 627.

(i2) *edited volume with one coordinator:* Cornelia Mureșan, "Analiza logliniară" in Traian Rotariu (coord.), *Metode statistice aplicate în științele sociale*, Iași: Polirom, 2006, pp. 229-230.

(i3) *edited volume with several editors:* Boris Groys, "Comunismul privit din afară" in Adrian T. Sîrbu and Alexandru Polgar (eds.), *Genealogii ale postcomunismului*, Cluj: Idea Design & Print, 2009, p. 48.

Nota bene:

- a) If the book consulted has several authors or several editions, apply the instructions in point 1A(i).
b) If the book consulted is in electronic format, apply the instructions in point 1B.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the article in quotation marks", in First name and Surname of the editor(s) (ed.)/(eds.), *Title of the book in italics*, City: Publisher, year, the pages between which the chapter/article is published.

Examples:

(ii1) *edited volume with one editor:* Steiner, Mark, "Mathematics – Application and Applicability" in Shapiro, Stewart (ed.), *The Oxford Handbook of Philosophy of Mathematics and Logic*, Oxford: Oxford University Press, 2005, pp. 624-649.

(ii2) *edited volume with one coordinator:* Mureșan, Cornelia, "Analiza logliniară" in Traian Rotariu (coord.), *Metode statistice aplicate în științele sociale*, Iași: Polirom, 2006, pp. 228-253.

(ii3) *edited volume with several editors:* Groys, Boris, "Comunismul privit din afară" in Sîrbu, Adrian T. and Polgar, Alexandru (eds.), *Genealogii ale postcomunismului*, Cluj: Editura Idea Design & Print, 2009, pp. 47-58.

Nota bene:

- a) If the book consulted has several authors or several editions, apply the instructions in point 1A(i).
- b) If the book consulted is in electronic format, apply the instructions in point 1B.

3. Preface, foreword, introduction, introductory study or other similar part of a book/volume (printed or in electronic format)

- (i) **Footnote:** First name and Surname of the author(s), "Preface/Foreword/Introduction/Introductory study, etc." in First name and Surname of the author(s), editor(s) (ed.)/(eds.) or coordinator(s) (coord.), *Title of the book in italics*, City: Publisher, year, page/pages.

Examples:

Adrian Ludușan and Bogdan Dicher, "Foreword" in Adrian Ludușan, Bogdan Dicher (eds.) *Philosophy of Pragmatism (II) Varieties of Pragmatism. Classical Tradition and Contemporary Developments*, Cluj-Napoca: EFES, 2009, p. 5.

Mircea Dumitru, "Cuvânt înainte" in Willard van Orman Quine and Joseph Ullian, *Țesătura opiniilor*, Pitești: Paralela 45, 2007, p. 9.

- (ii) **Bibliography:** Surname, First name of the author(s), "Preface/Foreword/Introduction/Introductory study, etc." in Surname, First name of the author(s) or editor(s) (ed.)/(eds.), *Title of the book in italics*, City: Publisher, year, the pages between which the cited part is published.

Examples:

Ludușan, Adrian and Dicher, Bogdan, "Foreword" in Ludușan, Adrian and Dicher, Bogdan (eds.), *Philosophy of Pragmatism (II) Varieties of Pragmatism. Classical Tradition and Contemporary Developments*, Cluj-Napoca: EFES, 2009, pp. i-xiii.

Dumitru, Mircea, "Cuvânt înainte" in Quine, Willard van Orman and Ullian, Joseph, *Țesătura opiniilor*, Pitești: Paralela 45, 2007, pp. 5-15.

Nota bene:

- a) If the book consulted has several authors or several editions, apply the instructions in point 1A(i).
- b) If the book consulted is in electronic format, apply the instructions in point 1B.

4. Reviews of books/edited or coordinated volumes (printed or in electronic format)

- (i) **Footnote:** First name and Surname of the author(s), "Title of the review in quotation marks" (if applicable), review of *Title of the book/volume in italics* by First name and Surname of the author(s) or editor(s) (ed.)/(eds.), in *Title of the journal in italics*, Volume, Issue, Quarter, year, Section (Reviews, Book Review), page/pages, URL (link), date of access.

