



# Guidelines for formatting and presentation of PhD theses

The aim of these guidelines is to establish the minimum formatting and presentation requirements for the submission of PhD theses at the University of A Coruña. The same criteria will apply in all areas and disciplines of the University, to ensure that all theses are identified and attributed correctly, contents presented in a consistent manner, and knowledge shared and disseminated as widely as possible.

Additional guidelines for formatting and presentation of theses in electronic format for access through the University of A Coruña digital repository (RUC) are included below in Section 2.

## 1. Presentation of PhD thesis in print format

### 1.1. Elements and structure

#### 1.1.1. Cover

The cover refers to the external binding used to hold the pages of a thesis together and usually contains the main details of the title page. Theses should be bound in portrait format.

To ensure the correct identification of the thesis, the cover should include:

- Title of thesis
- Author's name
- Type of thesis: *Tese de doutoramento* / *Tesis doctoral* / PhD thesis (as applicable)
- University of A Coruña (and UDC logo)
- Year

The cover should not include the name or logo of any University faculty, department, research group or other.

In the case of joint-supervision PhD theses, the cover may also include the logo of the corresponding partner university or research body.

The spine of the thesis should bear:

- Author's name
- Title of thesis
- Year
- UDC

If the thesis consists of more than one volume, the spine should also bear the volume number.

#### 1.1.2. Title page

The title page refers to the first page of the thesis and should bear the basic details of the work to be submitted.

Certain details must be included on the title page, for ease and accuracy of identification and retrieval of the thesis later on. The same title page will be used for both print and electronic versions of the thesis, therefore the information on the title page should be presented in accordance with the standardised style criteria outlined below, to ensure the thesis is catalogued properly and may be retrieved by both general and specialist search engines later.



The style criteria for the different elements of the title page are as follows:

- **Title:**
  - The title should be written in large print and appear as the first element on the title page. (Recommended font size: 24 point)
  - The full title should be written as a single paragraph.
  - Capital letters should only be used for the first word of the title, proper nouns and the English pronoun 'I'.
  - The title should be as concise as possible, and avoid the use of abbreviations, acronyms, codes and symbols.
- **Author:**
  - The author's name should appear underneath the title. The font size for the author's name should be large enough to stand out, but smaller than the title. (Recommended font size: 16-23 point). Names should be normalised to facilitate matching and sorting of data. (See: "Author's identification in the UDC: The scientific firm" at: <http://udc-es.libguides.com/c.php?g=652635&p=4579048>)

All other information on the title page should be included in a smaller font size than those used for the title and author's name. (Recommended font size: 12 point)

- Type of thesis: *Tese de doutoramento* / *Tesis doctoral* / PhD thesis (as applicable)
- Year
- Supervisor
- Tutor
- PhD programme
- Volume number and total number of volumes (if applicable): e.g. Vol. 1 of 5
- University of A Coruña (and UDC logo)

### 1.1.3. Preliminaries

The preliminary sections of the thesis (including optional sections) should appear in the following order:

- **Supervisor's declaration:** statement by thesis supervisor declaring that the thesis meets the conditions required for the degree of Doctor (and for 'International Doctorate' certification, if applicable).
- **Dedication** (optional).
- **Acknowledgements** (optional).
- **Abstract:**
  - Thesis summary in Galician, Spanish and English.
  - Abstracts should be a maximum 200 words in length and be headed '*Resumo*', '*Resumen*' or '*Abstract*', as appropriate.
  - Candidates may also choose to include a longer summary in addition to the mandatory short abstract.
- **Preface or prologue:** thesis introduction, outlining the purpose, aims and objectives of the study.



▪ **Index or table of contents:**

- Titles, headings and page numbers of the main sections of the thesis. If the thesis consists of more than one volume, each volume should contain a table of contents for that volume as well as a complete table of contents for the whole thesis.
- Tables and figures should be listed in a separate index.

▪ **List of abbreviations** (if applicable).

