

Postgraduate Studies Program

***Environmental Communication and Health
Promotion***



***Driver
Postgraduate Writing
Thesis
(Process and Writing)***

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Agathi Stathopoulou**

Introduction

An important prerequisite for the completion of studies and the award of the title to each postgraduate student is the writing of the postgraduate dissertation. Thus, after the successful completion of the courses, the writing of the postgraduate dissertation and the approval of its content by the three-member committee, the thesis is presented at a special event (support), after the announcement of the date and the place of presentation at least 15 days before the specific date. The Master's thesis is credited with 30 ECTS credits:

1. The process

At the end of the second semester, the proposed topics for postgraduate thesis are announced on the website of the MSc. The student studies the topics and comes to an understanding with the instructor of the MSc who has proposed a topic that interests him. Subsequently, the instructor of the MSc submits an application to the Coordinating Committee for the acceptance of supervision of the postgraduate thesis of the specific student by June 30 (of the second semester). The C.E. approves the appoints a supervisor and decides to appoint two more teachers of the program to become, together with the supervisor, members of the three-member examination committee that will grade the postgraduate dissertation.

Prerequisite for the submission of the M.E and the support is the successful completion of the courses and the internship. The assignments are supported from 1-30 March after the end of the third semester. The M.Sc. is submitted to the Secretariat of the Master's Thesis (in electronic form), from 1 to **28 February**. In any case, The work must come into the hands of the committee one **month** before the support. The three-member committee submits its comments at least one week before the support.

For serious and documented reasons, the M.P. may, with the agreement of the Supervisor, request an extension for one month of the date of submission of his/her postgraduate thesis.

This thesis is presented in an extraordinary open seminar lasting one (1) hour and is graded by the members of the three-member Examination Committee. For the approval of the M.C., a positive vote of the evaluation committee is required. The grade of the assignment is derived from the average of the passing grades of the examiners. The grade of the Master's Degree is deduced from the average grade of the M.E. and the average of the grade of the courses. The grading scale is defined from 0-10; the passing grade is defined as six (6) and its greater.

Each work is checked with the help of special plagiarism software. If any part of the M.E. contains part of or makes use of another author's scientific work without attribution, it is considered plagiarism and the M.E. is nullified. In this case, it is possible by decision of the H.C.C. to allow the student to submit an M.E. on the same or another subject within the next semester.

After the support process, the MF passes the corrections proposed during the support process and submits his/her corrected work in electronic form to the Secretariat of

the MSc, which posts it on the website of the MSc and submits it to the repository of postgraduate theses.

In case of a negative judgement, the MF has the possibility of resubmission after a maximum period of 4 months and after improving the work according to the observations of the evaluation committee. A second judgment follows and the examination-presentation of the Master's Thesis takes place in September. In this case, the M.F. is obliged to register for each additional semester and pay the relevant tuition fees, in order to be entitled to submit the corrected assignment by the end of the sixth semester.

In case of second failure, the MF will not be awarded a Master's degree

2. Posting of the Diploma Thesis in the repository "Polynoe"

The dissertation should be submitted to the institutional repository "Polynoe" according to the instructions listed below:

https://polynoe.lib.uniwa.gr/item_submission_guide.pdf.

Before posting the diploma theses in "Polynoi", the digital signature of the document is considered necessary. After signing, no modification of the document is allowed, because all digital signatures are canceled.

After the check by the managers of the repository "Polynoe" and the posting is completed, a confirmation message is sent via e-mail from "Polynoi", which you forward to the secretariat of the Postgraduate Program, with notification to the secretariat of the Department (pchealth@uniwa.gr). Only then is the process considered complete.

The Master's Thesis

The dissertation can be a research paper (see 2.2.1) or a literature review work (see 2.2.2) The dissertation should be written in Calibri font, with the main text in "justification" and a size of 12 points. The total length of the dissertation should not exceed 20,000 words, without taking into account the cover, table of contents, bibliography, appendices and abstracts. After the completion of the writing, the main supervisor of the dissertation should check if its format follows the writing instructions and take the necessary corrective actions. The main supervisor is solely responsible for the uniformity of the dissertation and all copies thereof before they are submitted 1. to the members of the Committee for audit, and 2. in the Secretariat after the support and formulation of the final form of the dissertation.

