

UNIVERSITY OF RIJEKA  
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Rijeka, 16 May 2013

Pursuant to Article 63, paragraph 3 of the Regulation on Studies (consolidated version of 1 July 2008), the Senate of the University in Rijeka at its 52<sup>nd</sup> meeting held on 15 May 2013 adopted the following

## **REGULATIONS ON WRITING AND FORMATTING OF DOCTORAL DISSERTATIONS AT THE UNIVERSITY OF RIJEKA**

### **I. GENERAL PROVISIONS**

#### **Article 1**

These Regulations prescribe the writing and formatting of doctoral dissertations at the University of Rijeka. The extended and detailed overview of the writing and formatting of doctoral dissertations is given in the Guidelines on the writing and formatting of doctoral dissertations.

#### **Article 2**

A doctoral dissertation shall have the form of a:

1. monograph
2. a collection of published scientific papers containing the introduction and overview, a short main part, conclusion and bibliography (the so-called Scandinavian model). Such form is possible only if the dissertation is based on research conducted within the framework of the doctoral study programme, whereby the papers need to be published after enrolment to the study programme.

### **II. THE FORM OF DOCTORAL DISSERTATION**

#### **Article 3**

##### **The content of doctoral dissertation**

(1) The doctoral dissertation shall be written in Croatian or some other language of the profession. The doctoral dissertation shall have a title, which, apart from being rendered in the language of the original, shall also be rendered in Croatian and English. It shall also contain a summary in the language of the original and in Croatian (if Croatian is not the language of the original) and English, extended summary in Croatian only if the dissertation is not written in Croatian, key words in the language of the original and in Croatian and English, table of contents, introduction, main part (divided into chapters and subchapters), conclusion, bibliography, list of tables, charts, schemes, drawings, etc. (if any) and appendices (if any).

(2) The doctoral dissertation may be printed one-sided or double-sided with the exception of sheets specified in article 4 paragraphs 5-11 of these Regulations.

(3) The text of doctoral dissertation shall in terms of grammar and spelling be correct and contain no misspellings. The committee included in the process of assessment of doctoral dissertation (Committee for assessment of doctoral dissertation, Doctoral study committee, Faculty Council and the like) may request that the dissertation be proofread and corrected.

(4) Along with the hard-bound copy of doctoral dissertation in printed form, the electronic version of the dissertation in the form and on the medium determined by the Senate of the University in Rijeka shall also be submitted, except when this is not possible due to objective reasons (*Regulations on the publishing activity of the University in Rijeka*, University in Rijeka, Rijeka, 2013).

#### **Article 4**

##### **The form of doctoral dissertation – monograph**

(1) The doctoral dissertation shall be printed by means of a computer printer on the A4- size paper and bound. A page shall contain maximum 35 lines and maximum 2200 characters. Chapter headings shall be written using bold upper-case letters, whereas subchapter headings shall be written using bold lower-case letters.

(2) The following data on the cover shall be written using dark letters:

- University of Rijeka,
- Faculty,
- First and last name of the author,
- title of doctoral dissertation,
- doctoral dissertation,
- Rijeka,
- year.

(3) The spine of the doctoral dissertation shall contain the first and last name of the author, year and title of doctoral dissertation (if the title is too long a short version of the title not exceeding 80 characters should be provided).

(4) The first sheet after the cover shall be left blank.

(5) The first page of the second sheet shall contain the text that is identical to the one on the cover (the content and the language of the text shall be identical to the text on the cover including the list of mentors).

(6) The text on the first page of the third sheet (if the language of the dissertation is not English) shall represent the English version of the text on the first page of the second sheet.

(7) The first page of the fourth sheet shall contain the following information:

- information on the mentor/co-mentor (academic title, first and last name),
- information on the time and place of the defence of doctoral dissertation,
- information on the members of the committee before whom the doctoral dissertation was defended (academic title, first and last name).

(8) The first page of the fifth sheet shall contain acknowledgments (optional).

(9) The first page of the next sheet shall contain a summary and key words both in the language of the original and in English.

