UNIVERSITY OF SPLIT SCHOOL OF MEDICINE

DISSERTATION THESIS WRITING GUIDELINES

Note that this is an unrevised document and as such is subject to changes, follow the School's Web site for updates

TABLE OF CONTENTS

(line spacing 1, 2 paragraphs spacing)

UNIVERSITY OF SPLIT

SCHOOL OF MEDICINE

(Font: Times New Roman, Bold, UPPERCASE; Font size: 12; Center text; Line spacing: 1.5)

(4 paragraphs spacing)

Write name and surname here

(Font: Times New Roman, Bold; Font size: 12; Center text)

(5 paragraphs spacing)

WRITE DISSERTATION THESIS TITLE HERE

(Font: Times New Roman, Bold, UPPERCASE; Font size: 12; Center text; Line spacing: 1.5)

(6 paragraphs spacing, adjust according to title size)

DISSERTATION thesis

(Font: Times New Roman, Bold, Sentence case; Font size: 12; Center text)

(6 paragraphs spacing)

Write place and year here

(Font: Times New Roman, Bold, Capitalize Each Word; Font size: 12; Center text)

UNIVERSITY OF SPLIT

SCHOOL OF MEDICINE

Remy Hadley

WELCOME TO THE END OF THE THOUGHT PROCESS AT THE UNIVERSITY OF SPLIT SCHOOL OF MEDICINE

Dissertation thesis

Split, 2021

- Given paragraph spacing's may differ with reference to program used
- Avoid using abbreviations in dissertation thesis title
- Titles abbreviations:

Written after name

, MD, PhD

or

, PhD

Written before name

Assistant professor = Assist. Prof.

Associate professor = Assoc. Prof.

Professor = Prof.

Sometimes your data presentation cannot comply with the given guidelines. Use consistent style in your diploma thesis.

Disclaimer

Note that the given additional explanations for formatting (i.e. Page numbering) are applicable to Microsoft® Word 2016. You may be using a different program for writing your thesis. University of Split School of Medicine does not indicate or suggest any program for writing your thesis, we simply consider Microsoft Office widely used and aim to make the formatting process easier for students.

1. Page layout
- Margins: Normal (Top: 2.5 cm; Bottom: 2.5 cm; Left 2.5 cm; Right: 2.5 cm)
- Orientation: Portrait
- Size: A4 (21.0 cm x 29.7 cm)
- Diploma thesis should ideally be 40 to 60 pages' long

2. Font

- Times New Roman, size 12, line spacing 1.5
- Text alignment justified
- Use the same bullet style through your diploma thesis, preferably the one used here
- When using numbered list use 1. style (number followed by a period (.)), at the end of line put semicolon (;) and at the end of last line a period (.)
- For bulleting or numbered lists use bullet or number position at 0.63 cm, text indent at 1.27 cm, and bullet or number followed by a tab character set at 1.27 cm (note that this does not refer to references section)
- Avoid splitting bullets or numbered lists across pages
- When giving ordinal numbers in text do not use superscript for rd, th etc.
- Latin wording should be written in *italic* font

3. Page numbering

- Arabic numbering
- Bottom of page, aligned to the right (Insert>Footer>Page Number>Bottom of Page)
- Numbering starts from **INTRODUCTION** title page (but is not numbered!)
- Page numbers should not be written on diploma thesis section title pages; to avoid this, section break the diploma thesis section title pages on both sides (Layout>Breaks>Section Breaks>Next Page), and remove footer's link to previous, do the same for the following page, then delete the number on the diploma thesis section title page, continue numbering on the following page from i.e. 2 (Format Page Numbers>Start From)

4. Dissertation thesis section title pages and subsections

- Written in UPPERCASE **Bold**, aligned to the right on the bottom of the page
- Font size 16
- Avoid splitting subsection titles and first paragraph of the subsection across pages
- Number the subsections i.e. in introduction 1.1., 1.2., 1.3. etc

