***Doctoral Thesis Format***

The doctoral thesis can be written in Croatian, English, or any other language which is provided for in the doctoral study programme.

* The thesis should be grammatically correct with no spelling or typographical errors.
* The thesis should be printed on A4 paper (210 mm x 297 mm).
	+ It is recommended to write chapter headings in **bold** and subheadings in *italics*.
* The text should be divided into paragraphs as appropriate.
* The pages should be numbered. The numbering starts from the Introduction and ends with the final page. The numbers are written in the lower right corner of the page.
* The submitted work must be bound.

**Page format**

* Font: obligatory use of font with support for Croatian characters (e.g. Times New Roman)
* Size: 12
* Spacing: 1.5
* Left and right margin: 2.5 cm
* Top and bottom margin: 2.5 cm
* *Different margins for title page!*
* Thesis cover – Spine: *author name year of defence doctoral thesis*

**Illustrations (tables and figures)**

* All tables and figures (graphs, photographs, drawings, schematics, diagrams, histograms, maps...) must be numbered and titled appropriately.
* Table numbers and titles must be positioned above the table.
* Figure numbers and titles must be positioned below the figure.
* When the illustration is not the original contribution of the thesis author, the source (if the illustration has already been published), or the author (if the illustration has not yet been published) of the illustration must be stated. The source is stated directly below the illustration.
* When the illustration is a reproduction of a work of art, the author (if known), the title and other necessary information relevant to certain types of art must be stated.
* As a general rule, in all written works, any text, knowledge, and data not originating with the author must always be clearly separated from the author's text, conclusions, knowledge, ideas, data, etc. Smaller parts of the text may be taken from other authors, but this must always be indicated in a clear and appropriate manner. Doctoral candidates should look for detailed instructions on writing papers, citations and referencing in the appropriate literature for a particular profession (Harvard style, Oxford style, Chicago style, etc.).

**The thesis must include:**

* A cover in the language of the thesis
* A title page in the language of the thesis
* Followed by a title page in English if the thesis is not written in English. If the thesis is written in English, this page must be in Croatian
* Table of Contents
* Acknowledgements (optional)
* Page with information about the mentor(s)
* Summary and keywords in Croatian and English, or, the language different from the language of the thesis
	+ The summary must be no longer than one page, contain keywords, and enable the reader to understand the aim of the thesis, research methods, results with key explanations, and the author's conclusions.
* Introduction
* Main Body
* Conclusion
* Bibliography
	+ All works cited in the doctoral thesis must be listed, as well as any works to which the author refers. The bibliography must not include any works that were not cited in the thesis, as well as works that the author never refers to.
	+ Doctoral candidates are encouraged to consult the relevant literature for more details on bibliography.
* Appendices (optional)
	+ Any appendices used in writing the thesis (e.g. published works, surveys, forms etc.) must be listed at the end of the thesis. They may be listed as APPENDIX A, APPENDIX B... or APPENDIX 1, APPENDIX 2...
* CV of the author with a list of published works
	+ The CV should be written in the third person singular and should not exceed 1800 characters.

***Cover of thesis written in Croatian***

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Name of constituent

(in Croatian, Arial 16)

Full name of doctoral candidate

(Arial 16)

**THESIS TITLE**

(in Croatian, Arial 22, Bold)

DOKTORSKI RAD

(Arial 16)

Zagreb, year

(Arial 14)

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(Arial 16)

Zagreb, year

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