

GUIDELINES FOR WRITING AND ORGANISING DOCTORAL DISSERTATIONS WRITTEN ACCORDING TO THE SCANDINAVIAN MODEL – FACULTY OF ECONOMICS AND BUSINESS, UNIVERSITY OF RIJEKA

A doctoral dissertation, according to the so-called “Scandinavian model” generally contains the following elements (example of a dissertation with three papers, which is the minimum for the Scandinavian dissertation model):

- the text on the cover is printed in bold (University of Rijeka, study provider/providers, first name and surname of the author, title of the doctoral dissertation, doctoral dissertation, Rijeka, year); – **in the English language**
- the text on the spine of the cover is printed in bold (author’s first name and surname, year and title of the doctoral dissertation (if the title is too long, it is shortened and followed by three dots); – in the English language
- the first page after the cover is blank;
- the text on the cover is printed in bold (University of Rijeka, study provider/providers, first name and surname of the author, title of the doctoral dissertation, doctoral dissertation, Rijeka, year); – **in the Croatian language**
- on the first page of the second sheet, the text is printed as on the cover (content and language the same as on the cover, including the list of supervisors); – **in the English language**
- on the first page of the fourth sheet, information on the supervisor/co-supervisor is printed (title, first name and surname), information on the time and place of the doctoral dissertation defense and information on the members of the board before which the doctoral dissertation was defended (title, first name and surname);
- Acknowledgements (optional);
- Abstract with keywords in English and Croatian
- Table of contents;
- 1. Introduction;
- 2., 3., 4. – three published papers (each of them is a chapter)
- 5. Conclusion;
- References

- Figures, i.e. a list of tables, charts, pictures, photographs, drawings, schemes, diagrams, histograms, maps...
- Appendices
- Extended abstract in Croatian
- CV of the author with a list of published papers
- Declaration of the doctoral candidate.

Abstract with keywords. It is written in the English and Croatian language. The abstract provides an overview, i.e., a very brief content of the entire doctoral dissertation. It has a dual purpose: to inform the public about the doctoral dissertation and to enable readers to quickly understand the main features of the doctoral dissertation. The abstract must be written on one standard page (1 standard page comprises 1800 characters including spaces) and enable the reader to understand the aim of the dissertation, the research methods, the results with the main explanations, and the author's conclusions. It should be written simply, in complete and coherent sentences, using technical terms only where necessary to make the text comprehensible to the general public and avoid abbreviations.

Table of contents. It is a numerical and textual overview of the chapters and sub-chapters of the doctoral dissertation, which makes it easier to find the beginning pages of the chapters and sub-chapters.

Introduction. The introduction is the first part of the doctoral dissertation in which the dissertation and its topic are introduced. In this part of the text, the doctoral candidate introduces the reader to the topic under discussion, familiarises them with the problem and the subject of the research, the set hypothesis (if any), the purpose and objectives of the research, an overview of previous research, the scientific methods and the structure of the dissertation. The introduction is only written after the manuscript of the dissertation has been finalised. Accordingly, the introduction of each dissertation must contain the following five elements: the problem and the subject of the research with the set hypothesis (if any); the purpose and objectives of the research; a brief overview of previous research; scientific methods; the structure of the dissertation (specific information already contained in the explanation of the topic and the working hypotheses of the doctoral dissertation). The introduction must be neither too short (less than 15,000 characters with spaces, or half of the author's sheet) nor too long (more than 30,000 characters with spaces, or one author's sheet). The introduction must not contain any tables, charts, images, or similar elements.

Main text. It contains published papers. The references to all contributions are listed together after the conclusion.

Conclusion. The conclusion is a systematic, concise, and brief synthesis of all relevant knowledge, information, attitudes, scientific facts, theories, and laws that have been presented in more detail in the analytical part of the dissertation, and that have been used to prove the hypothesis (if any). The conclusion contains no quotations from other persons and no notes are written. The parts or

fragments of the conclusion are not numbered but formulated in the order that corresponds to the structure of the dissertation. The conclusion should be neither too short (less than 15,000 characters with spaces, or half of the author's sheet) nor too long (more than 30,000 characters with spaces, or one author's sheet).

References. At the end of the text of the doctoral dissertation, i.e. after the conclusion, there is a list of references (bibliography). All works cited in the doctoral dissertation are listed here. This means that the list must not contain any paper that is not cited, i.e. that is not referred to in the paper. When citing bibliographic data, the author's surname or the original source of the data and the year of publication or the number are given in the text passages in square brackets. If the publication has two authors, both are listed, and if there are several authors in the dissertation text, only the first of them is mentioned, followed by et al., while the bibliography should contain the surnames of all authors with name initials. The bibliography should be written in alphabetical order, and the papers by the same authors should be listed chronologically. The serial number must be provided in square brackets before each reference. References in the bibliography are printed in different ways for different sources in different manners (for journals, for conference and symposium proceedings, etc., for books, and book chapters) and are used by doctoral candidates according to the recognised rules and standards of the study provider. For example, when citing a book, the following should be provided: surname and first name (or the first letter of the name), title of the paper, publisher, place, year of publication, and page number. If it is a journal, the following must be provided: surname and first name (or the first letter of the name), title of the paper, name of the journal, issue number and year, year, place of publication and page number, etc. Doctoral candidates should search the relevant literature prevalent in a particular profession for detailed instructions on citing and referencing papers.

Figures. All figures (tables, charts, pictures, photos, drawings, schemes, diagrams, histograms, maps, etc.) should be appropriately titled and numbered in the order in which they appear in the text and each group should be listed separately (e.g. list of tables, list of pictures in the text...). The numbering of the figures should follow the numbering of the chapters (e.g. the first chart in the first chapter is numbered 2.1., the first chart in the second chapter is numbered 3.1. etc.). Figures and tables must be uniform, i.e. drawn and written in the same manner, labelled with the same standardised graphic symbols, and listed under an ordinal number. The symbols used in the graphic appendices should be explained separately in the legend. Table titles are placed above the table, and image titles (chart, photograph, drawing, scheme, diagram, histogram, map...) below the image, starting at the left margin. If the figure is not an original contribution by the author, the source (if the figure has already been published), or the author (if the figure has not been published) from whom it was taken must be stated in the title. If the charts, diagrams, tables, etc. are larger than A4 format, they must be folded and organised and, if necessary, inserted as an appendix in a special pocket of the cover. If there are many images, diagrams, tables, etc., they can be placed in the appendix.

Appendix. If certain appendices are used in the preparation of the paper (specific lists, detailed analyses results, photo documentation, etc.), they should be added at the end of the paper. They can be labelled with letters (APPENDIX A, APPENDIX B...) or numbers (APPENDIX 1,

APPENDIX 2...). The appendices are numbered in the order in which they are first mentioned in the text and are appended at the end of the doctoral thesis.

Extended abstract in the Croatian language. It is written in the Croatian language in approximately 5,000 words (at least one author's sheet) and contains the objectives, procedures, results, and conclusions of the research.

Biography of the author with a list of published works. The biography should be written in the third person singular and be no longer than 1800 characters, including spaces. The biography is followed by an overview of the doctoral candidate's published papers written in the same way as the literature in the doctoral dissertation.

The technical layout of the dissertation (Chapter 2.3.) and recommendations for simpler and clearer formatting of the text of the doctoral dissertation (Chapter 2.5.) can be found at the following link:

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