

Bachelor Thesis Guidelines

Structure, expected thesis type, and required tables and figures

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1. Scope and expected thesis type

These guidelines apply to bachelor theses only. Bachelor theses are normally expected to be review-based or compilative. This means that the thesis should mainly review, organize, compare, and discuss existing academic literature and reliable sources on a specific topic.

Other thesis types, such as empirical analyses, case studies, interviews, or data-driven projects, may be possible only if agreed in advance with the supervisor. In all cases, the topic, method, data, and expected contribution should be feasible for a bachelor-level thesis.

2. Recommended thesis structure

A bachelor thesis should normally include the following sections:

- Abstract
- Introduction
- Literature background
- Methodology
- Findings
- Discussion
- Conclusion
- References
- Appendices, if needed

3. Mandatory tables and figures

The use of tables and figures is mandatory. They help readers grasp the core of the study more quickly and make the thesis easier to follow. Tables, figures, charts, and schemes should not be decorative: each visual element should summarize relevant information and should be explained in the text.

Thesis section	Expected visual element
Literature background	A table summarising the most representative articles, including author(s), year, topic, method, data/context, and main findings.
Methodology	A graph, table, flowchart, or scheme that clearly explains how the research is conducted, from source selection or data collection to analysis.
Findings	Several tables, charts, or figures that summarise the main results of the analysis.
Discussion	A final table comparing the findings of the thesis with the findings of previous studies, highlighting similarities, differences, and possible explanations.

4. Section-by-section guidance

Abstract

- Summarise the whole thesis in a concise way.
- Maximum length: 250 words.
- State the topic, objective, method, main findings, and contribution.
- Write it after the rest of the thesis is clear.

Introduction

- Explain what the thesis does and why the topic matters.
- Usual length: about 1-2 pages.
- Present the research topic, motivation, and research objective or question.
- Explain why further knowledge is needed, using academic articles, recent events, or practical developments when appropriate.

Literature background

- Review academic articles and relevant prior studies on the topic.
- Explain the main findings of previous research and the methods used by other scholars.
- Position your thesis within the existing literature.
- Use mainly academic articles found through Scopus, Google Scholar, the university library, publishers' websites, or similar academic sources.
- Include the mandatory literature review table summarising the most representative articles.

Methodology

- Describe how the research is conducted.
- Explain the method you use, ideally drawing from the literature reviewed in the previous section.
- Justify why this method is appropriate for your research objective.
- Be transparent about the data or sources: what you use, where it comes from, how it was collected, and any limitations.
- Include the mandatory methodology graph, flowchart, table, or scheme.

Findings

- Present the evidence emerging from your analysis.
- Use several tables, charts, figures, indicators, descriptive statistics, or other outputs.
- Explain what the results mean for readers who do not want to interpret all the tables or figures by themselves.
- Keep deeper comparison with previous research for the discussion section.

Discussion

- Interpret your findings in relation to previous research.
- Do not simply repeat the findings.
- Compare your results with the findings of previous studies.
- Explain whether your evidence confirms, extends, or contradicts prior research.
- Try to reason why your results are similar to, or different from, those found in previous studies.
- Include the mandatory final comparison table between your findings and prior studies.

Conclusion

- Briefly summarise what you did and what you found.

- Explain the limitations of the work: what could have been done better, what was not possible to do, and why.
- State the distinctive contribution of your thesis.
- You may mention future research developments if you wish to expand the topic later.

References

- List all sources used in the thesis.
- Use a consistent citation style throughout the thesis.
- Every source listed in the references should be cited in the text, and every source cited in the text should appear in the references.

5. Sources and literature search

- The literature background should rely mainly on academic and reliable sources.
- Prioritise peer-reviewed journal articles and academic books when building the theoretical background.
- Use reports, websites, news articles, and company material only when they are relevant and reliable.
- Do not make unsupported claims. Every factual or conceptual statement that comes from another source should be cited.
- Keep the citation style consistent across the whole thesis.

6. General writing expectations

- Write clearly and directly. A bachelor thesis does not need unnecessarily complex language.
- Define the key concepts of your thesis before using them extensively.
- Make sure each section has a clear function and avoid unnecessary repetition across chapters.
- Tables and figures must be numbered, titled, and explained in the text.
- Use tables and figures to make the thesis more readable, not to replace written explanation.
- The discussion is the analytical core of the thesis: it should connect your own results with the existing literature.
- The conclusion should be concise and should not introduce major new evidence.

7. Suggested workflow

1. Clarify the research topic and the research objective or question.
2. Search and read the relevant academic literature.
3. Prepare the literature review table with the most representative articles.
4. Identify a method that is suitable for the topic and feasible with the available sources or data.
5. Prepare a methodology scheme showing how the research is conducted.
6. Collect and analyse the material transparently.
7. Write the findings first, using tables and charts to summarise the results.
8. Develop the discussion by comparing your results with the literature.
9. Write the introduction and conclusion after the main analysis is clear.
10. Revise the thesis for clarity, structure, citations, visuals, and consistency before submission.

8. Final note

The outline above is standard and can be adapted to the specific topic of the thesis. The most important goal is to produce a clear, well-structured, and transparent piece of research that shows familiarity with previous literature and the ability to organize and discuss evidence critically.