

## DOCTORAL SCHOOL IN BIOMOLECULAR SCIENCES

### GUIDELINES FOR THE SUBMISSION OF THESIS FOR PhD DEGREE

#### 1. Intention to Submit

All candidates who wish to submit the thesis are required to give notice to the PhD School Secretariat as follows:

- not later than 1<sup>st</sup> October for students intending to submit during the Spring Session (1<sup>st</sup> January deadline to submit the unbound copies of the thesis)
- not later than 1<sup>st</sup> May for students intending to submit during the Autumn Session (1<sup>st</sup> September deadline to submit the unbound copies of the thesis)

Students should notify their intention to submit the thesis by letter to the head of the School providing the following information:

- Name
- Current address
- Name of tutor
- Name of advisor (if any)
- Title of the PhD thesis
- Term or date of submission (Spring/Autumn session)

#### 2. Submission of the thesis

Each candidate must submit to the PhD office:

- **3** unbound copies (in case of changes suggested by the referees).
- **1** electronic version of the thesis.
- **2** bound copies given to the School after the final exam.

All copies submitted by the candidates are the property of the University.

Each copy of the thesis must include:

- an abstract (see point **5**)
- a declaration of original authorship (see point **6**).

Each member of the Examination Committee must receive a copy of the thesis, along with the supervisor's report and the opinion of the Doctoral School Committee about the work carried out.

After the thesis defense, self-archiving the final version of their thesis in electronic format (.pdf), within 15 days from the thesis defence, at the following link: <http://eprints-phd.biblio.unitn.it/> and send to the Central Office of Doctoral studies copy of the disclaimer.

### 3. Word limits of thesis

The length of a "standard" thesis should not be greater than 90,000 words.

The word count does not include:

- the bibliography
- the appendices
- any material contained within the footnotes.

Candidates are permitted to include as an integral part of their thesis offprints of substantial articles or papers describing research performed during the PhD, provided that the candidate is either the sole author or one of the joint authors. It is essential that the literary unity of the thesis must be preserved (see point 7 for specific guidelines).

### 4. Format of the thesis

Each copy of the thesis must contain a title page header "UNIVERSITY OF TRENTO", and gives the following information:

- Title of thesis
- Degree for which thesis is submitted
- Department, Centre or Institute in which the research has been carried out
- Candidate's name
- Tutor's name
- Advisor's name (if any)
- Date of submission (month and year)

The thesis must be completely printed on one side only of A4 paper (30 cm x 21 cm) except for:

- a) any offprint,
- b) any tables, graphs or illustrations.

There must be sufficient space between each line of type to ensure the legibility. One-and-a-half or double spacing with a margin of 35 mm on the left-hand side of the page before binding are recommended.

Only good quality reproductions of typescript or printing, such as photocopies will be accepted.

The pages containing any offprint, tables etc. must be numbered in sequence with the rest of the thesis.

Materials which are essential to the thesis but which cannot be reduced to the proper thesis size may be submitted separately in a form acceptable to the Head of the School.

Candidates may submit other published papers in addition to the thesis, as supporting evidence. Five copies of such papers must be supplied and be put in a pocket at the back of each copy of the thesis.

## 5. Abstract

A copy of the abstract of the thesis must be included into each of the five submitted copies of the thesis.

The abstract must be a clear and brief outline of the thesis and must not exceed 500 words in length.

## 6. Original authorship

Each candidate must sign a standard declaration of original authorship, provided by the School, which reads:

‘Declaration

I confirm that this is my own work and the use of all material from other sources has been properly and fully acknowledged.’

A copy of the signed declaration must be bound to each copy of the thesis.

## 7. Thesis-containing papers

Published research articles or papers in press of which the candidate is sole author or co-author may be incorporated into the thesis.

The student has to include the following sessions:

- Abstract
- Brief Introduction
- Results in which the student highlights his/her contribution to the paper
- Brief Discussion
- Short list of references
- Paper(s) published and/or in press

If the candidate includes in the thesis an offprint of which he/she is a co-author (or incorporates material from an article of which he/she is a co-author), a signed statement explaining his/her contribution to the article(s) or other work must be submitted to the Head of the School.

The statement has to be co-signed by the candidate’s tutor.

The requirements are:

- **1** paper in a peer-reviewed journal in which the candidate has the first name. The paper must be located in the 25% upper list of journals in the topic where the research has been carried out, according to ISI Web of Knowledge – Journal Citation Reports;

alternatively,

- **1** paper in a peer-reviewed journal in which the candidate has the first name and **1** paper in a peer-reviewed journal in which the candidate is a co-author, in the research topic of the PhD thesis.

For papers accepted for publication or in press, the letter of the editor must be included.

### **8. Acknowledgement of editorial and proof-reading services**

The use of any third party proof-reading or editing must be acknowledged in a written statement accompanying the work on submission.

Students are also warned that they will be held responsible for work which they submit: the use of third party services will not be accepted in mitigation of any deficiencies in the work.