

**Instruction for Formatting a Dissertation Submitted for the Award
of the Academic Degree of Doctor**

1. Formatting of the Dissertation

1.1. General Provisions

❖ **Language:** The dissertation must be written in the language of the doctoral program, without orthographic, stylistic, or grammatical errors.

❖ **Volume:** The volume of the dissertation must, as a rule, be no less than 100 and no more than 180 pages, formatted in accordance with this instruction. The count includes all bound pages.

❖ **Structure:** The structure of the dissertation is chosen by the author according to the subject matter.

❖ **Paper:** The dissertation must be printed on A4-format (297×210 mm) paper with a density of 80 g/m². Orientation – vertical. Printing is carried out on one side of the page only. Photographs and other special-purpose drawings and tables may be printed on A4-format photographic paper. When larger sheets are used (e.g., for technological diagrams), any format is permitted, provided that such pages are not bound together with the main text.

❖ **Margins:** left side – 30 mm, other sides – 20 mm (for the electronic version only). Deviation from these values is permitted in the printed and bound version.

❖ **Font:** The main body of the text must be printed in Sylfaen font, size 12. A larger font size may be used for the titles of chapters and subchapters (condensed fonts may not be used).

❖ **Page numbering:** All pages must be numbered sequentially in the bottom right corner. Leaving a blank page is not permitted. Repetition of a page number is also not permitted. The minimum font size for page numbers is 10.

❖ **Line spacing:** The spacing for the main text must be 1.5. For smaller sections (table of contents, list of tables and figures, abstract, footnotes, notes, etc.), the spacing is 1.

❖ **Titles of chapters and subchapters:** All chapter and subchapter titles must be included in the table of contents. The font size of chapter and subchapter titles may exceed that of the main text. Each chapter must begin on a new page, while a subchapter must continue on the same page.

❖ **Citing literature:** Citations of literature in the main text must follow the APA academic citation style (see the linked guide): [http://shromebi.gtu.ge/admin/uploads/\[...\].pdf](http://shromebi.gtu.ge/admin/uploads/[...].pdf)

❖ **Footnotes:** Font size 10. A footnote supplements and enriches the main information given in the text. Including a footnote in the text is recommended only when it reinforces or supports the reasoning or idea expressed in the main text. A footnote should contain only a single idea.

❖ **Components of the dissertation:** When formatting the dissertation, all of the requirements listed below must be observed, except for the items marked with an asterisk.

Section	Standard Version	Publishing Version
Title page	✓	✓
Signature page	✓	✓
Copyright page	✓	✓
Dedication page*	✓	✓
Abstract (in two languages)	✓	✓
Table of contents	✓	✓

List of tables	✓	✓
List of figures	✓	✓
List of abbreviations used (abbreviations must be spelled out)	✓	✓
Alphabetical index*	✓	✓
Acknowledgments page*	✓	✓
Main text: Introduction; Literature review; Research; Results and their discussion; Conclusion	✓	✓
Footnotes*	✓	✓
List of cited literature	✓	✓
Appendices*	✓	✓

In some cases, for practical reasons, it is permissible to place the appendices before the list of cited literature.

1.2. Pages of the Introductory Part

a) **Title page:** must be of the established form. It must necessarily include the title of the dissertation, the doctoral student's surname and name, and the text: "Submitted for the Award of the Academic Degree of Doctor," "Georgian Technical University," "Tbilisi, Georgia." It must also indicate the month and year in which the defense of the dissertation is scheduled. This page's number is not indicated (a sample title page and electronic template are given in the appendix).

b) **Signature page:** must be of the established form. The original of the standard version of the dissertation must bear original signatures made in blue ink. This page must be included in every copy of the standard version of the dissertation. An electronic template of the signature page is given in the appendix to this instruction. This page must include the text: "Georgian Technical University"; the name of the faculty; the text: "We, the undersigned, certify that we have reviewed the dissertation prepared by [name, surname] titled: [title], and recommend it for consideration by the [council name] University Dissertation Council of the Georgian Technical University for the award of the academic degree of Doctor"; and the date. The signature page must be certified by the signatures of the supervisor(s) and all reviewers.

c) **Copyright page:** must be of the standard form. The original of the standard version of the dissertation must bear the author's authentic signature. This page is intended to grant the Georgian Technical University library the right of disposal (non-commercial distribution, referencing, etc.). This page must include the text: "Georgian Technical University," the year of the dissertation's submission to the dissertation council, the author's surname and name, the title of the topic, the name of the doctoral program, and the qualification to be awarded. It must also include the standard texts: "In the event that individual persons or institutions request access to the above-titled dissertation for informational purposes, the right of its non-commercial copying and distribution is granted to the Georgian Technical University," and "The author retains all other publishing rights, and neither the entire thesis nor its individual components may be reprinted or reproduced by any other method without the author's written permission. The author affirms that appropriate permission has been obtained for any copyrighted materials used in the thesis (except for brief quotations that require only a specific reference in the citation of the literature, as is customary in the preparation of scientific works), and assumes responsibility for all of them."

