

## **DISSERTATION FORMATTING GUIDELINES**

- Dissertations should be in A4 format
- Soft-bounding or full-cloth binding (not spiral binding)
- On covers:
  - Name of university
  - Name of school
  - First and last name of the author
  - Title of the work
  - Doctoral dissertation
  - Place
  - Year
- First page of the second leaf contains the same information as on the covers
- The next leaf contains the following information:
  - The name of the institution (institute, or alike) where the work was done
  - Mentor's name (first and last name)
  - Optionally: purpose, dedication or acknowledgment
- The dissertation (monograph style) should have the following elements:
  - Table of contents
  - List of symbols and abbreviations
  - Introduction
  - Aims and Hypotheses
  - Material and Methods (subjects – sample)
  - Results
  - Discussion
  - Conclusion
  - Abstract in Croatian language
  - Abstract and title (of the dissertation) in English language (up to 200 words)
  - List of references
  - Biographical note.
- The dissertation (based on a systematic review) should have the following elements:
  - Table of contents
  - List of symbols and abbreviations
  - Introduction
  - Aims and Purpose of the review
  - Methods
  - Results
  - Discussion
  - Abstract and title (of the dissertation) in English language (up to 200 words)
  - List of references
  - Biographical note.

- The dissertation (compilation of research papers) should have the following elements:
  - Table of contents
  - List of symbols and abbreviations
  - Introduction
  - Aim of compiled research papers
  - Scientific contribution of compiled research papers
  - Copies of research papers (articles) compiled in the dissertation
  - Abstract and title (of the dissertation) in English language (up to 200 words)
  - Enclosed CD (the dissertation in electronic format).
  
- Pages should be numbered.
  
- Line spacing: 1.5; font: Times New Roman, size 12.
  
- Figures, graphs, and tables should be numbered and given a title.
  
- The dissertation text should conform to Croatian spelling rules ((Stjepan Babić, Sandra Ham, Milan Moguš. Hrvatski školski pravopis. Školska knjiga, Zagreb, 2008.)).