(10) The first page of the next sheet shall contain an extended summary and key words in Croatian only if the dissertation is not written in Croatian.

(11) The first page of the next sheet shall contain the table of contents.

(12) The first page of the next sheet shall contain the textual part of the dissertation – introduction, main part, conclusion and bibliography list. These parts of the dissertation may be printed one-sided or double-sided.

(13) The first page of the next sheet shall contain a list of illustrations (list of tables, graphical illustrations, pictures, photos, drawings, schemata, diagrams, histograms, maps...). This part of the dissertation may be printed one-sided or double-sided.

(14) The first page of the next sheet shall contain appendices (if any). This part of the dissertation may be printed one-sided or double-sided.

(15) The first page of the next sheet shall contain a CV of the author including a list of publications. This part of the dissertation may be printed one-sided or double-sided.

(16) The pages preceding the textual part of the dissertation shall be numbered using Roman numerals, whereas the textual part of the dissertation shall be numbered using Arabic numerals.

## **Article 5**

### **The content and form of doctoral dissertation – Scandinavian model**

(1) The rules which apply to the dissertation based on the monograph style shall also apply to the dissertation based on the Scandinavian model (Article 4 of these Regulations, paragraphs 1-11.

(2) The first page of the next sheet shall set out to outline the introduction and the main part. The main part of doctoral dissertation according to the Scandinavian model shall represent a critical overview of the results of doctoral dissertation placed in the existing theoretical framework and shall not be shorter than 30 pages. This part of the dissertation may be printed one-sided or double-sided.

(3) The first page of the next sheet shall contain the conclusion and bibliography list. These parts of the dissertation may be printed one-sided or double-sided.

(4) The first page of the next sheet shall contain a list of illustrations (if any) (list of tables, graphical illustrations, pictures, photos, drawings, schemata, diagrams, histograms, maps...). This part of the dissertation may be printed one-sided or double-sided.

(5) The first page of the next sheet shall contain a list of published scientific papers that are to be attached to the dissertation and that together with the dissertation form a complete unit. At least four scientific papers shall be published in indexed journals, whereby at least two shall represent papers published in journals listed in the *Web of Science* or *ERIH* database and at least one shall be published in a journal whose impact factor is bigger than the impact factor of the journal belonging to the field of doctoral research. A paper may be used for the purpose of qualification only by one student. Only exceptionally and by offering additional explanation may the Faculty prescribe that one paper be used for the purpose of qualifying two students. The doctoral student shall be the principal author of at least three listed papers. The accumulated papers attached to the dissertation shall offer new scientific contribution as compared to the individual papers. This part of the dissertation may be printed one-sided or double-sided.

(6) The first page of the next sheet shall contain a CV of the author including a list of publications. This part of the dissertation may be printed one-sided or double-sided.

(7) The pages preceding the textual part of the dissertation shall be numbered using Roman numerals, whereas the textual part of the dissertation shall be numbered using Arabic numerals.

## **Article 6 Citations**

- (1) Each source shall be referred to both in the body of the text and in the bibliography list, regardless of the fact whether it represents a direct or indirect citation or interpretation (statements, views, understandings and formulations of other authors).
- (2) The in-text citation shall along with the cited or paraphrased parts contain the author's last name or the original source and the year of publication or the number in square brackets of the said reference. If the publication includes two authors, both of them shall be indicated, whereas in the case of multiple authors, only the first shall be indicated and followed by the expression *i sur. /et al.* Exceptionally, if something may not be cited, the author may use footnotes, which shall contain only indispensable additional explanations of the basic text. Using the words or ideas of others without citing the source shall be considered plagiarism.
- (3) Tables, diagrams and other appendices that need to be numbered shall contain the information and the source below them formulated in the above-mentioned manner.

