

# **INSTRUCTIONS FOR THE FORM AND THE CONTENT OF THE DOCTORAL DISSERTATION TO BE DEFENDED AT THE UNIVERSITY OF BELGRADE**

## **1. GENERAL RULES FOR WRITING AND DESIGNING A DOCTORAL DISSERTATION**

The doctoral dissertation is the final part of the doctoral study program and represents the independent and original scientific work of the candidate in the relevant scientific field or several scientific fields. The dissertation can be written in Serbian or another language in accordance with the Statute of the University of Belgrade and the Rulebook on Doctoral Studies at the University of Belgrade. The dissertation should be printed out on the A4 (210 × 297mm) paper with 20mm margins. The line spacing of the body of work should be set to 1 line. The text of each page should be logically divided into sections. The text should be printed double-sided and the pages should be numbered. All of the pages should be numbered from the introduction to the end of the paper. The page numbering (pagination) is printed in the middle of the lower margin. The font used for the doctoral dissertation should be of an antique type (serif fonts, such as Times New Roman, Garamond, Cambria, Minion, Book Antiqua, Free Serif, Linux Libertine... etc.), except for the covers and the front page for which the grotesk typeface should be used (on-sheriff fonts, such as: Arial, Helvetica, Gill Sans, Calibri, Myriad, Free Sans, Linux Biolinum... etc.). The size of the letters of the doctoral dissertation should be 12 typographic points. All of the charts and photos should be appropriately titled and numbered. The numbers and the titles of the charts should always be placed above the chart. The numbers and the titles of the photos should always be placed under the photo. If the illustration is not the original contribution of the author, it is obligatory to indicate the source (if the illustration has already been published) or the author from whom it was downloaded (if the illustration has not yet been published). The source should be cited just below the illustration. If the illustration is a reproduction of the work of art, the author (if known), the title, as well as other necessary information relevant to the particular art types, should be cited. As a general rule, all written work must always clearly separate the texts written by someone else, as well as someone else's data, from the author's text, his conclusions, ideas, data, etc. Smaller parts of the text may be downloaded from other authors, but this must always be indicated by quotation marks, with accurate indications in the text and literature from which the text was downloaded. The submitted dissertation must be rooted in a hardcover or paperback. The electronic version of the dissertation must be identical to the printed one and given in the format for archiving in the digital repository of the University of Belgrade.

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

The doctoral dissertation should include the following elements:

- The title page in the language in which the dissertation was written.
- The title page in English (if the paper was not written in English, and if so, then in Serbian)

- A page with information about the mentor / mentors, members of the doctoral dissertation committee and the date of the defense
- The gratitude (optional)
- The page with the information about the doctoral dissertation in the language in which the paper was written
- The pages with the information about the doctoral dissertation in English (or Serbian, if the paper is written in English)
- The content
- Text of the dissertation by chapters
- The references
- Attachments (optional)
- The author's biography
- The copyright Statement, The Statement of Identity of the Printed and Electronic Version of the Doctoral Thesis, the Statement of Use

### **3. THE DESIGN OF THE FRONT PAGE**

The title page of the doctoral dissertation contains the following text:

- The name of the University (letter size: 16 typographic points);
- The name of the Faculty (letter size: 16 typographic points);
- The author's name, the middle letter and the author's surname (letter size: 16 typographic points);
- The title of the doctoral dissertation (letter size: 22 typographic points);
- The doctoral dissertation (indication of the type of work) (letter size: 16 typographic points);
- The place and the year (letter size: 16 typographic points);

This text should be written in the language the dissertation was written in.

If the dissertation was written in Serbian, the front page in Serbian should be followed by the front page in English. If the dissertation was written in English, the front page in English should be followed by the front page in Serbian.

