

Writing and Submission Guidelines for Ph.D. Dissertations

1. General submission guidelines

The doctoral dissertation should be printed as an A4 (regular) volume comprising the body of the thesis and the appendices. It is recommended that the total number of pages should vary between 200 and 250, of which the appendices must represent no more than 20%. To initiate the procedures for the public defence of the doctoral thesis, the student should register, at the Institute for Doctoral Studies, both the printed copies of the doctoral thesis and its abstracts in hardback, and the corresponding digital files in PDF format, inscribed on a Read-only CD/DVD. The copies of the doctoral thesis sent to the members of the committee for evaluation can be spiral-bound.

Numbering should start with the first page of the text proper (not including the front cover and the title page) and should continue to the end of the thesis, except for the appendices, which should be numbered separately starting at page 1.

Double-side printing is not recommended.

2. The cover and title pages

The cover page should provide general information as follows:

- a) The name of the institution (university and faculty) and of the doctoral school where the candidate is an enrolled student;
- b) PhD Thesis (without mention of its title);
- c) The name and surname of the doctoral student;
- d) Advisor: academic title, name and surname;
- e) The place and year of submission.

The title page should provide the following information:

- a) The name of the institution (university and faculty) and of the doctoral school where the candidate is an enrolled student;
- b) The title of the doctoral thesis;
- c) The name and surname of the doctoral student;
- d) Advisor: academic title, name and surname;
- e) The place and year of submission.

3. Writing guidelines

The doctoral thesis should be written in one of the following languages: Romanian, Hungarian, German, or in any one of the major foreign languages.

The table of contents page should be inserted at the beginning of the thesis, right after the title page, and followed by the list of abbreviations, the list of figures, graphs and tables and the list of appendices, before the body of the thesis proper.

The thesis should end with the bibliography and the appendices.

The text should be computer printed in Times New Roman or Arial 12pt., line spacing 1.5, aligned to margin (“justified”). Other types of font are accepted, provided that the text on a single page should total between 2500 and 3500 characters.

4. The bibliography

The reference list and the appendices should follow the body of the thesis text. The references should necessarily mention any source of material employed by the student and cited in the text, so that any reference in the bibliography list should reflect at least one citation in the body of the thesis. The citations should be inserted in the text of the thesis in such a way as to make it easy to distinguish between the ideas taken from different sources of information and the student’s own contribution. The information to which no citation is attached is supposed to be the original contribution of the student. In order to eliminate any suspicion of plagiarism, the citation system should be considered with utmost care.

Any citations in the body of the text should follow these guidelines: a) if the work cited has only one author: (Porter, 1990); b) if the work cited has two authors: (Burrows & Hamm, 2006); c) if the work cited has three or more authors: (Frost *et al.*, 2002), d) if more works from the same year of one or more authors are cited: (Hoffman, 2007a), (Hoffman, 2007b), or (Rosenblum, Tomlinson, Scott, 2003a), or (Rosenblum, Tomlinson, Scott, 2003b); e) if certain authors have the same surname, then, in order to distinguish between them, their name’s initial letter should be added (Nicolescu, O., Nicolescu, L., 2007).

Any factual or conceptual details can be recorded as footnotes numbered automatically as a series, throughout the body of the thesis.

The reference list should be compiled by employing the same type of font as that of the text of the thesis, size 10pt., single spacing, aligned to margin (“justified”), in alphabetical order of the authors’ names and using Arabic numbers. The following requirements should be met:

a) for printed books:

Porter, M.A., (1985), *Competitive advantage*, New York: The Free Press;
Wheelen, T. & Hunger, D., (2010), *Strategic Management and Business Policy. Achieving sustainability. 12th Edition*, New Jersey: Pearson/Prentice Hall;

b) for chapters in a printed book, with editors:

Rumelt, R.P, Schendel, D.E. & Teece,D.J., (1994), Fundamentals Issues in Strategy, in Rumelt, R.P, Schendel, D.E. & Teece,D.J. (eds), *Fundamentals Issues in Strategy: A Research Agenda*, Boston: HBS Press

c) for articles in journals:

Lei, D & Hitt, M.A., (1996), Strategic Restructuring and Outsourcing: The Effect of Mergers and Acquisitions and LBOs on Building Firms Skills and Capabilities, *Journal of Management*, 21 (5), p. 835-859

d) for online articles:

Venn, R. & Berg, N., (2013), Building competitive advantage through Social Intrapreneurship, *South Asian Journal of Global Business Research*, 2 (1), p. 320-356, available at <http://www.emeraldinsight.com>, retrieved 30/01/2013

e) for e-books:

Sadler, P. (2003) *Strategic Management*, Sterling VA: Kogan Page, available at <http://www.netlibrary.com/reader/>, retrieved 6/5/2012