**1.1.4. Body of the text**

The body of the text refers to the main part of the thesis in which the research is presented. Theses are usually organised according to the following sequence: literature review, theory and objectives, methodology, results and analysis, discussion, and conclusions.

The main body of the text is usually divided into numbered chapters, each of which should begin on a new page.

**1.1.5. References and quotation**

Quoted text from other sources should be denoted using single quotes (British English) or double quotes (US English).

Citation of work from other sources should be included as a footnote or inserted in brackets after the text.

**1.1.6. Bibliography**

The bibliography is a list of all sources referenced by the thesis.

This section should be headed 'Bibliography' or 'References'; no other terms or combination of terms (e.g. 'Bibliographical references', 'Bibliography and references', etc.) will be accepted.

A numbered list format is recommended.

For further information, see 'cites and bibliographic references' at:

[http://udc-es.libguides.com/citas\\_referencias\\_gal](http://udc-es.libguides.com/citas_referencias_gal)

**1.1.7. Appendices**

The appendices are used to present additional data, technical explanations, maps, drawings, and other supplementary information to the main thesis.

Each appendix should begin on a new page. If the thesis consists of multiple appendices, each one should be lettered according to its appearance in the text ('Appendix A', 'Appendix B', etc.)

Page numbering for the thesis will include the appendices section.

**1.1.8. Indexes**

The index is an alphabetical list of significant names, subjects, words, etc. with reference to the pages on which they are mentioned. The type of index used should also be specified: e.g. general, place names, people's names, etc.

**1.2. Printing and binding**

The recommended size for printing is DIN A4 Portrait (21 x 29.7 cm), though other formats may also be accepted.



Theses will be bound as a book within boards. The boards should have sufficient rigidity to protect the thesis and support the weight of the work standing upon a shelf. Only secure, tamper-proof forms of binding will be accepted (not spiral or comb binding, for example).

Print format theses may also be supported by supplementary material in other formats (e.g. CD, DVD, drawings, etc.), which should be included in the appendices section.

### **1.3. PhD theses submitted as a collection of published research articles**

Theses submitted under this heading will be required to meet the conditions provided in UDC International Doctoral School Regulations, article 41. In addition to the general presentation and formatting guidelines outlined here, PhD theses consisting of a collection of published research articles should also include:

- **Introduction**
  - Reasoned account of the thematic and methodological unity and coherence of the thesis.
  - Objectives proposed.
  - General review of the different parts of the thesis, demonstrating the unity and coherence between the articles.
  - Conclusions.
  - General bibliography.
- **Full copy of each article** (both published and forthcoming), including the name and affiliation of the author.
  - Name and affiliation of all co-authors, order of authors, full bibliographic information, name of publisher, and ISSN or ISBN.
  - Articles which have been accepted for publication but not yet published at the time of submission should be accompanied by the corresponding DOI (digital object identifier for published work).
- Articles published prior to the date of registration in the PhD programme may not be included in the thesis.

### **1.4. Language of thesis**

- Unless otherwise authorised by the UDC International Doctoral School, all PhD theses should be submitted in Galician, Spanish, English or Portuguese, or in the language of the specific scientific, technical or artistic area on which the thesis is based, in accordance with UDC International Doctoral School Regulations, article 33. Authorisation by the International Doctoral School for the thesis to be examined in a language other than those provided above will require the approval of the Academic Committee for the PhD programme and a declaration that the examination board is in conditions to do so.
- Theses written in languages other than Galician or Spanish will require a thesis summary in Galician or Spanish (min. 3000 words), to be included as an appendix to the main thesis.

## **2. Presentation of PhD thesis in electronic format**

The electronic format thesis will be a true copy of the print version submitted for deposit by the author. The author will be required to submit a signed declaration to that effect, together with the



thesis supervisor's endorsement thereof. (See: Declaration that electronic version of thesis is a true copy of print version)

The electronic file will not include the thesis cover. In its place, the title page containing all the identification details outlined above in Section 1 will appear as the first page of the document.

