PREPARATION AND FORM OF DOCTORAL DISSERTATION

Doctoral dissertations are printed on a printer, on standard-sized paper (A4, 210x297 mm) with 2.5 cm top and bottom margin, 3.5 cm margin on the left side and 1.5 cm margin on the right side, with 1.5 line spacing. 12-point, highly legible font should be used, which must support Croatian characters. Text must be justified, except for references. All pages must be numbered, i.e. have numbers assigned to them. Text must be written in standard Croatian, in accordance with all grammatical and spelling rules. In addition to four (unbound) copies and a copy on an electronic medium, submitted for evaluation to the Section for Students and Postgraduate Study Programme, it is also necessary to enclose a language editor's certificate on language editing, and a mentor’s consent for submission of doctoral dissertation.

 **1. Binding and covers**

Doctoral dissertation is bound.

The following should be indicated on the front cover, near the top:

JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK

FACULTY OF MEDICINE OSIJEK

The following should be indicated in the middle of the cover:

Name and surname

TITLE OF THE PAPER

*Doctoral dissertation*

The following should be indicated near the bottom of the cover:

Place, year

Bear in mind that the name of the university, faculty and title of the paper should be indicated in uppercase and that all items should be centred on the page.

It is not mandatory to have anything written on the spine and back cover (author’s name and surname and abbreviated title may be indicated on the spine if the author wishes to do so). Inside of the cover, as well as the first page following the cover should be left blank.

**2. Mandatory sheets of the dissertation**

Content indicated on the cover (see above) is repeated on the following, second sheet.

The third sheet contains the following information:

Mentor: (Mentor’s name and surname, with the title)

The paper contains \_\_\_\_\_\_\_ sheets.

The fourth sheet may contain Foreword to the paper (not mandatory), which contains the data important for structure of the research, e.g. name and designation of the project within which the research was conducted. Foreword may also include slogan of the research and acknowledgements to persons who assisted the candidate in his/her work or preparation of the dissertation.

**4. Parts of doctoral dissertation**

Mandatory sheets must be followed by a Table of Contents of the dissertation. Table of Contents indicates sections and sub-sections (up to two sub-levels) and page numbers at which they start. If a large number of abbreviations (five or more) is used in the paper, it is advisable to list all the abbreviations used on a new page following the Table of Contents. Per candidate’s wish, lists of tables and figures may be indicated; each list on a separate new page. Lists of tables and figures, if indicated, should include the heading, number and title of a table/figure and their page numbers.

Pages containing the Table of Contents and lists of abbreviations, tables and figures should be numbered with Roman numerals, in the right bottom corner of the page. First page of the Introduction is the first page numbered with Arabic numerals which continue to the end of the paper, or until the front page for annexes (if any). Page numbers are indicated in the right bottom corner of the page.

Mandatory parts of the paper are as follows:

1. Introduction (presentation of the scientific area),
2. Hypothesis,
3. Research Objective,
4. Material and Methods (or: Participants and Methods),
5. Results,
6. Discussion,
7. Conclusion (or: Conclusions),
8. Summary
9. (Summary and title of the paper in English),
10. Literature (References),
11. Curriculum Vitae,
12. Annexes.

Each section should start on a new page. Sections may be divided into sub-sections using up to two sub-levels, which do not start on a new page. Sub-sections are numbered within the same numbering level, so that the number of the sub-section is added to the previous numbering level, as indicated in the following example:

 .........................................

 3. Participants and methods -> section

 3.1. Study Design -> sub-section, first level

 3.2. Participants -> sub-section, first level

 3.2.1. Patients -> sub-section, second level

 3.2.2. Control group -> sub-section, second level

 3.3. Methods -> sub-section, first level

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Special annexes to the paper (copies of questionnaires, complex schemes, outlines and similar), if any, are included after the Curriculum Vitae. Title “11. Annexes” is indicated on a separate page immediately following the Curriculum Vitae. Numbers and titles (descriptions) of annexes are indicated below the title, and that page is the last numbered page of the paper. After the front page of annexes, the number and title (description) of the first annex is indicated on a new page, followed by the first annex. Other annexes are added in the same manner (separate page with number and title of the annex, followed by the relevant annex). The smallest page format is A4 and larger page formats should be folded to suit the A4 format. Annexes may be printed on both sides. Content of the annex must be fully visible, which is why it should be ensured that the right margin is at least 2.5 cm wide. Pages with numbers and titles (descriptions) of certain annexes and annexes themselves are not numbered.