1. INTRODUCTION

5. Paragraph indent
- Indent every paragraph
- Do not indent section or subsection titles
- Use tab for new paragraph indent (tab stops at 1.25 cm)
- When possible avoid splitting paragraphs across pages
- Don't add space between two paragraphs of the same style (*Line spacing options >*
- *Don't add space between two paragraphs of the same style*)

6. Language
- English (US)
- Use period (.) as decimal separator
- When writing date write name of the month
- Latin wording should be written in italic font

7. The First page
- First page of the diploma thesis is the same as cover page

8. The Second page contains the following:
- Name of the institution (department, institute, etc.) where the research has been done
- Supervisors (First and last name)

9. The Third page ACKNOWLEDGEMENT
(Font Times New Roman, Bold, size 12, aligned to the left)

• Optional

• Written in italic, Font Times New Roman, size 12, line spacing 1.5, indent where appropriate,

alignment as preferred

10. The Fourth page
TABLE OF CONTENTS
(Times New Roman, size 12, **Bold**, aligned to the left)

(in Microsoft Word found under *References>Table of Contents*)

- Section titles written in UPPERCSE, subsection titles in Sentence case, Times New Roman, font size 12
- Define subsections with numbers, 1.1., 1.2., 1.3. etc.
- Indent every level where appropriate

- Use …… tab leader
- Align numbers to the right

11. The fifth page List of Abbreviations/Acronyms

Write the list of abbreviations using a hyphen as follows:

ABBREVATION – definition/ explanation

ABBREVIATION2 – definition/ explanation2

Abbreviations should appear on the list in alphabetical order.

12. Diploma thesis subsection titles[*]

1. INTRODUCTION

2. OBJECTIVES

3. MATERIALS AND METHODS[†]

4. RESULTS

5. DISCUSSION

6. CONCLUSIONS

7. SUMMARY

8. LAY SUMMARY

9. CROATIAN SUMMARY

10. CROATIAN LAY SUMMARY

11. REFERENCES

12. CURRICULUM VITAE

13. SUPLEMENT[*]

SUPPLEMENT 1 (after CURRICULUM VITAE)

[*] given numbering is for example purposes, numbering can be different if LIST OF

13. Objectives
Given as AIMS and/or HYPOTHESIS

14. Materials and methods (Subjects and methods)
Include ethical approval in this section when appropriate.

For any purchased analysis kit (i.e. ELISA kit) used in your study include the Name of the kit and in parentheses (Manufacturer, City, Country).

The final subsection of this section should describe statistical analysis. Give the name of the statistical package used Name version (Manufacturer, City, Country) and describe data presentation. State the used statistical tests, and set the statistical significance value at $P<0.05$.

15. Tables

Data should be presented in text, table or figure.

Every table should give enough data to be self-explanatory.

Tables should be referred to in text, as part of sentence …as shown in Table 1… or in parentheses…. the prevalence of XY is greater in experimental group when compared to controls (Table 1). Use parentheses ( ) for referring to tables in text.

Tables should be numbered (Arabic numbers) consecutively as they appear in the text.

When possible, tables should be inserted in the text after the paragraph in which they are referred to.

Avoid splitting tables across pages (To avoid this you can adjust font size in the tables if necessary, and adjust line spacing to 1 when designing tables) Table rows should not break across pages.

When presenting table in diploma thesis table title should be given above the table aligned with the left border of the table, table number should be Arabic and written in **bold** text (aligned to the left), followed by a space and table title (see example).