## **Article 7 Bibliography**

- (1) The sources used in the preparation of doctoral dissertation shall be listed at the end of doctoral dissertation. The bibliography list shall be ordered alphabetically starting from the last names of authors, whereby publications of the same author shall be ordered chronologically. All sources cited in the doctoral dissertation shall be listed in the bibliography list. The bibliography list shall not contain sources that are not-cited, i.e., not referred to in the body of the text.
- (2) The bibliography list shall contain last names of all authors with first name initials. An ordinal number in square brackets shall precede each reference.
- (3) The information in the bibliography list shall be cited for different types of sources (journals, conference or symposium proceedings, books, book chapters) in different ways, whereby the doctoral students shall adhere thereto pursuant to the regulations and norms of the faculties.

## **Article 8 Layout**

- (1) The pages preceding the textual part shall be printed one-sided.
- (2) The textual part of the doctoral dissertation may be printed one-sided or double-sided.
- (3) All pages of doctoral dissertation shall be numbered. The pages preceding the textual part of the dissertation shall be numbered using Roman numerals, whereas the textual part of the dissertation shall be numbered using Arabic numerals.
- (4) The page number shall be placed in the middle on the bottom of the page.
- (5) The font type used in the text of doctoral dissertation shall support all Croatian characters.
- (6) The margins of the cover shall be as follows: 3 cm for the left side, right side, top and bottom, whereby the text on the cover shall be written using font size 16.
- (7) The margins of the pages shall be as follows: 2,5 cm for the left side, right side, top and bottom.

The detailed overview of layout shall be given in the Regulations on the preparation and form of doctoral dissertations at the University in Rijeka.

### **Article 9 Illustrations**

(1) All illustrations in doctoral dissertation (tables, graphical illustrations, pictures, photos, drawings, schemata, diagrams, histograms, maps...) shall be titled and numbered.

(2) Numbers and titles of tables shall be indicated above the tables.

(3) Numbers and titles of pictures (graphical illustrations, photos, drawings, schemata, diagrams, histograms, maps...) shall be indicated below the pictures starting from the left margin.

(4) If the illustration does not represent original contribution of the author, the source (if the illustration was published beforehand), that is, the author (if the illustration was not published beforehand) from whom the illustration was adopted, shall be indicated in the title.

(5) If the pictures, diagrams, tables, etc. extend the size of an A4 paper, they shall be folded and, if deemed necessary, placed in a separate cover pocket in the form of an appendix.

(6) If there is a great number of pictures, photos, diagrams, data, tables, etc., they may also be placed in the said pocket.

Detailed guidelines on the writing of doctoral dissertations, citing and referencing may be found in the literature dominating a given field and prescribed by the regulations and norms of the faculties and in the Guidelines on the preparation and form of doctoral dissertations at the University in Rijeka.

## **III. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 10**

These Regulations shall come into force within 8 days of their announcement on the information board of the University in Rijeka.

Rijeka, 16 May 2013

RECTOR  
Prof. Dr. Pero Lučin

These Regulations were announced on the bulletin board of the University in Rijeka on 16 May 2013 and entered into force on 24 May 2013.

MAIN SECRETARY  
Roberta Hlača Mlinar, BA

Appendices:

- Guidelines on the writing and formatting of doctoral dissertations at the University in Rijeka.

# **GUIDELINES ON THE WRITING AND FORMATTING OF DOCTORAL DISSERTATIONS AT THE UNIVERSITY IN RIJEKA**

Rijeka, February 2013

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## **1. INTRODUCTION**

A doctoral dissertation is a focused piece of original scientific research and thus represents new contribution to science. As such, it merits publication. It represents individual work of a doctoral student and is in terms of its methodology and scientific contribution suitable for assessment of the student's ability to act as an independent scientific researcher in a certain field and subfield.

The doctoral dissertation must present new scientific contributions, facts, laws and rules, and scientific theories that contribute to the development of science and bring solutions to the current complex theoretical and practical problems not investigated beforehand or not investigated sufficiently enough. While working on the development of the approved topic of doctoral dissertation, the doctoral student is obliged to systematically formulate the findings of his/her research based on the results thereof and the application of scientific methods and procedures as well as to present those findings to the public.

