

Approved by Rector's directive No 101 of 10 April 2013  
Amended by Rector's directive No 53 of 20 February 2014

## Procedure for Writing Doctoral Thesis

The Procedure for Writing Doctoral Thesis establishes the requirements for drawing up the paper and electronic versions of a doctoral thesis (hereinafter thesis), their front and back covers, title page and the reverse side of the title page, contents, introduction, if necessary, the definitions of abbreviations, terms and symbols, the body text, including figures and tables, an abstract of the thesis, a list of references, author's publications and the appendices elaborating and supplementing the content of the thesis, including a curriculum vitae (CV), in Tallinn University of Technology

### 1. General provisions

1.1 A thesis shall contain title pages, a contents, a list of author's publications on which the thesis is based on, optionally the author's contribution to publications, an introduction, if necessary, definitions of abbreviations, terms and symbols, a body text, references, an abstract in Estonian and in English and appendices.

1.2 General parameters for writing a thesis:

1.2.1 A thesis shall be written in the B5 format, the book size shall be  $17.6 \times 25$  cm, the type area (the whole text on the page) shall be  $12.5 \times 20.5$  cm, page numbers shall remain outside the type area.

1.2.2 As a rule, the body text font shall be Times New Roman 11 p, line spacing single. The body text shall be parallel-aligned. The font size of footnotes, tables, figures, etc. shall be 10 p, line spacing single. There must be no unnecessary spaces in the text.

1.2.3 Titles and subtitles shall be aligned left and be placed on a separate line. Titles shall be with the font size 14 p, in capital letters in Bold, subtitles shall be with the font size 12 p in Bold.

1.2.4 Page numbers have to be centered at the bottom of the page in the same font as the text, except for the scientific publications presented as an appendix to the thesis. Pages shall be numbered consecutively throughout the whole thesis, except for the scientific publications presented as an appendix to the thesis. Numbers shall not be shown on title pages (pages 1, 3), the reverse sides of the title pages (pages 2, 4), and on the page with acknowledgements (if any) or the reverse side of it. Footnotes shall be separated from the body text by a line.

1.2.5 The beginnings of paragraphs shall be indented (indent 5 mm), except for paragraphs following a title or a space wider than one-line space. *Italic* shall be the primary method for highlighting a text. Next **Bold** can be used and then expansion of the text. Underlining is not recommended. A line should not end in an unsuitable place, e.g. between initials or parts of a word belonging together. A space shall always be left between a punctuation mark and the word, abbreviation, etc. following it (e.g. J. M. Punning, 2001). A line must not begin with a dash, it must remain at the end of the previous line. The upper line of a page must not be the last half-line of a paragraph.

1.2.6 Tables must be referred to in the text. Tables shall be titled and numbered either consecutively throughout the whole thesis (e.g. Table 25, *Table 99*) or within each larger numbered division (part, chapter) (e.g. Table 1.22, *Table 1.22*). The title of a table shall be aligned left, and, as a rule, the number of a table shall be placed in front of the title.

Sample:

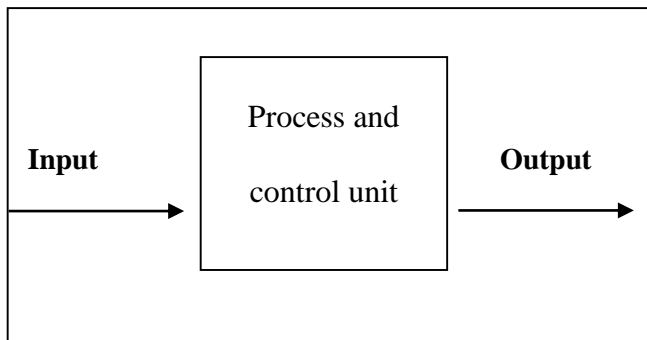
*Table 3.5. Company's annual net profit (euros)*

2001	2002	2003	2004	2005
34 000	38 000	44 000	40 000	52 000

1.2.7 Figures shall be numbered like titles and tables either with a sequential number or a double number (e.g. Figure 2.33, *Figure 5.21*). Captions shall be typed with a smaller font size (10 p),

Italic or Bold fonts may be used. The line length should not exceed the figure width. A caption of a figure shall be aligned left.

Sample:



*Figure 1.1 Control system*

## **2. Front and back cover of the thesis**

Samples of the front and back covers of a thesis are presented in Appendix 1. The front and back covers shall be prepared in TUT Press House (hereinafter Press House).