When presenting data in tables, use recommended table style when possible (see example)

- No borders (not white) between table columns
- Text in tables should be centered vertically (remember to adjust line spacing to 1); horizontal alignment is as preferred or appropriate
- Table in width should fit window when possible
- Distribute the height of rows equally (optional for the table headings row or any other "special data" row)
- Distribute the width of columns presenting data from different groups equally (optional for variable and P value column)
- Where appropriate, each column or row heading for numerical data should include in the parentheses ( ) the unit of measurement applied to all the data under the heading or in the row, use SI units when possible, units can be given under or next to the variable name
- If appropriate give the group size in table headings, under the heading and in parentheses ( ) as (N=number) (see example)
- When giving P value, write P in UPPERCASE and *italic*

- *P* value numbers are given as exact number with 3 decimal spaces (see example) or as <0.001 as the lowest possible value

- If only one statistical test was used in analysis of the data presented in the table write *P* in the top row of table followed by * (***P*****) and explain the character (name the used test) under the table (see example)

- If another test is used for analysis of just one variable follow the *P* value of the given analysis with a † (Character code 2020, from Unicode (hex)) and give the explanation (name of the test used) of character in footnotes of the table (see example)

- If less than 70% of variables presented in one table were analyzed with a single statistical test, place characters next to given *P* values and not next to the *P* value in table headings (give explanation of characters in footnotes of the table)

- Characters should be used in the following sequence *, †, ‡, §, ‖, ¶, **, ††, ‡‡, §§, …

- If possible use abbreviated variable name and give explanation in footnote (note that some abbreviations do not need explanation), use superscript lowercase Times New Roman letters in alphabetic order (see example)

- Table footnotes (write footnotes with line spacing 1), first line is data presentation, give statistical analysis in following line and abbreviations if applicable (see example)

- Superscript characters and superscript letters in table footnotes should be followed by a space and then by text written in Sentence case, do not put period at the end

- When presenting numbers in tables no spacing should be used between numbers and symbols ± or <

- Order your variables or rows in a logical manner, i.e. from highest proportion to lowest, from greatest value or statistical difference or in alphabetical order

- Order your groups or columns in a logical manner, i.e. ascending in severity of disease or drug dose given

- State SOURCE: in table footnote when appropriate (not in Results section of diploma thesis)

Example of table style

Table 1. Write table title here

Parameters	Control group (N = 20)	Moderate OSA[c] (N = 24)	Severe OSA[c] (N = 32)	*P*[*]
Triglycerides (mmol/L)	1.4 ± 0.9	1.4 ± 0.8	2.0 ± 1.2	0.065
HDL cholesterol[a] (mmol/L)	1.4 ± 0.4	1.4 ± 0.3	1.2 ± 0.2	0.017
Increased HbA1c[b]	2 (10)	4 (16.7)	17 (53.1)	<0.001[†]

Data are presented as mean±standard deviation or as number (%)
[*] One-way analysis of variance (ANOVA) with *post hoc* Tukey HSD test
[†] Chi-square test
[a] High-density lipoprotein cholesterol
[b] Glycated hemoglobin, values above 6.5%
[c] Obstructive sleep apnea

Note that the given table is for example purposes only, the given parameters do not necessarily follow any logical order mentioned above since many are left out.

16. Figures

Data should be presented in text, table or figure.

Every figure should give enough data to be self-explanatory.

Figures should be referred to in text, as part of sentence …as shown in Figure 1… or in parentheses...the prevalence of XY is greater in experimental group when compared to controls (Figure 1). If you present different data in one combined figure, refer to it in text as Figure 1A or Figure 1B etc. where appropriate. Use parentheses ( ) for referring to figures in text.

Figures should be numbered (Arabic numbers) consecutively as they appear in the text.

When possible, figures should be inserted in the text after the paragraph in which they are referred to. Avoid splitting figures across pages.

When presenting figure in diploma thesis figure title should be given below the figure, figure number should be Arabic and written in **bold** text (aligned to the left), followed by a space and figure title (see example). Center align the figure when possible. Figure title and figure legend should be aligned with the figure.

