

## URV STYLE GUIDE FOR DOCTORAL THESES



UNIVERSITAT ROVIRA I VIRGILI

URV Style Guide for Doctoral Theses  
Rovira i Virgili University

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## Table of contents

- Presentation
- Introduction
- Style guide
  1. Cover
  2. Flyleaves
  3. Title page
  4. Statement of supervision
  5. Fourth page: acknowledgements
  6. Optional content
  7. Structure of the doctoral thesis
  8. Sustainability and format
- The doctoral thesis in digital form
  1. The TDX contract
  2. The doctoral thesis in PDF
  3. Thesis summaries in Word
- Resources and support material

## PRESENTATION

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The doctoral degree is the highest academic credential that a university can award. Doctoral programmes consist of a period of study and a period of original research work undertaken by candidates in any discipline. During the research work, doctoral candidates must show that they are capable of carrying out a scientific research project—the doctoral thesis—which makes a contribution to human knowledge. Theses are evaluated in a public examination in which candidates present and defend their research to a panel of examiners who, like other doctors who are also present, can ask questions about any aspect of the work presented: the research method used, the sources, the results, etc.

Current legislation<sup>1</sup> stipulates that universities must establish procedures for guaranteeing the quality of both the production and the evaluation of doctoral theses. At the URV, the following bodies take part in the systems designed to ensure quality: the departments, the Academic Management Service (SGA), the Postgraduate and Doctoral School (EPD) and a statutory committee—known as the Postgraduate and Doctoral Committee (CPD)—which approves the theses presented every month and determines the panels of examiners.

This Postgraduate and Doctoral Committee, in conjunction with the Postgraduate and Doctoral School, the body responsible for registering and depositing doctoral theses, has taken the initiative of drawing up this guide in order to provide doctoral students with another tool. The URV STYLE GUIDE FOR DOCTORAL THESES is not a list of image or format rules with which theses must comply; rather it is a series of guidelines that describe the

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<sup>1</sup> Royal Decree 1393/2007, 29 October, which regulates official university programmes of study.

minimum style thresholds that all theses bearing the stamp of the URV must share.

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Postgraduate and Doctoral School

## INTRODUCTION

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Publication data:

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Aims and content:

The aim of this publication is to provide guidelines not only on the minimum requirements but also on the recommendable and unacceptable elements of style that all doctoral theses deposited with the Postgraduate and Doctoral School must have if they are to be approved by the Postgraduate and Doctoral Committee and subsequently defended at the URV.

As well as providing some printing criteria that encourage the sustainable use of resources, the publication also contains instructions on how theses should be presented in electronic format so that they can be published digitally at the Internet portal TDX (On-line Doctoral Theses), a website that was set up by the Consortium of University Libraries of Catalonia (CBUC)—an organization of which the URV is a member—with the collaboration of the Supercomputing Centre of Catalonia (CESCA) and the sponsorship of the Department of Innovation, Universities and Business of the Government of Catalonia.

## STYLE GUIDE

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Despite being the work of individual authors, doctoral theses are texts that are heavily influenced by the traditions that have prevailed for decades in the disciplines of the various branches of scientific knowledge. Therefore, theses can take the form of monographs or of compilations of articles published in high-impact journals and departments must remain faithful to their uses and traditions.

Nevertheless, some criteria can be applied to all doctoral theses, independently of the scientific area to which they belong: for example, the information that must be provided in the front matter and the information that is not appropriate to a doctoral thesis and which, therefore, should not be included.

This section, the main body of this *Style Guide*, deals with the fundamental aspects of the cover and the front matter of the thesis, as well as how the text should be structured so that non-expert readers will find the content clearly presented.

### 1. Cover

It should be easy to identify a URV doctoral thesis as such merely by looking at the outside of the manuscript. There should be no need to look inside. For this reason, at least the following elements should be clearly visible on the cover:

- The words “DOCTORAL THESIS” (in the appropriate language)
- The name and surnames of the doctoral student
- The title of the thesis
- The name of the Rovira i Virgili University (in words)

The following information can also be displayed:

- The URV logo.
- The name of the department.