Through research, presentation of research results, writing and the defence of the dissertation the doctoral student must prove that he/she is able to act as an independent scientific researcher in all types of research projects.

A doctoral dissertation may have the form of:

1. a monograph (traditional form)
2. a collection of published scientific papers containing the introduction and overview, a short main part, conclusion and bibliography (the so-called Scandinavian model). Such form is possible only if the dissertation is based on research conducted within the framework of the doctoral study programme, whereby the papers need to be published after enrolment to the study programme.

## **2. WRITING OF THE DOCTORAL DISSERTATION**

Before writing the doctoral dissertation, i.e., during the preparation of the application for approval of doctoral dissertation topic, it is necessary to define the main elements and stages of preparation bearing in mind:

- the purpose and objectives of doctoral dissertation;
- the structure of doctoral dissertation;
- the documents regulating the writing and formatting of doctoral dissertation;
- the layout of the doctoral dissertation.

### **2.1. The purpose and objectives of doctoral dissertation**

The main purpose of doctoral dissertation is that the doctoral student contributes new knowledge through the results of original scientific research, contributes to the application of new knowledge both in theory and practice and proves or negates the research hypothesis (if any). The objective of the doctoral dissertation is obtaining the highest academic title – the title of Doctor of Science in the respective scientific field and subfield.

This includes other purposes and objectives, such as:

- to acquaint the doctoral student more thoroughly with the thematics of a certain scientific field and subfield (or several fields);
- to train the doctoral student for independent scientific research;
- to contribute to the self-affirmation of the student in the world of science and higher education by means of acquiring a doctoral degree.

### **2.2. The structure of doctoral dissertation**

The doctoral dissertation may be written in Croatian or in English (the latter should be supported by explanation), that is, in some other language of the profession. The title of the doctoral dissertation must, along with in the language of the original, also be rendered in

Croatian and English. The doctoral dissertation should follow a certain structure, i.e., be systematically ordered and consist of interrelated parts.

The monograph-style doctoral dissertation usually contains the following elements:

- **the text on the covers** should be written using dark letters (University in Rijeka, Faculty, First and last name of the author, Title of doctoral dissertation, Doctoral dissertation, Rijeka, Year);
- **the text on the spine** should be written using dark letters (First and last name of the author, Year and Title of doctoral dissertation (if the title is too long, a short version should be provided not exceeding the length of 80 characters));
- **the first sheet after the cover should be blank;**
- **the first page of the second sheet** should contain the text that is in terms of content and language identical to the one on the covers (including the list of mentors)
- **the first page of the third sheet** (if the dissertation is not written in English) should contain the English version of the text on the first page of the second sheet;
- **the first page of the fourth sheet** should contain information on the mentor/co-mentor (title, first and last name), the time and place of the defence of doctoral dissertation and members of the committee before whom the dissertation was defended (title, first and last name);
- **acknowledgements** (optional);
- **summary** in the language of the original and in English;
- **extended summary** in Croatian if the dissertation was written in language other than Croatian;
- **key words** in the language of the original, in Croatian and English;
- **table of contents;**
- **introduction;**
- **main part;**
- **conclusion;**
- **bibliography;**
- **illustrations**, i.e., a list of tables, graphical illustrations, pictures, photos, drawings, schemata, diagrams, histograms, maps...;
- **appendices** (if any).

The doctoral dissertation based on the so-called Scandinavian model usually contains the following elements:

- **the text on the covers** should be written using dark letters (University in Rijeka, Faculty, First and last name of the author, Title of doctoral dissertation, Doctoral dissertation, Rijeka, Year);
- **the text on the spine** should be written using dark letters (First and last name of the author, Year and Title of doctoral dissertation (if the title is too long, a short version should be provided not exceeding the length of 80 characters));
- **the first sheet after the cover should be blank;**
- **the first page of the second sheet** should contain the text that is in terms of the content and language identical to the one on the covers (including the list of mentors)
- **the first page of the third sheet** (if the dissertation is not written in English) should contain the English version of the text on the first page of the second sheet;
- **the first page of the fourth sheet** should contain information on the mentor/co-mentor (title, first and last name), the time and place of the defence of doctoral dissertation and members of the committee before whom the dissertation was defended (title, first and last name);

