

**Instruction  
On Format of Dissertation Submitted for Obtaining  
Doctoral Degree**

**The standard version of dissertation** - Dissertation should be formatted on A4 paper which has title-pages with original signature (see below). It should be printed in four copies. These copies should be bound in and filed in the Dissertation Council when submitting the application.

**Publishing version of dissertation** - Dissertation should be formatted on A5 paper. It should be printed in number of copies in proper printing manner.

## 1. Dissertation Format

### 1.1. General provisions

- ❖ Length of dissertation: The length of dissertation should be 100 to 170 pages and formatted according to the guidelines. The page count refers to the number of all bound pages.

Language: The dissertation should be written in the Doctoral Program language without spelling, stylistic and grammatical errors.

- ❖ Structure: The structure of dissertation should be chosen by the author according to theme.
- ❖ Paper: The dissertation should be written on A4 size paper (297×210 mm) and of sufficient opacity (80g/m<sup>2</sup>). Orientation should be vertical. Printing is done on one page. Photos and other special purpose drawings and spreadsheets can be performed on A4 format photographic paper. In case of using a larger paper (e.g. technological schemes) it is possible to use any format, only mentioned pages should not be bound together with the main body of the text.
- ❖ Margins: Margin should be set to  
-38mm – left  
-25mm – other
- ❖ Font: The main part of the text should be submitted in any standard font (Sylfaen, AcadNusx, AcadMtav, Litnux, Literaturuli\_BJG\_2000), must be 12 points in size. The text should be printed on a laser printer or other printer that provides the same quality. For chapters and sub-chapters larger size font can be used. Condensed fonts shall not be accepted. The text should be printed on the laser printer or the approximated quality.  
(Amendment of May 29, 2018 Academic Council Resolution # 01-05-04/123)

- ❖ Page numbering: All pages, except the title-page, must be numbered consecutively. It is not allowed to leave a free space or page. Repetition of pages is also inadmissible. The minimum size of fonts of the page numbers should be 10. Introduction pages, except the title page, should be numbered in the lower right edge in Arabic numerals. The page number should be 1.3 cm away from the bottom edge of the paper and 2.5 cm from the right edge.
- ❖ Spaces between lines: The interval for the main text should be 1.5. For small sections (content, tables and drawings list, resume, footnote, note and etc.), the interval shall be 1.
- ❖ Titles and sub-titles: Titles and sub-titles shall be included in the table of contents. The size of titles and sub-titles may exceed the basic text font size. All chapters should start from the new page and the sub-chapters should continue from the same page.
- ❖ Quotation of Literature: The literature quotation should be in the main text (usually at the end of the paragraph) in square brackets with Arabic numerals. The font should be the appropriate size of the text. The list of quoted literature should be given in the end of the thesis (see paragraph 1.4).
- ❖ Footnote: A footnote can be placed at the bottom of a page or chapter/sub-chapter. Font size – 10 paragraphs. If the footnote is placed at end of the chapter, then the numbering shall be done in Arabic numerals and consistent throughout the whole chapter. In the bottom of the footnote, the numbering should be done by symbols or by Arabic numerals which can appear on each page all over again. In the main text, the footnote is indicated by the symbols of quality registry.
- ❖ Dissertation components: The chapters bellow are used when formatting the dissertation both for standard and publishing version.

Section	Standard version	Publishing version
Title page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signatures page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copyright Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dedication page *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Summary (in two languages)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Content	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
List of tables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Drawing list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Abbreviations list used *	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alphabetical index*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Page for Acknowledgement*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The main body of the text  Introduction  Literature review Research results and their judgment Conclusion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Footnote*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bibliography or list of used literature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Annexes*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In some cases, from practical point of view, annexes can be placed before the bibliography.

## 1.2. Preliminary Pages

- a) Title page (front cover) should be of a standard form. It must include the title of dissertation, surname, name of doctoral candidate, and the text "submitted for obtaining doctoral degree", name of the doctoral program and the cipher (according to the qualification framework), "Georgian Technical University", "Tbilisi 0175, Georgia". Month and year of defend of dissertation should be placed on it. The number of this page shall not be indicated.

