**Faculty of Biology and Geology**

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**PhD thesis**

# writing guidelines

**at the Doctoral School of Integrative Biology (ȘDBI)**

1. **General information**
	1. The PhD thesis is an original scientific paper, written by the PhD student under the scientific coordination and responsibility of the PhD supervisor and the guidance committee, in accordance with the title of the research topic and the writing plan (1, 2, 5).
	2. The PhD student is the author of the PhD thesis and is responsible for the correctness of the data and information, as well as for the opinions and demonstrations presented in the thesis (1, 2).
	3. The PhD supervisor and the author of the thesis are jointly responsible for the observance of the quality standards or of professional ethics, including the assurance of the originality of the content, according to the provisions of Article 170 of Law no. 1/2011 (1, 2).
	4. The title of the PhD thesis can be modified at the request of the PhD student, with the approval of the supervisor, until the moment of its completion for public defence (1, 2, 5).
	5. The PhD thesis is an original paper, which must state the source of any material used therein (1, 2, 3, 4, 5).
	6. In the process of writing the PhD thesis, the PhD student must observe the requirements (standard format of the thesis, thesis structure, graphic layout, etc.) set out in the Regulation of the Doctoral School of Integrative Biology (ȘDBI) (2).
	7. The content of the PhD thesis is determined by the PhD student by consultation and collaboration with the PhD supervisor at ȘDBI (2).

# Structure of the PhD thesis

* 1. There is no blanket formula for the structure of the PhD thesis. The PhD thesis at ȘDBI is a 100-200 pages volume which includes all the information resulting from the research activity of the PhD student. Depending on the nature of the subject, a maximum of 250 pages can be accepted for the PhD thesis.
	2. The structure of the PhD thesis is determined by the PhD supervisor and the PhD student by mutual agreement. As a general rule, this structure includes: an introduction; data from the literature (I); study / research objectives (II); research material and methods (III); results (IV); discussions (V); conclusions; bibliography; annexes (if applicable); scientific performance, etc. It is recommended that the first two chapters make up 20%-30% of the thesis volume, and the rest of the chapters, 70%-80%.

We suggest that the PhD thesis have a **table of contents at the beginning of the paper** and be structured in: **chapters** (I, II, etc.); **subchapters** (within chapters) marked with Arabic numerals (1, 2, 3, etc.); **subunits (within subchapters)** with specific numbering (1.1., 1.2., 1.3., etc.); a **subunit**

includes **sections** (1.1.1., 1.1.2., 1.1.3., or 2.1.1., 2.1.2., etc.) where the information is organized in paragraphs.

* 1. **Bibliography** All scientific papers (articles, books and / or book chapters, illustrations, databases, etc.) cited in the PhD thesis must be included in the list of bibliographic references, arranged alphabetically and chronologically. The bibliography is presented **in the final part of the thesis, and** its citing in the PhD thesis is made according to the number of authors.

All scientific papers in the bibliography list must be cited at least once in the thesis.

Here is an **example** for writing the bibliography for a PhD thesis.

# Bibliography

Atlas RM. 2010, Handbook of microbiological media. CRC Press, Boca Raton.

Choi H, Lee DG. 2014, Antifungal activity and pore-forming mechanism of astacidin 1 against

*Candida albicans*. **Biochimie** 105, 58–63.

Hammer KA, Carson CF, Riley TV. 2012, Effects of *Melaleuca alternifolia* (tea tree) essential oil and the major monoterpene component terpinen-4-ol on the development of single- and multistep antibiotic resistance and antimicrobial susceptibility. *Antimicrob Agents Chemother* **56**(2):909–915.

Li WR, Shi QS, Dai HQ, Liang Q, Xie XB, Huang XM, Zhao GZ, Zhang LX. 2016, Antifungal activity, dynamics and molecular mechanism of action of garlic oil against *Candida albicans*. Sci Rep 6:22805. doi:[10.1038/srep22805](http://dx.doi.org/10.1038/srep22805)

Nunes JM, Bizerra FC, Ferreira RC, Colombo AL. 2013, Molecular identification, antifungal susceptibility profile and biofilm formation of clinical and environmental *Rhodotorula* species isolates. *Antimicrobial agents* and *chemotherapy* **57**(1):382-9.

The citation of a specific work in the text is put in parentheses and differs depending on the number of authors. If the work has only one author, the author and the year are indicated in parentheses (Atlas, 2010); if there are two authors, both authors and the year are mentioned (Choi and Lee, 2014); and if there are more than two authors, only the first author is mentioned by name (Hamer et al., 2012; Li et al., 2016; Nunes et al., 2012). If the author(s) has/have published several works during the same year, the following form of citation is recommended: Li et al. (2016a; 2016b). The bibliography also includes sources consulted on the **internet**, specifying the webpage address **(sitography)** and the date on which it was last accessed. *Italic* characters should be used to write the *genus* and *species* taxa in the paper.

If the published PhD thesis (with ISBN and / or ISSN) includes illustrations (photographs, drawings, maps, etc.) taken from **copyrighted** works, the PhD student must include evidence of their **right to reproduce** them and mention the source in the illustration caption (1, 2, 4).

* 1. The **scientific performance** includes essential information on the achievements accomplished by the PhD student during their PhD research. We suggest that the PhD student include under the **Scientific Performance** chapter: **Scientific papers** (ISI, BDI and others) **published** (with results from the PhD thesis); **scientific papers** under review, with results from the PhD thesis; **other published scientific papers** (during the PhD research); **books and / or book chapters**; **scientific papers** presented (at symposia, conferences, sessions, etc.), with results from the PhD thesis; **research grants** (name and period of the grant, etc.) in which the student has participated; **other results**.