Example:

Christopher Pincock, review of *The Applicability of Mathematics in Science: Indispensability and Ontology* by Sorin Bangu, in *Philosophia Mathematica*, Vol. 23, No. 3, 2014, Critical Studies/Book Reviews, p. 405.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the review in quotation marks" (if applicable), review of *Title of the book/volume in italics* by First name and Surname of the author(s) or editor(s) (ed.)/(eds.), in *Title of the journal in italics*, Volume, Issue, Quarter, year, Section (Reviews, Book Review), URL (link), date of access.

Example:

Pincock, Christopher, review of *The Applicability of Mathematics in Science: Indispensability and Ontology* by Bangu, Sorin, in *Philosophia Mathematica*, Vol. 23, No. 3, 2014, Critical Studies/Book Reviews.

Nota bene:

- a) If the book/volume consulted has several authors or several editions, apply the instructions in point 1A(i).

5. Scientific articles

A. Articles in printed journals

- (i) **Footnote:** First name and Surname of the author(s), "Title of the article in quotation marks", in *Title of the journal in italics*, Volume, Issue, Quarter (if applicable), year, page/pages.

Example:

David Theo Goldberg, "Racism and Rationality: The Need for a New Critique" in *Philosophy of the Social Sciences*, Vol. 20, No. 3, September 1990, p. 344.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the article in quotation marks" in *Title of the journal in italics*, Volume, Issue, Quarter (if applicable), year, the pages between which the article is published.

Example:

Goldberg, David Theo, "Racism and Rationality: The Need for a New Critique" in *Philosophy of the Social Sciences*, Vol. 20, No. 3, September, 1990, pp. 317-350.

Nota bene:

If the article consulted has several authors, apply the instructions in point 1A(i).

B. Articles in electronic journals

B1. Journals for which a DOI (Digital Object Identifier) is available

- (i) **Footnote:** First name and Surname of the author(s), "Title of the article in quotation marks" in *Title of the journal in italics*, Volume, Issue, Quarter (if applicable), year, page/pages, DOI, date of access.

Example:

Reuben Goodstein, "On the restricted ordinal theorem" in *Journal of Symbolic Logic*, Vol. 9, No. 2, 1944, p. 35, doi: [10.2307/2268019](https://doi.org/10.2307/2268019), accessed on 14.02.2015.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the article in quotation marks" in *Title of the journal in italics*, Volume, Issue, Quarter (if applicable), year, the pages between which the article is published, DOI.

Example:

Goodstein, Reuben, "On the restricted ordinal theorem" in *Journal of Symbolic Logic*, Vol. 9, No. 2, 1944, pp. 33-41, doi: [10.2307/2268019](https://doi.org/10.2307/2268019).

Nota bene:

If the article consulted has several authors, apply the instructions in point 1A(i).

B2. Journals for which no DOI is available – specify the URL (link)

- (i) **Footnote:** First name and Surname of the author(s), "Title of the article in quotation marks" in *Title of the journal in italics*, Volume, Issue, Quarter (if applicable), year, page/pages, URL (link), date of access.

Example:

Hilary Putnam, "Nonstandard Models and Kripke's Proof of the Gödel Theorem" in *Notre Dame Journal of Formal Logic*, Vol. 41, No. 1, 2000, p. 55, https://projecteuclid.org/download/pdfview_1/euclid.ndjfl/1027953483, accessed on 21.10.2015.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the article in quotation marks" in *Title of the journal in italics*, Volume, Issue, Quarter (if applicable), year, the pages between which the article is published, URL (link), date of access.

Example:

Putnam, Hilary, "Nonstandard Models and Kripke's Proof of the Gödel Theorem" in *Notre Dame Journal of Formal Logic*, Vol. 41, No. 1, 2000, pp. 53-58, https://projecteuclid.org/download/pdfview_1/euclid.ndjfl/1027953483.

