

Layout and formatting recommendations for doctoral theses at the Faculty of Medicine

(Valid from April 2025)

I. **Dissertation**

Doctoral theses should be written in font size 12 (Arial or Times New Roman typeface). The use of different typefaces is not desired (exception: tables, footnotes or text passages that require special emphasis).

The recommended line spacing is 1 ½-fold, the margin width should measure approx. 2.50 cm on all sides.

The dissertation is to be printed on white, wood-free paper (80g). The typeface must be legible, even and deep black. The proof copies (submitted with the registration for the oral examination) are to be submitted in A4 format, the mandatory archival copies (for publication after the oral examination) in A5 format.

The cover page and the first pages of the dissertation (inside cover page and page containing the names of the reviewers and the dean) must be prepared according to the provided template ("Musterdeckblatt").

Page numbering begins with the table of contents (third page).

English-language theses must be preceded by a summary written in German. For German-language theses, an English-language summary is mandatory for the Dr. rer. physiol. and Dr. sc. hum. programmes and recommended for other doctoral programmes.

The structure of the monograph should be based on the following outline:

1. introduction (introduction to the topic and scope/purpose of the project)
2. materials and methods
3. results (presentation of own investigations)
4. discussion (discussion of the results and their contextual relationship to currently published literature)
5. summary
6. appendix (if applicable)
 - a. Tables (can also be included within the main body of text); they must be numbered separately from figures
 - b. Figures (can also be included within the main body of text); they are to be numbered separately from tables

7. bibliography
8. if applicable: acknowledgements (without page numbering)
9. curriculum vitae (without page numbering)
10. declaration of independence (or affidavit)

Please clarify additional or alternative layout options with your supervisor.

General guidance:

Handling your own, already published (or submitted) data:

- Your own data that have already been published or submitted for publication can be used in your own dissertation, but must be cited.
- Passages (mostly) taken word for word from your publications must be italicised and placed within quotation marks with a reference to the source. This also applies to passages translated directly from your own English publications into a German-language dissertation.
- When using figures and tables from your own publication, the terms of use of the original publisher must be observed.
- If figures and tables (including slightly modified versions) from other publications are used, permission must be obtained from the original publisher.
- Further information can also be found on the website 'Elektronische Dissertationen' of the University library: <https://epub.uni-regensburg.de/publications/eldiss.html>

Please also note:

- Data that are not self-generated must be clearly identified as such and generally do not belong in the results section.
- The spelling of the titles and names of faculty members or the names of chairs and departments is generally based on the latest university course catalogue and can be checked online.
- For doctoral theses in the Dr. sc. hum. and Dr. rer. physiol. programmes, a curriculum vitae is optional and should be omitted from the final publication for data protection reasons.
- For cumulative theses, the requirements in the respective faculty doctoral regulations must be observed.

II. Bibliography and citations in the text

(Dr. Helge Knuettel, Universitätsbibliothek Regensburg, Teilbibliothek Medizin)

Correct citation is particularly important in scientific work. The bibliography and citations within the text should conform to the current guidelines of the National Library of Medicine (NLM). The currently valid edition is:

Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 - [aktualisiert am 02.10.2015; zuletzt geprüft am 04.02.2025]. Verfügbar von: <https://www.nlm.nih.gov/citingmedicine>

The NLM guidelines take into account relevant national and international standards for citation and have broad professional support. Furthermore, the relevant recommendations of the International Committee of Medical Journal Editors (ICMJE) and the guidelines of most biomedical journals are based on them.

The use of reference management software for inserting citations and generating the bibliography is strongly encouraged. Provided that the bibliographic information has been carefully captured, correct implementation of the NLM guidelines can be ensured by selecting a suitable citation style. This applies in particular to the correctness, completeness and uniformity of the bibliographical references.

It is recommended that you cite according to the current *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals* of the ICMJE (<http://www.icmje.org/>). The relevant citation styles in a reference management program are referred to as NLM, ICMJE or Vancouver style. Citations are labelled with consecutive numbers according to their order of appearance within the text and the references are listed according to these index numbers in the bibliography. Alternatively, citation according to the author-year scheme of the Harvard or APA style (American Psychological Association, <http://www.apastyle.org/>) is permissible.

The University library offers additional information at:

<https://go.ur.de/citingmedicine>

Doctoral Committees Biomedicine, Medical Human Sciences and Dr. med./Dr. med. dent.

April 2025