FORMAL GUIDELINES FOR THE PHD THESIS

PhD theses submitted to the University of Agder are automatically part of the publication series [Doctoral Dissertations](#) administered by Agder University Library. The PhD candidate is responsible for preparing and presenting their manuscript in accordance with the formal requirements listed below.

Requirements effective as of March 2024:

Document formatting

Margins: top/bottom: 2,5 cm; right/left: 3,0 cm.

Page numbers: in footer, centered.

Page numbering: Pages 1-4 are not numbered. Page 5 and the following pages are numbered as Roman numerals; (V, VI, etc). The first page of the body of the thesis and through to the end of the document are numbered with Arabic numerals (1,2,3 etc.). (See How to insert sections and page numbers at the end of this document).

Header 1: Main headings. Font: Times New Roman, size: 16 pts, bold, left-aligned, numbered 1, 2, 3 etc.

Main chapters should start on *odd-numbered pages* to appear on the right-hand page when printed. Insert a blank page if necessary. **NB!** This refers to the *document page numbers*, which may be found in the Status bar at the bottom of the document, and *not* to the formatted page numbers inserted in the footer).

(More information about the status bar at the end of this document).

Header 2: Subheadings on level 2. Font: Times New Roman, size 14 pts, bold, left-aligned, numbered 1.1, 1.2, 1.3 etc.

Header 3: Subheadings on level 3. Font: Times New Roman, size 13 pts, bold, left-aligned, numbered 1.1.1, 1.1.2, 1.1.3 etc.

Normal text; Font: Times New Roman, size: 13 pts, line spacing: 1,3

Please note that the document will be scaled down from A4 to book format when printed (81% of the original size). Make sure that figures and tables are still legible and not too small.

Page 1 layout

Half title page: Contains nothing but the main title of the thesis.

The title should start at line 8. Font: Times New Roman, Size 24 pts, Centered.

No page number.

Page 2 layout

Blank page.

No page number.

Page 3 layout

Title page. Should contain the following information about the thesis:

Line 3: Author's First name Last name

Font: Verdana; Size 16 pts; Centered

From line 4: Main title

Font: Times New Roman; Size 24 pts; Centered

If the title includes a **subtitle**, place the subtitle on the first line following the main title.

Font: Times New Roman; Size 16 pts; Centered

Line 9: «Dissertation for the degree of philosophiae doctor (ph.d.)».

Alternatively; «Dissertation for the degree of doctor philosophiae (Dr.philos.)» (Applicable if the research and thesis are completed without formal supervision and funding from the university.)

Font: Times New Roman; Size 13 pts; Centered

Line14: «University of Agder» Font: Times New Roman; Size 13 pts; Centered. Alternatively, if the thesis is written as part of a *cotutelle* agreement, add a "/" (backslash) and the name of the collaborating institution.

Line 15: «Faculty of ….» Fill in the name of the faculty to which the thesis is submitted. Font: Times New Roman; Size 13 pts; Centered

Line 16: «YYYY» Fill in the year of your disputation.

Font: Times New Roman; Size 13 pts; Centered

No page number.

Page 4 layout

Line 22: «Doctoral dissertations at the University of Agder XXX» (A publication series number will be assigned when the thesis has been approved.)
Font: Times New Roman; Size 13 pts; Left-aligned

Line 24: ISSN: XXXX.XXXX (international standardized code which identifies the publication series) (Assigned to Agder University Library)
Font: Times New Roman; Size 13 pts; Left-aligned

Line 25: ISBN: XXXXXXXXXXXXXXX (An ISBN number will be assigned when the thesis has been approved).
Font: Times New Roman; Size 13 pts; Left-aligned

Line 27: copyright-symbol © author's name, year of disputation (YYYY) (when the thesis is defended)
Font: Times New Roman; Size 13 pts; Left-aligned

Line 29: Print: name of the printing office (information given by the coordinator/Agder University Library)

Line 30: Place printed (information given by the coordinator/library)
Font: Times New Roman; Size 13 pts; Left-aligned

No page number.

Pages 5 onwards

Pages 5 onwards are numbered as Roman numerals; (V, VI, etc).