Nota bene:

If the article consulted has several authors, apply the instructions in point 1A(i).

6. Journalistic articles

- (i) **Footnote:** First name and Surname of the author(s), "Title of the article in quotation marks" in *Title of the publication in italics*, Volume, Issue, date, page/pages (if applicable), URL (link), date of access.

Example:

newspaper article: Neil MacFarquhar, "For Russia, Links Between Caucasus and ISIS Provoke Anxiety" in *New York Times*, 20 November 2015,

<http://www.nytimes.com/pages/world/europe/index.html?action=click&contentCollection=Europe&module=Kicker®ion=Header&pgtype=article>, accessed on 20.11.2015.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the article in quotation marks" in *Title of the publication in italics*, Volume, Issue, date, the pages between which the article is published (if applicable), URL (link).

Example:

newspaper article: MacFarquhar, Neil, "For Russia, Links Between Caucasus and ISIS Provoke Anxiety" in *New York Times*, 20 November 2015, <http://www.nytimes.com/pages/world/europe/index.html?action=click&contentCollection=Europe&module=Kicker®ion=Header&pgtype=article>.

Nota bene:

- a) If the article consulted has several authors or several editions, apply the instructions in point 1A(i).
- b) If information about some items is missing, all the references that can be found for the cited text must be listed: the author (if indicated), the title of the article, the topic/column to which it belongs (if applicable), the issue number or the date of publication on the website.
- c) If the article has no pagination, mention the closest section to which the quotation belongs.

7. Articles/Documents taken from online platforms or web pages.

- (i) **Footnote:** First name and Surname of the author(s), "Title of the article/document in quotation marks", *Name of the platform/website in italics*, publication date (if available), section (if applicable), page(s), URL (link), date when the site was accessed.

(ii) **Example:**

(i1) *article taken from an online platform:* Mădălina Muscă, "Dependența tăcută: cine și cum confruntă adicția de jocuri de noroc în România", *CriticAtac*, 23 October 2024,

<https://www.criticatac.ro/dependentatac-cine-si-cum-confrunta-adictia-de-jocuri-de-noroc-in-romania/>, accessed on 03.10.2025.

(i2) *document taken from a web page*: Peter Smith, "Tennenbaum's Theorem", *Logic Matters*, 28 February 2014, p. 4,

http://www.logicmatters.net/resources/pdfs/tennenbaum_new.pdf, accessed on 14.02.2015.

- (iii) **Bibliography**: Surname, First name of the author(s), "Title of the article/document in quotation marks", *Name of the platform/website in italics*, date of posting (if available), the pages between which the article appears (if applicable), URL (link).

Example:

(i1) *article taken from an online platform*: Muscă, Mădălina, "Dependența tăcută: cine și cum confruntă adicția de jocuri de noroc în România", *CriticAtac*, 23 October 2024, <https://www.criticatac.ro/dependentatac-cine-si-cum-confrunta-adictia-de-jocuri-de-noroc-in-romania/>.

(i2) *document taken from a web page*: Smith, Peter, "Tennenbaum's Theorem", *Logic Matters*, 28 February 2014, http://www.logicmatters.net/resources/pdfs/tennenbaum_new.pdf.

Nota bene:

- a) If information about some items is missing, all the references that can be found for the cited text must be listed.
- b) If the document has no page numbers, mention the closest section to which the quotation belongs.
- c) The web sources consulted are listed separately, in a dedicated section.

8. Doctoral theses, dissertations or bachelor's theses (printed or in electronic format)

- (i) **Footnote**: First name and Surname of the author, *Title of the doctoral thesis, dissertation or bachelor's thesis in italics*, Doctoral thesis/Dissertation/Bachelor's thesis, Educational institution where the thesis was defended, City, year, page/pages, URL (link), date of access.

Example:

Adrian Ludușan, *Teorii ale referinței*, Doctoral thesis, Babeș-Bolyai University, Cluj-Napoca, 2013, p. 45.

