

GUIDE TO THE WRITING, PRESENTATION AND DEPOSIT OF THE DOCTORAL THESIS

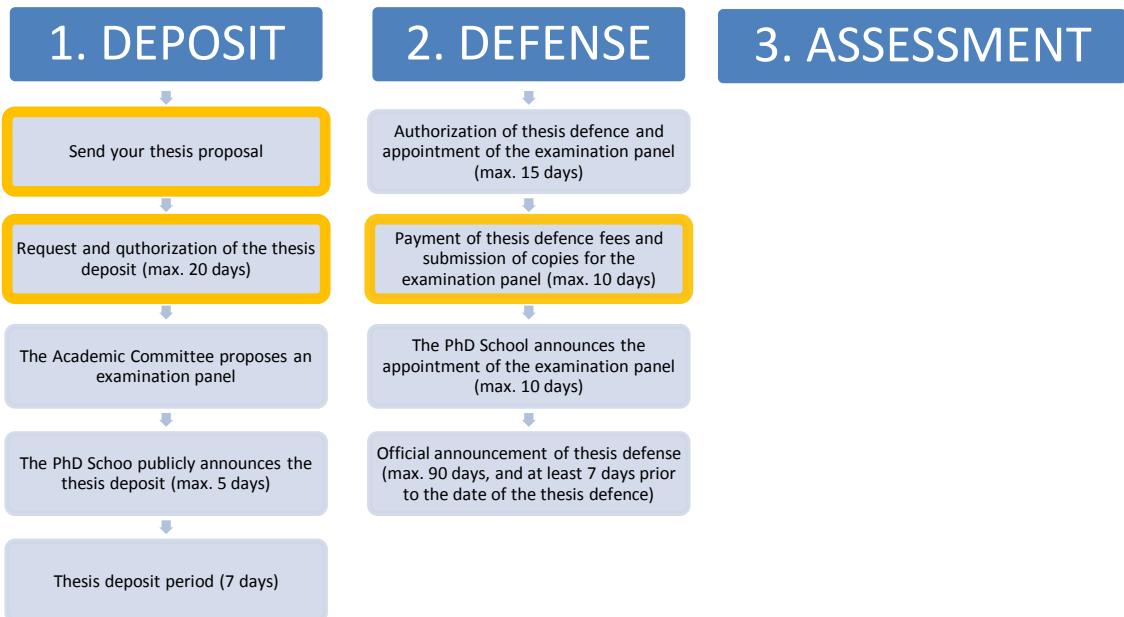
PhD in Economics, University of Barcelona

INTRODUCTION

During the research period of the PhD in Economics, students write a doctoral thesis: an original piece of research assessed by an examination panel comprised of researchers with doctorates and proven research experience. The aim of this document is to guide doctoral students in the last stage of writing the doctoral thesis. It describes basic formatting requirements and the administrative procedure for submitting and defending a thesis.

DEPOSIT AND DEFENCE OF THE DOCTORAL THESIS: PROCEDURE

Below is a diagram of the administrative procedure and deadlines from the time of requesting the deposit of a doctoral thesis to its submission and defence.



*In orange: the steps that the doctoral student must take.

The steps that the doctoral student must take are described below:

1. Send your thesis proposal to ubeconomics@ub.edu, if the thesis proposal has received positive assessment in the **final assessment report** you can proceed to the following steps.
2. Request authorization to deposit the thesis. This request can be made if the thesis proposal has received positive assessment in **two consecutive annual assessment reports** consecutively.

The [request form](#) must be submitted to the Registry of the Postgraduate Office (Faculty of Economics and Business), together with the following documents:

- a) [Reports](#) by the thesis supervisor(s) and tutor(s) on the deposit authorization.
 - b) The doctoral student's record of activities.
 - c) The two consecutive annual assessment reports.
 - d) A bound copy of the thesis, signed by the doctoral student (see 2.3, 'Binding').
 - e) An electronic copy of the doctoral thesis and the student's CV (PDF).
 - f) [A file](#) containing information on the thesis required and [a file](#) for the authorisation its publication in the TDX thesis repository.
 - g) [A file](#) with the data required for the TESEO database.
- Response to the thesis deposit request. The doctoral programme's Academic Committee will respond to the request in **no more than 20 days**. The authorized copy of the thesis will be held in deposit for seven days.
 - Authorization of thesis defence. The Special Defence Committee shall decide whether to authorize the thesis defence in **no more than 15 days** from completion of the deposit process. The examination panel will be appointed at the same time.
3. Pay the thesis defence fee and submit copies of the thesis. The doctoral student must pay the thesis defence fee and submit at least five copies of the doctoral thesis and 5 copies of his/her curriculum in **no more than 10 days** from the day after receiving authorization to defend the thesis.
 4. Defend the doctoral thesis. The date of the thesis defence is publicly announced at least 7 days in advance. The thesis defence must take place no more than 3 months from the date on which the chair of the examination panel is informed of his/her appointment.

FORMAT AND STYLE REQUIREMENTS

The formatting and style requirements for doctoral theses written as part of this doctoral programme were established by the corresponding academic committee at a meeting on 15 January 2013. The aim is to inform students of the standards required for authorization of the thesis deposit.

1. **The copy of the thesis submitted for deposit must be the final version. No changes may be made to this copy once submitted.**

2. Format of the doctoral thesis.

2.1 Content

All theses must contain a general introduction, a table of contents, chapters, conclusions and a bibliography.

If a thesis is submitted as a collection of published articles, the terms established in the General Regulations on Doctoral Studies governed by [Royal Decree 99/2011 \(Title V, Article 37\)](#) should be taken into account.

2.2 Formal aspects

IMPORTANT: The final size of the thesis is 17*24cm. You should remember that the final size will be an **85% of the standard DIN-A4**. (The adjustment from DIN-A4 standard size to 17*24cm will be done in the printing house)

In this sense, take into account the final thesis size, we recommend to follow the indications detailed below (on the basis of standard DIN-A4)

- a. Print on both sides of the paper.
- b. Line spacing should be 1.15 for the general text and 1.0 for footnotes.
- c. The recommended font size is 13 point. Footnotes should be in 11 point.
- d. The standards fonts are Times Roman and Garamond.
- e. Margins:
 - Upper margin: 3.5 cm from the top of the first line of text.
 - Left margin: 3.5 cm.
 - Right margin: 3.5 cm. Students may choose to right justify the text.
 - Lower margin: 3.5 cm from the bottom of the last line of text.

These margins must be used throughout the document, except where the type of content is not compatible.

2.3 Pagination

Each page of the thesis must be numbered.

- Introductory pages (including the dedication, acknowledgements, contents, list of tables, list of figures and list of illustrations):
 - Lower-case Roman numerals (iii, iv, v, etc.).
 - Numbering must always begin with page iii, as UB Economics will provide a template for the cover and first page (see 2.3, 'Binding').
- Main body of the text (including chapters, appendices and bibliography):
 - Arabic numerals (1, 2, 3, etc.).
 - Chapters must start on odd pages.
 - If separators are used between sections, they should be taken into account in the numbering, even though they are not printed.

2.4 Binding

Binding of the copy for deposit and the copies for the examination panel must conform to the requirements established by the Academic Committee ([link to the image](#)). As UB Economics arranges the binding, students must send the following documents to ubeconomics@ub.edu for completion of the cover and first page templates:

- The final version of the doctoral thesis in PDF format (main text only)
- The following information for the cover and first page:
 - Thesis title
 - Name and surname(s) of the doctoral student
 - Name and surname(s) of the thesis supervisor(s)
 - Name and surname(s) of the thesis tutor(s)