## **3. Title page of the thesis and its reverse side**

3.1 A thesis has two title pages: the first title page together with the information on its reverse side shall be printed in the language of the thesis (as a rule, either in English or in Estonian), which shall be followed by a title page another language (in case the thesis is in a foreign language, the title page shall be in Estonian; in case the thesis is in Estonian, the title page shall be, as a rule, in English).

3.2 The title page shall indicate the discipline (in English: *Thesis on ...*), the title and the name of the author of the thesis. A PhD candidate will receive the sequential number for the thesis in the specific discipline from the Press House. A title page will be finalised in the Press House.

3.3 The disciplines of theses are the following:

A –General Science and Pedagogy

B –Natural and Exact Sciences

C –Informatics and System Engineering

D –Power Engineering. Electrical Engineering. Mining Engineering

E – Mechanical Engineering

F – Civil Engineering

G – Chemistry and Chemical Engineering

H – Economics

I – Social Sciences

3.4 The reverse side of the title page shall include the following details:

3.4.1 the name of the faculty or institution at which the thesis is prepared;

3.4.2 the name of the university;

3.4.3 the text of admission to defence;

3.4.4 the name of the supervisor and co-supervisor and the name of the structural unit;

3.4.5 the names, abbreviation of the degrees, countries of residence of the opponents;

3.4.6 the time and place of defence;

3.4.7 the author's declaration with a space for PhD candidate's signature in the following wording:

3.4.7.1 in English: *Hereby I declare that this doctoral thesis, my original investigation and achievement, submitted for the doctoral degree at Tallinn University of Technology has not been submitted for doctoral or equivalent academic degree.*

3.4.7.2 in Estonian: *Deklareerin, et see doktoritöö, mis on minu iseseisva töö tulemus, on esitatud Tallinna Tehnikaülikooli doktorikraadi taotlemiseks ja selle alusel ei ole varem taotletud doktori- või sellega võrdsustatud teaduskraadi.*;

3.4.7<sup>1</sup> In case a doctoral thesis has been prepared based on a contract or a joint curriculum at TUT and at another university, reference to the other university shall be made in the author's declaration. [entered into force 20.02.2014 by directive No 53]

3.4.8 copyright notice with the year, see Appendix 2 to this procedure (in Estonian – *Autoriõigus: Sergei Kostin, 2012*; in English – *Copyright: Sergei Kostin, 2012*);

3.4.9 the structural assistance logo, where structural assistance funds have been used for preparing and/or printing the doctoral thesis. The conditions and procedure for using a structural assistance logo have been established by the Regulation of the Government of the Republic “The conditions and procedure for the notification of the grant and use of structural assistance, the public disclosure of such information, the designation of the objects financed from the assistance and the making of reference to the participation of the European Union”;

3.4.10 The ISSN number (*International Standard Serial Number*) and 2 ISBN numbers (*International Standard Book Number* – an international standard number assigned to a concrete book, whereas separate numbers are assigned to printed and electronic publications). A PhD candidate will receive the ISSN and ISBN numbers from the Press House.

3.5 Samples of the title page and the reverse side of the title page are presented in Appendix 2.

#### **4. Contents of the thesis**

The contents of the thesis shall be placed before the body text. A contents shall include the full titles of all the divisions together with the page numbers. The introduction, abstract and references shall be presented without sequential numbers, the contents shall also include all the Appendices.

#### **5. Author's publications**

The list of author's publications, on the basis of which the thesis has been prepared, shall be presented before the introduction to the thesis. The optional author's contribution to publications may be presented on a separate page.

#### **6. Introduction to the thesis**

The introduction to a thesis shall outline the topicality of the subject investigated and the reasons for the selection of the subject, the purpose and tasks of the thesis, the issue to be investigated, the methodology used in the thesis, the baseline information used, theoretical and practical novelty of the thesis, overview of approbation of the outcomes of the thesis (introducing at conferences and seminars, published publications, etc.).

#### **7. Abbreviations, terms and symbols used in the thesis**

Definitions of abbreviations, terms and symbols, if applicable, shall be added on a separate page between the introduction to the thesis and the body text. In such a case the relevant part of the thesis shall also be presented in the contents.

#### **8. Body text of the thesis**

The body text consists of chapters, subchapters and divisions, if necessary. Each chapter shall begin on a new page.

#### **9. References**

9.1 The references chapter shall list references to the scientific publications and other materials used in the preparation of the thesis.