- (ii) **Bibliography:** Surname, First name of the author, *Title of the doctoral thesis, dissertation or bachelor's thesis in italics*, Doctoral thesis/Dissertation/Bachelor's thesis, Educational institution, City, year.

Example:

Ludușan, Adrian, *Teorii ale referinței*, Doctoral thesis, Babeș-Bolyai University, Cluj-Napoca, 2012.

9. Official documents (printed or in electronic format – available on a website)

- (i) **Footnote:** *Title of the document in italics*, Volume, Issue, Quarter, Section, City: Name of the institution that issued the document, year, page/pages, URL (link), date of access.

Example:

Standard Eurobarometer, No. 81, Spring 2014, Public Opinion in the European Union, Brussels: European Commission, 2014, p. 55,
http://ec.europa.eu/public_opinion/archives/eb/eb81/eb81_publ_en.pdf, accessed on 21.10.2014.

- (ii) **Bibliography:** Name of the institution that issued the document, *Title of the document in italics*, Volume, Issue, Quarter, Section, City, year, URL (link).

Example:

European Commission, *Standard Eurobarometer*, No. 81, Spring 2014, Public Opinion in the European Union, Brussels, 2014,
http://ec.europa.eu/public_opinion/archives/eb/eb81/eb81_publ_en.pdf.

Nota bene:

- a) If information about some items is missing, all the references that can be found for the cited text must be listed.

b) If the document has no pagination, mention the closest section to which the quotation belongs.

10. Blogs

- (i) **Footnote:** First name and Surname of the author(s), "Title of the blog entry (post) in quotation marks", *Name of the blog in italics*, date of posting, Section, URL (link), date of access.

Example:

Timothy Gowers, "Taylor's theorem with the Lagrange form of the remainder", *Gower's Weblog*, 11 February 2014, Section: Taylor's theorem with the Peano form of the remainder, <https://gowers.wordpress.com/2015/11/10/interesting-times-in-academic-publishing/#more-6003>, accessed on 14.02.2015.

- (ii) **Bibliography:** Surname, First name of the author(s), "Title of the blog entry (post) in quotation marks", *Name of the blog in italics*, date of posting, URL (link).

Example:

Gowers, Timothy, "Taylor's theorem with the Lagrange form of the remainder", *Gower's Weblog*, 11 February 2014, <https://gowers.wordpress.com/2015/11/10/interesting-times-in-academic-publishing/#more-6003>.

Nota bene:

a) If information about some items is missing, all the references that can be found for the cited text must be listed.

b) If the document has no pagination, mention the closest section to which the quotation belongs.

c) *Nota bene:*

The web sources consulted are listed separately, in a dedicated section.

11. Papers presented at scientific events (conferences, congresses, etc.)

- (i) **Footnote:** First name and Surname of the author(s), "Title of the paper in quotation marks", paper presented at the scientific event (conference, congress) *Name of the scientific event in italics*, date of the event, Organising institution.

Example:

Adrian Luduşan, "On the significance of categoricity arguments", paper presented at the *Congress of Logic, Methodology, and Philosophy of Science*, 3-8 August 2015, University of Helsinki.

- (ii) **Bibliography:** First name and Surname of the author(s), "Title of the paper in quotation marks", paper presented at the scientific event (conference, congress) *Name of the scientific event in italics*, date of the event, Organising institution.

Example:

Luduşan, Adrian, "On the significance of categoricity arguments", paper presented at the *Congress of Logic, Methodology, and Philosophy of Science*, 3-8 August 2015, University of Helsinki.

12. Unpublished works (manuscripts, drafts – in physical or electronic format)

- (i) **Footnote:** First name and Surname of the author(s), *Title of the manuscript/draft in italics* (if the manuscript/draft is in book form)/"Title of the manuscript/draft in quotation marks", (if the manuscript/draft is in article form), manuscript/draft, date, page/pages, URL (link), date of access.

Example:

(i1) *manuscript (not available online) in book form:* Shaughan Lavine, *Skolem was wrong*, manuscript, 1999, p. 21.

