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REPUBLIC OF NORTH MACEDONIA

UNIVERSTY OF "SS. CYRIL AND METHODIUS" SKOPJE

**SCHOOL OF DOCTORAL STUDIES**

**GUIDELINES FOR THE PHD FORMAT AND CONTENTS**

**1. GRAPHIC LABORATORY OF THESIS**

Format: A4

Letter: It is recommended to use Times New Roman, and for cursive text in Macedonian *Times New Roman MK Italic 2* or *SkolaSerifOffc, SkolaSansOffc*), *Verdana*, which contain the correct form of the Macedonian italic letters (*m, п, г, д*) . Other types of letters can be used when shaping the cover and the cover page and well as for the tables used (for example *Verdana, Arial*).

Letter size (font): Basic paper 12 typographic points. Notes, titles of pictures and graphs, text in tables, used literature, content, list of abbreviations and other accompanying text with 10 typographic points.

Spacing: single (without increasing line spacing in the text).

Margins: The pages have margins of 3 or 2.5 cm.

Page numbering (pagination): Pages are numbered in the middle of the bottom margin. Page numbering is done with Arabic numerals starting from the cover page where the numbering does not appear, but it counts (numbering starts from page 2).

**2. THESIS STRUCTURE**

 **Cover page**

 Title page: Name of university (capital letters, 16 typographic points), name of faculty (capital letters, 14 typographic points), name of institute, department or section where the doctoral studies were performed (lower case, 14 typographic points), name, full father's name and surname of the author (lowercase black/white letters, 12 typographic points), title of the paper (uppercase/lowercase letters, at least 14 typographic points - depending on the length of the title), designation: Seminar paper (lowercase letters, 14 typographic points), place and year (lowercase letters, 14 typographic points).

 **Abstract**

 On this page there is an abstract in Macedonian with the full name of the author and the full title of the paper, as well as key words. The abstract is written in letters of 10 typographic points, with a spacing of 1, the title in capital black letters. The key words should list a maximum of 10 important terms that are processed in the paper.

This page is followed by an abstract page and keywords in English. If the paper is written in English, the order of the abstracts is reversed.

If the paper is written in another language, the abstract is given in that language and is placed first.

**Contents**

The next new page is the contents of the paper. It should be clearly arranged in accordance with the structure of the paper. The contents may be followed by a list of abbreviations used in the text, if they are used frequently and in large numbers.

**Research**

For the first doctoral seminar, a written paper is prepared in a volume of over 5 pages with an overview of the research elements related to the preparation of the draft material for the doctoral thesis and the presentation of the research results.

For the second doctoral seminar, a written paper is prepared in a volume of over 10 pages where the student presents elements of the results related to the research and preparation of the doctoral thesis and presentation of the research results.

The content of the paper is defined together with the mentor.

The seminar paper should be written in a way that the reader will understand what the purpose of the paper is, what are the research methods and the results obtained from the research. It is recommended that the paper be divided into chapters and sub-chapters (titles within the chapter), which can be numbered with Arabic numerals according to the appropriate level of the text (for example: 1., 1.1., 1.1.1.). It is recommended that there be no more than three levels.

Tables, pictures and graphs should have a proper title and be numbered.

The title and the numbers of tables (12 typographic points) are placed above the table in two rows and the title is written in italics. The text in the table and stated notes, if any, are written below in plain letters of 10 typographic points.

The titles and numbers of pictures, diagrams and graphs are placed below them in plain letters of 10 typographic points. If the illustration used is by another author or has already been published, a source must be provided. If the illustration is a reproduction of a work of art, the name of the author (if known) must be provided, as well as any relevant information related to the illustration.

Conclusion is the last chapter of the basic text of the paper. It summarizes the results of the research and assesses whether the goal stated in the introduction has been achieved. It may also contain suggestions and directions for further research.

Up to this point, the text is written with 12 typographic points, without increased spacing between the lines (single).

**Reference work**

Reference work is stated either 1) in alphabetical order (according to the language in which the paper is written) or 2) according to the order of citation in the text (it is mandatory that it is numbered and quoted in the paper under the relevant number), depending on the way of citing the material used for the respective scientific field. The quotes order used in the text must not be changed. The reference list must not include works that are not cited or referred to in the candidate's thesis. The text is written in letters of 10 typographic points, with a spacing increased by 3 typographic points before each new bibliographic item.

**Appendices**

At the end of the paper various forms may be added (questionnaires, surveys, etc.) used during the preparation of the paper. They should be properly marked (with numbers or letters) and the list with the appendices should be placed after the one with the reference works.

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|  | **UNIVERSUTY "SS. CYRIL AND METHODIUS" - SKOPJE****NAME OF THE FACULTY** | Logo of the Faculty |

Example of a cover page layout

Name, father's name and surname of the author

TITLE OF THE SEMINAR WORK, SIZE

LETTERS ACCORDING TO THE LENGTH OF THE TITLE (AT LEAST 14 TYPOGRAPHIC POINTS)

Seminar paper

No. of Academic Record of the doctoral student:

Mentor:

Semester: (Third / Fifth)

Skopje, 2021