- **acknowledgements** (optional);
- **summary** in the language of the original and in English;
- **extended summary** in Croatian if the dissertation was written in language other than Croatian;
- **key words** in the language of the original, in Croatian and English;
- **table of content**;
- **introduction**;
- **main part** based on the Scandinavian model should include a critical overview of the results of doctoral dissertation placed in the context of the existing theoretical framework and shall not be shorter than 30 pages;
- **conclusion**;
- **bibliography**;
- **illustrations**, i.e., a list of tables, graphical illustrations, pictures, photos, drawings, schemata, diagrams, histograms, maps...;
- **appendices** – published scientific papers that together with the dissertation form a complete unit. At least four scientific papers published in indexed journals should be attached, of which two should be published in journals listed in the *Web of Science* or *ERIH* database and at least one published in a journal whose impact factor is bigger than the impact factor of the journal belonging to the field of doctoral research. A paper may be used for the purpose of qualification only by one student. Only exceptionally and by offering a separate explanation may the Faculty prescribe that one paper be used for the purpose of qualifying two students. The doctoral student must be the principal author of at least three stated papers. The accumulated papers attached to the dissertation shall offer new scientific contribution as compared to the individual papers.

**The page containing the information on the mentor/mentors.** The title, first and last name of the mentor(s) and members of the committee of the defence of doctoral dissertation, as well as the mentor's affiliation.

**Summary.** It should be written in the language of the original and in English. The summary should contain an overview, that is, a concise content of doctoral dissertation. It has a twofold function: to offer information on the doctoral dissertation to the public and to enable the readers to grasp the main features of the doctoral dissertation. The summary should not exceed the length of one card of text (1 card consists of 1800 characters with spaces) and should enable the readers to understand the objectives of the dissertation, the research methods, research results with explanations and author's conclusions. It should be written in a simple language using full and coherent sentences and avoid abbreviations, whereby professional terminology should be used only when needed in order to make the text understandable to a wider public.

**Introduction.** It represents the starting point of the doctoral dissertation and an introduction into the dissertation and the topic. In this part the doctoral student should introduce the readers with the field of study, the problem and the object of research, the hypothesis (if any), the purpose and the objective of research, overview of theoretical background, scientific methods and structure of the dissertation. The introduction should be written after the text of doctoral dissertation has been finalised. The introduction of each doctoral dissertation should, according to the above-listed features, contain the following five elements: the problem and object of research with the hypothesis (if any); the purpose and objectives of research; a short

overview of theoretical background; scientific methods; the structure of dissertation (which was indicated in the explanation of the topic and the hypotheses). The introduction should neither be too long nor too short.

**The text of the dissertation.** The final text of the dissertation should, in line with the table of contents prepared beforehand, be systematically divided into parts (chapters) and subparts (subchapters) using the decimal numeral system. The presentation of the thematics of such dissertation should be systematically divided into three groups:

- historical-theoretical, retrospective or explicative part, i.e., the overview of theoretical background;
- analytical-experimental part;
- perspective part, i.e., discussion of the results.

These parts represent neither parts of the doctoral dissertation nor the headings thereof. These groups may actually be divided into several parts with characteristic headings, which especially apply to the analytical-experimental part. The latter group usually consists of more parts given the fact that it deals with the problems and the object of research. This is the part in which a research hypothesis is either proven or negated.

By elaborating on the topic of doctoral dissertation the doctoral student also presents his/her knowledge, abilities, discernment, innovativity, scientific experience, and motivation. He/she must detect interrelations between relevant understandings, facts, evidence, and thoughts while determining the problem, judgments, definitions, rules and theories, and offering conclusions. The doctoral student should thus be independent and objective while judging and suggesting his/her evaluations and suggestions.