9.2 References shall comply with the requirements approved in professional literature. The terms of reference of each discipline are based on the traditions and specificity of the discipline. References may be made in compliance with the guidelines for writing references prepared by TUT Library, which are available at: <http://www.lib.ttu.ee/pdfs/viitekirjetekoostamine.pdf>).

9.3 References shall be written in the language of the source referred to. It depends on the selected reference method, how the references are arranged and whether they are numbered. Only one reference system, not a mixture of different reference systems, must be used in one thesis.

## **10. Acknowledgements**

If desired, acknowledgements shall be presented before an introduction to the thesis.

## **11. Abstract of the thesis**

An abstract in Estonian and in English together with a title shall be added to the end of the thesis. An abstract shall provide an overview of the aims of the thesis, the methods of investigation and the outcomes. The approximate volume of an abstract is 1-2 pages.

## **12. Appendices to the thesis**

12.1 The scientific publications attached as appendices to a dissertation and an overview shall be submitted to the Press House (electronically) in PDF-files. The title of each publication shall be presented on an odd-numbered page with an empty reverse side without indicating the number, but included in the calculation of pages.

12.2 The author's curriculum vitae shall be added to the end of the thesis in English and in Estonian on separate pages (see appendices 3 and 4). A curriculum vitae shall include the following data: first name and surname, date and place of birth, citizenship, e-mail address, education (educational institution, graduation year and degree), language competence (basic skills, average or fluent), special courses (professional development, place and period of special courses), professional employment (organisation, year, position), description of research activity (research activity, including honours and thesis supervised).

12.3 Other appendices elaborating and specifying the content of the thesis shall be numbered, titled and placed after the references. A number together with the word "Appendix ..." shall be placed in the top right corner of the front page of the appendix. "Appendix ... continued" shall be typed in the top right corner of the next pages of the same appendix. Each appendix shall begin on a new page. The numbers and titles of appendices shall be presented in the contents of the thesis.

12.4 A list of thesis in the relevant discipline, which a PhD candidate can obtain from the Press House, shall be added to the end of the theses.

## **13. Printing requirements for the thesis**

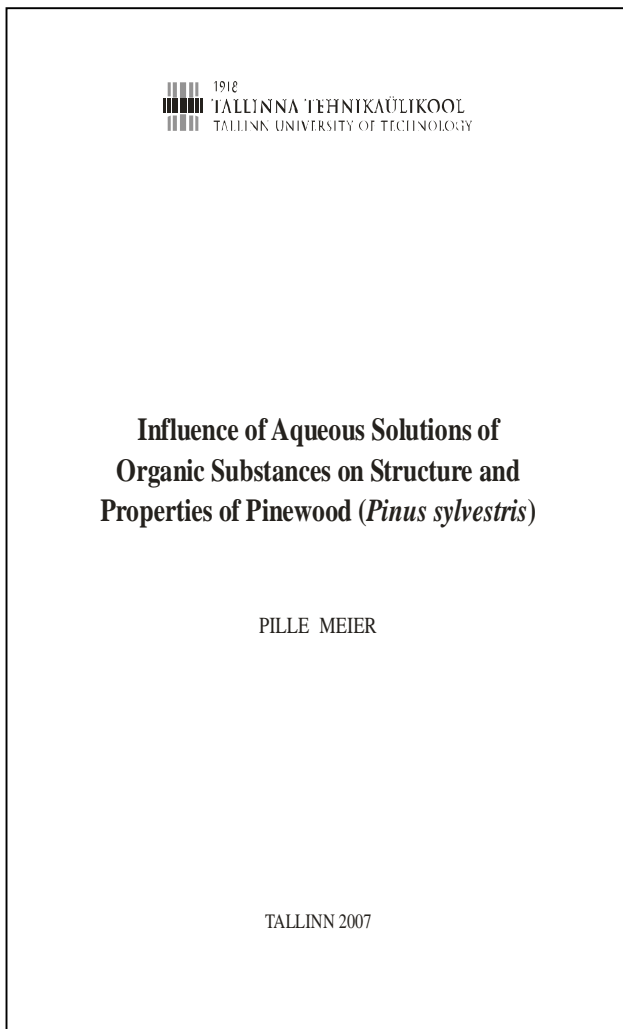
A PhD candidate shall submit his or her doctoral thesis manuscript together with the required documents to the TUT Press House in compliance with the procedure for publication of doctoral thesis.

