

PhD thesis Layout Guidelines

PhD thesis must include a title, an expanded abstract, and key words in English and Croatian.

The text of the PhD thesis needs to be orthographically and grammatically correct, and free of typographic errors.

The PhD thesis needs to be printed out on the A4 format (210x297 mm).

The text on each page should be logically divided into paragraphs.

Pagination should cover every page from Introduction to the end of the work.

Pagination is placed at right bottom of page.

The PhD thesis needs to be submitted bound.

Page formatting:

Font: (obligatory use of all Croatian characters) – Times New Roman

Font size: 12

Line spacing: 1.5

Left and right margin: 2.5 cm

Top and bottom margin: 2.5 cm

- Cover design:

University of Zagreb

School of Medicine (Arial 16)

- PhD candidate's first and last name (Arial 16)

- PhD title (Arial 22, Bold)

PhD thesis (Arial 16)



- Place (Arial 14)

- Year (Arial 14)

- First page of the second paper lists the same information as the covers, without coat of arms.

- The following paper lists the following information:

-Title of the institution where the research was conducted

-Mentor/s (name and surname)

- Acknowledgement (optional)

- The PhD thesis must include:

- Table of contents (as per chapters)

-List of abbreviations

Chapters:

1. Introduction and background for the proposed research
2. Hypothesis
3. Aims and purpose of the research
4. Materials and methods
5. Results
6. Discussion
7. Conclusion
8. Abstract (in English)
9. Abstract (in Croatian, as well as the PhD thesis title, up to 200 words)
10. Bibliography (as in Instructions for literature references and citations)
11. Biography (written in third person singular, up to 200 words)

- Pages have to be numerated (**the first page is Introduction**).
- All tables and pictures (graphs, photographs, drawings, schemata, diagrams, histograms, maps, etc.) must have a caption and number.

Table number and caption should always be placed above the table.

Picture number and caption should always be placed below the picture.

If the illustration is not an original contribution of the author, it is necessary to cite the source (if the illustration has been published), or author (if the illustration has not been published yet) from which/whom the illustration is taken. The source is cited immediately before the illustration.

If the illustration is a reproduction of a work of art, one must quote the author (if known), title, and other necessary information relevant for the specific genre of art.

It is a general rule that in all written work it is always necessary to clearly demarcate the text, insight or information of others from the author's text, conclusions, insights, ideas, data, and the like. Smaller portions of text from other authors can be cited, but that needs to be always marked in a clear and conventional way.

For detailed instructions on writing scholarly works, quoting and referencing doctoral candidates are referred to the relevant manuals of documentation styles used in specific disciplines (the Harvard style, the Oxford style, the Chicago style, and the like).

- PhD thesis has to be submitted also on a USB stick or CD.