**Instructions for organising and drafting the doctoral thesis**

## **General**

The doctoral thesis should be an independent and original paper written by the applicant which proves that an independent scientific research was conducted, with the application of scientific methods and which contains a contribution to science in the appropriate scientific area.

The doctoral thesis is a public scientific paper and it is subject to peer review. It must be written in Croatian, and with agreement from the professional council of the institution implementing the study programme, it may be written in another world language.

The abstract should enable the understanding of the goal of the doctoral thesis, the research methods, and the conclusions.

The doctoral thesis should be submitted in the electronic form and in printed form. The form and content of the doctoral thesis is regulated by statute.

The doctoral thesis represents the student’s research results, with the presentation of the research in the manner in which it is related to the significant papers in the relevant scientific research area. It includes the considered research methods, as well as those that were actually applied, and the student’s conclusions. Any use of the work by other authors must be acknowledged and cited in the correct manner.

The instructions for organising and drafting the doctoral thesis have been made according to HRN ISO 7144:2004 Documentation – Presentation of theses and similar documents (ISO 7144:1986) and HRN ISO 6357:2001 Documentation – Spine titles on books and other publications (ISO 6357:1985).

## **Upper and lower limit of the word count**

Generally, the upper limit is 100000 words in the main text. The word count does not include annexes (attachments), relevant notes, introductory parts and statements, or the bibliography and index. The lower limit is generally 80000 words.

The evaluation on whether the doctoral thesis is too long or too short will be made by the Committee for the Evaluation of the Doctoral Thesis. The word count limit is therefore just a guideline, not a requisite.

The students should also be aware that excessively long doctoral theses may also be evaluated as poorly made.

The doctoral thesis must be checked for spelling and grammar before it is submitted to the Committee for the Evaluation of the Doctoral Thesis.

## **Binding**

## **Temporary binding**

The temporary binding is common for the evaluation and defence of the doctoral thesis. The recommendation is using spiral binding with soft covers.

## **Permanent binding**

After the doctoral thesis is successfully defended, and the student has made the requested alterations and corrections, it is necessary to submit at least five hardbound copies and the electronic version to the Faculty Secretariat.

The colour of the covers is not regulated, but it is usually dark blue or dark red.

The spine title of the doctoral thesis is recommended.

Example:

|  |  |  |
| --- | --- | --- |
| First and last name | Doctoral thesis | 2016 |

The student must sign the statement on the archiving of the doctoral thesis in the institution, university, and national digital repository.

## **Organisation of the doctoral thesis**

The doctoral thesis must include the following items:

1. external and internal page of the front cover;
2. empty page or, if required, a dedication page;
3. title page in Croatian;
4. title page in English or German;
5. title page in another world language, if required;
6. evaluation committees and bibliographical data;
7. author’s declarations;
8. empty page;
9. foreword;
10. abstract and keywords in Croatian;
11. abstract and keywords in English or German;
12. abstract and keywords in another world language (not mandatory);
13. empty page;
14. table of contents;
15. empty page;
16. list of illustrations;
17. list of tables;
18. list of abbreviations and symbols;
19. empty page;
20. main text: appropriately distributed into chapters, subchapters, etc.;
21. annexes (attachments);
22. bibliography;
23. empty page;
24. short resume of the author with a photograph;
25. empty page;
26. external and internal page of the back cover.

## **External and internal page of the front cover**

The external page should contain the following information:

* Full name of the University and the Constituent;
* Full name and surname of the author, along with the academic title and degree, if necessary;
* The recognised title of the doctoral thesis;
* Doctoral thesis
* Place and year the defence is taking place (example: Osijek, 2016).

The internal page should be empty.

## **Title page**

The title page should contain the same information as the external cover.

## **Evaluation committees and bibliographical data**

This page should contain the information on the names of the members of the committees for the recognition of the topic, for the recognition and defence of the doctoral thesis, and the meetings of the authorised body where the committees were appointed. It should also contain the date on which the doctoral thesis was defended and the information on the appointed mentor.

The bibliographical data includes: the total number of pages of the doctoral thesis, the number of illustrations, number of tables, number of annexes, and the number of cited publications.

## **Author’s declarations**

The author will sign a statement on:

* Authorship and that the doctoral thesis is an independent and original paper written by the author;
* The fact that the doctoral thesis has not been applied in another study programme at the University or at another university for the purpose of acquiring any other academic degrees;
* Archiving the doctoral thesis in the institution, university, and national digital repository.

## **Foreword**

The foreword includes: the reasons for conducting the research, the area of research, the scope and purpose of the research, and acknowledgments on no more than two pages.

## **Abstract and keywords (term)**

The abstract is a short description of the thesis, i.e., the goals, methods, and conclusions. In general, the abstract should contain 300 words. The abstract of the paper will be available at CROSBI, the Croatian Scientific Bibliographic Database.

The abstract should be written in a manner that helps other researchers in the same research area to decide if they want to read the doctoral thesis or not. It is possible to create the abstract in the form of an extended abstract, which, apart from the data stated above, also contains a short description of every chapter of the doctoral thesis.