- *P* values can be given in figure legend; for reporting *P* values and statistical tests used in analysis of the data presented in the figure use characters in the following sequence *, †, ‡, §, ‖, ¶, **, ††, ‡‡, §§, … when appropriate
- Include data presentation and statistical tests used in figure legend when appropriate
- Write units of measurement (SI unit) on the axis labels where appropriate
- When possible use Arial font in figures
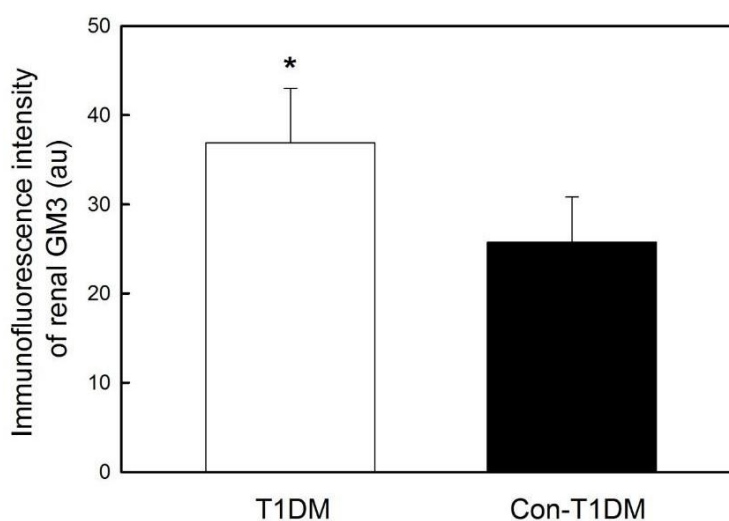- State SOURCE: in figure legend when appropriate (not in Results section of diploma thesis)

Figure 1. Write figure title here
Data are presented as mean **±** standard deviation
* t-test for independent samples, *P* = 0.032

17. References

Referencing style used should be Vancouver as follows. References should be mostly publications of earlier date and preferably of high quality evidence. References are numbered in order in which they appear in the text, and are given as number in text at the end of each sentence in parentheses ( ) before period (inside the sentence). When citing more than one reference in one sentence write (1, 2) or (1-3) if citing references 1, 2 and 3. Note that when writing reference directly in text you should give the first authors surname and abbreviation *et al.* written in *italic* and followed by a period (In a study by Tonkic *et al.* similar…) and also include the reference number in parentheses at the end of the sentence. References are cited in introduction section, in parts of materials and methods section when applicable and in parts of discussion section. When listing references, numbers should be positioned at 0 cm, text indent should be set at 0.8 cm and number should be followed by a tab character stopping at 0.8 cm (Right click>Adjust List Indents).

Publications
Use the following order (example given for publication by 2 authors):
first author's surname – space – first author's name initial – comma – second author's surname – space –initial of second author's name – period – space – full publication name in Sentence case – period – space – abbreviated journal title – period – space – year – semicolon – issue

Attention:

Note that the dashes used are for explanatory purposes only and are not included in the citation.

Note that volume number is not in the citation (number in parentheses next to issue number).

When page numbers are not available, pagination may be replaced with number of paper i.e. 120456 or 3440.

Short pagination means that 175-185 is written as 175-85.

Names of publications are sometimes given with each word capitalized, this should be changed to Sentence case i.e. (Pubmed): Zivkovic PM, Matetic A, Tadin Hadjina I, Rusic D, Vilovic M, Supe-Domic D et al. Serum Catestatin Levels and Arterial Stiffness Parameters Are Increased in Patients with Inflammatory Bowel Disease. J Clin Med. 2020;9:628.

Write as: Zivkovic PM, Matetic A, Tadin Hadjina I, Rusic D, Vilovic M, Supe-Domic D et al. Serum catestatin levels and arterial stiffness parameters are increased in patients with inflammatory bowel disease. J Clin Med. 2020;9:628.

Skraćeni naziv časopisa   doi

Microb Drug Resist. 2020 Oct 14. doi: 10.1089/mdr.2020.0272. Online ahead of print.

Up to six authors

- List all six authors

Surname N, Surname2 N2, Surname3 N3, Surname4 N4, Surname5 N5, Surname6 N6. Paper title. Abbreviated journal title. YYYY;IN:p-p.