Before completing the procedures, make sure that the pagination was done as follows:

- Title Page Greek/English
 - ✓ Name
 - ✓ Three-member Committee
- Abstract Greek/ English
- Preface (thanks, dedications, etc.)
- List of page-mapped contents
- List of tables, image charts with page mapping
- List of abbreviations and notations
- Main text of the Thesis (Introduction, Literature Review, Methodology, Results, Discussion / Conclusions)
- Bibliography
- Appendices, either as part of the dissertation, or as a separate volume in case of a large
-
-
- See below for an example of first pages

Title page template



**UNIVERSITY OF WEST ATTICA SCHOOL
SECTION
TITLE OF POSTGRADUATE STUDIES**

Postgraduate Thesis

Job title

**Author(s)
Name
AM:**

**Supervisor:
Name**

Athens, Month Year





UNIVERSITY OF WEST ATTICA
SCHOOL
DEPARTMENT
TITLE OF POSTGRADUATE PROGRAM (MSc/MBA)

Diploma Thesis

Title

Student name and surname:
Registration Number:

Supervisor name and surname:

Athens, Month Year



**UNIVERSITY OF WEST ATTICA SCHOOL
SECTION
TITLE OF POSTGRADUATE STUDIES**

Job title

Members of the Committee of Inquiry, including the Supervisor

The Master's thesis was successfully examined by the following Examination Committee:

N/a	FIRST NAME SURNAME	RANK/STATUS	DIGITAL SIGNATURE

AUTHOR'S STATEMENT

I, the undersigned,
of....., with registration numberstudent of the Postgraduate Program
..... of the Departmentof the
Faculty. of the University of West Attica, I declare that:

"I am the author of this master's thesis and that any help I have had in preparing it is fully recognized and refers to the work. Also, any sources from which I used data, ideas or words, either exactly or paraphrased, are mentioned in their entirety, with full reference to the authors, the publishing house or the magazine, including any sources that may have been used from the internet. I also confirm that this work has been written exclusively by me and is the intellectual property of both myself and the Foundation.

Violation of my above academic responsibility is an essential reason for the revocation of my degree".

**I wish to ban access to the full text of my work until and at my request to the Library and approval of the supervising professor.*

The Declarant

*** Full Name /Function**
Supervisor's Digital Signature
(Signed)

**** If someone wishes to ban access to work for a period of 6-12 months (embargo), the supervising teacher must digitally sign to make it known that he/she is informed and consents. The reasons for time blocking of access are described in detail in the policies of the I.A. (p. 6):***

1.1 The Parts of the study

1.1.1 Research paper

● Import

- Brief and fully relevant, literature review

The introduction begins with some general concepts based on theories and continues with more specific concepts, which are now relevant to the research presented. The reader is briefly informed about the research that has been done in the past, quoting the conclusions reached by previous researchers. Any disagreements among researchers on the subject are also listed. Typically, other survey reports identify variables whose relationship has not been tested. It is on this element that the formulation of the problem of the research to be published is based. This wording should be short but clear to facilitate the definition of the purpose of the research, which follows the review of the relevant literature.

Review of the relevant literature means detailed research in scientific books and especially in scientific journals corresponding to the area to be researched in order to identify similar researches.

- Purpose of the survey

The formulation of the purpose, or purposes, of the research, in which both independent and dependent variable(s) must be defined.

- Practical relevance of research

The practical implications of the research and its usefulness for other researchers or relevant professionals (e.g. Coaches, Teachers, etc.) are mentioned.

- Research hypotheses of research

The expected results of the research, according to the researcher.

- Zero/Statistical assumptions of the survey

Each null hypothesis should correspond to a statistical result (after the completion of the future statistical analysis).

- Boundaries of research

The limits set by the researcher in the research and control completely (eg the origin and size of the sample).

- Limitations of research

The limits placed by the environment (or the nature of the research) on the research process and not

They can be fully controlled. Weaknesses of research and design. It is advisable for any limitation to mention the effort of the researcher to mitigate the negative impact on the design (eg. Anonymity in questionnaires greatly mitigates the lack honesty in their completion by participants).

- Operational definitions of research

How the researcher defines the research variables in the context of his design.

- **Methodology**

- **Participants**

Because sample size is one of the most important elements determining the strength of the survey, the number of participants who will be relatively close to the final number must be reported. It also describes how the sample was selected and does not simply state that "the sample was selected by random sampling", as well as the rationale for its preference. It is necessary to indicate those characteristics of the examinees that are related to the research variables. Also, because motivation to participate in research is an important element affecting their performance, it should be indicated whether they were volunteers or were given any form of compensation. Some demographic characteristics of the sample need to be mentioned, always depending on the purpose of the survey. These include gender, race, age or age category, ethnicity, place of residence, level of education, occupation and income. If a demographic is one of the experimental variables, its description is more detailed.