For papers published in ISI ranked journals, the Impact Factor (IF), the article’s influence score (AIS) and the link to the scientific article should be mentioned. The way of presenting the requested information is determined by the PhD student and the scientific supervisor.

# Writing the PhD thesis

* 1. **Editing** should be done on a computer, in the following page layout: A4 page size, with a setup leaving a 2.5 cm left margin (for compaction) and 2.0 cm margins on the right, top, and bottom. The printed text should have a line spacing of 1.5 lines and should use the *Times New Roman* or *Arial* fonts, a 12 font size, and correct diacritics / symbols. When writing, the paragraph is aligned with the *Justified* option, and the first line is indented.

The information written on the cover (A) should also appear on the title page of the PhD thesis, except for the words “PhD thesis”, which are replaced by the actual title of the PhD thesis (see the template below).

A

**BABEȘ-BOLYAI UNIVERSITY CLUJ-NAPOCA**

**Faculty of Biology and Geology Doctoral School of Integrative Biology**

**PhD Thesis**

**PhD student: Surname and first name**

**Scientific supervisor:**

**Title / Surname and first name**

**Cluj-Napoca, Year**

After the cover page, the following should be inserted in this order: the title page; the page with the members of the PhD thesis assessment committee; contents; introduction; chapter I; chapter II etc. The page numbering begins with the first page of the table of contents (page 1) and continues to the last page of the PhD thesis. If possible, when editing, the main chapters must begin on odd-numbered pages, in the event that the full publication of the PhD thesis in book form is sought.

* 1. The copies of the PhD thesis submitted to the secretariat of the UBB Institute for Doctoral Studies have **compacted covers** (without book spirals) and have a CD-ROM or a DVD-ROM attached containing all the information from the PhD thesis, in PDF format. (2, 3, 4).
	2. In the case of a co-supervised doctorate, the PhD thesis cover and title page should include, after the coordinating institution and the first scientific supervisor, in a column layout, the partner institution and the second PhD scientific supervisor.
	3. The PhD thesis is written in Romanian or English. If the PhD student chooses to write their thesis in English, they must first obtain the approval of ȘDBI and of the PhD scientific supervisor(s).

# Completion of the PhD thesis

* 1. The PhD theses (together with their annexes) are public documents and they are also available in a digital format (1; 2, Art. 66/1; 4).
	2. The PhD thesis can be consulted in printed format at the university library at least 20 days before the date set for the public defence. The PhD thesis remains a public document available at the university library (2, Art. 66/4).
	3. The PhD student submits the thesis in electronic format and in printed format at the secretariat of the doctoral school (3; Art. 67/2 a).
	4. The doctoral school performs the analysis of similarities using software recognized by CNATDCU and may request, in addition, the use of software developed at the national level for the detection of similarities; similarity reports are included in the “PhD dossier” (3; Art. 67/2 b).
	5. The PhD thesis is first defended before the guidance committee; after this first defence, which may also be public, the PhD supervisor and the guidance committee make a decision regarding the official submission of the thesis and the organization of the public defence; the acceptance report of the PhD supervisor and the agreement of the members of the guidance committee should be included in the “PhD dossier” (3; Art. 67/2 c).
	6. The PhD thesis is officially submitted to the secretariat of the doctoral school in printed format, in at **least 4 copies**, and in electronic format, together with the PhD thesis summary and the PhD student’s CV; the doctoral school secretariat certifies the fulfilment by the PhD student of all the obligations set up within the doctoral studies program (3; Art. 67 / 2d).
	7. The application for **setting the date** of public defence of the PhD thesis, endorsed by the PhD supervisor and the chairman of the PhD thesis assessment committee, shall be submitted to the doctoral school

secretariat at least **20 calendar days** before the defence date proposed (3; Art. 67 / 2e).

# Bibliography

1. National Education Law (LEN) no. 1/2011; https://www.google.ro/?gws\_rd=cr,ssl&ei=VG5JWJy1Gsf6UuPqrMAF#q=legea+educatiei+nationale+1/201 1+cu+modificarile+si+completarile+ulterioare
2. Code of doctoral studies, approved by Decision of the Romanian Government no. 681/2011; [https://www.edu.ro/sites/default/files/\_fi%C8%99iere/Legislatie/2016/doctorat/HG%20681%20din%202011.](https://www.edu.ro/sites/default/files/_fi%C8%99iere/Legislatie/2016/doctorat/HG%20681%20din%202011.pdf) [pdf](https://www.edu.ro/sites/default/files/_fi%C8%99iere/Legislatie/2016/doctorat/HG%20681%20din%202011.pdf)
3. GD no. 134/2016 – Amendments and supplements to the Code of doctoral studies, as approved by GD no. 681/2011

[http://legeaz.net/monitorul-oficial-182-2016/hg-134-2016-modificare-completare-cod-studii-niversitare-](http://legeaz.net/monitorul-oficial-182-2016/hg-134-2016-modificare-completare-cod-studii-niversitare-doctorat) [doctorat](http://legeaz.net/monitorul-oficial-182-2016/hg-134-2016-modificare-completare-cod-studii-niversitare-doctorat)

1. Babeș-Bolyai University Regulation for organising and conducting doctoral studies – no. 23160 / 21.10.2011
2. Regulation of the Doctoral School of Integrative Biology, <http://doctorat.ubbcluj.ro/documente/scoli_doctorale/regulament_Biologie.pdf>

Cluj-Napoca, Doctoral School of Integrative Biology

# The PhD thesis writing guidelines at the Doctoral School of Integrative Biology (ȘDBI) was analysed, supplemented and approved in the doctoral school meeting of 27.01.2017.