



URV Doctoral Thesis Style Guide

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1. Formal requirements of the thesis

1.1. Graphic style

Any communicative act by the URV in which knowledge is placed at the service of society, including doctoral theses, must bear an image that clearly and unequivocally identifies the University. Doctoral theses must be presented in accordance with the graphic style set out in the *Institutional Identity Manual*,¹ which is a guide to uses and recommendations and to transversal and unified identifying mechanisms all aimed at enhancing the visibility of the URV and all its units.

In addition, the format of the thesis must meet certain minimum formal requirements that have been agreed by the Management Committee of the Doctoral School and are detailed in the present *URV Doctoral Thesis Style Guide*.

1.2. Format

At the URV, the process by which students apply to deposit their doctoral theses is carried out entirely online; consequently, their theses do not need to be printed out and bound.

However, in the event that a student does wish to distribute or keep a copy of their doctoral thesis in physical format, or if the academic committee requires a copy, it is recommended that they follow sustainable criteria, for example, the use of recycled paper (80 - 100 g) and double-sided printing.

1.3. Language

The doctoral thesis may be written and, if necessary, defended in the languages habitually used for scientific communication in the field of knowledge of the thesis.

In all cases, the thesis must include an **abstract in Catalan**.

¹ *Institutional identity manual*: <https://www.urv.cat/ca/universitat/comunicacio/identitat-institucional/>



2. Parts of the thesis

Doctoral theses must be submitted with all of the parts listed below:

- Front cover
- Title page
- Other notable aspects of the thesis
- Optional contents:
 - Acknowledgements and/or dedication
 - Social impact of research
 - List of abbreviations, index of figures and tables, list of publications resulting from the thesis, etc.
- Abstract of the thesis in Catalan
- Main body of the thesis
- Back cover

2.1. Front and back covers

The thesis must be presented with a **front cover** that clearly shows the following elements:

- The name of the Universitat Rovira i Virgili (in letters) and the URV logo²
- The full name of the doctoral candidate
- The title (and subtitle, if there is one)
- The words "DOCTORAL THESIS" (in the corresponding language)
- The year of the thesis defence

All this identifying information must appear on a solid background (or a patterned background, provided that the aforementioned elements remain clearly legible) in the correct position on the front cover, in accordance with the URV's template for thesis covers (*see section 3*).

² URV logo: <https://www.urv.cat/ca/universitat/comunicacio/identitat-institucional/logotips/>



Other logos on the front cover of the thesis

a) If the thesis has been prepared in joint supervision between the URV and one or more foreign universities, the logo of the other university/universities may also be included on the front cover of the thesis.

b) If the student's pre-doctoral contact has been partially or fully funded by any technological, research or artistic centre or higher education centre that is linked to the URV by means of an agreement, then the front cover of the thesis may also show the logo of this centre. This logo must be placed at the top right-hand side of the front cover and be in proportion with and placed at the same height as the URV logo.

Back cover

The **back cover** may contain the logo or emblem of any collaborating organisations or entities that may have provided financial and/or material resources, as well as the logos of the other universities if the thesis has been co-supervised between the URV and a foreign university.

These logos, together with that of the URV, must be placed at the bottom of the back cover, in line with the URV template (*see section 3*).

Spine (only for theses in physical format)

If the doctoral thesis is printed and bound, it will have a spine, which is the external part of the book to which the front and back cover are joined.

The spine is the part of the book that is visible when it is stood on shelf, and it usually shows the book's title.

In the case of URV theses, the lower part of the spine must show the URV logo and the year of the thesis defence, and the upper part must show the words "DOCTORAL THESIS" (in the appropriate language). The spine must also include the full name of the doctoral candidate and, as far as possible, the title of the thesis in line with the standard URV model (*see section 3*).

2.2. Title page

The title page is the first page after the front cover and contains all the important information regarding the doctoral thesis. On the title pages of URV theses, this information is presented in the classic title page style that is used for various kinds of publications and which is noted for its simplicity and clarity. The information can be grouped into two large blocks.

According to the URV's standard title page template (*see section 3*), the first block occupies approximately the top two thirds of the cover page and must include:



- The full name of the doctoral candidate
- The title of the thesis (and subtitle, if there is one)
- The expression "Doctoral thesis" and, on the following line, the expression "supervised by Dr [...], and tutored by Dr [...]" (if these are not the same person)"
- The name of the doctoral programme
- The name of the department or research group where the thesis has been prepared (optional)

The second block occupies the bottom third of the title page and includes:

- The logo and name of the Universitat Rovira i Virgili
- Optionally:
 - The logo and name of other universities, institutions, centres or collaborating bodies linked to the URV through an agreement
 - The city/town where the relevant URV campus is located
- The year of the thesis defence

The title page must be written in the same language as the doctoral thesis.

No information other than that specified in this section may be included on the title page; for example, the title page cannot include information about any mentions attached to the thesis, the composition of the panel of judges, etc.