However, even though the candidate’s research will have been carried out within the framework of a university research group, funded or not by public or private institutions, under no circumstances should this be mentioned on the cover. For this reason, the cover should not display:

- The name of the research group
- Other logos (department, research group, private companies)

### 2. Flyleaves

Between the cover and the title page, there should be a blank page on both sides.

### 3. Title page

The title page contains all the important information about the doctoral thesis. There are various classical ways for presenting this information but the common feature is that it must be simple and clear. It can be divided into two main blocks.

The first block, which occupies approximately two-thirds of the title page, must include:

- Name and surname(s) of the author
- Title of the thesis
- The words “Doctoral Thesis” and, in the next line, the words “supervised by Dr. XXX”

- The name of the department where the thesis was carried out (optionally, the next line can display the name of the research group)

The second block, which occupies the remaining third of the title page, displays:

- The logo and the name of the University
- The city
- The year

The language of the title page should be same as the language in which the doctoral thesis has been drafted.

Under no circumstances can information other than that specified above be displayed on the title page (for example, the European Doctorate Label, the members of the examination panel, the logo of the research group or the sponsors, etc.).

See below for a sample title page.

**EXAMPLE**

Maria José Rodríguez Cuesta

DETECTION LIMITS  
FOR SECOND-ORDER  
CALIBRATION METHODS

DOCTORAL THESIS

Supervised by Dr. Ricard Boqué Martí

Department  
of Analytical Chemistry and Organic Chemistry



UNIVERSITAT ROVIRA I VIRGILI

Tarragona  
2008

#### 4. Statement of supervision

The thesis presented by the candidate is guaranteed by its supervisor. Formally, this guarantee takes the form of an original, signed statement attached to the document itself, which attests that the doctoral candidate has carried out the research work under his/her supervision.

Like all official statements that recognize one or more facts, it must have the following structure.<sup>2</sup>

- **Nucleus:** The text must set forth the facts. It begins with the formula "I STATE" in capital letters. The rest of the information is written in the same paragraph in lower case and with no punctuation separating it from the capitalised introductory statement.
- **Date:** goes before the signature. Includes the town, the day, the month and the year in which the document has been issued.
- **Signature:** The signature consists of the following elements, in this order: the post of supervisor of the thesis, the signature and the name and surnames of the person who has signed.

Statements must be printed on the headed paper of the department or research institute to which the thesis supervisor is affiliated or, at the very least, on headed URV paper and, of course, they must be signed.

The supervisor should also state whether the thesis is opting for a European Doctorate Label.

<sup>2</sup> PRAXI LINGÜÍSTICA II. Documents administratius <http://www.linguistic.urv.es/praxi/documents/models/certificat>.

#### SAMPLE STATEMENT OF SUPERVISION

 UNIVERSITAT  
ROVIRA I VIRGILI  
Departament d'Antropologia,  
Filosofia i Treball Social

Plaça Imperial Tàrraco, 1  
43005 Tarragona  
Tel. 977 55 95 95  
Fax. 977 55 95 97

I STATE that the present study, entitled "Cultural diversity and gender violence. Effect on the social impact of the mass media in the 21st century", presented by Pau Marcé Minguillán for the award of the degree of Doctor, has been carried out under my supervision at the Department of Anthropology, Philosophy and Social Work of this university, and that it fulfils all the requirements to be eligible for the European Doctorate Award.

Tarragona, 11 May 2008

Doctoral Thesis Supervisor



Dr. Lluís Carreter Badia

## 5. Fourth page: acknowledgements (optional)

The page after the title page can mention organizations that have provided funds, projects related to the topic of the thesis in which the candidate has taken part, and people, units or services that have helped the candidate to correct language use, prepare the material, critically read the text, etc.

## 6. Optional content

Depending on the knowledge area and the different departmental traditions in presenting research work, theses can contain the following items:

- Summary of the thesis
- List of abbreviations
- Figure index
- Table index
- List of publications resulting from the thesis

## 7. Structure of the doctoral thesis

Whether it is a collection of articles or a monograph, a thesis must have a minimum structure such as the one suggested below, although there is no need for this structure to formally coincide with each of the headings indicated:

- Index or table of contents
- Introduction
- Description of aims
- Method

- Discussion/results
- Conclusions
- Bibliography

A thesis must contain an index or table of contents, which must appear before the body of the work.

