

# REQUIREMENTS FOR DOCTORAL DISSERTATIONS AND SUMMARY TEXT PREPARATION

## Doctoral dissertation

- Edited PhD thesis must be prepared in **MS Word** program.
- Optional **A4** sheet with margins of **2.1 cm top and bottom, 2.3 cm left and right**.
- Pages are numbered at the bottom of the **outer edges** (odd to right, flat to left). **Footer 1.3 cm**.
- Text must be written in **12 pt Times New Roman, Arial, or Helvetica** with **1.5 pt between rows**.
- The text is written from the beginning of the margin without retracting and on the page must be aligned **Justify**.
  - The **first line** of the paragraph may be extended by **1 cm**.
  - **Footnotes** are written in **10 pt** standard text style.
  - There are no requirements for **Sources of Literature** except that it is **numbered**.
  - The doctoral dissertation must be checked for plagiarism.
  - Examples of Title and Page 2 of the PhD thesis are provided in the University's Publishing webpage *For Author / For doctoral candidates* (<https://leidyba.vdu.lt/en/for-author/for-doctoral-candidates/>) and can be used as a template. Other information in University's webpage *Research / Doctoral Studies*.

**Heading** and **Title** should be **bold**, letter height 14 pt, subtitle 12 pt (for example: **1. TITLE, 1.1. Subtitle, 1.1.1. Subtitle**, etc.). When subtitles are over, you can use *Italic* (for example: *1.1.1. Subtitle*). Headers and Titles should be centered or aligned to the left edge.

**Text Illustrations.** Uploaded tables, pictures, and graphs cannot go beyond text. The shades used in the diagrams (columns, circles) must be clearly different.

**Pictures** and **Tables** should be centered on a defined area of the page. If the picture or table is too wide, they can be placed along the page (format landscape). The numbering of the pictures and tables should be continuous throughout the text.

The font size of the text in the pictures is chosen so that the text is easy to read (at least 10 pt). The names of the pictures are written under 11 pt, centered on *Italic*. The name of the figure begins the abbreviation "Figure" (eg: *Figure 1. The name of the figure*). The point is not added after the image title.

The **Headings of the Tables** are written above the tables in 11 pt *Italic*. The title describing the contents of the table explains the "table." (eg: *Table 4.1. The name of the table*). After the table title point is not added. The abbreviation of the table is given in the text (eg: see Table 4.1).

The source and note of the table and figure shall be written below the table or under the title of the figure, 10 pt, with a full stop at the end of the sentence.

**Mathematical formulas** must be centered and in Arabic numerals (written in curved brackets). Variables in formulas and text must be written in *Italic*, the vectors and the matrices in bold, and not *Italic*.

When a formula is part of a sentence, the punctuation rules of the text must be followed. If a formula is followed by an explanation of the variables, and a semicolon is inserted, the new line begins with the word "here," written in lower case.

Please submit the PhD thesis text in MS Word format (.doc, .docx) no later than 15 business days before the date you wish to withdraw. Before printing the entire print run, we print preview and pre-alarm.

### **Summary of doctoral dissertation**

The electronic version of the edited text is available in **MS Word (.doc, .docx)**, **A4** sheet, **12 pt** font with **3 cm margins** (*top, bottom, left, right*). Everything else complies with the requirements for preparing a doctoral dissertation text.

### **For externalists also defending themselves under the new regulation**

The doctoral dissertation and summary are presented in one document, according to the layout requirements of the dissertation. Then the dissertation in Lithuanian first presents the title page in Lithuanian, then the information about the dissertation in Lithuanian, then the title page in English and the information about the dissertation in English. The layout of the title pages in the dissertation in English is presented in the appropriate order.

At the end, pages of the publications (eg scanned) and a short CV should be inserted below the list of publications.

### **Additional information**

If special fonts or characters are used in the texts, they must be presented in a separate file.

The PhD thesis in English the Title page in English at first, followed page is the Title page in Lithuanian.

For more information visit the Doctoral School, contacts are at the University's English website.