- b) **Signature page:** Signature page must be standard form. The original version of the dissertation should have original signatures in black ink. All copies of standard version of the dissertation should contain this page. Copies of the signed page can be obtained at the Dissertation Council. The mentioned page shall include: “Georgian Technical University”, name of the faculty, “We, the signatories, confirm that we have get acquainted with the dissertation work (title of the work) written by (name, surname) and give reference (name of the Council) to be considered in the University Dissertation Council for obtaining a Doctoral Degree”, date. It must be certified by the supervisor’s and all the reviewers’ signature. Its patern and electronic template can be obtained in the Dissertation Council.
- c) **Copyright page** must be a standard form. The Original version of the dissertation should have original signature of the author. Copies of the signed page can be obtained at the Dissertation Council. This page is intended to grant the Georgian Technical University Library the right of dispose (dissemination for non-profit purposes, abstracting, etc.). This page should include: “Georgian Technical University”, year of its submission at the dissertation council, surname and name of the author, title of the theme, name of the faculty, research academic degree, date of the meeting. It should also include standard texts “for the purpose of becoming familiar with the abovementioned dissertation work by individual persons or institutions, in case of demand, Georgian Technical University for nonprofit purposes is entitled to copy and distribute it" and "The author retains the rest of the publishing rights and reprinting of the entire work or its separate components or reproduction by any other method is inadmissible without the author's written permission. The author assures that for copyrighted material used in the work the appropriate permit has been received (except the small quotations, which require only a specific reference to the literature quotation, as it is common in scientific papers performance) and takes responsibility for all of them, the author’s signature.
- d) **Dedication page (if necessary):** Text and form of this page should be performed according to the wishes of the author. It shall not exceed 30 words.
- e) **Abstract (required):** It should include a brief overview of the dissertation work. Summary of the work done and major achievements shall be described clearly. As a rule, the abstract does not include footnotes, tables, drawings, schemes, and other. The abstract should be between 500 and 800 words. The Dissertation Council has the right to disseminate the abstract in printed and electronic forms. Spaces between the lines shall equal to one. The abstract shall be fulfilled in two languages: in the language of dissertation defend and in English. If the dissertation is written in English language the abstract shall be in Georgian language.

- f) **Content (required):** The dissertation must contain the table of contents. The interval should be 1. Font size -12. The interval between the paragraphs should be 6-12 points. Page numbers should be placed at the right margin. It is permitted to fill the space between the title and the page number with the symbols: „.“, „-“, „\_“.
- g) **List of tables (required):** Interval must be 1.5 – 2. The paragraph, whose length exceeds one line, an interval shall be 1. Font size must be 12. Page numbers shall be placed at the right margin. It is permitted to fill the space between the title and the page number with the symbols: „.“, „-“, „\_“.
- h) **List of drawings (required):** Interval must be 1. Font size – 12 point. Interval between paragraphs shall be 6-12 points. Page numbers shall be placed at the right margin. It is permitted to fill the space between the title and the page number with the symbols: „.“, „-“, „\_“.
- i) **Abbreviation list used (if necessary):** For the abbreviations used in the dissertation, which are not generally accepted, it is desirable that the list and explanation that makes the work easier to understand be given by the author.
- j) **Alphabetical index (if necessary):** In case of the author's wish, it is possible to enclose alphabetical index.
- k) **Acknowledgments page (if necessary):** The author has the right to express his gratitude to all the persons in the dissertation work, who rendered assistance (contributed in some form) while performing the dissertation work. Also, after each named person the reason of gratitude shall be briefly and clearly expressed (the form of assistance provided by this person, e.g.: financial assistance, arrangement of business trips, help with the materials needed for research, consultation, etc.). Text and form of this page is fulfilled according to the wishes of the author. Its size should not exceed one page.

### 1.3. The main body of the text

The main body of the text must be divided into chapters and chapters of different level. It should include introduction, literature review, results obtained by the author and discussion/conclusion. If the discussion of results is divided into several sub-chapters, then it is possible to reconcile literature review and results with each other.

- a) **Introduction:** The introductory section should describe the scientific novelty, actuality and practical importance of the problems that are presented in the thesis. The problem set in the dissertation work should be described briefly and laconically. Each phrase should be as short and informative as possible, as it is intended for the narrow specialists of the field and not for the masses of readers. The introductory should not exceed 5% of the main body of the text.
- b) **Literature Review:** In the literature review the following questions should be answered: where does the problem of dissertation come from? What's already known about this problem? What alternative methods have already been developed for solving problems? What are the

drawbacks of the famous methods and what drawbacks are eradicated in the present dissertation work? In the literature review, attention should be given to the material published over the last 5 years (If the dissertation work is not dedicated to the problem of historical nature). The literature review should not exceed 30% of the main body of the text.

- c) **Results of the survey and their judgment:** The results of the research and the structure of their judgment depend on the dissertation themes and the author has the right to present it in the desired format. He/she is not limited to the number of sub-chapters
- d) **Conclusion:** The dissertation work must include the conclusions obtained from the research, which should be brief and laconic.

#### 1.4. List of references

- a) **General provisions:** The list of references should be placed at the end of the dissertation consecutively as indicated in the main body of the text. In the references the style shall be the following:

Article:

Surname initial letter. [Initial letter]., [Surname] [Initial letter] [Initial letter]. Full title. Full title of the journal or abbreviation. Year, volume, [number], the beginning and the end of the page.

E.g.:

1. Xie W., Pu J., MacKerell A.D. Development of a Polarizable Intermolecular Potential Function (PIPF) for Liquid Amides and Alkanes. *J. Chem. Theory Comput.*, 2007, 3, 6, 1878 - 1889.

