**GUIDELINES FOR PHD FORMAT AND CONTENTS**

1. GENERAL RULES

Preparation of the doctoral thesis is the final stage of doctoral studies. The doctoral dissertation is an independent original scientific paper which proves the ability of the student to work independently in the field of research and development, i.e. for the future independent scientific research work in an appropriate scientific field.

The doctoral dissertation is written in Macedonian, English or another language, different from Macedonian or English, with translation into Macedonian (Article 61 of the Rulebook on the conditions, criteria and rules for enrollment and study in the third cycle, academic studies - doctoral studies at the University "Ss. Cyril and Methodius" in Skopje.

The doctoral thesis in the field of arts consists of two (2) parts:

- theoretical part (written scientific paper);

- public performance (presenting a work of art or exhibition, a concert or a stage performance of a solo work, solo concert, solo exhibition of works of art, theater play, film or radio-television show, etc.).

As in all scientific works, the paper should clearly indicate the texts and data taken from other authors, their conclusions, ideas etc. It is allowed to quote small texts by other authors, but they must always be in citations and their source must be indicated.

The volume of the doctoral dissertation is not standardized, but is determined together with the mentor and the Head of the doctoral studies.

The doctoral student submits the doctoral dissertation in 7 (seven) uniform copies bound in a hardcover, as well as in electronic form identical to the printed version. The electronic version should be submitted in a format for archiving in the digital repository of the University "Ss. Cyril and Methodius ”in Skopje. Unlike the draft version of the doctoral dissertation printed unilaterally with a spacing of 1.5, the final text of the doctoral dissertation is printed on both sides without increasing the spacing (single) and the pages are numbered.

If the paper is written in Macedonian, all texts are given in Macedonian, and the abstract and the summary in English. If the paper is written in English, all texts are given in that language, and the abstract and the summary are in Macedonian. If, as an exception, the doctoral dissertation is written in a language other than Macedonian or English, the title of the dissertation on the cover and on the cover page shall be written in that language, and the title page shall be translated in Macedonian (letters for 2 typographic points smaller than the letters of the original title) and before the abstract in Macedonian, the abstract in the language in which the paper is written need to be placed.

2. DOCTORAL THESIS ELEMENTS

The doctoral dissertation should consist of the following elements, the order of which is mandatory:

**Introductory ( preliminary) pages:**

- a cover page,

- information on the topic of the doctoral dissertation, the Mentor, the members of the defense panel, scientific field and the date of defense,

- acknowledgment (optional) and a statement of originality of the paper (in case of an electronic version, a statement needs to be provided additionally, proving that the printed version is identical with the electronic one),

- an abstract and key words written in Macedonian and English, and in case the paper is written in another language, the abstract in that language as well,

- work contents and a list of abbreviations if they are manyfold and used often.

**Basic doctoral thesis**

Consists of:

- introduction: contains a description of the purpose of the paper, the importance of the selected topic, its processing, reason for its selection, expected scientific contribution, draft content of the paper,

- review of the achievements in the given scientific field, related to the subject of research,

- explanation on the hypotheses and theses,

- applied scientific methods and applied method of work,

- obtained results and their significance,

- application of research results and possible guidelines for further research,

- conclusion,

- reference work and other sources,

- appendices (if any) and their list.

The paper can also contain a resume summary in Macedonian and English, as well as a biography of the author.

3. GRAPHIC DESIGN OF LABOR

**Printed appearance**

Format: A4

Binding: Hard, burgundy color. (The paper is printed on white paper, glued, bound in hard cardboard - cover).

Font: During the preparation of the paper it is necessary to use the system font Times New Roman if a **serif** shape of the characters is needed, i.e. Verdana if a **sans** shape is needed. Versions of these fonts that contain the correct form of the Macedonian italic letters (*т,п,ш,г,д,ѓ* ) can be found at the University website (www.ukim.edu.mk in the section Documents -> University Bulletin. **If, due to the nature of the text, it is necessary to use non-standard fonts (which are not supplied with the system itself), it is necessary while saving or transferring the electronic documents to save the definitions of the used fonts.**

Font size: For the main material, 12 typographic points. Notes, titles of pictures and graphs, text in tables, used literature, content, list of abbreviations and other accompanying text use 10 typographic points.

Spacing: single.

Margins: The pages have margins of 3 or 2.5 cm.

Page numbering: Pages are numbered in the middle of the bottom margin. Page numbering is done with Arabic numerals starting from the cover page where the numbering does not appear, but it counts (numbering starts from page 2).

