



Guidelines regarding PhD thesis

In order to standardize the format, Doctoral School of Sociology offers this brief guideline regarding writing the PhD thesis, also focusing on visual identity of the Doctoral school, the formal structure, the minimum standards for writing etc.. further information on a PhD thesis in Sociology may also be found at https://doctorat.unibuc.ro/wp-content/uploads/2020/03/02_FSAS_Redactarea-lucrarii-de-doctorat_actualizat-2013.pdf

PhD thesis is the main outcome of the doctoral program. It shows the results of the research and must contain original results in the field of Sociology.

Structure

Title page must contain the heading, title, name of the candidate and name of the scientific coordinator, place and year of the defense. (Appendix 1).

Standards regarding the writing

The thesis may be written in Romanian, Hungarian or English. For the work written in Romanian, special characters must be used (ă, î, ș, ț, â). Regardless of the language used, work that do not comply with the standard of academic paper will be accepted. For text, Times New Roman, 12, 1.5 row spacing will be used. Pages will be set in A4 format, margins 2.54 cm up-down-left-right.

Figures and tables will be numbered (Table 1, Table 2, Figure 1, Figure 2) and inserted in text. Title will be placed above, respectively below the figure.

Titles and subtitles

Chapter and Subchapter titles will comply with the following format:

CHAPTER I. CENTERED, CAPS, TNR 14, Bold

1.1. Centered, Bold, TNR 12

1.1.1. Aligned left, bold, TNR 12

1.1.2. Aligned left, bold, TNR 12

1.1.3. Aligned left, bold, TNR 12

1.1.3.1. Aligned left, bold, TNR 12

1.1.3.2. Aligned left, bold, TNR 12

1.2. Centered, Bold, TNR 12

1.2.1 Aligned left, bold, TNR 12

References

All the authors mentioned in the text must be found in the Reference section and all the papers mentioned in Reference must be cited in the text.

Reference section does not have a number as other sections of the thesis. This will contain the title **BIBLIOGRAFIE/REFERENCES (according to the language used)**, followed by the reference list in alphabetical order and edited in APA Style. A complete guide of APA style can be accessed at: <https://www.mendeley.com/guides/apa-citation-guide>.

Appendices (optional)

If the thesis uses appendices, they will be placed at the end, following Reference section. This will not be numbered and will contain the title **ANEXE/APPENDICES (according to**

the language used), followed by each Appendix (Appendix 1, Appendix 2, Appendix n). Appendices may include research instruments, transcripts, and other data used in the analysis, maps, figures, pictures, pieces of legislation and other relevant documents. Links to the appendices must be found in the text.

**BABEȘ-BOLYAI UNIVERSITY CLUJ-NAPOCA
FACULTY OF SOCIOLOGY AND SOCIAL WORK
DOCTORAL SCHOOL OF SOCIOLOGY**

PHD THESIS

PHD CANDIDATE:
SCIENTIFIC SUPERVISOR:

CLUJ-NAPOCA
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