



ESCOLA DE POSTGRAU
i DOCTORAT
Universitat Rovira i Virgili

URV style guide for doctoral theses

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CHAPTER I: STYLE GUIDE

1. Front cover, back cover and spine

“ The cover is the outermost part of the book and covers and protects its content. It can be hard or soft. Different types of binding may be used depending on the type of material used for the cover.”

It should be easy to identify a URV doctoral thesis as such merely by looking at the outside of the manuscript. There should be no need to look inside. For this reason, the following elements should be clearly visible on the cover:

- The words “DOCTORAL THESIS” (in the appropriate language)
- The name and surnames of the doctoral student
- The title of the thesis
- The name of the Universitat Rovira i Virgili (in words) and its logo
- The year in which the thesis was completed

If the thesis was completed on a joint doctoral programme between two or more universities or in a joint tuition programme between the URV and a foreign university, the cover must also show the logos of the other universities.

All of this information must be placed in the spaces reserved for this purpose on a solid background in accordance with the URV’s standard template cover¹.

However, even though the candidate’s research will have been carried out within the framework of a university research group, funded or not by public or private institutions, under no circumstances should this be mentioned on the cover. For this reason, the cover should not display:

- The name of the research group
- Other logos (department, research group, private companies)

¹ Template front cover, spine and back cover approved by the URV (in PDF format) available at www.urv.cat



The cover (the outermost part of the book) consists of a front cover and a back cover.

The back cover may contain the logos of any collaborating organisations that have contributed material and/or financial resources, if appropriate. These logos, along with the URV logo, must be situated at the bottom of the back cover, in accordance with the aforementioned approved URV template, and may not be placed on the front cover or the spine.

The spine is both the internal part of the book where the pages are joined to the cover and the external part where the front and back covers are joined. The spine is the visible part when several books are lined up together on a shelf and usually displays the title of the book.

The lower part of the spine must display the URV's logo and the year in which the thesis was completed. The upper part of the spine must display the words "DOCTORAL THESIS" (in the corresponding language). It should also state the full name of the doctoral student and, as far as possible, the title of the thesis in accordance with the URV's approved template.

2. Flyleaves

Between the cover and the title page, there should be a blank page on both sides.

After this there may be another page briefly indicating, if appropriate, any important aspects regarding the thesis format (confidential content) or the way in which the thesis was conducted (joint tuition, Industrials Doctorates, etc.).

If the thesis has been abridged to prevent the disclosure of confidential information (in accordance with the procedure established by the Postgraduate and Doctoral School and the current doctoral regulations), the flyleaf must state the following: "Abridged version of the thesis due to confidentiality agreement".

If the thesis is the result of an Industrial Doctorate Programme, the flyleaf must state the support received, in accordance with the corresponding requirements.



3. Title page

The title page is the most important identifying element of the book. It is the first page and can only be preceded by the flyleaf and the preliminaries. It features at least the title (and subtitle, if there is one), the author or authors (or other responsible entities) and the edition notice (city, year).

The title page contains all the important information about the doctoral thesis. There are various classical ways for presenting this information but the common feature is that it must be simple and clear. It can be divided into two main blocks.

According to the flyleaf template approved by the URV², the first block, which occupies approximately two-thirds of the title page, must include:

- Name and surname(s) of the doctoral student
- Title of the thesis
- The words “Doctoral Thesis” and, in the next line, the words “supervised by Dr. XXX”
- The name of the department where the thesis was carried out (optionally, the next line can display the name of the research group)

The second block, which occupies the remaining third of the title page, displays:

- The logo and the name of the Universitat Rovira i Virgili
- The logo and name of other collaborating universities, institutions or organisations (optional)
- The name of one of cities in which the URV is based (optional)
- The year

The language of the title page should be same as the language in which the doctoral thesis has been drafted.

Under no circumstances can information other than that specified above be displayed on the title page (for example, the flyleaf must not refer to the International Doctorate Mention, the members of the examination panel, the logo of the research group or the sponsors, etc.).

² Template flyleaf approved by the URV (in PDF format) available at www.urv.cat



4. Statement of supervision

The thesis presented by the candidate is guaranteed by its supervisor. Formally, this guarantee takes the form of an original, signed statement attached to the document itself, which attests that the doctoral candidate has carried out the research work under his/her supervision.

Like all official statements that recognize one or more facts, it must have the following structure:

- Nucleus: The text must set forth the facts. It begins with the formula “I STATE” in capital letters. The rest of the information is written in the same paragraph in lower case and with no punctuation separating it from the capitalised introductory statement.
- Date: goes before the signature. Includes the town, the day, the month and the year in which the document has been issued.
- Signature: The signature consists of the following elements, in this order: the post of supervisor of the thesis, the signature and the name and surnames of the person who has signed.

Statements³ must be printed on the headed paper of the department or research institute to which the thesis supervisor is affiliated or, at the very least, on headed URV paper and, of course, they must be signed.

The supervisor should also state whether the thesis is opting for a International Doctorate Mention.

5. Fourth page: acknowledgements (optional)

The page after the title page can mention organizations that have provided funds, projects related to the topic of the thesis in which the candidate has taken part, and people, units or services that have helped the candidate to correct language use, prepare the material, critically read the text, etc.

³ Template statement of supervision (in Word format)

6. Optional content

Depending on the knowledge area and the different departmental traditions in presenting research work, theses can contain the following items:

- List of abbreviations
- Figure index
- Table index
- List of publications resulting from the thesis

7. Structure of the doctoral thesis

Whether it is a collection of articles or a monograph, a thesis must have a minimum structure such as the one suggested below:

- Index or table of contents
- Summary of the thesis
- Introduction / antecedents / theoretical frame / problem
- Description of overall aims
- Method / results / discussion
- Overall conclusions
- Bibliography (if not included in one of the previous sections)

8. Sustainability and format

The responsible use of paper has advantages from both the environmental and socioeconomic viewpoints.

For this reason, we recommend you to:

- print on both sides of the page.
- use consistent line spacing, font size, etc.
- use consistent margins (upper, lower, right and left).