

PhD thesis Layout Guidelines-Scandinavian model

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
- List of scientific papers included in the PhD thesis

Chapters:

1. Introduction and background for the proposed research (10-20 pages)
2. Hypothesis (a sentence without negations; as stated in DR. SC. 01b form)
3. Aims and purpose of the research (general and specific aims, as stated in DR. SC. 01b form)
4. Materials and methods (5-10 pages, short description of methodology: subjects, methodology, statistical analysis; clear statements which part is included in the published papers; clear statements on the Ethics board approvals and the institutions)
5. Results (5-10 pages; state the most important results clearly and make references to the papers where more detailed analysis can be found; show the most important results, tables etc.)
6. Discussion (10-20 pages)
7. Conclusion
8. Abstract (in English, 600-800 words)
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. List of scientific papers included in the PhD research
 - every scientific paper marked by e.g. 'SCIENTIFIC PAPER 1', 'SCIENTIFIC PAPER 2', etc.
 - state clearly the contribution of the PhD candidate in the published paper, as well as contributions of other co-authors
 - state clearly that the permission of the journal publisher has been obtained to include the scientific paper in the PhD thesis

- if the scientific paper has been published in a journal, it is presented in the PDF version in the PhD thesis; if it is accepted to be published, it is to be presented as manuscript
- scientific papers must be published after the enrolment in the PhD programme. Scientific papers that are combined to be proposed as a PhD thesis must consist of a new rounded section of at least three papers published in journals covered by Web of Science, Scopus, or ERIH, at least one in a journal with an echo factor within quartile 1 (Q1) or quartile 2 (Q2) from the field of PhD research. In the total number of papers mentioned, at least three papers can qualify for only one PhD candidate, and other PhD candidates will not be able to submit them, unless in case of an equal contribution. The equal contribution must be clearly stated in the published papers.
- The PhD candidate must be the first or corresponding author in at least two papers as described above. The mentor or mentors must be co-author/s on all papers, and the last authors in at least 2/3 of the papers. However, not all mentors need to be co-authors on the same papers.

12. Supplements (questionnaire and similar)

13. Biography (written in third person singular, up to 200 words, both in Croatian and English)

NOTE: if necessary, the number of pages in chapters may exceed the recommended number, but must not be lesser

- 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.