



**EAPTI GPTIM**  
**Higher Education Institution (NCFHE)**

**Licence Nr 2014-FHI-020**

## **DISSERTATION LAYOUT GUIDELINES**

Please consider writing the Dissertation in the English language or in another language approved for that particular Dissertation.

If another language is used for the dissertation than the following have to be in English:

- FrontPage in English (template to be provided by GPTIM by 2022)
- Title (no word count)
- Content
- Expanded abstract with Key Words (750 to 1500 words with 5 keywords)
- Short Bio (up to 250 words)
- Bibliography (all units included that are not in the English language have to be presented with their English transcription)

The text of the dissertation needs to be orthographically and grammatically correct, and free of typographic errors.

The dissertation needs to be printed out on the A4 format (210x297).

It is recommended that chapter titles, subtitles, chapter subsections to be written according to Standards listed in APA 7 Manual.

The text on each page should be logically divided into paragraphs.

Pagination should cover every page from the very first page – title page.

Pagination is placed at the right up of the page.

The submitted work needs to be submitted bound.

### Page formatting:

Font: – Times New Roman

Font size: 12

Line spacing: 2

Left and right margin: 2.5 cm

Top and bottom margin: 2.5 cm



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Illustrations (Tables and pictures)

All tables and pictures (graphs, photographs, drawings, schemata, diagrams, histograms, maps, etc.) must have a caption and number.

Table number and caption should always be placed above the table.

Picture number and caption should always be placed below the picture.

If the illustration is not an original contribution of the author, it is necessary to cite the source (if the illustration has been published), or author (if the illustration has not been published yet) from which/whom the illustration is taken. The source is cited immediately before the illustration.

If the illustration is a reproduction of a work of art, one must quote the author (if known), title, and other necessary information relevant for the specific genre of art.

It is a general rule that in all written work it is always necessary to clearly demarcate the text, insight or information of others from the author's text, conclusions, insights, ideas, data, and the like. Smaller portions of text from other authors can be cited, but that needs to be always marked in a clear and conventional way.

For detailed instructions on writing scholarly works, quoting and referencing doctoral candidates are referred to the APA 7 Manual.

The dissertation must include:

- Title page in the language of the work
- This title page should be followed by a title page in English, if the dissertation is not written in English.
- A page with information on The Dissertation Defense Committee
- Acknowledgments (optional)
- Abstract in the language of the dissertation with keywords
- An expanded (structured) abstract if the language of the dissertation is not English with keywords
- Table of contents
- Text of the dissertation:



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- Introduction,
- Body of the text: Literature review, Methodology of research, Results, Discussion,
- Conclusion
- Bibliography
- Appendix (optional)
- Biography of the author, bibliography of published work included

More details on the above follow:

- Abstract in the language of the dissertation
  - The abstract should be one page long, contain the key terms and enable the reader to understand the goal of the dissertation, method of research, results with essential explanations, and author's conclusions.
  - An expanded (structured) abstract in English (up to 10 pages from 750 to 1500 words and 5 Key Words)
- Bibliography
  - All works cited in the dissertation should be listed, as well as those referenced by the author. Equally, the bibliography should not include works that are neither cited nor referenced in the dissertation.
  - For detailed information on citing bibliography, doctoral candidates are referred to APA 7 Manual.
- ❖ Appendix (optional)
  - If the dissertation involves appendices, they should be placed at the end of the work. They can be designated as APPENDIX A, APPENDIX B, or APPENDIX 1, APPENDIX 2, etc.
- ❖ Biography and the list of published works by the author
  - The biography should be written in the third person singular, and it should not exceed 250 words.