2.3. Other important aspects of the thesis

Next, there should be another page that briefly states the most important aspects regarding the preparation and funding, if applicable, of the doctoral thesis as follows:

a) If the thesis has been supported by competitive funding, this must be stated on this page in the manner required by the awarding body.

b) In the case of doctoral theses containing confidential information, two versions of the thesis must be submitted and clearly identified. On the one hand, the full thesis must be submitted for the deposit. In addition, a second, redacted version must be submitted so as not to divulge any confidential aspects (in accordance with the procedure established by the Doctoral School and the current doctoral regulations). This redacted version must include a page stating: "Thesis abridged due to confidentiality agreement" and should specify which sections are not included for this reason.



2.4. Optional content

Depending on the content of the thesis and the requirements regarding the presentation of research work in different fields of knowledge, a thesis may also have the following contents:

- Acknowledgements and/or dedication
- A description of the social impact of the research
- A list of abbreviations, an index of figures or tables, a list of publications deriving from the thesis, etc.

Acknowledgements are placed in the preliminary part of the thesis, and are used to express gratitude to the people and institutions who have supported the doctoral candidate at some point during their doctoral training or the preparation of the doctoral thesis. In this section the doctoral candidate can refer to projects in which they have participated and that are related to the subject of the thesis, to stays at other universities, and to the people, units or services that have helped them or motivated them regarding some aspect of the thesis. They may also include quotations, thanks or dedications of a personal or emotional nature.

Furthermore, it is highly recommended that the thesis includes a reflection on the **social impact of the research**, in order to assess whether the work aims to solve a problem or improve some aspect that affects society in general and in doing so contributes to making a more conscious, responsible and ethical world.

2.5. Main body of the doctoral thesis

The main body of the thesis contains the research that the doctoral candidate has carried out. It must be organised into chapters, sections and subsections, in which the original research carried out during the candidate's doctoral studies is described as one overarching and complete piece of work.

If the thesis is based on articles that have already been published in the form of a scientific journal article, book chapter or any other relevant scientific format, they may not simply be presented as a collection of juxtaposed articles with no unifying elements, instead they must be presented within the overarching framework of the thesis. That is, the articles must be preceded by an initial statement of the student's general objectives and they must be followed by the student's general conclusions.

The academic committee of each doctoral programme may establish a minimum level of results that have to be achieved before it will authorise the depositing of the thesis. Therefore, the doctoral candidate needs to be aware of these criteria when they start their doctoral studies, regardless of whether their thesis will be in the form of one single body of work or it will be a collection of articles.



In any event, the thesis must include the following:

- **Index:** a summary detailing the parts into which the thesis is divided. The index does not include the sections mentioned previously.
- **Introductory chapter/s:** one or more chapters presenting the doctoral candidate's literature review and their motivation, hypotheses, objectives and methodology.
- **Results:** analysis, design, implementation and interpretation or discussion of the results, written in descriptive chapters or in chapters based on published results (or sent to scientific journals).
- **Conclusions:** although partial conclusions can be included at the end of each chapter (especially if each chapter is a scientific article), the final version of the thesis must have a chapter that contains a general discussion and the doctoral candidate's overall conclusions and that relates the thesis' most important contributions to the objectives set out at the beginning.
- **Bibliography:** a bibliography may be included at the end of each of the thesis' sections or there may be one single bibliography at the end of the thesis. All references must appear consistently in the same format and in the same position throughout the thesis and must be in line with the standard referencing conventions of the field of study.

3. Standardised templates

The templates for the front cover, the back cover and the title page are available on the Doctoral School website.³ An example of each can be found below.

3.1. Front and back cover templates

The standard templates for the **front** and **back cover** of the URV theses (and the spine, **if the thesis is printed**) can be seen in the following example:



³ Templates available on the website of the Doctoral School:
<https://www.doctor.urv.cat/ca/doctorands/elaboracio-tesi/elaboracio/>



3.2. Title page template

The standard template for the **title page** of URV theses is as follows:

Faull name of the doctoral candidate

TITLE OF THE DOCTORAL THESIS
(AND SUBTITOL, IF THERE IS ONE)

DOCTORAL THESIS

Supervised by Dr (full name)
and Dr (full name) (if appropriate)
and tutored by Dr (full name) (if appropriate)

Doctoral programme in
Department and/or research group (optional)



UNIVERSITAT ROVIRA I VIRGILI

Place
Year



3.3. Graphic identity of the URV

In terms of content, the *URV's Graphic Identity Manual*⁴ recommends that doctoral theses keep to the following guidelines:

a) Colours

The systematic use of corporate colour codes promotes recognition of the University's corporate identity in its communications. The main colours are derived from the colours used in the URV's logo, these being URV red (RGB 144,41,42) and URV black (RGB 35,31,32). There are also complementary colours and colours for specific knowledge areas, the latter following an internationally accepted code.

b) Corporate font

Optima font: the main fonts are Optima Roman, Optima Demi and Optima Bold. It should be borne in mind that the use of fonts from the Optima family requires a licence. This applies to both the main font and its complementary versions.

Noto typeface: this second family of complementary fonts is free to use and can be downloaded from the internet. This family is especially recommended for use in digital communications.

⁴ *Institutional identity manual*: <https://www.urv.cat/ca/universitat/comunicacio/identitat-institucional/>