



## **Doctoral School of Business and Management**

### **Formal requirements of the doctoral thesis**

The thesis must have a maximum length of 250,000 characters (with spaces), including the lines occupied by figures (the “Appendix” is not counted in the specified length of the thesis).

The “Summary and conclusions” part of the thesis must contain the thesis points included in the thesis booklet, each one referenced to the candidate’s own publications, and clearly associated with the statements made in the thesis points.

The paper-based thesis shall be submitted in two A4 size copies; one copy in black faux leather hardcover with gold lettering, and one spiral-bound. The external cover of the thesis must follow the template provided on the Doctoral School's website. The spine of the faux leather-bound thesis must be left blank.

The thesis must begin with an internal title page, based on the template provided on the Doctoral School's website.

The thesis shall use 12-point Times New Roman or an easy-to-read, equivalent size font, 1.5 line spacing, and justified text alignment.

The thesis must be printed in single-sided format.

Margins at the binding (left) edge must be 3 cm, while the other margins must be 2.5 cm.

The length of the abstract must be a maximum of one page.

The table of contents must be placed before the main text of the thesis.

Page numbering must start at the “Introduction” and be centred in the footer. (Pages preceding the Introduction do not need page numbers.)

Each main chapter of the thesis must start on a new page.

Formatting of chapter headings at the same level must be uniform and consistent.

Both in the thesis and the table of contents, chapter and subchapter headings must be numbered, clearly indicating the (sub)chapter’s position in the structure of the thesis, e.g., 1, 1.1, 1.2, 1.2.1, 1.2.2, 1.3, etc.

In the main text, sources must be cited in author-year format, and in-text citations must unambiguously identify the corresponding element in the reference list. Directly quoted passages must be clearly marked with quotation marks, and in this case, the in-text citation must provide the exact page number in addition to the source.

The “References” must include the bibliographic details of every source referenced in the main text, and it must not contain sources which are not cited in the text. Strict adherence to the formal requirements of the Harvard referencing style is a basic requirement.



## **The structure of the doctoral thesis**

Internal title page based on the provided template

Abstract

Table of contents

The main text of the thesis:

- Introduction
- Literature review (theoretical and empirical background)
- Research goals and methodology
- Results
- Discussion (interpretation and evaluation of the findings in the context of the literature)
- Summary and conclusions

References

Appendix/Appendices (optional)