(i2) *draft of an article available online:* Solomon Feferman, "Is the Continuum Hypothesis a definite mathematical problem?", draft, 18.9.2011, p. 8, http://logic.harvard.edu/EFI_Feferman_IsCHdefinite.pdf, accessed on 14.02.2015.

- (ii) **Bibliography:** Surname, First name of the author(s), *Title of the manuscript/draft in italics* (if the manuscript/draft is in book form)/"Title of the manuscript/draft in

quotation marks", (if the manuscript/draft is in article form), manuscript/draft, date, URL (link).

Example:

(i1) *manuscript (not available online) in book form*: Lavine, Shaughan, *Skolem was wrong*, manuscript, 1999.

(i2) *draft of an article available online*: Feferman, Solomon, "Is the Continuum Hypothesis a definite mathematical problem?", draft, 18.9.2011, http://logic.harvard.edu/EFI_Feferman_IsCHdefinite.pdf.

Glossary of terms specific to the critical apparatus

apud is used when *the citation is taken from a source other than the original one* (due to a lack of knowledge of the language in which the work was written, convenience, a poorly stocked library, etc.).

Example:

"Kenneth Arrow, "The Principle of Rationality in Collective Decisions" in *Collected Papers of Kenneth J. Arrow*, Vol. 1, *Social Choice and Justice*, Cambridge MA: Belknap Press, 1984, p. 51, *apud* Amartya Sen, *Rationality and Freedom*, Cambridge, MA: Belknap Press, 2002, p. 328.

Contra is used to indicate references to *a position contrary to the one expressed*.

Cf. or *comp.* is used to indicate references to other (slightly different) positions for *comparison with or contrast to the position expressed*.

[n.d.] is used when *the year of publication is unknown*.

[n.p.] is used when *the publisher is unknown*.

[n.l.] is used when *the place where the work was published is unknown*.

Ibidem (the same work) is used when you refer to *the work mentioned in the immediately preceding citation*.

Example:

ⁿIan Chiswell and Wilfrid Hodges, *Mathematical Logic*, Oxford: Oxford University Press, 2007, p. 171.

ⁿ⁺¹*Ibidem*, p. 173.

Idem (the same author) is used when you cite two works by the same author in succession.

Example:

ⁿCharles Parsons, *Mathematical Thought and its Objects*, Cambridge: Cambridge University Press, 2008, pp. 17-19.

ⁿ⁺¹*Idem*, "The uniqueness of the natural numbers", *Iyyun*, Vol. 39, 1990, p. 15.

Infra/see below are used to indicate a subsequent page or footnote where details can be found about the topic or idea discussed at that point or where references are given to a work mentioned at that point.

op. cit. is used when citations of works by other authors are interposed between the first (full) citation of an author's work and subsequent citations of it.

Example:

ⁿIan Chiswell and Wilfrid Hodges, *Mathematical Logic*, Oxford: Oxford University Press, 2007, p. 171.

ⁿ⁺¹Shaughan Lavine, *Skolem was wrong*, manuscript, 2001, p. 151.

ⁿ⁺²Chiswell and Hodges, *op. cit.*, p. 174.

passim/et passim (in various places) are used to indicate that the idea mentioned is found (scattered) across several pages or paragraphs of the work near the passage cited.

seq/et seq/sq/qq (and following) are used to indicate that the idea mentioned is developed on the following pages or paragraphs of the work cited.

[sic] or [sic!] is used to indicate grammatical errors, contradictions or obvious inconsistencies within the quotation.

Supra/see above are used to indicate *a previous page or footnote where details can be found about the topic or idea discussed at that point or where references are given to a work mentioned at that point.*

See also is used to indicate *references to works in which a similar point of view is presented or argued to the one put forward.*

*** is used when *the author is not specified, is anonymous or unknown.*

Example:

*** *Îndreptar ortografic, ortoepic și de punctuație*, 5th edition, București: Univers Enciclopedic, 1995.

Nota bene:

- a) The formula *loc. cit.* may be used instead of *ibidem* or *op. cit.* when we cite the same author, the same book and the same page. Note, however, the tendency to replace *loc. cit.* with *ibidem*.
- b) Note that the first name is omitted when using *op. cit.*
- c) Indirect citation of a source, by means of *apud*, means that only the secondary, indirect source is listed in the bibliography, not the original source that was not consulted.
- d) Do not put a comma after *Cf.*
- e) [*sic*] or [*sic!*] is used within the quotation, not in the reference details in the footnote.

