

## BA Thesis Guidelines

A thesis is in fact no more than an extended essay. You have written numerous essays during your bachelor's, so you are well prepared. Generally, the same rules and regulations regarding alignment, line spacing, font choice, etc., apply to writing your bachelor thesis. However, since this is a thesis, there are additional guidelines which will be discussed here.

*Please note that these are, for the most part, guidelines. Meaning students are free to deviate from these guidelines in consultation with their supervisor. If you have any remaining questions, please contact your supervisor.*

### Table with obligatory and optional components:

Start	Core	End
Title page*	Introduction*	Bibliography*
Table of contents*	Chapters (numbered)*	Endnotes or footnotes
Preface	Conclusion(s)*	Appendix
Summary		

\* obligatory

See next page for guidelines per component

### Your thesis must meet the following requirements:

- It is between 7,500 and 10,000 words, including notes, bibliography and appendices.
- It is written in English.
- You make use of page numbers.
- You make consistent use of a style sheet (style sheet to be determined in consultation with your supervisor).

### Guidelines:

- Make use of paragraphs and sub-paragraphs within your chapters (you can also number these, e.g. 1.1 and 1.1.1)

### Good to know:

Writing a bachelor thesis gives you the opportunity to show what you have learned in the past years. Using a topic of your choice you can demonstrate the knowledge, insight and academic skills you have learned during your studies and prove that you meet the final requirements for obtaining your bachelor's degree.

For more information on the programme objectives, see the Course and Examinations Regulations (OER):

Student website > Organisation > Rules and regulations > Faculty and study regulations  
*Studentenwebsite > Organisatie > Reglementen > Facultaire en opleidingsreglementen*

On this page you will also find an extensive document on the general BA thesis regulations.

## **Title page**

- Title and possible subtitle
- Be sure to mention the essentials (name, supervisors etc.)
- Image optional
- Be creative

## **Table of contents**

- Mentions at least all your chapters
- Chapter titles (and other titles) should be informative and concise

## **Preface**

- Contains any acknowledgments or personal comments that fall outside the line of your thesis.

## **Summary**

- Able to be read independently and contains the key elements from the main texts.

## **Bibliography/notes**

- Consistently use your preferred style sheet

## **Appendix**

- For e.g. questionnaire results, transcriptions, etc.