



MINIMAL STANDARDS

for the elaboration of the final diploma/dissertation paper for the final graduation exam bachelor's and master's degree (full-time studies and distance learning) at the Faculty of Economic Studies

The diploma/dissertation paper must be divided in three or four chapters and several subchapters and paragraphs, but no more than three-four grades of titles and it must have a length of 30 pages (including the content and the bibliography of the paper), with a maximum deviation of +/- 10%.

The **page format** required is with equal margins of 2,5 cm up and down, 3 cm right and left, for the binding of the manuscript.

The **text** of the paper must be written in Times New Roman characters with 12 sizes, at one and a half row distance, and the paragraphs must be aligned 1 cm from the left margin of the text body, without any spaces between them.

Any **title** must be centered, Times New Roman characters with 14 sizes in bold and will be preceded by a numeric symbol in which the first figure indicates the chapter, the second the subchapter, the third the paragraph.

The component parts of the final diploma/dissertation paper are:

The **content of the paper**, organized in 3-4 chapters, with subchapters and paragraphs, indicating the corresponding pages, must be placed at the beginning of the paper, immediately after the front cover (the content becomes page number 1 of the diploma/dissertation paper).

The **introduction** must underline, in 1-2 pages, the importance and the actuality of the theme approached and, if appropriate, the justification of the chosen theme.

Chapter 1 must present the theoretical and methodological approach of the research theme, having as objective the analysis of the state of knowledge in the researched field. Its dimension must not exceed a quarter from the total number of pages of the paper.

Chapter 2 must comprise 10 pages in which will be presented, according to the case:

- ✓ The business entity on which the case study is based;
- ✓ The data base on which the case study is effected / at microeconomic, mesoeconomic and macroeconomic level.

Chapters 3 and 4 must have an applicative character and contain together approximately 20 pages. In connection with the research theme these chapters must be based on a case study on the example of a business entity/ financial institution, or the data base presented in chapter 2.

Chapters 3 and 4 must contain personal points of view, interpretations of the theories and of the concepts approached in the paper, critical analyses of the studied phenomena and principles, proposals of measures and directions of action for the improvement of the activity in the researched field.

The **Conclusions** must underline in 2-3 pages the most significant aspects deriving from the study effected.

The **Bibliography** studied for the elaboration of the paper and (if applicable) the **Annexes** must be placed at the end.

OBSERVATIONS:

1. Figures and tables. As much as possible large tables which exceed the width of the text pages, will be avoided. If this is not possible, the tables must be presented in landscape format (or in annexes).

Also, the figures must have an optimum contrast, it is preferred that they do not exceed the size of the text page on which they are printed.

Tables and figures in the paper must have a unitary presentation. Each table/ figure must be given a number and an appropriate title. The title must be written straight and centered over the table /the figure. The number must be placed above the title, with two figures, the first figure indicating the chapter, the second the order of the table/figure.

Each table must have a footnote with the source of the data contained, written in small (TNR 10). Similarly, if a figure is taken or adapted from other published sources, the source must be indicated in the same way as in the case of the tables.

Text references to tables/figures must contain the indication “Table no.”, or “Figure no.”, followed by their number.

2. **Bibliography** -The final diploma/dissertation paper must contain at the end, before the annexes, a list of bibliographical materials studied by the student: at least 10 titles, which must contain recent studies, as well.

The bibliographic titles must be written in alphabetical order of the surname (not given name) of the authors, using Arabic numbers followed by a full stop. When there are two or more authors for a paper, the rule concerning the alphabetic order applies for the first author.

For each bibliographic material studied apart from the author must be mentioned the full title, the publishing house, the printing place and the year of publication.

At the end of the bibliography must be placed journals studied, as well as the internet sources.

Examples:

1. *For books:* SURNAME of the author, GIVEN NAME of the author, *Book's title*, Publishing house, Place, Year of publication.
2. *For articles:* SURNAME of the author, GIVEN NAME of the author, Article's title, *Journal's name*, number/edition of publication of the article, publishing date, number of pages.
3. For internet sources: SURNAME of the author, GIVEN NAME of the author, *Title of the material*, Year of publication, Material available online at the address (the exact URL of the electronic source must be mentioned) [date of the last view].

The paper can include in its content references to the bibliographic material being used by the student either by mentioning between round brackets the data of each source (author, year of publication and the page from which the information was taken), or by mentioning the data of the source, including the page from which the information was taken, in footnotes. In this latter case, the numbering must be made using Arab numbers, continuing the numbering from the beginning to the end of the paper, using TNR 10 font, with single spaced line spacing.

3. **Annexes** - If the final diploma/dissertation paper contains annexes, these must be placed at the end of the paper and must not be included in its pagination. The annexes must have a title and be given numbers, and the connection between these and the paper text is to be made similarly to the case of the tables and figures, by mentioning "Annex no." followed by their number.