Each source should be referred to both in the body of the text and in the bibliography list, regardless of the fact whether it represents a direct or indirect citation or interpretation (statements, views, understandings and formulations of other authors). The in-text citation should along with the cited or paraphrased parts contain the author's last name or the original source and the year of publication or the number in square brackets of the said reference. If the publication includes two authors, both of them should be indicated, whereas in the case of multiple authors, only the first should be indicated and followed by the expression *i sur. /et al.* Exceptionally, if something may not be cited, the author may use footnotes, which should contain only indispensable additional explanations of the basic text. Using the words or ideas of others without citing the source is considered plagiarism. Tables, diagrams and other appendices that need to be numbered should contain the information and the source below them formulated in the above-mentioned manner.

**Conclusion.** It represents a systematic, concise and brief synthesis of all relevant findings, pieces of information, views, scientific facts, theories, and rules that have been extensively elaborated upon in the analytical part of doctoral dissertation, and which have served the function of proving a hypothesis (if any). The conclusion should contain neither citations nor notes. Parts, that is, paragraphs of the text of the conclusion should not be numbered, but formulated sequentially following the structure of doctoral dissertation. The conclusion should be neither too short nor too long and should not exceed 10% of the total size of doctoral dissertation (that is, twenty cards of text).

**Bibliography.** A list of sources (bibliography) should be stated after the text of doctoral dissertation, that is, after the conclusion. All publications cited in the doctoral dissertation should be referred to in the bibliography list. This means that publications not cited in the text of the dissertation should not be included in the bibliography list.

The in-text citation should contain the author's last name or the original source and the year of publication or the number in square brackets of the said reference. If the publication includes two authors, both of them should be indicated. In the case of multiple authors, only the first should be cited and followed by the expression *i sur. /et al.*, while the reference in the bibliography list should include last names of all authors with first name initials. The bibliography list should be ordered alphabetically starting from the last names of authors, whereby publications of the same author should be ordered chronologically. An ordinal number in square brackets should precede each reference.

The information in the bibliography list is for different types of sources (journals, conference or symposium proceedings, books, book chapters) cited in different ways, whereby the doctoral student should adhere thereto following the regulations and norms of the faculties.

Thus, for instance, if one cites a book, one should state the following: the last and first name (or the first name initial), title of the book, publisher, place and year of publication and page number. If one cites a journal, one should state the following: the last and first name (or first name initial), title of the paper, name of the journal, number and volume, year and place of publication and page number.

Doctoral students may find detailed guidelines on citing and referencing in the literature dominating a given field.

**Illustrations.** All illustrations (tables, graphical illustrations, pictures, photos, drawings, schemata, diagrams, histograms, maps...) must have a title and be numbered according to their sequence in text, whereby each group of illustrations must be listed in a separate list (e.g. list of tables, list of pictures...). Pictures and tables need to follow a uniform style, i.e., be drawn and written in the same manner, using the same graphical symbols and numbered using cardinal numbers. Symbols used in illustrations must be explained separately in the legend.

The title of the table should appear above the table, whereas the title of the picture (graphical illustration, photo, drawing, scheme, diagram, histogram, map...) should appear below the picture starting from the left margin. If the illustration does not represent original contribution of the author, the title should include information on the source (if the illustration was published beforehand), that is, the author (if the illustration was not published beforehand) from whom it was adopted.

If pictures, diagrams, tables, etc. extend the size of the A4 paper, they should be folded and, if deemed necessary, placed in the separate pocket of the cover in the form of an appendix. If there is a great number of pictures, photos, diagrams, data, tables, etc., they may also be placed in the said appendix.

**Appendices.** If the dissertation includes appendices (lists, detailed results of the analysis, foto documentation, etc.), they should appear after the end of dissertation. They may be lettered (ATTACHMENT A, ATTACHMENT B...) or numbered (ATTACHMENT 1, ATTACHMENT 2...). Appendices should be numbered following the order in which they are introduced in the text and should appear after the end of dissertation.