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Appendix 1  
to the Procedure for Writing Doctoral Thesis

**Samples of front and back cover of the thesis**

Front cover



Back cover



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Appendix 2  
to the Procedure for Writing Doctoral Thesis

## Samples of the title page and the reverse side of the title page

Sample title page in English

Sample reverse side of a title page in English

THESIS ON CHEMISTRY AND CHEMICAL ENGINEERING G16

**Influence of Aqueous Solutions of  
Organic Substances on Structure and  
Properties of Pinewood (*Pinus sylvestris*)**

PILLE MEIER

**TUT  
PRESS**

TALLINN UNIVERSITY OF TECHNOLOGY  
Faculty of Information Technology  
Department of Computer Engineering

**This dissertation was accepted for the defence of the degree of Doctor of  
Philosophy in Computer and Systems Engineering on February 14, 2012.**

**Supervisor:** Prof. Raimund-Johannes Ubar  
Department of Computer Engineering, TUT



**Opponents:** Prof. Einar Aas  
Norwegian University of Science and Technology, Norway

Prof. Vladimir Hahanov  
Kharkov National University of Radioelectronics, Ukraine

Defence of the thesis: March 28, 2012

Declaration:  
*Hereby I declare that this doctoral thesis, my original investigation and  
achievement, submitted for the doctoral degree at Tallinn University of  
Technology has not been submitted for any academic degree.*


*/töö autori nimi ja allkiri/*

Copyright: Sergei Kostin, 2012  
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ISBN 978-9949-23-251-2 (PDF)

Sample title page in Estonian

Sample reverse side of a title page in Estonian

<p>ENERGEETIKA. ELEKTROTEHNIKA. MÄENDUS D56</p> <p><b>Vedelmetalli juhitava segamisvõimaluse uurimine alalisvoolu kaarleekahjus</b></p> <p>HEIGO MÖLDER</p> <p></p>	<p>TALLINNA TEHNIKAÜLIKOOL Energeetikateaduskond Elektrotehnika aluste ja elektrimasinate instituut</p> <p>Doktoritöö on lubatud kaitsmisele filosoofiadoktori kraadi taotlemiseks energia- ja geotehnika erialal 15. mail 2012</p> <p>Juhendaja: Jaan Järvik, tehnikakandidaat, professor, Elektrotehnika aluste ja elektrimasinate instituut, Tallinna Tehnikaülikool</p> <p>Oponentid: Juhani Tellinen, tehnikadoktor, GAMGA OY, Soome Viktor Kesküla, tehnikakandidaat, TTÜ emeritentsent, Eesti</p> <p>Doktoritöö kaitsmise aeg: 15. Juuni 2012</p> <p>Deklaratsioon: Deklareerin, et käesolev väitekiri, mis on minu iseseisva töö tulemus, on esitatud Tallinna Tehnikaülikooli filosoofiadoktori kraadi taotlemiseks ja selle alusel ei ole varem taotletud akadeemilist kraadi.</p> <p>Heigo Mölder .....</p> <p>Autoriõigus: Heigo Mölder, 2012 ISSN 1406-474X ISBN 978-9949-23-303-8 (publication) ISBN 978-9949-23-304-5 (PDF)</p>
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Appendix 3  
to the Procedure for Writing Doctoral Thesis

## Elulookirjeldus

### 1. Isikuandmed

Ees- ja perekonnanimi

Sünniaeg ja -koht

Kodakondsus

E-posti aadress

### 2. Hariduskäik

Õppeasutus (nimetus lõpetamise ajal)	Lõpetamise aeg	Haridus (eriala/kraad)

### 3. Keelteoskus (alg-, kesk- või kõrgtase)

Keel	Tase

### 4. Täiendusõpe

Õppimise aeg	Täiendusõppe korraldaja nimetus

### 5. Teenistuskäik

Töötamise aeg	Tööandja nimetus	Ametikoht

### 6. Teadustegevus, sh tunnustused ja juhendatud lõputööd



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Appendix 4  
to the Procedure for Writing Doctoral Thesis

### Curriculum vitae

1. Personal data

Name

Date and place of birth

E-mail address

2. Education

Educational institution	Graduation year	Education (field of study/degree)

3. Language competence/skills (fluent, average, basic skills)

Language	Level

4. Special courses

Period	Educational or other organisation

5. Professional employment

Period	Organisation	Position

6. Research activity, including honours and thesis supervised