

APPENDIX I



DOCTORAL THESIS GUIDELINES

**DOCTORAL STUDIES PROGRAMME
SCHOOL OF FINE ARTS
DEPARTMENT OF FINE AND APPLIED ARTS
UNIVERSITY OF WESTERN MACEDONIA**

1 General Guidelines

The language of the thesis is Greek or English.

The final printed version of the doctoral thesis must be submitted on A4 size white paper and be heat-bound.

The electronic version of the thesis is submitted in a pdf file.

The thesis shall be paginated in continuous numbering in Arabic characters.

The thesis shall be written in a clear font, at least 11 pt size. For footnotes or endnotes the font may be smaller (9-10 pt).

The pagination should leave adequate page margins (approximately 3cm) with increased margins at the binding positions.

The paragraph text should be at least 1.5 pt. (in footnotes or endnotes, the text may be single-spaced).

2 Cover and first pages

The cover of the thesis should reference the University of Western Macedonia (with the logo), the department of study and the name of the doctoral programme, the title of the thesis, the name of the doctoral student and the year of the viva examination.

The name of the supervisor(s), the three-member supervisory committee, the seven-member evaluation committee and the date of the viva will be indicated on the inside cover. The thesis will then include a declaration of non-plagiarism and copyright (see annex) and an abstract of about 200 words in Greek and English.

Any acknowledgements are followed by the contents and, if available, a list of figures, tables or diagrams and a table of abbreviations-acronyms.

3 Body of the Thesis

Doctoral theses in the humanities and social sciences are usually about 80.000 to 120.000 words, including notes, but excluding bibliography and appendices. However, this length varies according to the requirements and specificities of the subject matter and the topic under study and is agreed between the doctoral candidate and the supervisor. In all cases, the evaluation of the thesis is based on its scientific merit and not on its length.

Since this Doctoral Programme also grants doctorates in artistic research, the structure of the thesis may be subject to specific modifications, given that the theoretical/scientific thinking is articulated with

artistic practice. The written part of the doctoral research is interconnected with artistic practice, but there is no fixed analogy between research work and artistic production. However, the research paper developing the artistic context, research process, methodology and research results will consist of at least 35,000 words and no more than 50,000 words. In all cases, the method of writing will be approved by the supervisor and the three-member advisory committee.

The doctoral thesis must contain at least five chapters, which correspond - in terms of content and not in terms of name - to the following: a) introduction, b) literature review, c) research methodology, d) analysis of the research, e) conclusions and appendices (if any).

The bibliography is listed at the end.

4 References and bibliography

In consultation with the supervisor, one of the internationally established bibliographic systems [e.g. Harvard, Chicago Manual of Style, American Psychological Association (APA) Style, Oxford Style Manual, etc.] is used for references and bibliography. It is essential that each system be followed consistently throughout the body of the thesis.

At the end of the thesis, the bibliography is also listed according to the rules of the chosen system.

It is also possible for table and figure captions, headings and titles of chapters, subchapters and sections to appear in a different size and font format, as long as they are legible and follow all other writing requirements of the thesis. It is advisable to underline passages of the text in *italics* and avoid the use of **bold**. The use of decorative elements, frames, shading should be avoided unless there is a particular reason for the argumentation of the text.

5 Copyright

The copyright of the thesis is regulated by the state legislation. For the copyright of the material of the thesis that does not originate from the author, both in the text and in the images, the copyright of the authors/copyright holders, especially as they may be defined by individual licences, is again defined by state legislation and by the authors/copyright holders. The latter is particularly important with regard to images of artistic works.

The doctoral candidate bears full responsibility for the lawful use of the material. In view of the above, he/she also signs the declaration of responsibility on the second page of the thesis (see appendix below).