A thesis that is a collection of articles must have a general introduction and some overall conclusions (with the bibliographical references appropriate to these sections), as well as a general index.

## 8. Sustainability and format

The reasons why measures should be adopted to reduce the use of paper are well known. Awareness of the drastic situation of the planet has been raised considerably by news of climate change, environmental degradation, the exhaustion of resources and unsustainable imbalances, all of which are problems that are closely connected to one another. To these problems must be added the environmental impact of the very process of making paper (logging, treating wood, recycling paper, etc.). Therefore, on the global level, the responsible use of paper has advantages from both the environmental and socioeconomic viewpoints.

For this reason, we recommend you to:

- print on both sides of the page.
- use consistent line spacing, font size, etc.
- use consistent margins (upper, lower, right and left) .

## THE DOCTORAL THESIS IN DIGITAL FORM

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For the URV to be able to issue the degree of Doctor, once candidates have defended their thesis they must provide the secretariat of their faculty or school with the following documents:

- The TDX contract signed in triplicate, and also signed by the supervisor(s), so that the thesis can be published electronically and made public.
- The complete text of the doctoral thesis in one PDF file.
- A 150-word summary in Catalan or Spanish and another in English in a Word file.

### 1. The TDX contract

According to article 135 of the URV Statute, “the authorship of texts that are to be assessed in the framework of a university programme of studies is exclusively the student’s, except in the case of work directed or coordinated by university lecturers, in which case it shall be shared. [...] In both cases, the University has the exclusive rights, without detriment to the author sharing in any possible profit, along the lines established by the University Senate”. Therefore, the URV holds the exclusive rights to the work produced by students that is supervised and coordinated by URV teaching staff.

The URV and the candidates who defend their theses in this university establish a framework agreement that will regulate the dissemination of the doctoral thesis through the TDX digital deposit,<sup>3</sup> the aim of which is to make the research results from

Catalan universities and universities from other autonomous communities available all over the world.

The royalties of the thesis are protected by contract, and the integrity of the text is also guaranteed by the security options of the storage format used (PDF)

### 2. The doctoral thesis in PDF

Doctoral theses must be presented in electronic form (for example, a compact disc or CD-ROM) and in accordance with the instructions below:

- It must be a single file. If it is split into different documents, they must be organized into a single file in the same order as they appear in the doctoral thesis.
- The file must be in PDF format (unprotected). The file must be converted using Adobe Acrobat Professional or an equivalent program.
- The running head must be in the standard format. The theses that are disseminated by TDX are identified by a running head that provides the following basic information about the thesis:
  - a. Name of the Rovira i Virgili University (in capital letters)
  - b. Title of the doctoral thesis (in capital letters)
  - c. Author (name of the doctoral candidate, only the first letter should be a capital)
  - d. ISBN (*International Standard Book Number*), and Legal Deposit (the spaces should be left blank because the Postgraduate and Doctorate School will request these identifiers)

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<sup>3</sup> For further information, see <http://www.tdx.cbuc.es/>.



The information should take the following format:

ROVIRA I VIRGILI UNIVERSITY  
LIMITS OF DETECTION FOR SECOND-ORDER CALIBRATION METHODS  
Maria José Rodríguez Cuesta  
ISBN: ... / DL: ...

To add the running head automatically to all the pages of a doctoral thesis (in Adobe Acrobat Professional), use the following option from the toolbar menu:

[Documento > Encabezado y pie de página > Agregar]

