

Dissertation Guidelines (Status 04.04.2024)

All results obtained during a Ph.D. research project are to be summarized in a written thesis (dissertation) following the rules of good scientific practice. The following provides some information concerning the dissertation's composition as well as its submission:

You are free to write the dissertation in English or German. However, the title and the summary have to be written in both **languages**, English and German.

Although there are no official regulations concerning the **extent** of a dissertation, in the past dissertations have been approximately 70 to 140 pages. Extremely long dissertations may result from the following factors:

- The introduction is overloaded by "textbook knowledge".
- The methods section contains too many details.
- The discussion is written too broadly.

Layout rules: The thesis must be printed on standard format DIN A4 paper. Recommended line spacing is 1.5. Double-sided printing is possible.

You may write your dissertation in the "**conventional**" or "**cumulative**" (see separate information sheet) style. As a prerequisite for writing a cumulative dissertation, major parts of the Ph.D. thesis have to be published in scientific journals or at least must be prepared for publication (manuscript) at the time of submission. Dissertations written in the "conventional" style are to be structured as follows: Introduction, methods, results, discussion, and summary. They have to be consistent in language and formatting. Tables and graphics should be integrated in the text.

The **thesis title** should be brief and informative. Long titles should be avoided. If applicable, you may use subtitles for specification. Abbreviations should be avoided in the thesis title. The title should include the species or tissue/organ that was analyzed during the research project. The text for the title page is posted on the internet as sample title page.

The dissertation should contain a "**summary**" of about 2-3 pages (in English and German). The summary should inform the reader about the most important methods and the main results of the thesis. Usually, it begins with the aims of the project and ends in a final conclusion. Sections like "outlook" or "closing remarks" should be placed at the end of a discussion. They may be useful, but do not substitute for a summary, which is of high importance for the evaluation of a scientific thesis.

The **reference** section of a dissertation should include the complete list of literature cited in the thesis. All authors, the journal, the title, and the page numbers have to be indicated. In the main text the first author and the year of publication have to be stated for each citation.

If agreed by the first Ph.D. supervisor, the **publication of partial results** (e.g. defined parts of the research project or subprojects) is recommended by the members of the IGB Ph.D. examination board. When writing the Ph.D. thesis in a conventional style please submit accepted manuscripts or publications separately from the written thesis in the dean's office. In case of a cumulative dissertation please integrate them into the results section of the dissertation. In a dissertation written in the conventional style citing of these publications is possible.

If using **figures** in your dissertation, which are based partly or completely on results from another person or originating from one of your former degree thesis projects (e.g. Bachelor- or Master thesis), then state this information clearly in the figure legend. For example: "This figure was provided by XY." or "This figure derived from my own Bachelor-/Master thesis." Figures of integrated published papers and manuscripts (in cumulative dissertations) which are based partly or completely on results from another person have to be recorded in your list of contributions.

Thesis submission:

There are 4 dates each year (usually 15.01., 15.04., 01.07., and 15.10.), on which you can submit your dissertation at the dean's office. Thesis submission before these dates is also possible by arrangement. However, your dissertation will only be sent to your Ph.D. committee after the submission deadline and meeting of the IGB Ph.D. examination board. You have to submit 5 identical copies of your dissertation and 4 of these copies must include an electronic version of your dissertation. The electronic version should be saved as a PDF file on 4 CDs and the CD envelope (inclusive with CD) should be attached in four hard copies of your dissertation.

The 4 copies containing CDs will be sent to the members of your Ph.D. committee (first Ph.D. thesis supervisor, second Ph.D. thesis supervisor, third examiner, and chairperson), 1 copy will be stored in the dean's office.

After the oral examination you have to submit one additional CD (Dissertation first name family name, month year), another copy of your dissertation for the faculty library and the copy/the copies for the university library. These copies have to be revised versions given that a revision is requested by your Ph.D. committee. You will be informed after the oral examination if you have to revise your dissertation.