

Guidelines for formatting and presentation of PhD theses

The aim of these guidelines is to establish the minimum formatting and presentation requirements for the submission of PhD theses at the University of A Coruña. The same criteria will apply in all areas and disciplines of the University, to ensure that all theses are identified and attributed correctly, contents presented in a consistent manner, and knowledge shared and disseminated as widely as possible.

Additional guidelines for formatting and presentation of theses in electronic format for access through the University of A Coruña digital repository (RUC) are included below in Section 2.

These are the sections in which it is organized:

1. [Structure and parts of the doctoral thesis](#)
2. [Technical requirements of the file](#)
3. [Copyright of the doctoral thesis and publication in the Institutional Repository \(RUC\)](#)

1. Elements and structure

1.1. Title page([link to the model](#))

The title page refers to the first page of the thesis and should bear the basic details of the work to be submitted.

Certain details must be included on the title page, for ease and accuracy of identification and retrieval of the thesis later on. The information on the title page should be presented in accordance with the standardised style criteria outlined below, to ensure the thesis is catalogued properly and may be retrieved by both general and specialist search engines later.

The style criteria for the different elements of the title page are as follows:

- **Title:**
 - The title should be written in large print and appear as the first element on the title page. (Recommended font size: 24 point)
 - The full title should be written as a single paragraph.
 - Capital letters should only be used for the first word of the title, proper nouns and the English pronoun 'I'.
 - The title should be as concise as possible, and avoid the use of abbreviations, acronyms, codes and symbols.
- **Author:**
 - The author's name should appear underneath the title. The font size for the author's name should be large enough to stand out, but smaller than the title. (Recommended font size: 16-23 point). Names should be normalised to facilitate matching and sorting of data. (Consult the section [A scientific signature](#) in the guide [A identification of authorship in the UDC](#), to know how to normalize the author name in publications.



All other information on the title page should be included in a smaller font size than those used for the title and author's name. (Recommended font size: 12 point)

- Type of thesis: *Tese de doutoramento* / *Tesis doctoral* / PhD thesis (as applicable)
- Year
- Supervisor
- Tutor
- PhD programme
- University of A Coruña (and UDC logo)

1.2. Preliminaries

The preliminary sections of the thesis (including optional sections) should appear in the following order:

- **Supervisor's declaration:** statement by thesis supervisor declaring that the thesis meets the conditions required for the degree of Doctor (and for 'International Doctorate' certification, if applicable).
- **Dedication** (optional).
- **Acknowledgements** (optional).
- **Abstract:**
 - The abstract should preferably be included in Galician, Spanish, and English, preceded in each case by the term *resumo/resumen/abstract*.
- **Preface or prologue:** thesis introduction, outlining the purpose, aims and objectives of the study.
- **Index or table of contents:**
 - Titles, headings and page numbers of the main sections of the thesis.
 - Tables and figures should be listed in a separate index.
- **List of abbreviations** (if applicable).

1.3. Body of the text

The body of the text refers to the main part of the thesis in which the research is presented. These are usually organised according to the following sequence: literature review, theory and objectives, methodology, results and analysis, discussion, and conclusions.

The main body of the text is usually divided into numbered chapters, each of which should begin on a new page.

1.4. References and quotation

Quoted text from other sources should be denoted using single quotes (British English) or double quotes (US English).

Citation of work from other sources should be included as a footnote or inserted in brackets after the text.

1.5. Bibliography

The bibliography is a list of all sources referenced by the thesis.

This section should be headed 'Bibliography' or 'References'; no other terms or combination of terms (e.g. 'Bibliographical references', 'Bibliography and references', etc.) will be accepted.

A numbered list format is recommended.

For further information, consult the guide [Citations and bibliographic references](#).

1.6. Appendices

The appendices are used to present additional data, technical explanations, maps, drawings, and other supplementary information to the main thesis.

Each appendix should begin on a new page. If the thesis consists of multiple appendices, each one should be lettered according to its appearance in the text ('Appendix A', 'Appendix B', etc.)