**The book:**

**When specifying separate pages:**

Surname initial letter. [Initial letter]., [Surname] [Initial letter] [Initial letter]. Full title. Place of publication: publishing house. Year, volume, the beginning and the end of the page.

E.g.: 1. Bruice P. Organic Chemistry. New-York: Pearson Education, Inc., 2004, pp 45-123.

**When specifying the whole book:**

Surname initial letter. [Initial letter]., [Surname] [Initial letter] [Initial letter]. Full title. Place of publication: publishing house. Year, [volume] Number of Pages p.

1. Bruice P. Organic Chemistry. New-York: Pearson Education, Inc., 2004, 896 p.

**Patent:**

Surname initial letter. [Initial letter]., [Surname] [Initial letter] [Initial letter]. Full title. Place of edition, patent number, date of publishing, application number, filing date of an application.

1. Cunningham B. T., Li P. Method and instrument for detecting biomolecular interactions. USA Pat. No. 7292336. 6.11.2007. Appl. No.: 11/605,798. Filed: 28.03.2007.

**Information Global Network:**

a) Name of the website. Last checked - number, month, year.

E.g. 1. <http://patft.uspto.gov/netacgi/doc.html>, Last checked - 5.03.2007.

b) Page Numbering : Pages must be numbered consecutively together with the main body of the text.

c) Space: Space between lines is 1. Space between paragraphs 6-12 point.

d) Font size: The font size is 12 point.

**Tables and drawings.**

a) **General provisions:** The content of the drawings and tables, location and formatting is conditioned by the specification of the work. When using drawings and tables taken from other literary sources, the copyright should not be breached. Drawings and tables will be made of black and white and application of color illustrations is also allowed.

b) **Titles:** The titles should be placed directly on the top or bottom of the tables and drawings. The font size should be less than 1 point of the main text. The use of semi-dark font is allowed. The interval shall be equal to 1.

c) **Location:** Drawings, tables and their names can be placed in the main text as well as on an individual page and in the form of annex. Drawings, tables and illustrations should be separated from the text by 1.5-2 cm. If necessary, horizontal orientation of the sheet is permissible. Margins of horizontal pages and page numbering should be similar to vertical pages.

d) Numbering: Drawings and tables in the main body of the text shall have end to end numbering. The numbering of the drawings and tables in the annex will start from the beginning.

## 1.6. Annex

- a) **General provisions:** Annex can include data tables, drawings, calculations, analytical procedures, diagrams, charts and more.
- b) **Copyright:** When copyrighted materials are used in the dissertation, the authorization letter (s) on the copyright shall be added in the annexes as separate pages (s).

## 1.7. Publishing version

- a) **General provisions:** The author has the right to optimize the dissertation work in accordance with the requirements of the publishers so that the basic structure of the work shall not be violated. If the dissertation includes already published articles, then they should be placed in the form of separate chapters.
- b) **Formatting:** The formatting shall be agreed with the publishing house. The main structure shall not be changed. If the articles are included in the dissertation, then the formatting style of appropriate journal shall be taken.
- c) **Copyrights:** If the copyrighted material is used in the dissertation work (e.g. illustrations, spectrum, drawings and other), then the author is obliged to take the appropriate permit from the relevant publisher or from the author. Relevant letter of each copyright should be included in the work in the form of annex.

## 1.8. Electronic version

The dissertation work must be written in \*.pdf format or CD-ROM or DVD-ROM disks. Author's name and the title of the dissertation shall be indicated on the disk.

Georgian Technical University

Name, surname

Title of dissertation

Submitted for Obtaining a Doctoral Degree

Doctoral Program-----  
Cipher-----

Copyright © 20--- year Doctoral candidate's name, surname

Georgian Technical University

Faculty of -----

We, the signatories, confirm that we have get acquainted with the dissertation work ----- (title of the work) written by ----- (name, surname) and give reference ----- to be considered at the University Dissertation Council for obtaining a Doctoral Degree.

Date „-----„ „-----„ 20--- year

Advisor-----

Advisor-----

Reviewer-----

Reviewer-----

Georgian Technical University

Name, surname

Title of Dissertation

Faculty of ----- of Georgian Technical University

Submitted for obtaining Doctoral Degree

„-----„ 20-- year

“For the purpose of becoming familiar with the above-mentioned dissertation work by individual persons or institutions, in case of demand, Georgian Technical University for nonprofit purposes is entitled to copy and distribute it”.

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Author’s signature

"The author retains the rest of the publishing rights and reprinting of the entire work or its separate components or reproduction by any other method is inadmissible without the author's written permission. The author assures that for copyrighted material used in the work the appropriate permit has been received (except the small quotations, which require only a specific reference to the quotation of literature, as it is common in scientific papers performance) and takes responsibility for all of them. "