The dissertation based on the Scandinavian model should include at least four scientific papers published in indexed journals, whereby at least two should be published in journals listed in the *Web of Science* or *ERIH* database and at least one in a journal whose impact factor is bigger than the impact factor of the journal belonging to the field of doctoral research. A paper may be used for the purpose of qualification only by one student. Only exceptionally and by offering a separate explanation may the Faculty prescribe that one paper be used for the purpose of qualifying two students. The doctoral student shall be the principal

author of at least three stated papers. The accumulated papers attached to the dissertation shall offer new scientific contribution as compared to the individual papers.

### **2.3. The layout of doctoral dissertation**

#### **Writing of doctoral dissertation**

The doctoral dissertation should be written only after the completion of all research stages, i.e., after the determination of the scientific problem and its formulation; statement of the hypothesis; analysis of the topic; development of the provisional research plan; composition of the bibliography list; collection, study and ordering of the sources; final structure of the dissertation and preparation of illustrations.

#### **Stylistic and terminological analysis of the text**

Special attention should in terms of style and terminology be paid to:

- the language as a medium of communication;
- writing style;
- basic characteristics of the language and style.

#### **Formatting**

The text of doctoral dissertation should in terms of grammar and spelling be correct, without misspellings, printed on the A4-size paper (21x29,7 cm). A page can have maximum 1800-2200 characters and should not exceed 35 lines. Chapter headings should be written using upper-case bold letters, whereas subchapter headings should be written using lower-case bold letters. The text of each page should be divided into paragraphs. The text should be printed one-sided or double-sided and the pages should be numbered. The pages preceding the textual part of the dissertation should be numbered using Roman numerals, whereas the textual part of the dissertation should be numbered using Arabic numerals. All pages starting from the introduction to the end of dissertation are taken into consideration when displaying page numbers. The page number should be displayed in the middle on the bottom of the page. A dissertation must be bound before submission.

#### **Page settings**

- Font type: must support all Croatian characters – Arial, Times New Roman are recommended
- Font size: 12
- Line spacing: 1,5 lines
- left and right margin: 2,5 cm
- top and bottom margin: 2,5 cm

*The margins of the cover include different settings (illustration follows)!*

#### **Covers, spine and front matter**

**Covers:** University in Rijeka, Faculty, first and last name of the author, title of doctoral dissertation, doctoral dissertation, Rijeka, year of defence of doctoral dissertation. Margins of the cover should be as follows: 3 cm for the left and right side, top and bottom with 16 font size.

**Spine:** First and last name of the author (if too long, only initials should be stated), year of defence of doctoral dissertation and title of the dissertation (if too long, a short version should be stated and followed by ellipsis).

The following pages include graphical illustration of pages preceding the textual part of the dissertation.

*[see the text in Croatian, pages 10-13 at*

[http://www.uniri.hr/files/staticki\\_dio/propisi\\_i\\_dokumenti/Pravilnik\\_o\\_izradi\\_i\\_opremanju\\_doktorskih\\_radova\\_15\\_svibnja\\_2013.pdf](http://www.uniri.hr/files/staticki_dio/propisi_i_dokumenti/Pravilnik_o_izradi_i_opremanju_doktorskih_radova_15_svibnja_2013.pdf)]

## 2.4. The size of doctoral dissertation

There are no strict norms that apply to the size of doctoral dissertation. The size is subject to individual scientific fields and subfields. It should amount to 200 cards of text (1 card of text = 2200 characters including spaces). The doctoral dissertation based on the Scandinavian model that represents a critical overview of the results of doctoral dissertation should not be shorter than 30 pages.