d) **Dedication page** (where necessary): the text and form of this page are completed at the author's discretion. It must not exceed 30 words.

e) **Abstract (mandatory):** must contain a brief overview of the dissertation. It must clearly convey a brief summary of the work performed and the main achievements. The abstract does not contain footnotes, tables, figures, diagrams, etc. The length of the abstract must be between 500 and 800 words. The University Dissertation Council has the right to distribute the abstract in both printed and electronic form. Font size must be 12; line spacing – 1. The abstract must be prepared in the language of the doctoral program. A Georgian-language dissertation must also be accompanied by an English abstract, an English-language dissertation by a Georgian abstract, and a dissertation written in another language by both Georgian and English abstracts.

f) **Table of contents (mandatory):** The dissertation must contain a table of contents, prepared using the corresponding function in Word. Spacing – 1. Font size – 12. Spacing between paragraphs – 6–12 points.

g) **List of tables (mandatory):** Spacing must be 1. Font size – 12. Spacing between paragraphs must be 6–12 points. Page numbers must be aligned with the right margin. It is permissible to fill the space between the title and the page number with the symbols “.”, “–”, “_”.

h) **List of figures (mandatory):** Spacing must be 1. Font size – 12. Spacing between paragraphs must be 6–12 points. Page numbers must be aligned with the right margin. It is permissible to fill the space between the title and the page number with the symbols “.”, “–”, “_”.

i) **List of abbreviations used** (where necessary): for abbreviations used in the dissertation that are not generally accepted, it is advisable for the author to provide a list of them together with an explanation, which will make the work easier to understand.

j) **Alphabetical index** (where necessary): an alphabetical index may be added at the author's discretion.

k) **Acknowledgments page** (where necessary): the author has the right to express gratitude in the dissertation to all persons who provided some form of assistance (who contributed in one way or another) to the completion of the dissertation. In addition, the reason for the gratitude must be briefly and clearly stated after each named person (the form of assistance provided by that person, e.g.: financial assistance, arranging a business trip, providing materials needed for the research, consultation, etc.). The text and form of this page are completed at the author's discretion. Its size must not exceed one page.

1.3. Main Text

The main text must be divided into chapters and subchapters of various levels. It must necessarily contain an introduction, a literature review, the research conducted by the author, the results obtained and their discussion, and a conclusion. If the discussion of results is divided into several subchapters, then the literature review and the discussion of results may be aligned with one another.

a) **Introduction:** The introduction must describe the scientific novelty, relevance, and practical significance of the problem addressed in the dissertation. It must briefly and concisely state the problem to which the dissertation is devoted. Each phrase should be as brief and informative as possible, since it is intended for specialists in a narrow field rather than the general reading public. The volume of the introduction must not exceed 5% of the volume of the main text.

b) **Literature review:** The literature review must pose and answer the following questions: Where does the problem addressed in the dissertation originate? What is already known about this problem? What alternative methods have already been developed for solving the problem posed? What shortcomings do the known methods have, and which of these shortcomings are addressed in the present dissertation? The literature review should focus mainly on material

published during the last 5 years (unless the dissertation is devoted to a problem of a historical nature). The volume of the literature review must not exceed 30% of the volume of the main text.

c) **Investigation of results:** The structure of the investigation of results depends on the subject matter of the dissertation, and the author has the right to present it in whatever form he/she prefers. It is not limited in the number of subchapters.

d) **Discussion of results:** The structure of the discussion of results depends on the subject matter of the dissertation, and the author has the right to present it in whatever form he/she prefers. It is not limited in the number of subchapters.

e) **Conclusion:** The dissertation must necessarily contain the conclusions obtained as a result of the research, formulated briefly and concisely.

1.4. List of Cited Literature

a) **General provisions:** The list of cited literature must be placed at the end of the dissertation, in the order in which the sources are cited in the main text. In the list of cited literature, each source must be indicated in the language in which it was written. Literary sources must be cited in APA style.

