



University „Babeș-Bolyai”, Cluj-Napoca

Faculty of History and Philosophy

Doctoral School of International Relations and Security Studies

Guide to the writing of the doctoral thesis

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1. The presumptive structure of the doctoral thesis:

- *Cover*
- *Title page*
- *Contents*
- *List of illustrations*
- *List of tables*
- *Structure by chapters* (introduction, chapters, subchapters, conclusions)
- *Bibliography*
- *Annexes*



2. The contents:

a) **Contents:** titles, sub-headings of chapters and sub-chapters with the starting page number of each chapter and sub-chapter.

b) **List of illustrations, list of tables:**

If applicable, the list of figures and the list of tables includes the number and title of each figure and table, as well as the page number on which they are located.

c) **Introduction:**

- the motivation for choosing the theme; the importance of the theme in the context of scientific research at national and international level - the history of research; research methodology;

- The introduction is not numbered as a chapter.

d) **The chapters:**

- They will be numbered in ascending order with subchapters.

- The elaboration of the chapters must emphasize: previous analysis and argumentation of author's own research; defining the key-terms for the thesis' subject; the argumentation of each element of novelty simultaneously with the critical analysis of the bibliography; presentation, description and interpretation of data highlighting personal contributions;

- The presentation and elaboration of the research design on the topic of the doctoral thesis will follow a logical order, which will ensure the coherence of the academic approach;

- The end of each chapter will contain a concise conclusion regarding the subject of the elaborated chapter.

e) **Conclusions:**

- It contains: the structured presentation of the results obtained compared to the topic and the objectives of the thesis; highlighting personal contributions; the limits of the results; possible further development in the respective research direction or the addition of adjacent topics;

- Conclusions are not categorized as chapters.



f) Bibliography:

List of abbreviations: if a citation system is used with bibliographic abbreviations of periodicals, they will be detailed in a list preceding the bibliographic one;

- The bibliography will contain the list of all sources of information used for the elaboration of the present thesis;
- The bibliographic list will be structured as follows: primary (main) bibliography, secondary bibliography; encyclopaedias, dictionaries;
- The references from the virtual environment will be integrated into the "Online Bibliography";

g) Annexes: (where the case): the annexes are mentioned at the end of the thesis as a separate section; they will be numbered in ascending order.

3. Technical drafting rules:

a) The size of the thesis (including Bibliography, Annexes): min. 200 pages.

b) Thesis format: A4 size page; **spacing:** 1.5 lines; **font:** Times New Roman 12 pts;
margins: left – 3 cm, right – 2.5 cm, top – 2.5 cm, bottom – 2.5 cm.

c) Text alignment:

- Paragraphs will be aligned from left to right ("Justify" style).
- The titles of the chapters will be centrally positioned ("Center" style); subchapter titles will have a 1.5 cm indentation.

d) Titles format:

- title 1 (chapter) – font TNR, 14 pts, **Bold**, centrally positioned; numbering: **1.; I.**
- title 2 (sub-chapter) – font TNR, 12 pts, *Italic*, alignment to the left; numbering: **1.1.; 1.**
- title 3 – font TNR, 12 pts, **Bold**, indent 1.5 cm; numbering: **1.1.1.; a.**
- title 4 – font TNR, 12 pts, *Italic*, indent 2 cm; numbering: 1.1.1.1; 1)

e) The names of the persons mentioned in the text: the first and last name will be specified. (e.g.: Ion Popescu; Janos Papp).

f) Underlining, emphasizing within the text is possible with the "Italic" style. The use



"Underline" style is not valid.

g) Round brackets are to be used in the text: (). For omissions of a text, as well as of texts interspersed in quoted texts, the right bracket are to be used: [].

h) The usual quotation marks are to be used in the text: "...". Citations within other quotations are marked with: "...»...«...".

i) Page numbering:

- It is done starting with the front page, until the last page of the thesis; the page number may not appear on the front page.

- The page number is centrally placed at the bottom of the page.

j) **The page header** (recommended) may be entered starting with "Introduction" and will contain the PhD student name (on the left) and the chapter title (on the right).

k) Tables and illustrations:

- Tables and figures are numbered with digits.

- Each table and figure have a number and title, which is mentioned below the table or figure.

- In the case of retrieving the table/figure, specify the source under the title of the table/figure, in round brackets, using the thesis citation system.

l) Other aspects

- The use of diacritics specific to the language in which the thesis is written is mandatory!