**Structure of the thesis**

**1. Cover**

The text on the cover is written in the language in which the paper is written if it is written in Macedonian or English. If the paper is written in another language, only the title of the paper is in that language. The cover contains: name of the university (uppercase letters, 16 typographic points), name of the faculty (capital letters, 14 typographic points), the name, full father's name and surname of the author (lowercase letters, 12 typographic points), the title of the paper (capital letters, at least 14 typographic points - depending on the length of the title), designation: Doctoral thesis (lower case, 14 typographic points), the place and year of defense. All letters on the cover are black (bold). The cover may also have the logo of the University and the relevant faculty.

**2. Introductory (preliminary) pages:**

Title page: the name of the university (capital letters, 16 typographic points), the name of the faculty (capital letters, 14 typographic points), the name of the institute or the department where the doctoral studies were conducted (lowercase letters, 14 typographic points), the name, full father's name and surname of the author (lowercase / black letters, 12 typos), the title of the paper (uppercase/lowercase letters, at least 14 typographic points - depending on the length of the title), designation: Doctoral thesis (lowercase letters, 14 typographic points),the place and year of defense (lowercase letters, 14 typographic points).

Second page (paginated with number 2) contains:

- the name of the doctoral student and the title of the topic (it may differ slightly from the final title of the paper),

- the name of the mentor and the members of the defense panel, where apart from the names the titles of the members are given, as well as the name of the institution they work for,

- scientific field covered with the dissertation,

- date of the defense (day, month, year), and if the date has not been determined yet, it is left blank and added additionally manually.

All these data are written in the language in which the paper is written (Macedonian or English), but if the paper is written in a language other than Macedonian or English, only the title of the paper is written in that language. Letters of 12 typographic points are used.

Third page (paginated with number 3):

On this page there is an abstract in Macedonian with the full name of the author and the full title of the paper, as well as keywords. The abstract is written in letters of 10 typographic points, with a spacing of 1 unit, the title in capital black letters. The key words should list a maximum of 10 important terms that are used in the paper.

This page is followed by the pager containing the abstract and the key words in English. If the paper is written in English, the order of the abstracts is reversed.

If the paper is written in another language, the abstract is given in that language and positioned first.

The next page after the abstracts may contain acknowledgements (optional) and a statement of originality of the paper that reads: " Herein, I provide my personal statement for originality of the stated doctoral dissertation, that I duly provide a reference of the quoted sources and that this paper is not used in any other university study for acquiring other knowledge", after which a personal signature is provided.

On this page in the electronic version there must be a statement proving the identical version with the printed one. The signatures of the two statements on the electronic version are marked with the abbreviation *//p.s.=personally signed//*

The text on this page is written in the language in which the paper is written (Macedonian or English), i.e. in Macedonian if the paper is written in a language other than Macedonian or English. Letter size, 12 typographic points.

The next new page shows the contents of the paper. The contents should be clearly arranged in accordance with the structure of the paper. The contents may be followed by a list of abbreviations used in the text, if they are numerous and frequently used. These introductory pages are followed by text of the doctoral dissertation.

**3. Doctoral thesis:**

The core content of the doctoral dissertation should be written in such a way that the reader will understand what the purpose of the dissertation is, what the research methods are and the research results obtained. It is recommended that the paper be divided into chapters and sub-chapters (titles within the chapter), which can be numbered with Arabic numerals according to the appropriate level of the text (for example: 1., 1.1., 1.1.1.). It is recommended that there be no more than three levels.

The doctoral dissertation begins with an introduction, which contains a detailed description of the purpose of the research, the significance of the chosen topic and the reason for its choice. It may also contain a brief annotation of the individual chapters.

Each new chapter starts on a new page. The title of the chapter is written in capital letters of 12 typographic points. Internal headings can be properly numbered and written in lower case (italics) or in bold only.

Tables, pictures and graphs should have a proper title and be numbered.

The title and numbers of tables (12 typographic points) are placed above the table in two rows and the title is written in italics. The text in the table and the possible note below are written in plain letters of 10 typographic points.

The titles and numbers of the pictures, diagrams and graphs are placed below them in plain letters of 10 typographic points. If the illustration was taken by another author or has already been published, a source must be provided. If the illustration is a reproduction of a work of art, the name of the author (if known) must be provided, as well as any relevant information related to the illustration.

Conclusion is the last chapter of the text of the paper. It summarizes the results of the research and assesses whether the goal stated in the introduction has been achieved. It may also contain suggestions and directions for further research.

Up to this point, the text is written with 12 typographic points, without increased spacing between the lines (single).