Page numbering for the thesis will include the appendices section.

1.7. Indexes

The index is an alphabetical list of significant names, subjects, words, etc. with reference to the pages on which they are mentioned. The type of index used should also be specified: e.g. general, place names, people's names, etc.

1.8. PhD theses submitted as a collection of published research articles

Theses submitted under this heading will be required to meet the conditions provided in UDC International Doctoral School Regulations, article 21. In addition to the general presentation and formatting guidelines outlined here, PhD theses consisting of a collection of published research articles should also include:

- **Introduction**
 - Reasoned account of the thematic and methodological unity and coherence of the thesis.
 - Objectives proposed.
 - General review of the different parts of the thesis, demonstrating the unity and coherence between the articles.
 - Conclusions.
 - General bibliography.
- **Full copy of each article** (both published and forthcoming), including the name and affiliation of the author.
 - Name and affiliation of all co-authors, order of authors, full bibliographic information, name of publisher, and ISSN or ISBN.
 - Articles which have been accepted for publication but not yet published at the time of submission should be accompanied by the corresponding DOI (digital object identifier for published work).
- Articles published prior to the date of registration in the PhD programme may not be included in the thesis.

1.9. Language of thesis

- In accordance with Article 20 of the UDC Doctoral Studies Regulations, doctoral theses will generally be written in Galician, Spanish, or the language commonly used in the student's field of study. The International Doctoral School may authorize writing in another language, subject to a favorable report from the Doctoral Studies Committee (CAPD) and assurance that the examining committee is qualified to evaluate it.



- Theses written in languages other than Galician or Spanish will require a thesis summary in Galician or Spanish (min. 3000 words), to be included as an appendix to the main thesis.

2. Technical requirements of the file

2.1. Format

The thesis is submitted electronically in one or more files (PDF format is recommended), which may include hypertext links and multimedia information. Other types of files (images, software, multimedia information, etc.) may also be submitted in common formats (TIFF, JPG, MPG, etc.).

2.2. File security

Digital thesis files should not be protected in any way, to ensure that the data can be indexed and accessed by both general and specialist search engines.

2.3. File size and number of files

The thesis should be submitted as a single file up to 1GB in size. Theses in excess of 1GB should be divided into as many smaller files as necessary, with the title page repeated at the beginning of each one.

2.4. Naming files

Thesis files should be named in accordance with the following template (based on a PhD thesis presented in 2025 by candidate José Manuel Pérez López):

- For a thesis text document consisting of a single file, the filename would read:
PerezLopez_JoseManuel_TD_2025.pdf
- For a thesis text document consisting of three files, the filenames would read:
PerezLopez_JoseManuel_TD_2025_01of3.pdf
PerezLopez_JoseManuel_TD_2025_02of3.pdf
PerezLopez_JoseManuel_TD_2025_03of3.pdf

In the event of more than one person with the same first name and first surname defending their PhD thesis in the same year, prior to publication of the thesis in the UDC digital repository, the Library may deem it necessary to modify the original filename.

Filenames should avoid the use of spaces, accents or other special characters, to ensure cross-platform compatibility.

2.5. Naming other files

Supplementary documentation of other kinds (e.g. images, computer programmes, multimedia data, etc.) in common formats such as TIFF, JPG, MPG, etc. should follow the naming template provided above, with additional reference to the file type and extension in each case.

- The name of a video file in MPG format, for example, listed as the fourth of a total seven files, would thus read:
PerezLopez_JoseManuel_TD_2025_Video_04of7.mpg
- Additional files should be numbered consecutively after the main thesis text file:



PerezLopez_JoseManuel_TD_2025_01of4.pdf

PerezLopez_JoseManuel_TD_2025_02of4.pdf

PerezLopez_JoseManuel_TD_2025_03of4.pdf

PerezLopez_JoseManuel_TD_2025_Video_04of4.mpg

Links to supplementary content may be embedded in the main text file to facilitate direct access from PDFs.