AVOIDING PLAGIARISM

Legal and ethical aspects of plagiarism

Plagiarism is defined, identified and sanctioned in accordance with the legal provisions in force and the Code of Ethics and Professional Conduct of Babeş-Bolyai University. For detailed and accurate information, consult the official documents.

Types of plagiarism

To support students, we list the most common forms of plagiarism:

1. **Full copying** – entire chapters or passages from another work are presented using the *copy-and-paste* technique (the notorious *copy-paste*), claiming them as one's own creation. This category also includes **theses bought** from third parties or received **as gifts** from colleagues.
2. **Partial copying** – copying a few lines, paragraphs or significant parts (several pages long) from a work.
3. **Copying by paraphrasing** – the structure, line of argument, examples and other content elements of the source are taken over, but the wording, the order of paragraphs or other elements are changed in order to make it harder to identify the author.
4. **Self-plagiarism** – republishing substantial parts of one's own previous publications, including translations, without properly indicating or citing the original.

Avoiding plagiarism

Avoiding plagiarism involves following a few steps when writing your own work:

1. First of all, the author must produce an **original** work.
2. Next, the author must indicate the sources used in the critical apparatus, mainly in order to give **credibility** to the position defended by the author of the bachelor's thesis or dissertation.

3. Precise identification of the source by **citation** (according to the citation standards).
4. Avoid phrases such as "it is well known that", "other researchers have shown", "there are authors who claim", "it is known that". In scientific works, it must be **stated precisely who the author is** of the concepts, arguments and wording invoked.¹

"I didn't mean to plagiarise!"

Briefly, "plagiarism is measured not by the author's intention but by the resulting creation, more precisely by the message conveyed to the public". In other words, the issue is not whether the student committed plagiarism intentionally or not, but its effect, namely the infringement of copyright and/or the breach of the ethical² and professional conduct rules of the institution that endorses the work.

To avoid plagiarism, students must:

- cite the source, using quotation marks and giving the reference;
- not copy paragraphs directly unless they are meant to be used as such, in the form of a quotation;
- summarise the information found in the text, giving the reference;
- obtain permission to use photographs, graphs and interpretations of them. As a rule, authors grant this without reservation.³

Thus, the sources of the information used in writing the thesis are transparent, the professional ethics rules in force are respected and the intellectual honesty of the author is ensured.

¹ Cristian Pârvulescu (coord.), *Ghid de elaborare a lucrării de licență și a disertației*, București: Școala Națională de Studii Politice și Administrative, pp. 58-59, <http://www.politice.ro/img/ghidelaborare.pdf>, accessed on 12.06.2015.

² Ibidem, p. 59.

³ Alpár Szász, *Plagiatul: Forme și tehnici de evitare*, Faculty of Political, Administrative and Communication Sciences, Babeș-Bolyai University, p. 2, <http://www.apubb.ro/wp-content/uploads/2011/03/ReguliPlagiat.pdf>, accessed on 12.06.2015.

Conclusion

Bachelor's theses and dissertations are relevant both scientifically and professionally, as both serve as calling cards for graduates' future careers. For this reason, compliance with professional ethics rules is crucial.

Summary

1. Babeş-Bolyai University applies a "zero tolerance" policy towards plagiarism.
2. Make sure that the thesis does not fall into any of the types of plagiarism:
 - (a) *Full copying*
 - (b) *Partial copying*
 - (c) *Copying by paraphrasing*
 - (d) *Self-plagiarism*
3. Avoid plagiarism by following the four steps mentioned:
 - originality*
 - credibility*
 - citation*
 - accuracy.*
4. The excuse "I didn't mean to copy" does not exonerate anyone.
5. Respect the interviewees' right to information and to anonymity.