Detailed instructions for using APA style: [http://shromebi.gtu.ge/admin/uploads/\[...\].pdf](http://shromebi.gtu.ge/admin/uploads/[...].pdf)

Whenever a direct quotation is used, or a text is summarized or paraphrased, the source must be indicated. It is written in parentheses and must contain the following information:

- the surname(s) of the source's author(s);
- the year of publication;
- the page number(s), where possible;

If the quotation is long:

- a format must be used in which every line of the quotation is indented from the margin by approximately ½ inch;
- quotation marks should not be used;
- the reader should be introduced to the quotation with a complete sentence followed by a colon.

For example:

Wang, Johnston, and Marks (2010) describe effective time management as an ongoing process:

Time management is not a skill that can be developed all at once; it requires self-awareness, planning, execution, and reflection. The common perception of time management is that the work is done once a schedule has been created. In fact, this is only the first step. Successful students are adaptable and flexible; they are able to make changes to their schedule, because they can purposefully and practically shift tasks to adjust to new situations. (p. 27)

Rules for formatting cited literature:

1. Decide where in the text you will add the brief citation, and click at that location with the mouse. From Word's Home tab, go to References. Select the desired citation style:

[Screenshot: Word – References tab, citation Style dropdown showing APA, Chicago, Harvard, IEEE, MLA, and other styles]

2. Then click "Insert Citation" and "Add New Source."

[Screenshot: Word – References tab, Insert Citation menu with “Add New Source...” and “Add New Placeholder...” options]

3. The following field will appear, in which you must first select the type of source, e.g., book, article, and then fill in the empty fields with the corresponding information.

[Screenshot: Word – “Create Source” dialog box with Type of Source, Author, Title, Year, City, Publisher fields]

4. These are the main fields; however, to enter more information, you can click the “Show All Bibliography Fields” button in the bottom left corner, which will expand all fields. When you have finished entering the information, save these fields by clicking “OK.”

[Screenshot: Word – “Create Source” dialog with “Show All Bibliography Fields” checked and additional fields expanded]

5. To add the list of references, go to the last page of the thesis and click on “Bibliography,” then “Insert Bibliography.” Every brief in-text citation entered in the thesis will be expanded in full in the reference list section.

[Screenshot: Word – References tab, Bibliography menu with Built-In styles (Bibliography, References, Works Cited) and “Insert Bibliography” option]

1.6. Appendix

a) **General provisions:** The appendix may contain data tables, figures, calculations, analytical procedures, diagrams, schemes, and other materials.

b) **Copyright:** When copyrighted materials are used in the dissertation, the corresponding permission letter(s) for the copyrighted material used must be added as a separate page(s) in the appendices.

2. Electronic Version

The dissertation must be recorded in *.pdf format on CD-ROM or DVD-ROM discs, or on another electronic storage medium. The disc must indicate the author's surname, name, and the title of the dissertation.

3. Publishing Version

a) **General provisions:** The author has the right to optimize the dissertation according to the relevant requirements of the publisher, provided that the main structure of the thesis is not disrupted. If already-published articles are to be included in the dissertation, they must be placed as separate chapters.

b) **Formatting:** Formatting is agreed upon with the publisher. At the same time, the main structure must not be changed. If articles are to be included in the dissertation, the formatting style of the corresponding journal is used for formatting the articles.

c) **Paper:** The publishing version of the dissertation must be printed on A5-format paper.

d) **Copyright:** If material protected by copyright (e.g., illustrations, spectra, drawings, etc.) is used in the dissertation, the author is obliged to obtain the appropriate permission from the relevant publisher or author for their use. A letter corresponding to each copyright permission must be included in the thesis as an appendix.

[Sample cover – dark blue background with the Georgian Technical University logo]

Name Surname

Title of the Dissertation

Submitted for the Award of the Academic Degree of Doctor

Doctoral program -----

Code -----

Georgian Technical University, Tbilisi, 0160, Georgia

20 ----- year

Copyright © 20--- year Name, Surname of the Doctoral Student

Georgian Technical University

Faculty _____

We, the undersigned, certify that we have reviewed the dissertation titled: **Title of the Dissertation**, prepared by **Name, Surname**, and recommend it for consideration by the _____ University Dissertation Council of the Georgian Technical University for the award of the academic degree of Doctor.

-----, ----- 20-- year

Scientific supervisor/supervisors: Professor

Professor

Reviewer: _____

Reviewer: _____

Georgian Technical University

20__ year

Author: Name, Surname

Title: Title of the Dissertation, Doctoral program:

Degree: qualification to be awarded

Session held _____

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Author's signature _____

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The author affirms that appropriate permission has been obtained for any copyrighted materials used in the thesis (except for brief quotations that require only a specific reference in the citation of the literature, as is customary in the preparation of scientific works), and assumes responsibility for all of them.