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Instructions for creating and setting up doctoral dissertations at the University North

1. Doctoral dissertation

The doctoral dissertation is an authentic, original scientific work that is independently produced by a doctoral student, and which is worth publishing. In accordance with the applied methodology and contribution to science, the doctoral dissertation also determines and confirms the doctoral candidate's ability of independent research in the scientific area and field for which the doctorate of science is awarded. The doctoral dissertation reveals new scientific facts, phenomena or regularities.

2. Forms of a doctoral dissertation

The forms of a doctoral dissertation are the following:

- Monograph
- The Scandinavian model of writing a doctoral dissertation in which at least four scientific papers are consolidated and presented, accompanied by common critical review chapters (consolidated Introduction, consolidated Discussion, consolidated Conclusions, exhaustive Review of the relevant literature – relevant scientific papers included in the doctoral dissertation). The critical review places the results of the doctoral thesis in the context of the existing scientific knowledge. This form is possible only within the scope of the research work at the doctoral study, and scientific papers must be published after the enrollment in the doctoral study. Scientific papers which are consolidated and then proposed as a doctoral dissertation must make a complete (thematically related) whole of at least three papers published in journals covered by the Web of Science or Scopus bases, of which at least one is published in a journal with an impact factor greater than the median impact factor of the journal from the area of the doctoral research. The doctoral candidate must be the lead author in at least two papers. Each paper, except those with a special explanation, can qualify only one doctoral candidate. Consolidated papers must make new scientific contributions in relation to individual papers.

3. Setting up a doctoral dissertation

When applying the topic of a doctoral dissertation, it is necessary to define the main elements and main stages of the production of the doctoral dissertation. In other words, attention should be paid to:

- purpose and goals of the doctoral dissertation,
- the structure of the doctoral dissertation,
- documentation basis (IT background) and
- technical processing of the doctoral dissertation.

The doctoral dissertation is written in Croatian or another language used by the profession. The doctoral dissertation contains a title which must, in addition to the original language, be written in Croatian and English, a summary in the language in which the paper is written, and in Croatian (if it is not the original language of the dissertation) and English, an extended abstract in Croatian only if the dissertation is not

written in Croatian language, keywords in the language in which the dissertation is written, and in Croatian and English, table of contents, introduction, elaboration of the doctoral dissertation (with several chapters and subchapters), conclusion, literature, list of tables, graphical representations, diagrams, drawings, etc. (if any) and attachments (if any).

4. Graphic setting up of the doctoral dissertation – monograph

The doctoral dissertation is printed on an A4 (21x29.7 cm) paper size with the help of a computer printer and it then is bound. Chapter titles are written in upper-case bold letters, and subchapter titles are written in lower-case bold letters.

The text of each page should be logically divided into sections.

The following is printed on the cover:

- University North
- Faculty/Department name
- Name and surname of the author
- Title of the doctoral dissertation
- Doctoral dissertation
- Koprivnica
- Year

The name and surname of the author, year and title of the doctoral dissertation are written on the back of the cover.

The first page after the cover is left blank.

The same text as the one on the cover is written on the second page (content and language are the same as on the cover, including the list of mentors).

The same text as the one on the second page (unless the dissertation is written in English) is written in the English language on the third page.

The following is written on the fourth page:

- information on the mentor/co-mentor (title, name and surname)
- information on the time and place of the doctoral dissertation defense
- information on the members of the committee in front of which the doctoral dissertation was defended (title, name and surname).

A dedication or an expression of gratitude is written on the fifth page (optional).

On the next page, an abstract on the original language of the doctoral dissertation is written (unless the dissertation is written on it), as well as the keywords in the Croatian language.

On the next page, the content of the doctoral dissertation is written.

On the next page, the textual part of the dissertation is written – introduction, followed by an elaboration of the doctoral dissertation, conclusion and list of literature.

On the next page, a list of illustrations (a list of tables, graphs, figures, photographs, drawings, diagrams, histograms, maps, etc.) is written.

On the next page, attachments (if any) are listed.

On the next page, the CV of the author and a list of published papers are written.

The pages preceding the textual part of the dissertation are numbered in Roman numbers and the textual part of the paper is numbered in Arabic numerals.

5. Graphic setting up of the doctoral dissertation – Scandinavian model

A doctoral dissertation written according to the Scandinavian model is governed by the rules listed in the previous chapter.

After the content of the doctoral dissertation is written, the introduction and elaboration of the dissertation are written. According to this model, elaboration implies a critical review of the results of the doctoral dissertation which is placed in the context of existing scientific knowledge, and it cannot be

shorter than 35 pages.

On the next page, conclusion and a list of literature are written.

On the next page, a list of illustrations (a list of tables, graphs, figures, photographs, drawings, diagrams, histograms, maps, etc.) is written.