Seven and more authors

- List the first 6 authors and continue with et al.

Surname1 N1, Surname2 N2, Surname3 N3, Surname4 N4, Surname5 N5, Surname6 N6 et al. Paper title. Abbreviated journal title. YYYY;IN:p-p.

Abbreviated journal title according to Index Medicus/Medline/NLM abbreviations with the addition of periods after each abbreviation
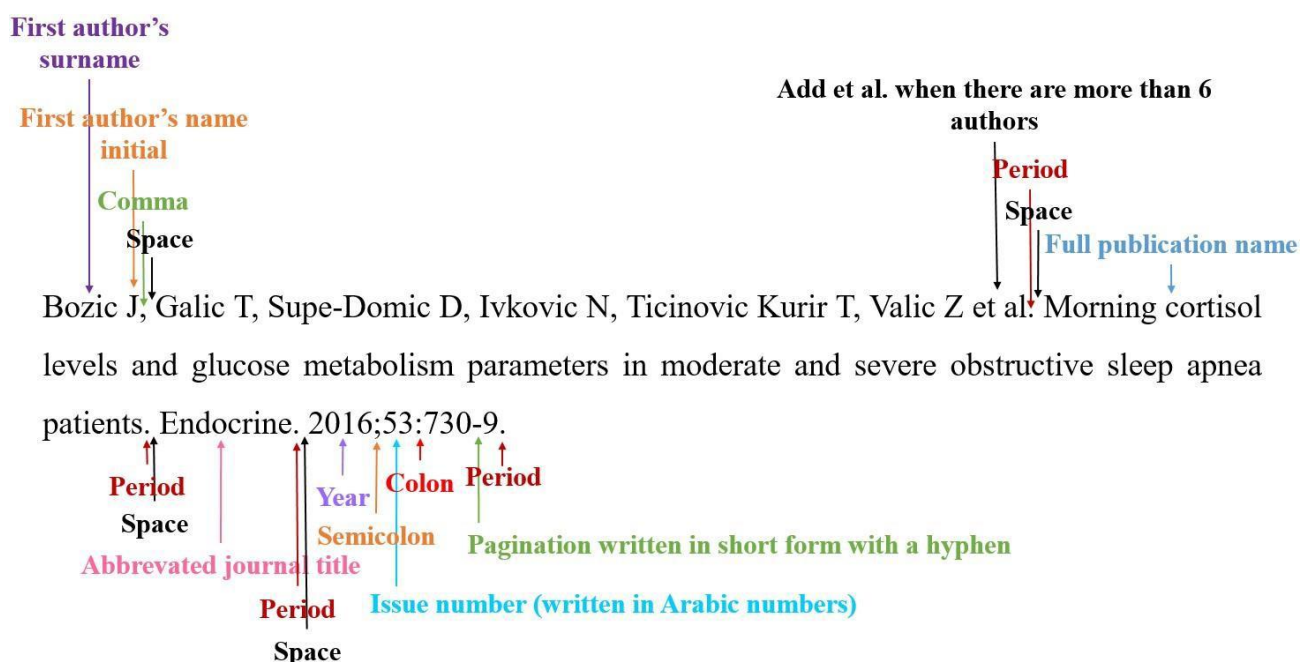
YYYY=year

IN=issue number

p-p=pagination, give in short form (i.e. 152-9.)

Example

Bozic J, Galic T, Supe-Domic D, Ivkovic N, Ticinovic Kurir T, Valic Z et al. Morning cortisol levels and glucose metabolism parameters in moderate and severe obstructive sleep apnea patients. Endocrine. 2016;53:730-9.

Example in figure explanation

First author's surname

First author's name initial

Comma

Space

Add et al. when there are more than 6 authors

Period

Space

Full publication name

Bozic J, Galic T, Supe-Domic D, Ivkovic N, Ticinovic Kurir T, Valic Z et al. Morning cortisol levels and glucose metabolism parameters in moderate and severe obstructive sleep apnea patients. Endocrine. 2016;53:730-9.

