Instructions for PhD candidates:
General rules for thesis preparation and formatting

This document outlines the general rules and formatting guidelines for PhD theses. Adherence to these instructions is essential for consistency, quality, and compliance with institutional requirements.

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1. Version submitted to the assessment committee

- **Pre-final formatting:** The version submitted to the assessment committee does not need to be in the final formatting.
- **Exclusions:** The following elements can be omitted in the version submitted to the assessment committee:
  - Summary
  - Acknowledgements
  - Curriculum Vitae (CV)
- **Text modifications:** Once the assessment committee has approved the submitted text, no further changes or additions are allowed except for those explicitly requested by the committee.

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2. Final Version

- Ensure the final version includes the summary, acknowledgements, and CV, along with any changes requested by the assessment committee.
- When the final version is being uploaded in Hora Finita, you are requested to fill out a license agreement (see section 3 for more info). In this agreement you will give your explicit permission to make the thesis available to the public (open access). It is not possible to delete parts of the thesis afterwards (e.g. date of birth, acknowledgements). Please take this into consideration.

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3. Licence agreement

In the licence agreement (example) you indicate whether an embargo needs to be applied on your thesis. Read carefully the explanation about licence and embargo: Publishing dissertations - Licence, embargo and open access. There are three options for an embargo:

1. There is no embargo applicable: the thesis is entirely open access
2. There is an embargo period of 12 months:
   1. Material in the thesis has been or will be offered within 12 months to a publisher for publication or
   2. Material in the thesis has been published or accepted by a publisher for publication
3. There is an embargo period of 18 months: where a patent is involved, or where intellectual property rights need to be safeguarded, or where there are agreements with the publisher or similar.

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4. Formatting Guidelines

4.1 General Appearance

- **Booklet Size:** The size of the booklet is not fixed; the standard is B5 format:170 x 240 mm.
- **Page Limit:** There is no restriction on the number of pages.
- **Binding:** The booklet has to be properly bound – perfect binding is recommended, hardcover binding is allowed; spiral/coil binding or wire-o binding are not allowed.

4.2 Language

- The thesis is written in Dutch or English. If the PhD candidate wishes to deviate and write the thesis in another language, this has to be approved by the Doctorate Board.
- The scientific summary of the thesis is written in Dutch (when the thesis is written in English) or English (when the thesis is written in Dutch). Next to this, the candidate is allowed to add an extra scientific summary in another language than English or Dutch (e.g. the mother tongue).
- A non-scientific summary of the thesis can be added and is optional. This non-scientific summary can be written in Dutch or English or any other language (e.g. the mother tongue).

4.3 Illustrations

- The colophon must state who holds the copyright to the thesis. The colophon must also state if this differs for specific sections, such as images. This must therefore be stated alongside the relevant images.
- **Copyrighted images**. If you wish to use copyrighted images, you must request permission in advance. However, this is not necessary if the images have been made available under a license that permits reuse (usually a CC license). Only in such cases is prior permission not required. Proper attribution is essential, however; preferably, indicate which CC license applies to the image.
- **Self-made images.** There is no single, universal answer regarding the use of self-made images of objects in public establishments such as museums, galleries, libraries etc.
    - Public establishments may have their own rules, and these rules can even vary by collection.
    - Sometimes, photography is prohibited entirely within an establishment.
    - Sometimes, photography is permitted but the images may only be used for personal purposes; in such cases, including them in a publicly accessible thesis is not allowed.
    - More information is available at the Copyright Information Point

4.4 References

- Format all references using a **single, consistent style** throughout the thesis.

4.5 Chapter Decorations

- Decorative elements may be added to the **starting pages** of each chapter. Decorative elements are defined as elements that contribute purely to the lay-out of the thesis but have no contribution to the content of the thesis.
- **Restrictions:** These decorations must not include any text.

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5. Submission Notes

- Submit the version for the assessment committee in compliance with these rules.
- After committee approval, ensure that any requested changes are incorporated before preparing the final version with all additional elements.

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6. Printing your thesis

- Please make agreements with the printer in time – some printers have lengthy timelines and you have to ensure that your printed thesis (together with the electronic version) is submitted to the University Library at least three weeks before the defense ceremony.
- Before printing your thesis, please make sure that your supervisor approves the galley proofs that you received from the printer.
- **Sending the thesis to the printer.** Once the (co-)supervisors and the assessment committee have approved the thesis, and the title page has been approved by the Doctoral Office, the thesis may be sent to the printer. The approved title page must be included in the thesis. No other versions are permitted.

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7. Additional information

7.1 Colophon

Some suggestions regarding extra information in the colophon:

- The research presented in this book was conducted at the Faculty of … at the University of Groningen and ….
- This research has been financially supported by ….
- Printed by …
- Copyright logo and year
- Cover image by …
- Cover design and illustrations by …
- Layout by …
- All rights reserved. No part of this publication may be reproduced in any form, by print, photocopying, or otherwise, without the prior written permission from the author
- Complete place of publication, publisher, year of publication as follows:
  - Place of publication: Groningen
  - Publisher: University of Groningen
  - Year of publication: Year of promotion

7.2 Use of AI-tools

You should acknowledge that you have used AI tools for any assessment. You should include the following information when acknowledging the use of generative AI tools:

- AI tool (e.g. Copilot, Chat-GPT, Claude, Google AI)
- description of how you used the tool (e.g. edited/corrected/translated/ planned/ brainstormed)

- prompt(s) used
- part, section or page of the assessment piece
- date

7.3 DOI (Digital Object Identifier)

- A DOI is important as an identifier for the discoverability of the dissertation. Once the digital dissertation has been submitted via Hora Finita, the University of Groningen Library assigns a DOI to it.
- The PhD candidate does not need to apply for the DOI or include it in the printed dissertation. The DOI will appear on the dissertation's landing page in the UG research portal.

7.4 Digital version of your thesis

- A digital copy of the thesis may be up to 500 MB in size.
- If the digital version of your dissertation contains privacy-sensitive information or images that you do not want to post online, you can blur the relevant information in the digital version.
- Typos in the published digital version cannot be replaced with a new version.

Adhering to these instructions will ensure a smooth review and submission process for your PhD thesis. For any additional clarifications, consult your supervisor or the relevant academic office.

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