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| **07 Dissertation Layout Guidelines** |

The dissertation must be written in the Croatian language, or in another language used in the discipline. The dissertation must include a title, an expanded abstract, and key words in English and Croatian, or in the language different from the language of the dissertation.

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

The dissertation needs to be printed out on the A4 format (210x297). *It is recommended that chapter titles be written in upper case bolded characters, while chapter subsections should be written in lower case characters*.

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 dissertation 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

*The title page has different margins!*

**Illustrations (Tables and pictures)**

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).

**The dissertation must include:**

Title page in the language of the dissertation

This title page should be followed by a title page in English, if the dissertation is not written in English or in Croatian if the dissertation is written in English

A page with information on mentor(s)

Acknowledgments (optional)

Abstract in the language of the dissertation

An expanded (structured) abstract if the language of the dissertation is not Croatian

An expanded (structured) abstract if the language of the dissertation is not English

Key words

Table of contents

Text of the dissertation (beginning with Introduction)

Conclusion

Bibliography

Appendix (optional)

Biography of the author, bibliography of published work included

* **Abstract in the language of the dissertation**
	+ The abstract should be one page long, contain the key terms and enable the reader to understand the goal of the dissertation, method of research, results with essential explanations, and author’s conclusions.
* **An expanded (structured) abstract in Croatian/English (up to 10 pages).**
* **Bibliography**
	+ All works cited in the dissertation should be listed, as well as those referenced by the author. Equally, the bibliography should not include works that are neither cited nor referenced in the dissertation.
	+ For detailed information on citing bibliography, doctoral candidates are referred to relevant documentation styles.
* **Appendix (optional)**
	+ If the dissertation involves appendices, they should be placed at the end of the work. They can be designated as APPENDIX A, APPENDIX B, ORAPPENDIX 1, APPENDIX 2, ETC.
* **Biography and the list of published works by the author**
	+ The biography should be written in third person singular, and it should not exceed 1800 characters.
* **Cover design:**
	+ Spine: author’s name year of defence type of work (doctoral dissertation)

***Cover***

*Left margin 3.0 cm Top margin 3.0 cm*



Name of faculty/departement
(Times New Roman16)

Doctoral candidate’s first and last name

(Times New Roman16)

**TITLE OF DISSERTATION**

(Times New Roman 22, Bold)

DOCTORAL DISSERTATION

(Times New Roman16)

Supervisor(s):

(Times New Roman 16)

Pula, year

(Times New Roman14)

*Bottom margin 3.0 cm Right margin 3.0 cm*