These are the examples of the title page in Serbian (Cyrillic and Latin Script) and in English:

УНИВЕРЗИТЕТ У БЕОГРАДУ

НАЗИВ ФАКУЛТЕТА

Петар П. Петровић

**НАСЛОВ РАДА**

докторска дисертација

Београд, 2019

UNIVERZITET U BEOGRADU

NAZIV FAKULTETA

Petar P. Petrović

**NASLOV RADA**

doktorska disertacija

Beograd, 2019

UNIVERSITY OF BELGRADE  
THE NAME OF THE FACULTY

Petar P. Petrović

THE TITLE OF THE DISERTACION

Doctoral Dissertation

Belgrade, 2019

#### **4. THE DESIGN OF THE PAGE WITH THE INFORMATION ABOUT THE MENTOR/MENTORS, THE MEMBERS OF THE DOCTORAL DEFENSE COMMITTEE AND THE DATE OF DEFENSE**

The page with the information about the mentor/mentors, the members of the doctoral defense committee and the date of the defense should include the following text:

- The mentor: the title, first name and surname, the name of the university/institute
- The members of the committee: the title, first name and surname, the name of the university/institute
- The date of the defense: the day, the month and the year (if not known at the moment of the printing it can be added later)

This text is printed with a 12-point letter.

#### **5. THE DESIGN OF THE PAGES WITH THE INFORMATION ABOUT THE DOCTORAL DISSERTATION**

The pages with the information about the doctoral dissertation include the following items written in the language in which the dissertation was written:

- The title of the doctoral dissertation
- The summary
- The key words (up to 10)
- The scientific field
- The narrow scientific field

If the dissertation was written in Serbian, the page with the information about the doctoral dissertation written in Serbian should be followed by the page with the same information in English (Abstract; Key words; scientific field; scientific subfield). If the dissertation was written in English, the information should be cited in English first and then the pages with the same information in Serbian come next. If the dissertation was written in another language the pages with the information about the doctoral dissertation should be followed by the pages with the same information in Serbian and in English.

The summary of the dissertation (up to 1800 characters with spacing) must be written in such a way as to enable the reader to understand the purpose of the research, the research methods, the results with important explanations and the author's conclusions.

As the Key words the 10 most important terms addressed in the dissertation should be cited.

The text on these pages is printed with a letter of 12 typographic dots.

#### **6. THE REFERENCES**

The references should be cited in alphabetic order (according to the language and the script used) or according to the order of appearance in the text (depending on the citation style of the references used in the relevant scientific field). All of the books and papers the parts of which are explicitly mentioned in the doctoral dissertation should be cited as well as those to which the author refers.

There should be no works that aren't cited or unmentioned authors.

The text should be printed with a letter of 12 typographic dots.

### **7. ADDING THE ATTACHMENTS**

If certain attachments (surveys, forms... etc.) are being used for the dissertation they should be added at the end of the dissertation. They can be marked as: ATTACHMENT A, ATTACHMENT B... or ATTACHMENT 1, ATTACHMENT 2... etc.

### **8. DESIGNING THE AUTHORS BIOGRAPHY**

The biography should be written in the third person singular and it shouldn't be longer than 1800 characters with spacing.

The text is printed with a letter of 12 typographic dots.

### **9. ADDING THE SIGNED STATEMENTS**

Completed and signed statements, on special forms (Statement of Authorship, Statement of Identity of the Printed and Electronic Version of the Doctoral Thesis, Statement of Use), as an addition, form an integral part of the printed and electronic version of the dissertation. Completed and signed statements should be put at the end, after the author's biography.

## Statement of authorship

First and Last name of the author \_\_\_\_\_

The index number \_\_\_\_\_

I declare that the doctoral dissertation titled

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- is a result of my own scientific research;
- the dissertation as a whole or in part was not proposed for the acquisition of another diploma according to the study programs of other higher education institutions;
- the results are correctly stated and
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In Belgrade, \_\_\_\_\_

The signature of the author

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## Statement form on the identity of the printed and electronic version of the doctoral dissertation

First name and surname of the author \_\_\_\_\_

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I declare that the printed version of my doctoral dissertation is identical to the electronic version I submitted for storage in the Digital Repository of the University of Belgrade.

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## **10. COVER DESIGN**

The first page of the cover has the same content and is designed in the same way as the front page and it's written in the language in which the doctoral dissertation was written.

## **11. ELECTRONIC VERSION OF THE DOCTORAL DISSERTATION**

The electronic version of the doctoral dissertation is submitted in the form of a file whose contents are identical to the printed dissertation in PDF format.

Included in the file are the completed statements (Statement of Authorship, Statement of Identity of the Printed and Electronic Version of the Doctoral Thesis, Statement of Usage). In the electronic version, the signature on the statements is not required.

The file should be named in the following manner: last name\_first name of the doctoral student.