- **Measuring instruments / intervention programmes**

The means to be used to collect the data are described here. In the case of written tests, their coefficient of validity, reliability and objectivity are indicated, accompanied by reports of the researchers who used them, as well as the publishing house from which they can be ordered. The same description is needed if the tests to be used measure physical abilities (e.g. speed, strength, etc.). In the case of machines, they are described in detail (name, type, model, manufacturer, etc.), while a photo is provided if it is self-made. In the case of machines that have previously been used by several researchers, they are briefly described and reference is made to their previous users. If the means of data collection is the questionnaire, indicate the number of questions, its subsections, the type of questions (closed-open) and the way in which the participants will answer. It also mentions the internal stability factor α (Cronbach α) mentioned by previous researchers who used it.

- **Procedures**

Here it is described how the participants will come to the place of measurement, what preliminary instructions will be given, whether the machines or tests will be demonstrated, whether there will be test attempts on a machine or test, whether warm-up will be needed (as is done in motor tests), etc. It also describes how they will be randomly distributed into groups, or -if this will not be done in a random way- another similar distribution criterion. Then, the order of tests or attempts, as well as how to perform the motor tests, are indicated. Finally, the process of collecting the data for the tests that are common to all participants is described, and then the process of those that differ in the different experimental groups.

- **Intended data management**

The form of research design is indicated, depending on the research hypotheses, e.g. factorial design 2X3X2 with the last factor repeated. Refer

Also, all statistical analyses that will be made and the reasons that impose them (e.g. use of non-parametric methods due to irregular distribution of data).

1.1.2 Literature review work

What is literature research?

In a bibliographic research we try to find answers to questions without collecting empirical data but through the critical analysis of other, relevant to our topic, published works (empirical studies, theoretical studies or, even, other bibliographic research), i.e. summarizing, classifying, comparing and synthesizing material that has already been published.

What parts does a literature review work consist of?

The work of a literature research consists of at least three parts:

a) Introduction: Here the authors present the topic or general area of interest and the questions of their work, briefly describe trends in the research that has been done on the topic, identify gaps or contradictions and document the importance of the specific work. Also, in the introduction, the authors explain their "point of view", that is, the criteria they used to select and classify the bibliography and describe how to find relevant articles and how to organize and present the material in the main part of the work.

b) Main part: The results of the research are presented here. As a rule, it is divided into subsections, depending on the way the material is classified and organized, which may, for example, concern the methodology of the research examined, their theoretical background, their objectives, the chronological order of the surveys (e.g. by decades), similarities and differences, etc. The purpose of the authors is not to list in detail each study they examine, but to reach conclusions by grouping, comparing, and synthesizing the material they have gathered.

c) Conclusions: The authors answer the question(s) posed in the introduction, summarizing the most important results of their own review. They discuss methodological issues, any contradictions or gaps in the literature so far and applications of the results in educational practice. Finally, they suggest questions that in their opinion are important to consider in future research.

● Bibliography

Bibliography is an integral part of your work. The bibliography usually contains in a list all the references you have consulted, arranged in alphabetical order according to the surname of the first author. In general, Greek and foreign bibliographic references should be listed in alphabetical order together, without being separated. The bibliography should be written in 1.5 spaces, with one line spaced between each new citation. The first line of each report should be aligned with the left margin, and the following lines should be indented five spaces to the right.

How to write bibliographic references within the text

*The authors are mentioned by their name and the year of publication of the article either in the text or at the end of the sentence in brackets e.g. (Schmidt, 1982). When referring to a group of authors – more than two people but less than six – the surnames of all authors are written the first time they are mentioned, and all subsequent times they are mentioned, only the last name of the first of them is written and then the Latin phrase *et al.* Example: (Schmidt *et al.*, 1982) In the case where the reference is the subject of a sentence and the authors are more than two and have already been mentioned earlier, the surname of the first author is written followed by the phrase "and plus." which is the Greek version of the term *et al.**

Example: "The Schmidt *et al.* (1986) highlighted...". If the citation includes six or more authors, even the first time the last name of the first author in line and the phrase *et al.* are written. When more than one author is mentioned within the text then they are written in alphabetical order.