ANNEXES

Author-date citation style

1. One, two or three authors, one book:

- *in the text:*
- (van Dalen 2008: 57)
- (Chiswell and Hodges 2007: 34)
- *in the bibliography:*
- van Dalen, Dirk. 2008. *Logic and Structure*. New York: Springer Verlag;
- Chiswell, Ian and Wilfrid Hodges. 2007. *Mathematical Logic*. Oxford: Oxford University Press.

2. Four or more authors, one book – cite in the text only the first author followed by *et al.*, while in the bibliography cite all the authors

- *in the text:*
- (Laumann *et al.* 1994: 55)
- *in the bibliography:*
- Laumann, Edward O.; John H. Gagnon, Robert T. Michael and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

3. Chapter or article in a book:

- *in the text:*
- (Steiner 2005: 634)
- (Bueno 2009: 81)
- *in the bibliography:*

- Steiner, Mark. 2005. "Mathematics – Application and Applicability". In Stewart Shapiro, editor, *The Oxford Handbook of Philosophy of Mathematics and Logic*, 624-649. Oxford: Oxford University Press.
- Bueno, Otávio. 2009. "Mathematical Fictionalism". In Otávio Bueno, Øystein Linnebo, editors, *New Waves in Philosophy of Mathematics*, 53-83. Hampshire: Palgrave Macmillan.

4. Preface, foreword, introduction, introductory study or other similar part of a book

- *in the text:*
- (Flonta 2008: 41)
- *in the bibliography:*
- Flonta, Mircea. 2008. Introductory study to *Structura revoluțiilor științifice* by Thomas Kuhn, 5-49. București: Humanitas.

5. Books in electronic format (if the book is available in several formats, cite the format consulted. For online books, give the URL; include the date of access only if the citation requires it – e.g. an article in a daily newspaper. If the book has no page numbering system, include a section or chapter title)

- *in the text:*
- (Boolos, Burgess and Jeffrey 2002: 127)
- *in the bibliography:*
- Boolos, George S.; John P. Burgess and Richard C. Jeffrey. 2002. *Computability and Logic*. 4th edition. New York: Cambridge University Press. Kindle edition.

6. Article in a scientific journal

- *in the text:*
- (Smith, Button 2012: 115)

- *in the bibliography:*
- Smith, Peter and Tim Button. 2012. "The Philosophical Significance of Tennenbaum's Theorem". *Philosophia Mathematica* 20 (1): 114-121.

7. Article in a scientific journal in electronic format

- *in the text:*
- (Goodstein 1944)
- *in the bibliography:*
- Goodstein, Reuben. 1944. "On the restricted ordinal theorem". *Journal of Symbolic Logic*, 9 (2): 33-41. doi: [10.2307/2268019](https://doi.org/10.2307/2268019). Accessed on 14.02.2015.

8. Article in a newspaper or daily (if the article has no author, give only the title. Include a URL and the date of access if the citation is based on an electronic edition)

- *in the text:*
- (MacFarquhar 2015)
- *in the bibliography:*
- MacFarquhar, Neil. 2015. "For Russia, Links Between Caucasus and ISIS Provoke Anxiety". *New York Times*, 20 November.
<http://www.nytimes.com/pages/world/europe/index.html?action=click&contentCollection=Europe&module=Kicker®ion=Header&pgtype=article>. Accessed on 20.11.2015.

9. Doctoral thesis, dissertation, bachelor's thesis

- *in the text* (Ludușan 2012)
- *in the bibliography:* Ludușan, Adrian. *Teorii ale referinței*. Doctoral thesis. Babeș-Bolyai University.

BABEȘ-BOLYAI UNIVERSITY CLUJ-NAPOCA
FACULTY OF EUROPEAN STUDIES

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Scientific coordinator:

Title First name Surname

Graduate:

First name Surname

Year

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