## 2.1. Format

Electronic theses may consist of one or more digital files, and may include hypertext links and supplementary multimedia data. (Recommended format: PDF)

Other types of files, such as images, computer programmes, multimedia data, etc. may also be included in common formats such as TIFF, JPG or MPG.

## 2.2. Identification

Theses should be submitted on a single disc (CD, DVD) and labelled in accordance with the [UDC Sleeve](#) and [Labelling templates](#) prescribed for PhD theses. If the disc submitted contains more than one file, the title page of the thesis should be repeated at the beginning of each file to allow for the research to be searched and retrieved online.

## 2.3. File security

Digital thesis files should not be protected in any way, to ensure that the data can be indexed and accessed by both general and specialist search engines.

## 2.4. File size and number of files

The thesis should be submitted as a single file up to 100 MB in size. Theses in excess of 100 MB should be divided into as many smaller files as necessary, with the title page repeated at the beginning of each one.

## 2.5. Naming files

Thesis files should be named in accordance with the following template (based on a PhD thesis presented in 2005 by candidate José Manuel Pérez López):

- For a thesis text document consisting of a single file, the filename would read:  
PerezLopez\_JoseManuel\_TD\_2005.pdf
- For a thesis text document consisting of three files, the filenames would read:  
PerezLopez\_JoseManuel\_TD\_2005\_01of3.pdf  
PerezLopez\_JoseManuel\_TD\_2005\_02of3.pdf  
PerezLopez\_JoseManuel\_TD\_2005\_03of3.pdf

In the event of more than one person with the same first name and first surname defending their PhD thesis in the same year, prior to publication of the thesis in the UDC digital repository, the Library may deem it necessary to modify the original filename.

Filenames should avoid the use of spaces, accents or other special characters, to ensure cross-platform compatibility.



## 2.6. Naming other files

Supplementary documentation of other kinds (e.g. images, computer programmes, multimedia data, etc.) in common formats such as TIFF, JPG, MPG, etc. should follow the naming template provided above, with additional reference to the file type and extension in each case.

- The name of a video file in MPG format, for example, listed as the fourth of a total seven files, would thus read:

PerezLopez\_JoseManuel\_TD\_2005\_Video\_04of7.mpg

- Additional files should be numbered consecutively after the main thesis text file:

PerezLopez\_JoseManuel\_TD\_2005\_01of4.pdf

PerezLopez\_JoseManuel\_TD\_2005\_02of4.pdf

PerezLopez\_JoseManuel\_TD\_2005\_03of4.pdf

PerezLopez\_JoseManuel\_TD\_2005\_Video\_04of4.mpg

Links to supplementary content may be embedded in the main text file to facilitate direct access from PDFs.

## 3. Copyright of PhD theses

The author will hold exclusive copyright of the thesis from the moment it is written, except in the case of content included in privacy agreements with companies or copyright assigned to a publisher.

Once the decision to award the PhD has been made, a copy of the thesis will be deposited in the University Library.

In accordance with RD 99/2011, open access to all theses will be provided through the UDC Digital Repository (RUC). As the holder of copyright, the author will be entitled to choose for the thesis to be published with **All rights reserved** or using a **Creative Commons (CC)** licence.

The choice of publishing licence will be recorded as part of the *Statement of permission for thesis to be deposited in the UDC Digital Repository*, the form for which can be downloaded from the following link:

[http://www.udc.es/export/sites/udc/eid/\\_galeria\\_down/tesis/Declaracion\\_Deposito\\_RUC.doc](http://www.udc.es/export/sites/udc/eid/_galeria_down/tesis/Declaracion_Deposito_RUC.doc)

Authors who choose to license their thesis with **All rights reserved** are not required to include the statement of permission in their thesis, since all rights are automatically reserved for all creative works.

Authors who opt for a **Creative Commons** licence are recommended to include the statement of permission in their thesis in order to inform digital users as to the permitted uses of the material.