On the next page, a list of published scientific papers which are attached to the dissertation and form with it a complete whole are written. At least four scientific papers have to be published in indexed journals, with at least two published in the *Web of Science* or *Scopus* bases, of which at least one is published in a journal with an impact factor greater than the median impact factor of the journal from the area of the doctoral research. Each paper can qualify only one doctoral candidate. Exceptionally, the Council of the doctoral study may prescribe that, with special justification, the paper qualifies two doctoral candidates. The doctoral candidate must be the lead author in at least three papers. Consolidated papers must make new scientific contributions in relation to individual papers.

On the next page, the CV of the author and a list of published papers are written.

The pages preceding the textual part of the dissertation are numbered in Roman numbers and the textual part of the paper is numbered in Arabic numerals.

6. Quotation

Every part of the paper which was written by another author, regardless of whether it is presented in direct or reported speech (statements, attitudes, cognitions, formulations), must be marked in the main text and in the list of literature at the end of the doctoral dissertation.

7. Literature

The literature used in the production of the doctoral dissertation is listed at the end of the dissertation. The literature is listed in the alphabetical order according to the author's surname. The papers are listed chronologically. Equally, all papers quoted in the doctoral dissertation must be listed. Papers that were not quoted in the dissertation must not be listed in the literature.

8. Technical setting up of the doctoral dissertation

Pages preceding the textual part of the dissertation are printed one-sided.

The textual part of the dissertation is printed one-sided or double-sided.

All pages should be numbered and the numbering should be written in the bottom right corner of the page.

The pages preceding the textual part of the dissertation are numbered in Roman numbers and the textual part of the paper is numbered in Arabic numerals.

Page settings:

Font (letter type): mandatory support of all Croatian characters – Times New Roman

Letter size: 12 typographic points

Spacing: 1.5 lines

Left and right margin: 2.5 cm

Upper and lower margin: 2.5 cm

Cover edges (margins):

Font (letter type): mandatory support of all Croatian characters – Arial

Letter size: 16

Left and right margin: 3.0 cm

Upper and lower margin: 3.0 cm

9. Illustrations in the doctoral dissertation

All tables and figures (graphs, photographs, drawings, diagrams, histograms, maps...) should have the appropriate title and be numbered.

The numbers and titles of the tables are always shown above the tables.


The numbers and titles of the figures are always shown below the tables.

If the illustration is not an original contribution of the author, the source (if the illustration has already been published) or the author (if the illustration has not yet been published) from which/whom it was downloaded is obligatory. The source is listed just below the illustration.

If the illustration is a reproduction of a work of art, the author (if known), the title and other necessary information relevant to particular art forms are listed.

Doctoral students can find detailed instructions on writing, quoting, and referencing the relevant literature that is dominant in a particular profession and prescribed by the rules and norms of doctoral studies at the University of the North.

Covers and spine (in the language in which the paper was written)


Year (with punctuation)	<p style="text-align: center;">upper margin 3cm</p> <p style="text-align: center;">UNIVERSITY NORTH FACULTY/DEPARTMENT NAME (font: Arial 16)</p>  <p style="text-align: center;">Sveučilište Sjever</p>
Title	<p style="text-align: center;">Candidate's name and surname (font: Arial 16)</p>
Author's name and surname	<p style="text-align: center;">DISSERTATION TITLE (font: Arial 22, bold)</p> <p style="text-align: center;">DOCTORAL DISSERTATION (font: Arial 16)</p> <p style="text-align: center;">Koprivnica, year (font: Arial 16)</p>

Second page – the first written page inside (content and language the same as on the covers, including the list of mentors):

upper margin 3cm

UNIVERSITY NORTH
FACULTY/DEPARTMENT NAME

(font: Arial 16)



**Sveučilište
Sjever**

Candidate's name and surname
(font: Arial 16)

DISSERTATION TITLE
(font: Arial 22, bold)

DOCTORAL DISSERTATION
(font: Arial 16)

Mentor(s): title, name and surname
Co-mentor: title, name and surname
(font: Arial 16)


Koprivnica, year
(font: Arial 16)

edge 3 cm

Third page – the second written page inside (cover in the English language, unless the dissertation was written in the English language)

upper margin 3cm

UNIVERSITY NORTH
FACULTY/DEPARTMENT NAME
(font: Arial 16)



**Sveučilište
Sjever**

Candidate's name and surname
(font: Arial 16)

DISSERTATION TITLE
(font: Arial 22, bold)

DOCTORAL DISSERTATION
(font: Arial 16)

Koprivnica, year
(font: Arial 16)

left margin 3 cm

right margin 3 cm

Fourth page – the third page written inside

upper margin 3cm

Mentor: title, name and surname

The doctoral thesis was defended on _____
in _____, before the Committee
consisting of:

1. _____
2. _____
3. _____
4. _____
5. _____

edge 3 cm

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