**4. References**

Reference works are stated either 1) in alphabetical order (according to the language in which the paper is written) or 2) in the order of citation in the text (mandatory numbered and quoted in the paper under the relevant number), depending on the way of citing the material which is used in an appropriate scientific field. The way of quoting the used material in the text must not be changed. The reference list must not include works that are not cited or referred to in the candidate's thesis. The text is written in letters of 10 typographic points, with a spacing increased by 3 typographic points 3 typographic points before each new bibliographic item.

**5. Appendices**

At the end of the paper various forms may be added (questionnaires, surveys, etc.) used during the preparation of the paper. They should be properly marked (with numbers or letters) and the list with the appendices should be placed after the one with the reference works.

**6. Biography and personal summary**

The author's biography is placed on a new page after the reference works and the list of appendices, which must not exceed one page (1800 characters). The next new page may also contain a personal summary to be submitted to the Defense Panel. The biography and the personal summary should be written in the third person singular and should contain a list of the published works of the author. This text is written with 12 typographic points in Macedonian and English.

**The electronic version of the paper** must be identical to the printed version, for which the author makes a separate statement. The title of the file is the name and surname of the doctoral student.

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|  | **REPUBLIC NORTH MACEDONIA**  **UNIVERSITY "SS. CYRIL AND METHODIUS" IN SKOPJE**  **NAME OF THE FACULTY** | Logo of the Faculty |

Cover page layout

Name, father's name and surname of the author

TITLE OF THE DOCTORAL THESIS - SIZE

OF THE LETTERS ACCORDING TITLE LENGTH (AT LEAST 14 TYPOGRAPHIC POINTS)

Doctoral thesis

Skopje, 2021

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Cover page layout (page following the cover)

Name, father's name and surname of the author

TITLE OF THE DOCTORAL THESIS - SIZE OF LETTERS ACCORDING TO THE TITLE LENGTH (AT LEAST 14 TYPOGRAPHIC POINTS)

Doctoral thesis

Skopje, 2021

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Cover page if the paper is written in a language other than Macedonian and English

**Name, father's name and surname of the author**

**TITLE OF THE DOCTORAL THESIS IN A LANGUAGE DIFFERENT FROM MACEDONIAN OR ENGLISH (SIZE OF LETTERS ACCORDING TO THE TITLE LENGTH, AT LEAST 14 TYPOGRAPHIC POINTS)**

**TRANSLATION OF THE TITLE OF THE WORK IN MACEDONIAN LANGUAGE (LETTERS FOR 2 POINTS SMALLER)**

**Doctoral thesis**

**Skopje, 2021**

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Example of the cover if the paper is written in a language other than Macedonian and English

**Name father's name and surname of the author**

**TITLE OF THE DOCTORAL PROFESSION IN A LANGUAGE DIFFERENT FROM THE MACEDONIAN OR ENGLISH (LETTER OF LETTERS ACCORDING TO THE LENGTH OF NASGUL)**

**TRANSLATION OF THE TITLE OF THE WORK IN MACEDONIAN LANGUAGE (LETTERS FOR 2 LOSS)**

**Doctoral thesis**

**Skopje, 2021**

Doctoral student:

NAME, FATHER'S NAME AND SURNAME

Topic:

DOCTORAL THESIS TITLE

Mentor:

Ph.D. NAME AND SURNAME,

Mentor's Institute

Defense Panel:

Ph.D. NAME AND SURNAME (Chairman)

Chairman's Institute

Ph.D. NAME AND SURNAME,

Member's Institute

Ph.D. NAME AND SURNAME,

Member's Institute

Ph.D. NAME AND SURNAME,

Member's Institute

Ph.D. NAME AND SURNAME,

Member's Institute

Scientific area:

RESPECTIVE SCIENTIFIC AREA

Date of defense:

(If the date is not specified, it is added manually)

Example of abstract pages (3, 4 including 5 if the paper is written in another language)

**Name Father's Name Surname**

**TITLE OF THE THESIS**

**- ABSTRACT -**

The text of the abstract needs to be maximum one page long, 10 or 11 typographic points and with a single spacing (about 1750 characters with spaces).

The page with the abstract is edited in the same way in English or in any other language in which the paper is written.

**Keywords:** up to 10 words

Statement confirming the originality of the paper (5th or 6th page)

**Acknowledgement - not mandatory**

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Herein, I provide my personal statement for originality of the stated doctoral dissertation that I duly provide a reference of the quoted sources and that this paper is not used in any other university study for acquiring other knowledge

Handwritten signature of the doctoral student

(on the electronic version signature and the abbreviation p.s)

(on the electronic version of the doctoral dissertation)

I declare that the electronic version of the doctoral dissertation is identical to the printed doctoral dissertation.

Signature of the author, p.s.