Authors are recommended to include the **Creative Commons** logo on the inside cover or one of the first pages of the thesis.

For further information, see: [Annex I. Types of copyright and licences for PhD theses](#)



## Annex I. Types of copyright and licences for PhD theses







Electronic copies of all UDC doctoral theses are available in open access through the UDC Digital Repository (RUC). The uses which others may make of the work are determined in each case by the type of publishing licence selected by the owner of the intellectual property rights to the thesis, i.e. the author:

- **All rights reserved.** An 'all rights reserved' licence means that no use may be made of the thesis without the author's express permission, with the exception of uses provided under the Intellectual Property Act (copying for private use, right to reference, fair use for educational purposes).
- **Creative Commons (CC) licence.** A Creative Commons licence allows authors to specify the uses that others may make of their work without permission.

All Creative Commons licences allow work to be copied, distributed and shared without the author's permission, provided the original authorship of the work is acknowledged appropriately.

Creative Commons licences are widely known, internationally recognised and easy for both authors and users to understand. The clarity and usability of Creative Commons licences help to increase the visibility of authors and their work.

The six main licences offered by Creative Commons are as follows:

	CC BY-NC-ND licences allow users to copy the work (or part thereof) and share it with others, provided the author is credited appropriately. The licence does not allow users to use the work for commercial purposes or to modify it to create derivative works (translations and adaptations are classed as derivatives of the original work). BY-NC-ND licences are the most restrictive of the six.
	CC BY licences are the least restrictive of the six, allowing users to copy, distribute, share and re-use the work (or part thereof), and modify it to create derivative works, even for commercial purposes, provided the author is credited appropriately.
	CC BY-NC licences allow users to re-use the work and modify it to create derivative works for non-commercial purposes, provided the author is credited appropriately.
	CC BY-NC-SA licences allow users to re-use the work and modify it to create derivative works for non-commercial purposes, provided the author is credited appropriately and any derivative works are licensed under the same terms as the original.
	CC BY-SA licences allow users to re-use the work and modify it to create derivative works, even for commercial purposes, provided the author is credited appropriately and any derivative works are licensed under the same terms as the original.
	CC BY-ND licences allow users to re-use the work for commercial purposes, provided the author is credited appropriately, but does not allow users to modify it to create derivative works.

The licensing of the thesis and its distribution via the RUC will be without prejudice to the author's right as the owner of the intellectual property, moral and exploitation rights to the work to use it for whatever purpose, commercial or otherwise, he or she deems appropriate.



The choice of publishing licence will be marked on the *Statement of permission for thesis to be deposited in the UDC Digital Repository* form. Where no preference is indicated, the thesis will be published in the RUC under an *All rights reserved* licence.

[http://www.udc.es/export/sites/udc/eid/\\_galeria\\_down/tesis/Declaracion\\_Deposito\\_RUC.doc](http://www.udc.es/export/sites/udc/eid/_galeria_down/tesis/Declaracion_Deposito_RUC.doc)

Authors who opt to publish their thesis using a Creative Commons licence are recommended to include the details of the licence in the thesis in order to provide digital users accessing the thesis through a search engine rather than the RUC with information as to the permitted uses of the material.

How to create a Creative Commons licence

- Creative Commons licence applications are completely free of charge and do not require the thesis to be registered with any website.
- To create a Creative Commons licence, authors should identify which licence they wish to apply to their work from the options provided:

<https://creativecommons.org/choose/?lang=en>

The Creative Commons website offers users a tutorial to help them to select the most appropriate licence for their work.

- Authors are recommended to include the licence logo and description on the inside cover or one of the first pages of the thesis (digital versions of the thesis included). Licence logos and descriptions are available from the Creative Commons website.

For example:



This work is licensed under a [Creative Commons Attribution Non-Commercial No Derivatives 4.0 International Licence](https://creativecommons.org/licenses/by-nc-nd/4.0/).