3. Copyright of PhD theses and publication in the Institutional Repository (RUC)

Once the decision to award the PhD has been made, a copy of the thesis will be deposited in the University Library.

In accordance with RD 99/2011, amended by RD 576/2023, of 4 July, open access to all theses will be provided through the UDC Digital Repository (RUC).

3.1. Choosing Publication Rights for the Thesis in the RUC

The author of the doctoral thesis, from the moment of its creation, holds all rights to it and may choose to have their thesis published in the repository with "All Rights Reserved" or under a Creative Commons (CC) License.

This choice of license will be made through the document [Declaration of the author of this document for the deposit in the UDC Repository \(RUC\)](#).

Authors who choose to license their thesis with **All rights reserved** are not required to include the statement of permission in their thesis, since all rights are automatically reserved for all creative works.

Authors who opt for a **Creative Commons** licence are recommended to include the statement of permission in their thesis in order to inform digital users as to the permitted uses of the material.

Authors are recommended to include the **Creative Commons** logo on the inside cover or one of the first pages of the thesis.

For further information, see: [Annex I. Types of copyright and licences for PhD theses](#)

3.2. Exceptional Rights Circumstances that May Affect the Open Access Publication of Doctoral Theses

- Theses submitted with copyright protection: affected by a confidentiality agreement with companies or institutions or that have the potential to generate patents.

In this case, the author must submit:

- A complete copy, which will be deposited in closed access, exclusively for preservation. When the confidentiality period expires, the author may request, by providing evidence of the new circumstances, its replacement in the RUC (Registry of Doctoral Candidates) with the complete version.
 - Another copy that does not include the content of the parts subject to confidentiality or patent generation. This copy will be deposited in open access.
- Theses submitted as a compilation of publications where the copyright of some articles has been assigned to a publisher that does not authorize open access deposit.



To determine if the thesis can be published in the repository with the original publications, it is necessary to consult the pages where each publisher outlines their copyright policies. In many cases, publication is permitted; in others, permission must be requested from the publisher; and in some cases, publication is not allowed.

When the thesis articles cannot be published in the repository, the author must submit:

- A complete copy in digital format exclusively for preservation. This copy will be deposited in closed access. Once the appropriate protections have been implemented or when the embargo period established by the publisher expires, the author may request, after providing proof of these circumstances, its replacement with the complete version.
 - Another digital copy that includes the content not affected by the copyright assignment and the bibliographic reference(s) for the portion that cannot be published. This copy will be deposited in open access.
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- Theses that are planned for publication as a book or in part as an article. In this case, the author may request a 12-month embargo period after the thesis's approval. After the 12-month embargo period, the thesis will be made available in open access. During this embargo period, the author may request that their thesis be made open access at any time by sending a request to ruc@udc.es

For more information, questions, or clarifications regarding publication in the Institutional Repository (RUC), please contact the Library Service at ruc@udc.es

Annex I. Types of copyright and licences for PhD theses







Electronic copies of all UDC doctoral theses are available in open access through the UDC Digital Repository (RUC). The uses which others may make of the work are determined in each case by the type of publishing licence selected by the owner of the intellectual property rights to the thesis, i.e. the author:

- **All rights reserved.** An ‘all rights reserved’ licence means that no use may be made of the thesis without the author’s express permission, with the exception of uses provided under the Intellectual Property Act (copying for private use, right to reference, fair use for educational purposes).
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	<p>CC BY-ND licences allow users to re-use the work for commercial purposes, provided the author is credited appropriately, but does not allow users to modify it to create derivative works.</p>



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The choice of publishing licence will be marked on the [Author's permission for thesis to be deposited in UDC archive \(RUC\)](#). Where no preference is indicated, the thesis will be published in the RUC under an *All rights reserved* licence.

Authors who opt to publish their thesis using a Creative Commons licence are recommended to include the details of the licence in the thesis in order to provide digital users accessing the thesis through a search engine rather than the RUC with information as to the permitted uses of the material.

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