If there is more than one reference, they are separated by the question mark symbol "?" e.g. (Almond & Harris, 2002; Schmidt, 1989; Tayler, 1988).

Πίνακας 1. Βασικοί τρόποι αναφορών μέσα στο κείμενο

Είδος αναφοράς	Πρώτη αναφορά μέσα στο κείμενο (ως υποκείμενο)	Ακόλουθες αναφορές μέσα στο κείμενο (ως υποκείμενο)	Παρενθετική αναφορά, πρώτη αναφορά (στο τέλος της πρότασης)	Παρενθετική αναφορά, (στο τέλος της πρότασης), ακόλουθες αναφορές)
Μια εργασία από ένα συγγραφέα	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
Μια εργασία από δύο συγγραφείς	Walker και Alien (2004)	Walker και Alien (2004)	(Walker & Alien, 004)	(Walker & Alien, 004)
Μια εργασία από τρεις συγγραφείς	Bradley, Ramirez, και Soo (1999)	Bradley και συν. 1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
Μια εργασία από τέσσερις συγγραφείς	Bradley, Ramirez, Soo και Walsh (2006)	Bradley και συν. 2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
Μια εργασία από πέντε συγγραφείς	Walker, Alien, Bradley, Ramirez και Soo (2008)	Walker και συν. (2008)	(Walker, Alien, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
Μια εργασία από έξι ή περισσότερους συγγραφείς	Wasserstein και συν. (2005)	Wasserstein και συν. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Ομάδες ερευνητών, εταιρείες οργανισμοί ως συγγραφείς (εύκολα αναγνωρίσιμοι από συντομογραφίες)	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [NIMH], 2003)	(NIMH, 2003)
Ομάδες ερευνητών συγγραφέων (χωρίς συντομογραφία)	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburg, 2005)	(University of Pittsburg, 2005)

How to write the bibliography at the end

Only the bibliographic references present in the text are mentioned in the bibliography, in alphabetical order and then chronologically, with the most recent being the first. The title "Bibliography"

It is written on the edge of the page in lowercase letters and bibliographic references are written in alphabetical order of the authors' surnames. If more than one reference belongs to an author, they are written in chronological order with the most recent first.

In general, Greek and foreign bibliographic references should be listed as follows: alphabetical order together without being separated. When an author is mentioned twice, once he is alone he comes first and second the one he is with other authors.

When

They have the same surname, the order is determined alphabetically by the first name of the authors.

Examples of literature writing

For article

They are written in order: Last Name, Initial Name. (Year in parentheses). Article title. *Journal title in italics, volume in italics, (issue in brackets), first and last pages.*

Examples:

Fishbein, E. & Proctor, G. (1995). The relation of mental abilities with basketball performance.

Psychological Reports, 23(3), 1-9.

Astrand, P. (1992). Why exercise? *Medicine and Science in Sport and Exercise, 24, 153-162.*

Magazine article, 3-6 authors

Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist, 55, 1040-1049.*

Magazine article, more than 6 authors

Wolchik, S. A., West, S. G., Sandler, I.N., Tein, J., Coatsworth, D., Lengua, L., et al. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology, 68, 843-856.*

Magazine article with DOI:

VanNess, V. (2009). Understanding the Vikings. *Journal of Norwegian History, 24, 223-227.* doi: xxxx

.....

Newspaper article, without author

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

Newspaper article (non-contiguous pages)

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

For book

They are written in order: Last Name, Initial Name. (Year in parentheses). Book title in italics. Place: publishing house.

Examples:

Schmidt, R. (1995). *Motor learning and performance*. Cham paign, IL: McGraw Hill.

Avthinos, G. (1998). *Exercise-sports, kinetic recreation, organizational dimension*. Athens: Patakis.

Book editing

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). *Children of color: Psychological interventions with minority youth*. San Francisco: Jossey-Bass.

Book, group of authors (government agency)

Australian Bureau of Statistics. (1991). *Estimated resident population by age and sex, in statistical local areas, New South Wales, June 1990* (No. 3209.1). Canberra, Australian Capital Territory: Author.

Ηλεκτρονικό βιβλίο με DOI

Author, A.A. (year of publication). *Title of work*.

doi: xxxxx Rios, C.L. (2007). *Writing without fear*.

doi: xxxx

For chapter from book

They are written in order: Last Name, Initial Name. (Year in parentheses). Chapter title. In (in case of foreign language reference: in) Initial name.