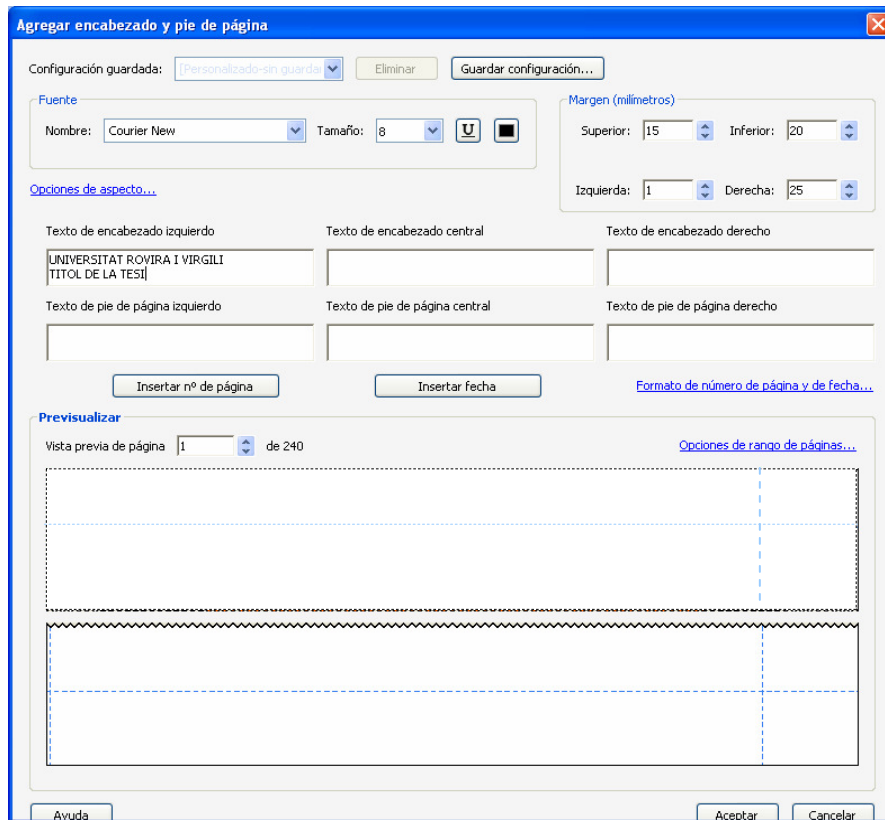


Figure 2: How to add the running head to theses in digital format

In this window (see figure 2) you must:

- Put the information mentioned above in the section reserved for the left-hand heading (*Texto de encabezado izquierdo*): name of the University, title of the thesis, name of the author and space for the ISBN and Legal Deposit.
- Select the font type Courier New, 8 points.
- Set the margins (in millimetres): upper 15 – lower 20 – left – 1 – right 25

### 3. Thesis summaries in Word

For the degree of Doctor to be issued, candidates must also provide two 150-word summaries of the doctoral thesis, one in Catalan or Spanish, and the other in English. These two summaries must be presented in Word and not be formatted (font type, bold, underlinings, etc.) since TDX displays only plain text.

## RESOURCES

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The list below contains resources and support material that may be useful when drafting a doctoral thesis.

### a) Style resources:

- URV graphic resources. Rovira i Virgili University logotypes.  
[http://www.urv.net/estudis/serveis\\_virtuals/logos.html](http://www.urv.net/estudis/serveis_virtuals/logos.html)
- Link to the website where this guide, the templates and the institutional colors will be posted.  
[http://www.urv.cat/estudis/doctorat/lilibre\\_estil.html](http://www.urv.cat/estudis/doctorat/lilibre_estil.html)

### b) Language resources:

- Language consultancy and terminology. Articles on basic principles to optimize the use of digital fonts in documents:
  - a. L'escriptura tipogràfica, 1. La font digital  
<http://wwwa.urv.net/centres/Departaments/fcatalana/LaFontDigital.pdf>
  - b. L'escriptura tipogràfica, 2. Tipografia de qualitat  
<http://wwwa.urv.net/centres/Departaments/fcatalana/TipografiaDeQualitat.pdf>
- Rules for publishing originals. Publicacions URV.  
<http://www.urv.net/media/upload/normes.pdf>
- Tool for advice on drafting documents at the Rovira i Virgili University: Praxi Lingüística (I & II)  
<http://www.linguistic.urv.es/praxi/index.htm>
- Tool for advice on drafting documents at the Rovira i Virgili University: *Praxi Lingüística III. Criteris Gramaticals d'Estil*.
- The "Do de Llengües" compendium of language resources for drafting texts. <http://www.urv.net/dodellengues/>

- The TERMCAT Terminology Centre. A selection of on-line dictionaries.  
<http://www.termcat.cat/>