- Each chapter starts on a new page!

- The text of the thesis will be printed only on the front side of each sheet!

4. Citations:

- „ Definitions, expressions, passages, opinions, arguments, classifications, etc. that belong to an author, other than the thesis one, identical cited will be placed between quotation marks. In such cases, the bibliographic data of the source must be indicated in the form of bibliographical references' style applied in the thesis (in brackets within the text or as a footnote).



- If the citation/use of ideas belonging to another author is carried out in the thesis author's own words in the main text of the thesis, the bibliographic data of the source must be indicated in the form "See" + the bibliographic reference.

- Texts quoted from sources in foreign languages may appear in the thesis as footnotes, between quotation marks, with the bibliographic reference. These citations in the main text of the thesis may appear as:

a) texts in English between quotation marks (if there is an official translation of the text);

b) ideas written in English by the author of the thesis with bibliographic references to the original text presented as a footnote.

5. Bibliographic references:

The author of the thesis may choose between two bibliographic reference styles:

a) **Harvard Referencing style:** citing the source (name, year of publication, page/pages) in-text: e.g., 1 author (Davis2019, 343-347); 2 authors (Davis and Barrett 2019, 343-347); 3 authors (Davis, Barrett, and McLachlan 2019, 343-457); 4 or more authors (Davis et al. 2019, 343-347).

The bibliographic list will be compiled following the rules of this referencing style see:

<https://www.scribbr.co.uk/referencing/harvard-bibliography/>

a) **MHRA Referencing style:** the bibliographic references are placed as footnotes. Footnote numbers appear in the text wherever a source is quoted or paraphrased. Most commonly, these numbers are placed at the end of a sentence, after any punctuation marks, and always after the quotation or paraphrase to which they refer.¹

For the methodology of using this referencing style, including the creation of the bibliography, see: <https://www.scribbr.co.uk/referencing/mhra-style/>.

¹ <https://www.scribbr.co.uk/referencing/mhra-style/>.



6. Professional ethics:

- "Taking over ideas, expressions, definitions, arguments, etc. that belong to an author, other than the thesis one, may occur as:

- a) in the form of quotations;
- b) by paraphrasing in the author's own words.

In both cases, the bibliographic data of the source must be indicated in the form of bibliographical references applied in the thesis.

- - The citations must use the quotation marks.
- - Compliance with all rules regarding the use of data is mandatory.
- - Plagiarism, copying of any kind, copying and pasting of texts from printed or online sources is prohibited.
- - Data counterfeiting of any kind is prohibited."²

7. Abstract (6-8 pages):

- Title page(sample);
- Contents (thesis contents);
- Keywords (10 terms/concepts/essential expressions);
- A synthesis of main ideas (aims, objectives, working hypothesis, methodology, synthesis of chapters, conclusions);
- Bibliography.

² http://hiphi.ubbcluj.ro/Public/File/Scoli_doctorale/Ghid_redactare_teza-de-doctorat.pdf.



[Sample cover]

**UNIVERSITY „BABEȘ-BOLYAI” CLUJ-NAPOCA
FACULTY OF HISTORY AND PHILOSOPHY
DOCTORAL SCHOOL OF INTERNATIONAL RELATIONS AND SECURITY STUDIES**

DOCTORAL THESIS

Supervisor:

(Academic title) DR.HABIL. (Family name First name)

PhD student:

Family name First name

(Defending year)



[Sample front page]

**UNIVERSITY „BABEȘ-BOLYAI” CLUJ-NAPOCA
FACULTY OF HISTORY AND PHILOSOPHY
DOCTORAL SCHOOL OF INTERNATIONAL RELATIONS AND SECURITY STUDIES**

Title of thesis

Supervisor:
(Academic title) dr.habil. (Family name First name)

PhD student:
Family name First name

(Defending year)



[Sample abstract]

**UNIVERSITY „BABEȘ-BOLYAI” CLUJ-NAPOCA
FACULTY OF HISTORY AND PHILOSOPHY
DOCTORAL SCHOOL OF INTERNATIONAL RELATIONS AND SECURITY STUDIES**

Title of thesis

ABSTRACT OF THE DOCTORAL THESIS

Supervisor:

(Academic title) dr.habil. (Family name First name)

PhD student:

Family name First name

(Defending year)