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ACADEMIC WRITING GUIDELINES FOR PHD THESIS
The Doctoral School of Environmental Science
Babeş-Bolyai University, Cluj-Napoca

1. General information

The PhD thesis will be presented in the form of an A4 volume, containing the main text and the annexes. A number of pages between 150 and 300 is recommended. The author of the thesis will try to achieve a balance between the density of the information presented and the length of the text, without trying to condense it or to extend it artificially. The copies submitted to the secretariat of the Institute of Doctoral Studies will be bound in cardboard covers. A CD-ROM or DVD-ROM containing all the materials, in pdf format, will be attached to each copy. The copies submitted to the members of the doctoral committee may be spiralled.

The page numbering begins with the first page of text (without the cover and cover page), continuing to the end of the material. For each annex, the pages will be numbered separately, starting at 1.

2. The thesis title page

The thesis title page will contain:

- a) The name of the institution (university, faculty) and of the Doctoral School where the PhD student is enrolled. In the case of a co-supervised doctorate, the names of both institutions will be included;
- b) The title of the thesis;
- c) Name and surname of the author;
- d) Academic title, followed by the name and surname of the scientific supervisor;
- e) The year of the defence and location;
- f) Other information requested by the partner institution, if the thesis is co-supervised.

3. Academic writing guidelines for the PhD thesis

The PhD thesis will be written in Romanian or English language. For writing in other languages, the PhD student will request, in writing, the approval of the Doctoral School Council, with the necessary motivation and with the approval of the PhD supervisor.

It is recommended that the table of contents to be inserted at the beginning of the thesis, after the title page. It is recommended to use the automatic option to prepare and update the table of contents, if it is available in the text editor used. The list of thesis annexes will be added at the end of the table of contents.

It is recommended that the title of the chapter (possibly abbreviated) to be written on each page as a colonne-titre (running head).

It is recommended to use Times New Roman, Garamod or Arial characters, with size 11 or 12 and spacing of 1.5 lines. Other fonts are accepted, as long as the text on a page is around 2500-3000 characters.

Depending on the language that is used, diacritics, accents, etc. will be used.

The structure of the thesis will be established by mutual agreement by the PhD supervisor and the PhD student. The structure can differ significantly from one thesis to another, depending on the specifics of the topic approached.

4. Bibliographical references

At the end of the main text, before any annexes, the thesis must include a bibliographic section. This will include all the sources of information used in the thesis. Any source of information cited in the text will be found in the bibliographic list and any reference in the bibliographic list will reflect at least one citation in the text. The text citation system should allow the reader to easily discern the information taken from various sources of information, from the original information produced by the author of the thesis. With the exception of common general knowledge, it is assumed that the information for which no citations are mentioned is original. The PhD student, with the support of the PhD supervisor, will carefully analyse the citation system, in order to avoid any suspicion of plagiarism.

The citations in the text will be made according to the system (Author, year). Example: (Simionescu, 2010). If the cited work has two authors, it will be noted (Author 1 & Author 2, year). If it has three or more authors, it will be noted (Author 1 et al., Year). The name of the author (s) may also be written in parentheses, if it is part of an expression in a sentence. Example: ... as stated by Simionescu (2010) ...

If several works from the same year by the same author are cited, they will be marked in lower case, in alphabetical order. Example: (Simionescu, 2010b). For any author, only the last name will be mentioned in the citation, without the first name. By exception, if two or more authors with the same last name are cited, in order to distinguish them, the initial of the first name will be added.

Footnotes may be used for specific information. They provide some details or specify the source from which certain information comes. The footnotes will be automatically numbered, below, throughout the paper. Typically, the text editors include this option.

In accordance with the international customs, for the domain of the doctoral school, in the case of the articles from periodicals, in the bibliography chapter it is recommended to transcribe the references according to the following example:

Gerharz L.E., Klemm O., Broich A.V., Pebesma E., 2012, Spatio-temporal modelling of individual exposure to air pollution and its uncertainty. *Atmospheric Environment* 64, 56–65.

In this example, 2012 is the year of publication of the article, *Atmospheric Environment* is the name of the journal, 64 is the volume (number) in the journal in which the article appeared, and 56-65 is the pagination. All the authors of the article, with the name, followed by the initial(s) of the first names must

be mentioned. The title of the article will be fully transcribed. If the name of the publication is relatively long, it can be abbreviated according to international regulations (example: Proceedings of the National Academy of Sciences can be transcribed as PNAS). The names of publications consisting one or relatively few words will be transcribed without abbreviations. Italics will only be used when such characters have been used in the title of the article (for example, for transcribing the names of some biological species).

In order to cite information taken from books, the following form will be used:

Zelditch, M.L., Swiderski, D.L., Sheets, H.D., Fink, W.L., 2004, Geometric Morphometrics for Biologists: A Primer. Elsevier Academic Press, London, 456 p.

In order to cite information from volumes with publishers, which include several chapters or articles written by different authors, the following form is recommended:

De Beauchamp, P.M., 1913, *Polystoma alluaudi* n. sp. In: De Beauchamp, P.M., Alluaud, C., Jeannel, R.G. (Eds.), Voyages de Ch. Alluaud et R. Jeannel en Afrique Orientale (1911–1912). Résultats scientifiques, Turbellaries, Trématodes et Gordiacés. A. Schulz, Paris, pp. 17–19.

In order to cite information published on web pages, the following form is recommended:

WTO, 2019, Early Years: Emerging Environment Debate in GATT/WTO. <http://www.wto.org/english/tratop_e/envir_e/hist1_e.htm> [Accessed on May 22, 2020].

The text citation will be (WTO, 2019).

In order to mention the computer applications, available on the Internet, which have been used for data processing or for another purpose, the following form is recommended:

Rohlf, F.J., 2020, TpsSmall, version 1.20. <<http://life.bio.sunysb.edu/morph>> [Accessed on May 22, 2020]

The text citation will be (Rohlf, 2020).

The characters used in the bibliographic reference chapter may be smaller than those in the main text (example: Times New Roman 11 instead of Times New Roman 12), and the spacing may be one line.

In order for the bibliographic list to be easy to read, it is recommended that each title to be a paragraph that can be easily individualized from the others. In the previous examples, the second (and subsequent) row is retracted from the first row. Additional space between paragraphs can also be added (example: Spacing, After, 6 pts).