## 2.5. Recommendations for the consistent use of symbols in doctoral dissertation

### Legibility and letter symbols

- **letter symbols on pictures, in tables and in text** must have identical form.
- **the Croatian text should not contain English or other foreign words.** If no Croatian term is available for a given concept, a foreign term in italics may be used.
- when expressing **formulae** (the same applies to the formulae appearing in the text and displayed in separate lines) one should pay attention to upper-case and lower-case letters, upright and italicized letters. Internationally accepted symbols should be used for expressing physical quantities. The so-called numeric units and units of measurement may be used in equations expressing physical notions and rules between quantities. It is obligatory to adhere to the International System of Units (SI) and the one prescribed by statute law in the Republic of Croatia (Act on Units of Measurement, Official Gazette no. 58/93).
- Equations should be numbered and the number should appear in the right angle in brackets. All symbols must be explained following the formula in which they first appeared.
- **physical and other quantities** should be written in italics. Numbers and units of measurement should be written using upright letters. The same applies to exponents and indices. Upper and lower indices, which express a quantity (for instance, numbers in sums or indices marked with  $i, j, \dots$ ) constitute an exception and should be written in italics.
- mathematical symbols, functions and operators (+, =, ≠, ≥, sum  $\Sigma$ ,  $\int$ , limes, differential  $d$  or  $\partial$ , element  $\epsilon$ , log, the base of natural logarithm  $e$ , ln, div, grad,  $\Delta$ , sin, tan and others) should be written using upright letters.

### Spelling and uniform style

In order to avoid ambiguities the following spelling rules must be adhered to:

- in **equations expressing quantities** the product of numerical value and its unit of measurement should be expressed using upright letters. It is not recommended to separate this product at the end of the line. Prefix multipliers beside the unit should be written together (kg = kilogram,  $\mu\text{m}$  = micrometer, MW = megawatt, dag = decigram, etc.), while the product representing two units of measurement should be written using a multiplication sign with a middle dot or the so-called non-breaking space (instead of the multiplication sign; both should be written together at the end of the line).
- in the text **it is better to say:** *the pressure is measured in **milibars** and not in **mbar**; the interest rate is expressed as a **percentage** and not as %*. The date should according to the rules of Croatian orthography be rendered as: *25. siječnja 2004.* or *25. 1. 2004.* (and not 25.01.!).

- **formulae**, especially the in-text ones, should not exceed one line. Instead of using the fraction bar it is recommended to use the slash symbol “/”. One should pay careful attention to the use of the slash symbol in order to avoid ambiguities. Since the decimal point is not used in European countries, the decimal comma should be used instead.

### **3. SUBMISSION OF DOCTORAL DISSERTATION FOR ASSESSMENT**

When submitting the doctoral dissertation for assessment, the doctoral candidate should prepare and file a written application to the Faculty Council or other body competent thereof. The application should be submitted using the form prescribed by the University in Rijeka or the Faculty.

The bound doctoral dissertation should be submitted to the Secretary’s Office of the Faculty in 9 counterparts within 10 days before the defence. The Secretary's Office delivers one copy of doctoral dissertation to the relevant institutions in the Republic of Croatia. The relevant department, the mentor, the dean's collection and the library of the faculty should each be given one copy of the dissertation.

Along with the hard-bound copy of the doctoral dissertation in printed form, it is obligatory to deliver the electronic version of the dissertation to libraries in the form and on the medium determined by the Senate of the University of Rijeka, except when this is not possible due to objective reasons.

For the purpose of effective functioning of this obligation the Senate of the University of Rijeka shall adopt Guidelines on the format and the medium of electronic publications delivered for submission to the Repository of the University of Rijeka.

### **4. USEFUL INFORMATION SOURCES**

- Zelenika, R.: *Metodologija i tehnologija izrade znanstvenog i stručnog djela*. Sveučilište u Rijeci, Ekonomski fakultet, Rijeka, 1998.
- *Pravilnik o studijima na Sveučilištu u Rijeci*, Sveučilište u Rijeci, Rijeka, 2009.
- *Statut Sveučilišta u Rijeci*. Sveučilište u Rijeci, Rijeka, 2005.
- *Zakon o znanstvenoj djelatnosti i visokom obrazovanju*. Narodne novine br. 123/03., 105/04., 174/04., 46/07., 45/09.
- *Pravilnik o izdavačkoj djelatnosti Sveučilišta u Rijeci*, Sveučilište u Rijeci, Rijeka, 2013.