Period

Space

Abbrevated journal title

Year

Semicolon

Period

Space

Colon

Issue number (written in Arabic numbers)

Period

Pagination written in short form with a hyphen

Example in final format

Bozic J, Galic T, Supe-Domic D, Ivkovic N, Ticinovic Kurir T, Valic Z et al. Morning cortisol levels and glucose metabolism parameters in moderate and severe obstructive sleep apnea patients. Endocrine. 2016;53:730-9.

When pagination or paper number are not available – *Publication by doi (E-pub ahead of print)*

Use the following order (example given for publication by 2 authors):

first author's surname – space – first author's name initial – comma – space – second author's surname – space –initial of second author's name – period – full publication name – period – space – abbreviated journal title – period – space – year – period – space – doi: number – period

Example in final format

Galic T, Kuncic D, Poklepovic Pericic T, Galic I, Mihanovic F, Bozic J, Herceg M. Knowledge and attitudes about sports-related dental injuries and mouthguard use in young athletes in four different contact sports-water polo, karate, taekwondo and handball. Dent Traumatol. 2018. doi: 10.1111/edt.12394.

Books
Personal author(s)

Example in final format

Carlson BM. Human embryology and developmental biology. 4th ed. St. Louis: Mosby; 2009. 541 p.

Author AA. Title of book. edition [if not first]. Place of Publication: Publisher; Year of publication. Pagination.

Chapter in a book

Example in final format

Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of book. edition. Place of Publication: Publisher; Year of publication. p. page numbers of chapter.

Web sites
Homepage
Example in final format

Diabetes Australia. Diabetes globally [Internet]. Canberra ACT: Diabetes Australia; 2012 [updated 2012 June 15; cited 2012 Nov 5]. Available from: http://www.diabetesaustralia.com.au/en/ Understanding-Diabetes/DiabetesGlobally/

Author/organization's name. Title of the page [Internet]. Place of publication: Publisher's name; Date or year of publication [cited day month yr]. Available from: URL

Part of website
Example in final format

Australian Medical Association [Internet]. Barton ACT: AMA; c1995-2012. Junior doctors and medical students call for urgent solution to medical training crisis; 2012 Oct 22 [cited 2012 Nov 5]. Available from: https://ama.com.au/media/junior-doctors-and-medical-students-call-urgentsolution-medical-training-crisis

Title of the homepage [Internet]. Place of publication: Publisher's name; Date or year of publication. Title of specific page/part; Date of publication of part [Date cited of part]. Available from: URL

Dissertation
Example in final format

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

Surname N. Title [dissertation]. Place of Publication: Publisher/University; year.

Adjusted from https://guides.lib.monash.edu/ld.php?content_id=48260115

18. Summary
Summary should be structured as follows

Objectives: text

Materials and methods: text

Results: text

Conclusions: text

19. Lay summary

Lay summary should keep the structure of previous scientific summary but instead of scientific language should use plane word and expressions to ensure that member of public out of milieu can understand the essence of research.

20. Croatian lay summary

Apply same principles as in section **19th**

21. Croatian summary

Croatian Summary should be structured as follows (note that decimal separator is a comma)

Naslov: write dissertation thesis title in Croatian here

Ciljevi: tekst

Materijali i metode: tekst

Rezultati: tekst

Zaključci: tekst

22. Curriculum vitae

Curriculum vitae should be written to fit one page in the style of diploma thesis (font Times New Roman, font 12, line spacing 1.5). Curriculum vitae should include personal data, education and other activities. Omit CV from the version saved on the drive in diploma thesis.

Final notes

Before having your thesis printed we advise you to save it in pdf format to ensure the formatting is preserved as you arranged it.

BOOK SPINE

IME I PREZIME   DOKTORSKI RAD   2025

PROSTOR ZA BIBILOGRAFSKU OZNAKU

GODINA IZRADE

VRSTA RADA

AUTOR