Surname, Book title in italics (p. or pp. in case of foreign language reference followed by the first and last page) Place: Publishing house.

Examples:

Dishman, K. (1990). Determinants of participation in physical activity. In C. Bouchard, R. Shephard, T. Stephens, R. Sutton & B. McPherson. (Eds.), *Exercisefitness and health: A consensus of current knowledge* (pp. 75-10). London: Human Kinetics.

Carnahan, H., Vandervoort, A.A. & Swanson, L.R. (1993). The influence of aging on motor skill learning. In G. E. Stelmach & V. Homberg (Eds.), *Sensorimotor impairment in the elderly* (pp. 41-56). Netherlands: Kluwer Academic Publishers.

Non-English book

Piaget, J., & Inhelder, B. (1951). *The origin of the idea of chance in the child*. Paris: Presses Universitaires de France.

Book with English translation

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814)

For doctoral dissertation

They are written in order: Last Name, Initial Name. (Year in parentheses). Thesis title in italics. Unpublished doctoral dissertation, University. Place, Country.

Example:

Watkins, M. (1986). *The influence of involvement and information search on consumer's choice of Recreation activities*. Unpublished Doctoral Dissertation, University of Oregon. Eugene, Oregon, USA.

For Postgraduate Thesis

Almeida, D. M. (1990). *Fathers' participation in family work: Consequences for fathers' stress and father-child relations*. Unpublished master's thesis, University of Victoria, Victoria, British Columbia, Canada.

For conference proceedings abroad and domestically

They are written in order: Last Name, Initial Name. (Year). Title of presentation.

Conference proceedings in italics, Pages. Venue: Organising body.

Examples:

th

Clark, K. (1995). Assessing activity in joint replacement patients. *Proceedings of the 5 Congress in Sport*

Medicine (pp. 23-26). London: University of London.

Papadopoulos, M. (2003). Evaluation of tachydynamical abilities of extensor muscles of the lower extremities in track and field athletes. *Proceedings of the 2nd International Congress of Physical Education*, (p. 23-26). Athens: Department of Physical Education, University of Athens.

Online magazine

They are written in order : Last name, initial name (year). Article title. *Journal title*.

Magazine figures. Retrieved (date follows) month, day, year, from (website follows)

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. *Title of Periodical*, xx, xxxxxx. Retrieved month day, year, from source.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 17-123. Retrieved October 13, 2001, from <http://journals.apa.org/prvention/volume3/pre0030001a.html>

Online published work

They are written in order: Last name, initial name (year). *Job title*. Retrieved (date follows) month, day, year, from (website follows)

Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source

Hermann, W.A. (1989). *Teaching Writing with Peer Response Group: Encouraging Revision ERIC Digest*. Retrieved February 10, 2001, from

http://www.ed.gov/databases/ERIC_Digest/ed307616.html **Electronic copy from a magazine article, retrieved from a database**

They are written in order : Last name, initial name (year). Article title. *Journal title*.

Magazine figures. Retrieved (date follows) month, day, year, from (database follows)

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance.

Journal of Applied Psychology, 78, 443-449. Retrieved October 23, 2000, from PsycARTICLES database.

• Annexes

Questionnaires, relevant letters, organ descriptions, etc.) are listed here (questionnaires, relevant letters, organ descriptions, etc.)

1.2 Evaluation Criteria of the postgraduate thesis

Organization and coherence: Is the structure of work obvious? Is the question of work understandable from the introduction and what is going to follow? Do you present your thoughts in a logical order and in an organized way? Is the transition from one sentence to another and from one paragraph to another smooth? Are the conclusions clearly formulated? Are they linked to the questions of the paper and to the previous paragraphs?

Expression: Is what you write understandable? Is your text simple and concise? Have you checked the spelling?

Depth of analysis and critical ability: Synthesize your material or simply

Do you cite ideas and data from other sources? Is there originality in the way you have composed and organized your material? Do you take a stand on the topic you are developing?

Documentation: Do you have sufficient bibliographic coverage? Your views are substantiated by logical arguments or by citations to the sources you used. You have reported all these sources? Do the bibliographic references in the text correspond to the sources you have included in the bibliography?

Presentation: Is the text formatting (font, line spacing, headings, margins, etc.) uniform? Is the bibliography written correctly according to the instructions? Is there numbering on the pages?

GOOD LUCK!