**4.1. Summary**

 Summary of the paper is written in a structured manner and it usually comprises the following units: Objectives; Study Design; Participants and Methods or Patients and Methods or Material and Methods; Results; and Conclusion. Usual summary word count in Croatian is up to 250 words for master theses and up to 350 words for doctoral dissertations. English title of the paper is indicated on the page containing the summary in English, before the summary itself. Summary in English may be somewhat longer, but it should not exceed 350 words for master theses or 450 words for doctoral dissertations. In the summary, results are discussed simultaneously with their indication. Summary in English must bear the title of the paper translated into English. Keywords are indicated below the summary (see the section pertaining to submission of doctoral dissertation proposals).

**5. Tables, charts, figures**

Tables, charts and figures are not placed on separate pages, but included within the text of the paper. They are described using headings, numbers and titles. Heading “Table” is indicated with all the tables and heading “Figure” is indicated with all the charts and figures (photographs, drawings and alike). Tables and figures are numbered with Arabic numerals, separately (tables are numbered separately, and figures also separately), in the order of appearance after the section number (e.g. “Table 4.3.” is the third table in the fourth section). Descriptions of tables are always indicated above the body of the table, and descriptions of figures are indicated below the body of the figure. Both figures and tables must be elaborated and self-explanatory, and no abbreviations or designations may be used within them unless they are explained in the same place, i.e. within the table or figure or immediately below (for tables). The following symbols are used in tables for designation of sub-references (in indicated order): \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡, etc.

Tables and figures that are not candidate’s own tables and figures, but are taken from other sources (books, articles and similar) **may not** be used in the paper without previously obtained consent of the author or publisher. In the description of tables and figures originating from other sources and used in the paper (with obtained consent), it is mandatory to indicate the relevant source.

Small number of simple mathematical expressions should be included in the text of the paper. If the paper contains a large number of complex mathematical expressions, they are separated into separate rows in the text and numbered, without any further special designations.

**6. Other notes**

Bound master thesis / doctoral dissertation is submitted to the Section for Students and Postgraduate Study Programme in eleven copies. Along with the paper, it is mandatory to submit a summary in Croatian (up to 200 words), signed by both the mentor and the candidate.

Literature must be indicated using Vancouver reference style, which means that references should be listed in the order of their appearance in the text.

Vancouver reference style exactly defines all the data references must include, their order and the manner of indicating and separating specific data. Candidates can find detailed instructions (in English) with examples of how to indicate references from different literature sources at http://www.nlm.nih.gov/bsd/uniform\_requirements.html. Excellent instructions on how to indicate references in Croatian can be found in each issue of *"Liječnički vjesnik”* journal (note: in the submitted proposal of the doctoral dissertation citations should be listed with numerical designations in parentheses, as already indicated under item 2 herein, not with numbers in superscript like it is done in *“Liječnički vjesnik”*) or *“Medicinski vjesnik”* journal.

Journal titles are abbreviated in the same manner as in *Index Medicus* index publication, or as journal titles are abbreviated in *Medline* bibliographic database, available free of charge in *PubMed* network system. Abbreviations of journal titles are available at http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=Journals.

Names are listed only for the first six authors, and if there are more, the sixth author is followed by a comma and the words “et al.”.

Pages must be indicated for articles published in journals. Pages in books are indicated as a rule, but it is not necessary to do so when the text refers to the entire edition of the book.

References end with a full stop.

Examples for references of most often used literature sources:

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Journal article:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002;347:284-7.

Book:

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th Ed. St. Louis: Mosby; 2002.

Book (editors):

Bemmel JH van, Musen MA, ed. Handbook of medical informatics. Houten/Diegem: Springer; 1997.

Chapter in editorial book:

Hasman A. Medical imaging. In: Bemmel JH van, Musen MA, ed. Handbook of medical informatics.Houten/Diegem: Springer, 1997; p. 127-46.

Organisation as author of the paper:

International Committee of Medical Journal Editors. Uniform requirements for manuscripts

submitted to biomedical journals. N Eng J Med 1997;336:309-15.

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