The keywords or key terms should help other researchers in the same research area to find the doctoral thesis by using databases on the internet. It is necessary to list no more than 10 keywords (key terms) that describe the thesis.

## **Table of contents**

A detailed plan of the doctoral thesis with page numbers.

## **Lists of illustrations and tables**

These lists should contain the number and titles of the illustrations and tables, along with the page number on which they are located.

## **Abbreviations and symbols**

Abbreviations and symbols in the doctoral thesis should be clearly explained.

## **Main text**

The main text should be self-sufficient, i.e., it should not direct the reader to any annexes. For the purpose of organising the main text into chapters, subchapters, etc. as evenly as possible, the author should seek assistance from their mentor. The main text should start at the front side of the page and it should start with the introduction and end with the conclusion. The main text should be organised into numbered chapters, subchapters, and, if necessary, into items. No further subdivision is recommended. Every chapter should start on a front page.

## **Annexes (attachments)**

The annexes are not included in the above-mentioned word count limit. The purpose of annexes Is to enable the author to additionally elaborate certain parts of the main text or to serve as the repository of unprocessed data. The annexes are not subject to the same verification as the main text.

## **Bibliography**

Bibliography consists of the list of cited publications.

## **Internal and external page of the back cover**

The internal and external page of the back cover are generally empty.

## **Appearance of the doctoral thesis**

The doctoral thesis should be legible. The drawings and schematics should be suitable for black-and-white printing.

## **Paper**

Acceptable paper includes standard paper of at least 80 gsm and at most 100 gsm, white, in the A4 format.

## **Print**

The print should be made in black ink, single or double sided.

## **Font size and style**

It is necessary to use the font size which is no smaller than 8 pt and no larger than 12 pt for the text. Chapter titles should be written in bold text, with the font size of 18 pt, and the subchapter titles should be 14 pt. The style should be, e.g., Times New Roman, Georgia, Calibri Light, and others. Details are provided in the template.

## **Margins**

The margins should be 2.5 cm from all edges of the page.

## **Line spacing**

It is necessary to use line spacing of 1.5.

## **Header and footer in the main text**

The header of the main text, at the front page, should contain, according to the Harvard citation style:

|  |  |
| --- | --- |
| Last name, first name, 2016, *Doctoral Thesis Title*. Doctoral thesis. Josip Juraj Strossmayer University of Osijek, Faculty of Civil Engineering and Architecture Osijek. | 1 |

The header of the main text, on the back page, should contain:

|  |  |
| --- | --- |
| 2 | Last name, first name, 2016, *Doctoral Thesis Title*. Doctoral thesis. Josip Juraj Strossmayer University of Osijek, Faculty of Civil Engineering and Architecture Osijek. |

The footer of the main text pages should contain notes (under the line), i.e., footnotes.

## **Illustrations and tables**

Illustrations, for example drawings, charts, photographs, maps, and tables, should be included as close as possible to the first reference in the text to these illustrations. They should be placed in a numbered sequence, without differentiating according to the type of illustrations.

Illustrations and tables should be legible and specifically sequentially numbered.

Every illustration should contain a short title and legend. The title should be located above the table and after the Arabic numeral assigned to it, and it should include the chapter number (example: Table 2.4 Title of the table).

The title of the illustration is generally under the illustration (example: Figure 4.3 Title of the figure).

If the text references the illustrations, the illustration or table number should be preceded or followed by the word “figure” or “table”. The origin of all non-original information in the illustration or table should be stated.

## **Equations and formulae**

Equations and formulae should be started by a line indented from the edge and separated from the regular text by an extra space.

If the formulae are very short, they can be included in the text, but an additional space should be inserted before and after them.

Equations and formulae should be marked with ordinal numbers which must be placed in brackets, in the far-right side of the line, e.g., (2.4), where 2 is the ordinal number of the chapter and 4 is the ordinal number of the equation or formula in chapter 2.

Example:

(2.4)

The markings that indicate equations or formulae in the text should be in the form eq. (2.4) or form. (2.4).

## **Numbering pages**

All pages should be numbered in sequence, in Arabic numerals, starting from the right side of the first printed page, including the empty pages. The title pages are counted toward the numbering but they should not be numbered.

## **Citing publications and bibliography**

The first condition for recognising the doctoral thesis is that it must be an original paper written by the author. This condition does not include the citations and views by other researchers in the scientific area. The basic idea of the doctoral thesis is also relating and comparing one’s own work with the work of other authors.

In this process, it is extremely important that the author makes an unambiguous difference between their own and someone else’s ideas, conclusions, and results of other researchers. For that purpose, it is necessary to clearly emphasize in the text, via references, that the work of other researchers was used directly or indirectly. Bibliography should contain a precise description of the reference which is made, so it could be found in its original form. If a paper contains ideas, conclusions, and results achieved by other researchers, without crediting those researchers, it will be considered a plagiarised paper.

The overview of bibliography in the research area is extremely important at the beginning of the research. In order to keep up with the used bibliography, the recommendation is to use bibliographical reference management software, e.g., Mendeley.

At the very beginning of writing the doctoral thesis, it is necessary to determine the most appropriate citation style. The recommendation is using the Harvard citation style.