Preface and abstract

In the following pages, you have an option to include a **preface** and an **abstract**. Each should be given their own page. It may be necessary to write the abstract in Norwegian; please consult the updated guidelines for your specialization.

Table of Contents

Thereafter follows the **table of contents**. You can create the table of contents manually or insert it automatically using Word or another word processor.

- All chapters and subchapters should be listed with their appropriate page number in the table of contents.

List of Figures and tables

A list of **figures and tables** may be included immediately following the table of contents.

Thesis body

The first page of the body of the thesis and through to the end of the document are numbered with Arabic numerals (1,2,3 etc.).

Chapters

- The body of the thesis is divided into main chapters and subchapters as appropriate. Main chapters should start on *odd-numbered pages* - the right-hand page when printed. Insert a blank page if necessary. (Please note that this refers to the *document* page numbers, and not to the *formatted* page numbers inserted in the footer). See how to display helpful document statuses at the end of this document.
- All chapters should be numbered. Main chapters should be numbered as 1, 2, 3…
- Subchapters on level 2 should be numbered as 1.1, 1.2, 1.3 …
- Subchapters on level 3 should be numbered as 1.1.1, 1.1.2, 1.1.3 …
- Use of more than three levels of headings is discouraged.

Captions

- All figures, pictures, tables, graphs, calculations, etc. should be given a number and a descriptive title or caption. Please keep in mind that they are scaled down to 81% in printed version. If the object is taken from somewhere else, an acknowledgment of the source should be included in the caption.

Reference list

- The reference list should appear as a separate chapter and listed in the table of contents. The reference list should be placed after the main body of the text.
- For article-based theses: References that only appear in the articles should not be included in the reference list.

- One reference style should be used consistently throughout the document (This does not apply to article-based theses).

Appendices

- Appendices should appear as a separate chapter and be listed in the table of contents. Appendices should be placed at the very end of the document.

Printing and publishing requirements

- The content of the thesis must be the author's own work, and references must be made in accordance with the reference style used.
- For article-based theses copyright clearances must be obtained from the publisher of the journal to which an article has been submitted for review, or in which it has been published.
- The final version of the thesis must be submitted in PDF format.
- It is possible to use colors in figures, tables, and images, but be aware that the printing cost will increase significantly.
- A set number of copies will be paid for by the faculty, which includes five copies for the author. Additional copies must be paid for by the author her-/himself. Any reprinting will be an additional charge and at the author's expense.
- Provided set deadlines are met, the thesis is made available in Agder University's Repository AURA two weeks prior to the disputation

How to insert sections and page numbers

This is how you insert different page number formats in different sections of your document:

1. Before you begin, make sure you *show* all formatting by clicking the formatting marks button (¶) in the ribbon of your Home tab.
2. In your document, place your cursor where you want to *end* one section and start a new one.
3. In the Layout menu, choose *Breaks* and under Section Breaks choose the *Next Page* option. A new page is created.
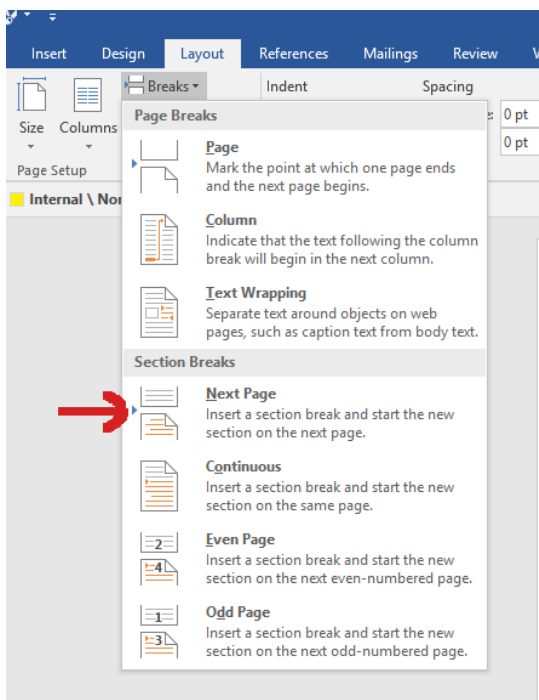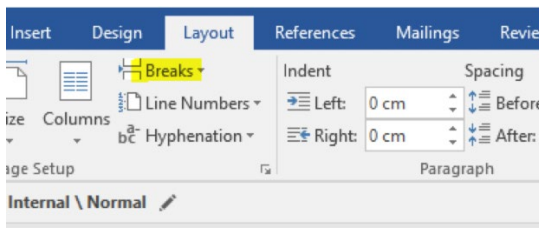
4. On the new page, double-click in the footer area where you want to insert page numbers. This will open the Design tab under Header and Footer Tools.
5. Deselect *Link to Previous*. This will *disconnect* the new footer from the footer in the previous section.
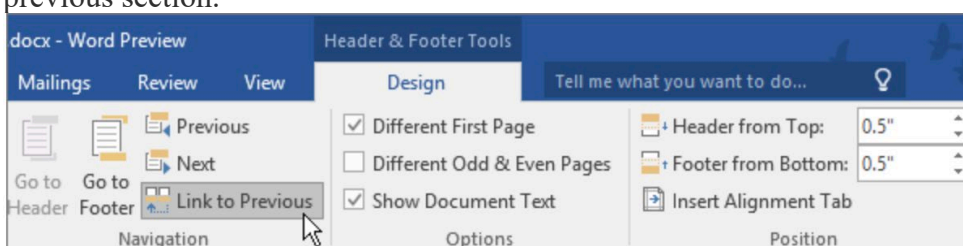
6. You can now add page numbers to the new section you have created without affecting the previous section.
7. Insert the page numbers centered at the bottom of the page.
8. Choose Format page numbers to choose other formats such as Roman numerals.
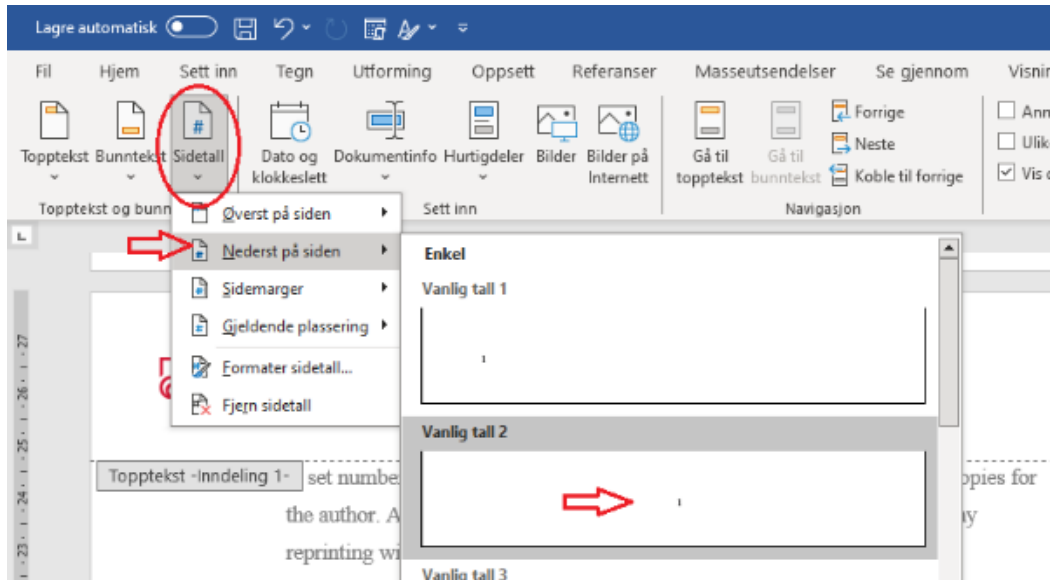
For more information, see Microsoft's Word Help Center

How to display helpful document statuses

Working with your thesis you may find it helpful to adjust the status bar at the bottom of your document to display useful document information.

Right-click the bar and select the statuses you want to show. Useful statuses are:

- Page numbers (document page numbers)
- Formatted page numbers (the numbers inserted in your footer)
- Sections
- Line numbers (useful when creating the introduction pages of the UiA thesis layout)
- Word count